AGENDA

WORCESTER COUNTY COMMISSIONERS

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

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

November 6, 2024

Item #

9:00 AM - Vote to Meet in Closed Session in Commissioners' Conference Room – Room 1103 Government Center, One West Market Street, Snow Hill, Maryland

9:01 - Closed Session
(Discussion regarding a personnel update, requests to promote to Landfill Operator and Parks Worker, requests to hire Transfer Station Attendants, Custodial Worker, Emergency Communication Trainees, DRP Specialist, and other personnel matters, receiving legal advice, discussion of acquisition of real property for a public purpose and performing administrative functions)

10:00 - Call to Order, Prayer, Pledge of Allegiance

10:01 - Report on Closed Session; Review and Approval of Minutes from October 15, 2024

10:02 - Commendations (3)

1

10:05 - Consent Agenda
(Recommendation to Award Strategic Highway Safety Plan, Request to Award Bale Processor, River Run Capital Pump Purchase, River Run Budget Increase, Solid Waste Over Expenditure, DRP Out of State Travel Request, Homeland Security Grant Acceptance, Snow Hill PoP Relocation, ARPA Extension Request, Tourism Grant Acceptance, DHCD Housing Study Waiver)

2-12

10:06 - Chief Administrative Officer: Administrative Matters
(WCPS Capital Improvement Plan, WCPS OIGE Report, Critical Area Map Update, Elections Warehouse, School Resource Deputy MOU, Jail Over Expenditure, Shell Mill Parking Pilot Update, Request to Contract Pocomoke Library, Request to Purchase EV Safety Plugs, Speed Limit Change Jarvis Road, Mystic Harbour WWTP Membrane Purchase, FY24 Enterprise Funds Over Expenditures, Request for Public Hearing WWW Rates, FY24 Assigned Fund Balance, DHCD Dockside Grant, 2025 Meeting Dates, Tri-County Council Board Appointments, MACo Legislative Committee Appointments, Board Appointments)

13-31

10:30 - Public Hearing – Rezoning Case No. 446

32

10:35 - Public Hearing – Capital Improvement Plan (CIP) FY26 – FY30

33

12:00 PM - Questions from the Press; County Commissioner's Remarks

Lunch

1:00 PM - Chief Administrative Officer: Administrative Matters (if necessary)

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

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

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Minutes of the County Commissioners of Worcester County, Maryland

October 15, 2024

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

Following a motion by Commissioner Bunting, seconded by Commissioner Elder, the commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Candace Savage, County Attorney Roscoe Leslie, and Public Information Officer Kim Moses. Topics discussed and actions taken included the following: discussion of acquisition of real property for a public purpose; receiving legal advice from counsel; and performing administrative functions, including discussing potential board appointments.

Following a motion by Commissioner Elder, seconded by Commissioner Bunting, the commissioners unanimously voted to adjourn their closed session at 9:52 a.m.

After the closed session, the commissioners reconvened in open session. Commissioner Bertino called the meeting to order, and following a morning prayer by Reverend Davida Washington of Liberty Church on Rock in Snow Hill and pledge of allegiance, announced the topics discussed during the morning closed session.

The commissioners reviewed and approved the open and closed session minutes of their October 1, 2024 meeting as presented.

The commissioners presented a proclamation recognizing October 15, 2024 as White Cane Awareness Day in Worcester County. Due to an unexpected scheduling conflict, Amy Crouse of Blind Industries of Maryland in Salisbury was unable to attend the meeting

The commissioners presented a proclamation recognizing October 21-25, 2024 as Economic Development Week to Tourism and Economic Development Director Melanie Pursel and other economic development professionals from across the County.

Upon a motion by Commissioner Elder, the commissioners unanimously approved by consent agenda item numbers 2-8 and 10-13 as follows: bid specifications to update the 2004 Affordable Housing Report and Substandard Housing Study, to abate nuisance conditions at 842

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Colona Road in Pocomoke City, to obtain site and civil engineering services to improve parking conditions at John Walter Smith Park, to renovate the bathrooms at John Walter Smith Park and Newtown Park, and to purchase and install five new overhead doors at the Central Landfill; a Sunset Avenue sewer relief line design change order totaling $6,750; a request from the Ocean City Volunteer Fire Company for $125,210.71 in remaining American Rescue Plan Act funds; a Memorandum of Understanding with the Maryland Department of Natural Resources for funding to update the County's nuisance flood plan; a draft letter addressing the commissioners' vote relative to the Turning Point Energy consultation on October 1; Findings of Fact and Zoning Reclassification Resolution for Rezoning Case No. 445; and a letter to federal representatives opposing heavier trucks, which was drafted at the request of the Coalition Against Bigger Trucks.

The commissioners met with Procurement Officer Nicholas Rice to review a request from the Worcester County Firemen's Association to purchase 30 EV safety plugs from Municipal Emergency Services for $27,598.50 to be distributed to each fire company. In response to questions by Commissioner Bertino and upon a motion by Commissioner Elder, the commissioners unanimously agreed to table further discussion on this item to obtain more information regarding a statement made by Berlin Fire Company President David Fitzgerald that the existing EV plugs place the cars in a sense of false charge mode. Mr. Taylor stated that the total State allocation for both projects is $48,901,000.

Pursuant to the request of Superintendent of Schools Louis H. Taylor and upon a motion by Commissioner Mitrecic, the commissioners unanimously approved the Memorandum of Understanding (MOU) between the commissioners, Board of Education, and Interagency Commission on School Construction (IAC), committing State funding totaling $48.9 million for the funding and construction of two Worcester County Public Schools: $25.8 million for a new 91,000-square-foot Buckingham Elementary School (BES) and $23.1 million for a new or renovated 94,000-square-foot Berlin Intermediate School (BIS). The commissioners also approved design of the BES and BIS school construction agreement and authorization to proceed with design of the BES replacement project.

In response to questions by Commissioner Bunting, Mr. Taylor stated that it is projected to cost $47 million to replace BES, with a County cost share of $25.6 million. He stated that construction of a new BIS is too far out to provide an accurate cost projection, but the initial estimate is $86 million, with a County cost share of approximately $57 million. In response to questions by Commissioner Bertino, Mr. Taylor stated that the design of BES is scheduled to begin in January 2025, with construction to begin summer 2027 and be completed in summer 2029 and BIS construction is scheduled to begin summer 2029 and be completed by summer 2031.

Commissioner Abbott urged the BOE to include Procurement Officer Nicholas Rice in the school construction bid process due to his experience.

Pursuant to the request of Mr. Taylor and upon a motion by Commissioner Mitrecic, the commissioners voted 5-2, with Commissioners Abbott and Bunting voting in opposition, to assign FY24 BOE budget surplus funds of $795,918 or 0.63% of the overall budget as follows: $567,011 as FY26 revenue as required, and $228,907 budgetary surplus to be allocated to fund

FY25 after school programs.

Commissioner Bertino questioned whether surplus funding is supposed to be allocated for Other Post Employment Benefits (OPEB). Mr. Taylor stated that the commissioners determine where to allocate surplus funds, noting that prior year surpluses have been allocated for both OPEB and other programs. BOE Chief Financial Officer Vince Tolbert stated that as part of the FY22/FY23 budgetary process the commissioners decided that surplus funds were to be allocated for OPEB; however, in later budgets the commissioners had not allocated surplus funds to OPEB.

Intergovernmental Relations Director Dominic Butchko and Legislative Director Kevin Kinnally of the Maryland Association of Counties met virtually with the commissioners to discuss solar legislation to be introduced by the 2025 Maryland General Assembly, which the organization believes would provide predictability for communities, counties, industry, and the state; enhance synergies between Maryland's clean energy and land preservation goals; and clarify gray areas related to county authority.

Mr. Butchko reviewed current State law, as outlined in a 2019 court case decision clarifying that any decisions made by a local jurisdiction regarding solar projects of two megawatts (MW) or greater can be overturned by the Public Service Commission (PSC). He noted that the State has an aggressive renewable energy goal to achieve 14.5% solar energy generation by 2035, the summer capacity auction[1] was 800% higher than normal, and the upcoming winter capacity auction is projected to be 150% higher, which could equate to a 30% utility rate increase for users. With regard to local autonomy, this means that the General Assembly is going to be motivated to increase renewable energy generation. Mr. Butchko explained that the State has decided where solar farms can be developed, and though the County cannot stop a project from being developed in a rural, agricultural area, MACo has included siting standards within the bill to preserve local controls over things like setbacks, decommissioning, and bonding, as well as a compensatory preservation contribution.

Mr. Kinnally stated that the solar industry understands that the only way the State will be able to meet its aggressive climate goals by 2031 will be to allow more solar everywhere. He then noted that the PSC must give due consider on each project for these factors: the position of local government on a project, whether a project is consistent with a county's comprehensive plan and zoning, and any efforts to resolve disputes raised by affected parties. He noted that in a lot of ways this is a property rights issue of landowners deciding they want to lease their land for solar, and the Farm Bureau has not decided where it wants to be on this issue, which complicates things. Mr. Kinnally stated that MACo has tried to provide tax incentives for developers to put solar on large commercial rooftops on the Western Shore to alleviate some of the pressure on the Eastern Shore.

Commissioner Fiori stated his concerns regarding how to determine the proper bond rate for a project, noting that solar panels are made of hazardous materials that cannot be recycled and are difficult to landfill. Mr. Butchko stated that an assessment to evaluate the cost to decommission a solar field would be needed to determine the bond. In response to Commissioner Fiori's concerns regarding solar fields taking agricultural lands designated for crop production out of commission, Mr. Butchko stated that it is difficult to make the argument for or against the

[1] Capacity auctions inform what utility rates are going to be.

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use of agricultural fields in solar because the Farm Bureau has taken no position in this matter.

In response to questions by Commissioner Bertino, Mr. Butchko reviewed the timeline for decommissioning a solar field after it has gone dark for 12 consecutive months. He noted that there would be no downside to the County holding the bonds on solar projects. Following further discussion, the commissioners thanked Mr. Butchko and Mr. Kinnally for their update.

The commissioners conducted a public hearing on petitions to sell an agricultural easement to the Maryland Agricultural Land Preservation Foundation (MALPF) on each of the following properties: 96.75 acres identified on Tax Map 99 as Parcel 27 owned by Larry and Deborah Guy, 144.92 acres identified on Tax Map 91 as Parcel 59 owned by Percy Maddux, and 130.02 acres identified on Tax Map 99 as Parcel 49 owned by Percy Maddux.

Commissioner Bertino opened the floor to receive public comment.

There being no public comment, Commissioner Bertino closed the floor.

Upon a motion by Commissioner Fiori, the commissioners unanimously agreed to submit all three applications to MALPF for appraisal and further consideration for purchase of agricultural easements.

Pursuant to the request of Public Works Director Dallas Baker and upon a motion by Commissioner Mitrecic, the commissioners unanimously approved an over-expenditure to purchase a limited subscription for a work order system from IWORQ for use within the Water and Wastewater Division at a cost of $29,100 the first year and $17,500 annually thereafter. Mr. Baker stated that this software will allow the County to meet pending requirements from the Maryland Department of the Environment.

Pursuant to the request of Mr. Baker and upon a motion by Commissioner Mitrecic, the commissioners unanimously approved a contract from Carter's Electric Service for $34,710 to install electrical components of the previously purchased ultraviolet disinfection equipment at the Ocean Pines Wastewater Treatment Plant. Because the actual price exceeded budgeted funds of $20,470 for this purchase, the commissioners also authorized an over-expenditure of $14,240 to cover the remaining cost.

Pursuant to the request of Mr. Baker and upon a motion by Commissioner Elder, the commissioners unanimously approved an intergovernmental loan totaling $1,525,000 from the General Fund to purchase radio read water meters from Core & Main for $1,363,245 and adaptor components at an estimated cost of $161,755 for use within the following service areas: $1,409,280 for Ocean Pines, $99,547 for Mystic Harbor, and $16,173 for Newark. In response to concerns raised by Commissioner Bunting, Mr. Baker confirmed that annual debt service payments will be made from the three service areas to repay this 10-year loan.

Pursuant to the request of Mr. Baker and upon a motion by Commissioner Bunting, the commissioners unanimously approved an over-expenditure of $64,003.76 from the Solid Waste Division Budget for improvements to the administration building at the Central Landfill in Newark. In FY24, $100,000 was budgeted for the project; however, only $35,996.24 was spent on improvements during that fiscal year.

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Pursuant to the request of Environmental Programs Director Bob Mitchell and upon a motion by Commissioner Mitrecic, the commissioners unanimously approved the FY25 grant agreement for funding for the County Rural Legacy Areas (RLA) RLA Grant Agreements, awarding $800,000 for the newly approved Bishopville-Showell RLA and $585,000 for the Dividing Creek RLA.

The commissioners met with Development Review and Permitting (DRP) Director Jennifer Keener to review a text amendment application drafted by staff to establish cannabis dispensaries as a special exception in the C-1 Neighborhood Commercial, C-2 General Commercial, and C-3 Highway Commercial Districts and to establish specific parking requirements for the use and stacking space requirements for any facility that proposes a drive-through.

Following some discussion, Commissioners Abbott, Bertino, Bunting, Elder, Fiori, Mitrecic, and Purnell introduced the aforementioned text amendment as Emergency Bill 24-09 (Zoning – cannabis dispensaries) and scheduled a public hearing on the bill for November 19, 2024.

The commissioners met with Senior Budget Accountant Lynn Wright to schedule a public hearing on the requested five-year Capital Improvement Plan (CIP) FY26 – FY30. Projects totaling $267,807,763 are proposed over the five-year period. Of the proposed projects, $87,394,985 or 33% are proposed to be funded by the General Fund and $68,246,169 or 25% from general bond funds. The remaining portion would be funded by user fees, grant funds, State match funds, State loans, assigned funds, and enterprise fund bonds. Ms. Wright reminded the commissioners that the CIP is strictly a planning document, and a project's inclusion in the CIP does not constitute funding approval. Rather, each project will be considered and if approved will be refined as details come to light and as projected revenues are known.

Upon a motion by Commissioner Fiori, the commissioners unanimously agreed to schedule a public hearing to receive public comment on the requested five-year CIP FY26 – FY30 as presented.

Chief Administrative Officer Weston Young advised the commissioners that the Maryland Public Service Commission (PSC) is accepting comments on a US Wind application to revise and expand its offshore wind project off Maryland's coast. The deadline for comments is November 1, 2024. Upon a motion by Commissioner Fiori, the commissioners unanimously agreed to send a letter opposing the application.

Commissioner Abbott updated the commissioners on the success of a local initiative to provide relieve to those impacted by Hurricane, noting that to date 13 tractor trailers from the area have delivered supplies to areas hardest hit in North Carolina.

The commissioners answered questions from the press, after which they adjourned to meet in closed session.

Following a motion by Commissioner Bunting, seconded by Commissioner Elder, the commissioners unanimously voted to meet in closed session at 11:35 a.m. in the Commissioners'

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Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Candace Savage, County Attorney Roscoe Leslie, Budget Officer Kim Reynolds; Public Information Officer Kim Moses, Enterprise Fund Controller Quinn Dittrich, and Human Resources Director Stacey Norton and Deputy Director Pat Walls. Topics discussed and actions taken included the following: transferring Utility Mechanic I Mason Kinard to scale operator and hiring William Murphy as a landfill operator II and Glenn Colona as a part-time landfill operator I within the Solid Waste Division; hiring Brian Kohut as a construction supervisor within the Water and Wastewater Division; promoting Parks Worker VI Ryan Blevins to parks crew leader within Recreation and Parks; and hiring Montrolus Chisum and Sharell Fountain as correctional officer trainees within the County Jail, and other personnel matters; receiving legal advice from counsel; and performing administrative functions, including receiving monthly financial updates and an Emergency Number Systems Board grant update.

Following a motion by Commissioner Abbott, seconded by Commissioner Bunting, the commissioners unanimously voted to adjourn their closed session at 12:36 p.m. to meet again on Wednesday, November 6, 2024.

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

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

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, CGFM
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, John Foxwell has contributed 26 years of dedicated service to the Maintenance Division of Public Works where he began his career on November 4, 1998; and

WHEREAS, Mr. Foxwell's expertise and experience as chief custodian have been instrumental in the overall management of the Water and Wastewater Division, where he both carried out custodial duties and supervised other employees in the performance of custodial duties, ensuring the cleanliness and appearance of County facilities.

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

Executed under the Seal of the County of Worcester, State of Maryland, this 6th day of November, in the Year of Our Lord Two Thousand and Twenty-Four.



Anthony W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Eric J. Fiori

Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell

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DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, Allan Henman has contributed 37 years of dedicated service to the Water and Wastewater Division of Public Works where he began his career on September 5, 2024; and

WHEREAS, Mr. Henman's expertise and experience as a plant operator IV have been instrumental in the overall management of the Water and Wastewater Division, where he performed, supervised, operated, inspected, and maintained the County's water treatment plants and wastewater collection and pumping systems.

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

Executed under the Seal of the County of Worcester, State of Maryland, this 6th day of November, in the Year of Our Lord Two Thousand and Twenty-Four.

Anthony W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Eric J. Fiori

Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell

TEL: 410-632-1194
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OFFICE OF THE
COUNTY COMMISSIONERS
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WESTON S. YOUNG, P.E.
CHIEF ADMINISTRATIVE OFFICER
CANDACE I. SAVAGE, CGFM
DEPUTY CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, Maria Purnell has contributed 19 years of dedicated service to the Document Imaging Division of Information Technology where she began her career on July 11, 2005; and

WHEREAS, Ms. Purnell's expertise and experience as a document imager IV have been instrumental in the overall management of Document Imaging, where she scanned documents into electronic storage format and performed quality control measures to assure the protection and availability of public documents.

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

Executed under the Seal of the County of Worcester, State of Maryland, this 6th day of November, in the Year of Our Lord Two Thousand and Twenty-Four.



Anthony W. Bertino, Jr., President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Eric J. Fiori

Theodore J. Elder

Joseph M. Mitrecic

Diana Purnell

MARYLAND'S Coast WORCESTER COUNTY

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: November 6, 2024
RE: Recommendation to Award – Transportation Engineering Consulting Services - Strategic Highway Safety Plan

Public Works along with the County's Procurement Officer is recommending the County award the Transportation Engineering Consulting Services - Strategic Highway Safety Plan contract to Mead & Hunt, Inc. Proposals were due and opened on Thursday, July 25, 2024 at 2:30pm. Two proposals were received. I have attached the proposal tabulation and contract to this memo. An evaluation team consisting of three members reviewed each proposal individually prior to an overall group average being established. All three members of the committee agree that the highest scoring proposal, which was received from Mead & Hunt Inc., represents the best value to Worcester County. The total contract award amount is $35,000.

Funding for these services is available in Assigned Fund Balance for a Strategic Highway Safety Plan (SHSP), (New World Project Code: Strategic Hwy PI).

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

Strategic Highway Safety Plan
Thursday, July 25, 2024 at 2:30pm
Request for Proposals Tabulation Sheet
Respondent's Name(s):
Mead & Hunt, Inc.
Kinetic Metrics, LLC

WORCESTER COUNTY, MARYLAND
OFFICE OF THE COUNTY COMMISIONEERS
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 November 6, 2024, between the County Commissioners of Worcester County, Maryland ("County"); and Mead & Hunt, Inc. ("Successful Vendor").

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

1. Successful Vendor will commence and complete the TRANSPORTATION ENGINEERING CONSULTING SERVICES - STRATEGIC HIGHWAY SAFETY PLAN.
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 Proposal 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 $35,000 (thirty-five thousand dollars and no cents) or as shown in the Form of Proposal.
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: Proposal Specifications
    h. Form of Proposal
    i. References
    j. Exceptions
    k. Individual Principal
    l. Vendor's Affidavit of Qualification to Bid
    m. Non-Collusive Affidavit
    n. Addenda
    o. Successful Vendor's Completed Bid Documents
    p. Notice of Award

q. Notice to Proceed

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

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

ATTEST:	**COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND**
_____	_____
	Anthony W. Bertino, Jr. President Date:
WITNESS:	**CONTRACTOR**: MEAD & HUNT, INC.
_____	_____
	By: Title: Date:

MARYLAND'S Coast WORCESTER COUNTY

Worcester County Government
One West Market Street | Room 1103 | Snow Hill MD 21863-1195
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MEMORANDUM

TO: Worcester County Commissioners
FROM: Nicholas W. Rice, Procurement Officer
DATE: November 6, 2024
RE: Request to Award – Bale Processor Purchase

Please see the attached bid tabulation for the purchase of a bale processor for the Solid Waste Division of Public Works. Public Works is requesting the Commissioner's review and approval to award to the lowest responsive and responsible vendor, Hoober Inc., in the amount of $39,900. Bids were due and opened on Wednesday, October 16, 2024 at 2:30pm. Two bids were received.

Funding for this purchase was approved in the FY25 operating budget in the amount of $50,000 under Capital Equipment account, 680.7002.9010.060.

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

Bale Processor	
Wednesday, October 16, 2024 at 3:00pm	
Bid Tabulation	
Vendor Name	**Base Bid**
Hoober Inc.*	$39,900.00
Atlantic Tractor LLC	$42,000.00

apparent low bidder

County Administration Office
1 West Market Street, Room 1103
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Worcester County
DEPARTMENT OF PUBLIC WORKS
6113 TIMMONS ROAD
SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
DIRECTOR

CHRISTOPHER CLASING, P.E.
DEPUTY DIRECTOR

TO: **Weston Young P.E., Chief Administrative Officer**
Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: **Dallas Baker Jr., P.E., Director** Dallas Baker Jr
DATE: **October 29, 2024**
SUBJECT: **River Run Service Area Capital Purchase**

Public Works is requesting Commissioner approval to purchase a replacement irrigation pump for the River Run Wastewater Treatment Plant. The total cost for the pump and appurtenances is $41,978.00. This item was included in the approved FY 25 budget, $45,000 is available in River Run Capital Equipment account number 575.9010.090.

This pump is specifically designed for this application and must be able to interface with the existing equipment which limits available suppliers. One other company was found that provided and quoted a price of $46,950.00 (see attached quotation documents). The lead time is anticipated at 10-12 weeks.

The existing pump at River Run Wastewater Treatment Plant is thirty years old and has reached the end of its useful life. It is no longer able to produce the required pressures and flow needed by the existing irrigation system. Without a functioning irrigation pump, the wastewater plant will not be able to dispose of the treated water from the plant.

Please let me know if there are any questions.

Attachments

CC: Chris Clasing, P.E., Deputy Director
Tony Fascelli, Water & Wastewater Superintendent
Quinn Dittrich, Enterprise Controller
Nick Rice, Procurement Officer

Eagle Pump Systems, LLC
347 River Road
Arnold, MD 21012 US
(443)758-6735
david@eaglepumpsystems.com

Estimate

ADDRESS
Dominic Ross
Worcester County Water
1000 Shore Lane
Berlin, MD 21811

ESTIMATE # 1968
DATE 08/23/2024

ACTIVITY	QTY	RATE	AMOUNT
25HP VT PUMP COMPLETE ASSEMBLY INTEGRITY 9IELI5 Stage Pump (250GPM, TDH 265FT,, TPL 221") 6" Head, Mechanical Seal, Checkvalve, 1.25" Motor Shaft, Line Shafting, Column Pipe, Wetend , etc.	1	18,985.00	18,985.00
25HP Premium Efficiency Motor VHS Nidec	1	3,952.00	3,952.00
Shipping Estimate	1	2,550.00	2,550.00
Crane Charge	1	850.00	850.00
Installation Labor, (Includes replaceing pipe between pump and elbow going into the ground, Certified Welder, Installation of VFD control System	1	6,960.00	6,960.00
25HP VFD w/ pump control software / Custom Painted steel outdoor lockable enclosure with cooling fan , Electrical disconnect & T-Class Fuses	1	5,176.00	5,176.00
6" Sch 40 Steel Pipe, Butterfly valve, Fittings, Hardware & Gaskets	1	1,540.00	1,540.00
		Subtotal:	40,013.00
Growsmart IM3000 6" magnetic flow meter with display	1	1,965.00	1,965.00
Tax Excempt Pricing / Payment by check or ACH			

Balance is due within 30 Days of completion
Price includes applicable taxes & shipping unless noted
Pricing is based on cost of materials at time estimate was written.
Final adjustment will be made when estimate is signed.

TOTAL **$41,978.00**

Accepted By

Accepted Date

We Work When You Do

HYDRO SOLUTIONS, INC.

October 29, 2024

Dominic Ross, Supervisor
Worcester County Water and Wastewater
1000 Shore Lane
Berlin, MD 21811

RE: River Run Effluent Pump

Mr. Ross,

We are pleased to provide the following quote for the installation of one vertical turbine pump with controls for supplying effluent water to the golf course.

Scope of Work: Remove existing horizontal pump and piping and install new 25 HP vertical turbine pump, motor, piping (check and isolation valves) and controls. Pump will delivery 250 gpm @ 120 PSI in order to effectively operate golf irrigation sprinkler heads. Controls will consist of 25 HP, 480V, VFD in a NEMA 4 enclosure with disconnect and a 0-250 PSI transducer. Pump will be operated remotely by radio controlled switch.

Specifications provided on request.

NOTE: Owner is responsible for providing access to site. Hydro Solutions Inc. is not responsible for any damage to roadways, cart paths, turf, shrubs, trees, or buildings.

Total $46,950.00

Regards,
Woody Outlaw, VP
Hydro Solutions, Inc.

P. O. Box 1267 Ashland, VA 23005 * office (804) 380-4133 or (434) 774-8370 * fax (804) 883-0150
* www.hydro-solutionsinc.com *

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

DALLAS BAKER JR., P.E.
DIRECTOR

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

CHRISTOPHER CLASING, P.E.
DEPUTY DIRECTOR

TO: **Weston S. Young, P.E., Chief Administrative Officer**
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: **Dallas Baker, Jr., P.E., Director** Dallas Baker Jr
DATE: **October 29, 2024**
SUBJECT: **Budget Increase for River Run Collection System Maintenance**

Public Works is requesting Commissioner approval to increase the FY 25 River Run Collections Systems Maintenance account (575.6500.010) to $30,000. The approved FY 25 budget included $15,000, however, additional funds are needed to relocate a force main discharge location. Year-to-date, the Collections System Maintenance account has spent $7,265.19 of its $15,000 budgeted amount, leaving $7,734.81. To construct the relocation, $17,100 is needed which would leave the account with a negative balance. Increasing the account balance to $30,000 would provide enough funding for the construction and leave a remaining balance of $12,900 to serve the area for the remainder of the fiscal year. Funds are available by increasing the Transfer From Reserves 575.5975.100 by $22,265.

The construction is needed to relocate a force main discharge location between the Refuge at Windmill subdivision and the River Run collection system. During startup testing of the force main, it was discovered the discharge pressures were too high and would prevent gravity toilets from function as intended in the new subdivision. Currently, there are 6 homes under construction, and this issue must be corrected prior to final certificate of occupancies. The new proposed discharge location has been verified to be feasible by an independent engineering consultant.

Please let me know if there are any questions.

cc: Chris Clasing, P.E., Deputy Director
Tony Fascelli, W/WW Superintendent
Quinn M. Dittrich, Enterprise Fund Controller

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

DALLAS BAKER JR., P.E.
DIRECTOR

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

CHRISTOPHER CLASING, P.E.
DEPUTY DIRECTOR

MEMORANDUM

TO: **Weston Young P.E., Chief Administrative Officer**
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: **Dallas Baker Jr., P.E., Director** Dallas Baker Jr
DATE: **October 29, 2024**
SUBJECT: **Solid Waste Over Expenditures**

Public Works is requesting Commissioner approval for two over expenditures at the Solid Waste Division. The first is for account 680.7002.6100.075 - Compliance and Permitting. $6,000 was included for the Landfill's annual MDE Clean Air Permit. This year however, the Landfill will have to also apply for an additional air compliance permit related to our new grinder. The additional permit is approximately $12,000 therefore we are requesting an increase in this account for that amount.

The second over expenditure is in the Safety Program Equipment account 680.7002.6110.340. The FY25 budget included $500 for typical annual expenses. However, additional safety equipment will need to be purchased as outlined in our new MDE mandated Spill Prevention, Control and Countermeasures (SPCC) requirements. An additional $2,000 is being requested.

Funds are available in the Solid Waste Reserves account to cover these items. Please let me know if there are any questions.

CC: Quinn Dittrich
Chris Clasing
David Candy

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL:410.632.1200 / FAX: 410.632.3008
http://www.co.worcester.md.us/departments/drp

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

To: Worcester County Commissioners
From: Jennifer K. Keener, AICP, Director
Date: October 28, 2024
Re: Out of State Travel Request

Out of State Travel Request

Development, Review and Permitting	2	100.1008.7000.100
Department	# of Attendees	GL Account Code
San Diego, CA	7/13/2025	7/18/2025
Destination	Depart	Return

Purpose of Travel: I am requesting authorization for DRP staff to attend the 2025 Esri User Conference. This conference will allow staff to attend educational sessions on important GIS topics, meet with industry experts from across the country, and demonstrate products that could be utilized to improve services for county departments and residents. I am requesting approval in advance of the FY26 budget due to limited hotel capacity and discounted airfare. The registration cost is free with our current Esri platform.

Estimated Costs:

Airfare	$1,600
Lodging	$2,670
Meals	$1,032
Registration Fees	$0
Car Rental	-
Other Transportation	$200
Other	-
Total	**$5,502**

EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1002
SNOW HILL, MARYLAND 21863-1193
TEL:410.632.1311 FAX: 410.632.4686

MEMORANDUM

TO: Weston Young, P.E. Chief Administrative Officer
Candace Savage, CGFM Deputy Chief Administrative Officer
FROM: Matt Owens, Fire Marshal, Director of Emergency Services
DATE: October 17, 2024
RE: 2024 Homeland Security Program Grant

The Department of Emergency Services is requesting a signature to proceed with the 2024 State Homeland Security Program grant in the amount of $93,297.51. This is a yearly grant received from Homeland Security. These funds pay for approved Homeland Security Emergency Management projects and equipment. Examples are Law Enforcement terrorism related gear, personal protection equipment like gas masks, or radiation detection devices. If the commissioners determine they want to use this grant for other purposes, we must ensure it is toward an approved grant guidance expenditure.

Please let me know if you have any questions.

Thanks,

Matt

Maryland
DEPARTMENT OF EMERGENCY MANAGEMENT

Date of Award
10/14/2024

2024 Sub-Recipient Agreement

for

County Commissioners of Worcester County, Maryland

1. Sub-Recipient Name and Address	**2. Prepared by:** *Tharrington, Tia*	**3. MEMAGMS Award Number:** 24-SR 8861-02
County Commissioners of Worcester County, Maryland	**4. Federal Grant Information**	
	Federal Grant Title:	**State Homeland Security Grant Program**
	Federal Grant Award Number/CFDA Number:	EMW-2024-SS-05064 / 97.067
	Federal Granting Agency:	U.S. Department of Homeland Security

5. Award Amount

Total Award Amount	**2024 State Homeland Security Program**
$93,297.51	**Performance Period:** FROM Sep 1, 2024 – May 31, 2027

6. Statutory Authority for Grant: This project is supported under:
Department of Homeland Security Appropriations Act, 2023 (Pub. L. No. 117-328); Sections 2003 and 2004 of the Homeland Security Act of 2002 (Pub. L. No. 107-296, as amended) (6 U.S.C. §§ 604 and 605)

7. Method of Payment: Primary method is reimbursement.

8. Debarment/Suspension Certification: The Sub-Recipient certifies that the subgrantee and its' contractors/vendors are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded by any federal department or agency and do not appear in the Excluded Parties List System at https://www.sam.gov/content/exclusions

9. Agency Approval

Approving SAA Official:	**Signature of SAA Official:**
Stacy Stone, Grant Administration Branch Manager Maryland Department of Emergency Management	**Date:**

10. Sub-Recipient Acceptance

I have read and understand the attached Special Terms and Conditions and Certifications and Assurances.

Type name and title of Authorized Sub-Recipient official:	**Signature of Sub-Recipient Official:**
Director	

11. Enter Federal Employer Identification Number (FEIN) and UEI number:	**12. Date Signed :**
526001064	

13. DUE DATE: **11/28/2024**

Signed award must be returned to the SAA on or before the above due date.

Agreement Articles

Program:

Fiscal Year 2024 Homeland Security Grant Program

Recipient:

MARYLAND DEPARTMENT OF EMERGENCY MANAGEMENT

UEI-EFT:

KKVQY3MM2KK1

DUNS number:

614762144

Award number:

EMW-2024-SS-05064

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Article 1

Assurances, Administrative Requirements, Cost Principles,Representations, and Certifications

I.Sub Recipients must complete either the Office of Management and Budget (OMB)Standard Form 424B Assurances – Non- Construction Programs, or OMBStandard Form 424D Assurances – Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances as instructed by the federal awarding agency.

Article 2

General Acknowledgements and Assurances

Sub Recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for FederalAwards in effect as of the federal award date and located at 2 C.F.R. Part 200 andadopted by DHS at 2 C.F.R. § 3002.10. All recipients and subrecipients must acknowledge and agree to provide DHS access to records, accounts, documents,information, facilities, and staff pursuant to 2 C.F.R. § 200.337. I. Sub Recipients must cooperate with any DHS compliance reviews or compliance investigations. II.Sub Recipients must give DHS access to examine and copy records, accounts, andother documents and sources of information related to the federal financial assistance award and permit access to facilities and personnel. III. Sub Recipients mustsubmit timely, complete, and accurate reports to the appropriate DHS officials andmaintain appropriate backup documentation to support the reports. IV. Recipientsmust comply with all other special reporting, data collection, and evaluationrequirements required by law, federal regulation, Notice of Funding Opportunity,federal award specific terms and conditions, and/or federal awarding agency program guidance.

Article 3

Acknowledgement of Federal Funding from DHS

Sub Recipients must acknowledge their use of federal award funding when issuing statements, press releases, requests for proposal, bid invitations, and otherdocuments describing projects or programs funded in whole or in part with federalaward funds.

Article 4

Activities Conducted Abroad

Sub Recipients must coordinate with appropriate government authorities when performing project activities outside the United States obtain all appropriate licenses, permits, or approvals.

Article 5

Age Discrimination Act of 1975

Sub Recipients must comply with the requirements of the Age Discrimination Act of1975, Pub. L. No. 94-135 (codified as amended at 42 U.S.C. § 6101 et seq.), whichprohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article 6

Americans with Disabilities Act of 1990

Sub Recipients must comply with the requirements of Titles I, II, and III of the Americans with Disabilities Act, Pub. L. No. 101-336 (1990) (codified as amended at 42 U.S.C. §§ 12101– 12213), which prohibits recipients from discriminating onthe basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities.

Article 7

Best Practices for Collection and Use of Personally IdentifiableInformation

Sub Recipients who collect personally identifiable information (PII) as part of carrying out the scope of work under a federal award are required to have a publicly available privacy policy that describes standards on the usage and maintenance ofthe PII they collect. DHS defines PII as any information that permits the identity ofan individual to be directly or indirectly inferred, including any information that islinked or linkable to that individual. Sub Recipients may also find the DHS Privacy Impact Assessments: Privacy Guidance and Privacy Template as useful resources respectively.

Article 8

Civil Rights Act of 1964 – Title VI

Sub Recipients must comply with the requirements of Title VI of the Civil Rights Act of1964, Pub. L. No. 88-352 (codified as amended at 42 U.S.C. § 2000d et seq.),which provides that no person in the United States will, on the grounds of race,color, or national origin, be excluded from participation in, be denied the benefits of,or be subjected to discrimination under any program or activity receiving federalfinancial assistance. DHS implementing regulations for the Act are found at 6C.F.R. Part 21. Recipients of an award from the

Federal Emergency ManagementAgency (FEMA) must also comply with FEMA's implementing regulations at 44C.F.R. Part 7.

Article 9

Civil Rights Act of 1968

Sub Recipients must comply with Title VIII of the Civil Rights Act of 1968, Pub. L. No.90-284 (codified as amended at 42 U.S.C. § 3601 et seq.) which prohibits recipients from discriminating in the sale, rental, financing, and advertising ofdwellings, or in the provision of services in connection. therewith, on the basis ofrace, color, national origin, religion, disability, familial status, and sex, asimplemented by the U.S. Department of Housing and Urban Development at 24C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units— i.e., thepublic and common use areas and individual apartment units (all units in buildingswith elevators and ground-floor units in buildings without elevators)—be designedand constructed with certain accessible features. (See 24 C.F.R. Part 100, SubpartD.)

Article 10

Copyright

Sub Recipients must affix the applicable copyright notices of 17 U.S.C. §§ 401 or 402 to any work first produced under federal awards and also include an acknowledgment that the work was produced under a federal award (including the federal award number and federal awarding agency). As detailed in 2 C.F.R. §200.315, a federal awarding agency reserves a royalty-free, nonexclusive, andirrevocable right to reproduce, publish, or otherwise use the work for federalpurposes and to authorize others to do so.

Article 11

Debarment and Suspension

Sub Recipients must comply with the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689 set forth at 2C.F.R. Part 180 as implemented by DHS at 2 C.F.R. Part 3000. These regulations prohibit recipients from entering into covered transactions (such as subawards and contracts) with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article 12

Drug-Free Workplace Regulations

Sub Recipients must comply with drug-free workplace requirements in Subpart B (orSubpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the Government- wide implementation (2 C.F.R. Part 182) of the Drug-Free WorkplaceAct of 1988 (41 U.S.C. §§ 8101-8106).

Article 13

Sub Recipients are prohibited from charging any cost to this federal award that will beincluded as a cost or used to meet cost sharing or matching requirements of anyother federal award in either the current or a prior budget period. (See 2 C.F.R. §200.403(f)). However, recipients may shift costs that are allowable under two or more federal awards where otherwise permitted by federal statutes, regulations, orthe federal financial assistance award terms and conditions.

Article 14

Education Amendments of 1972 (Equal Opportunity in Education Act) –Title IX

Sub Recipients must comply with the requirements of Title IX of the EducationAmendments of 1972, Pub. L. No. 92-318 (codified as amended at 20 U.S.C. §1681 et seq.), which provide that no person in the United States will, on the basis ofsex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at 6 C.F.R. Part 17.Recipients of an award from the Federal Emergency Management Agency (FEMA)must also comply with FEMA's implementing regulations at 44 C.F.R. Part 19.

Article 15

E.O. 14074 – Advancing Effective, Accountable Policing and CriminalJustice Practices to Enhance Public Trust and Public Safety

Sub Recipient State, Tribal, local, or territorial law enforcement agencies must comply with the requirements of section 12(c) of E.O. 14074. Recipient State, Tribal, local,or territorial law enforcement agencies are also encouraged to adopt and enforce policies consistent with E.O. 14074 to support safe and effective policing.

Article 16

Energy Policy and Conservation Act

Sub Recipients must comply with the requirements of the Energy Policy andConservation Act, Pub. L. No. 94-163 (1975) (codified as amended at 42 U.S.C. §6201 et seq.), which contain policies relating to energy efficiency that are defined inthe state energy conservation plan issued in compliance with this Act.

Article 17

False Claims Act and Program Fraud Civil Remedies

Sub Recipients must comply with the requirements of the False Claims Act, 31 U.S.C.§§ 3729- 3733, which prohibit the submission of false or fraudulent claims forpayment to the Federal Government. (See 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made.)

Article 18

Federal Debt Status 8 - 9

All subrecipients are required to be non-delinquent in their repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, auditdisallowances, and benefit overpayments. (See OMB Circular A-129.)

Article 19

Federal Leadership on Reducing Text Messaging while Driving

Sub Recipients are encouraged to adopt and enforce policies that ban text messaging while driving recipient-owned, recipient-rented, or privately owned vehicles when on official government business or when performing any work for or on behalf of the Federal Government. Recipients are also encouraged to conduct the initiatives ofthe type described in Section 3(a) of E.O. 13513.

Article 20

Fly America Act of 1974

Sub Recipients must comply with Preference for U.S. Flag Air Carriers (a list of certifiedair carriers can be found at: Certificated Air Carriers List | US Department ofTransportation, https://www.transportation.gov/policy/aviation-policy/certificated-air-carriers-list)for international air transportation of people and property to theextent that such service is available, in accordance with the International AirTransportation Fair Competitive Practices Act of 1974, 49 U.S.C. § 40118, and theinterpretative guidelines issued by the Comptroller General of the United States inthe March 31, 1981, amendment to Comptroller General Decision B-138942.

Article 21

Hotel and Motel Fire Safety Act of 1990

Sub Recipients must ensure that all conference, meeting, convention, or training spacefunded entirely or in part by federal award funds complies with the fire preventionand control guidelines of Section 6 of the Hotel and Motel Fire Safety Act of 1990,15 U.S.C. § 2225a.

Article 22

John S. McCain National Defense Authorization Act of Fiscal Year 2019

Sub recipients and their contractors and subcontractors are subject tothe prohibitions described in section 889 of the John S. McCain National DefenseAuthorization Act for Fiscal Year 2019, Pub. L. No. 115-232 (2018) and 2 C.F.R.§§ 200.216, 200.327, 200.471, and Appendix II to 2 C.F.R. Part 200. The statute –as it applies to DHS recipients, subrecipients, and their contractors andsubcontractors – prohibits obligating or expending federal award funds on certain telecommunications and video surveillance products and contracting with certain entities for national security reasons.

Article 23

Limited English Proficiency (Civil Rights Act of 1964, Title VI)

Sub Recipients must comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. §2000d et seq.) prohibition against discrimination on the basis of national origin,which requires that recipients of federal financial assistance take reasonable stepsto provide meaningful access to persons with limited English proficiency (LEP) totheir programs and services. For additional assistance and information regardinglanguage access obligations, please refer to the DHS Recipient Guidance:https://www.dhs.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited and additional resourceson http://www.lep.gov.

Article 24

Lobbying Prohibitions

Sub Recipients must comply with 31 U.S.C. § 1352 and 6 C.F.R. Part 9, which provide that none of the funds provided under a federal award may be expended by therecipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federalaction related to a federal award or contract, including any extension, continuation,renewal, amendment, or modification. Per 6 C.F.R. Part 9, recipients must file alobbying certification form as described in Appendix A to 6 C.F.R. Part 9 oravailable on Grants.gov as the Grants.gov Lobbying Form and file a lobbyingdisclosure form as described in Appendix B to 6 C.F.R. Part 9 or available onGrants.gov as the Disclosure of Lobbying Activities (SF-LLL).

Article 25

National Environmental Policy Act

Sub Recipients must comply with the requirements of the National Environmental PolicyAct of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42 U.S.C. § 4321et seq.) (NEPA) and the Council on Environmental Quality (CEQ) Regulations forImplementing the Procedural Provisions of NEPA, which require recipients to useall practicable means within their authority, and consistent with other essentialconsiderations of national policy, to create and maintain conditions under whichpeople and nature can exist in productive harmony and fulfill the social, economic,and other needs of present and future generations of Americans.

Article 26

Nondiscrimination in Matters Pertaining to Faith-Based Organizations

It is DHS policy to ensure the equal treatment of faith-based organizations in socialservice programs administered or supported by DHS or its component agencies,enabling those organizations to participate in providing important social services tobeneficiaries. Recipients must comply with the equal treatment policies andrequirements contained in 6 C.F.R. Part 19 and other applicable statues,regulations, and guidance governing the participations of faith- based organizationsin individual DHS programs.

Article 27

Non-Supplanting Requirement

Sub Recipients of federal awards under programs that prohibit supplanting by law mustensure that federal funds supplement but do not supplant non-federal funds that;

inthe absence of such federal funds, would otherwise have been made available forthe same purpose.

Article 28

Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, scope of work, and other conditions setforth in the Notice of Funding Opportunity (NOFO) for this federal award areincorporated by reference. All recipients must comply with any such requirementsset forth in the NOFO. If a condition of the NOFO is inconsistent with these terms and conditions and any such terms of the Award, the condition in the NOFO shallbe invalid to the extent of the inconsistency. The remainder of that condition and allother conditions set forth in the NOFO shall remain in effect.

Article 29

Patents and Intellectual Property Rights

Sub Recipients are subject to the Bayh-Dole Act, 35 U.S.C. § 200 et seq. And applicable regulations governing inventions and patents, including the regulations issued by the Department of Commerce at 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms under GovernmentAwards, Contracts, and Cooperative Agreements) and the standard patent rights clause set forth at 37 C.F.R. § 401.14.

Article 30

Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. No. 89-272 (1965) (codifiedas amended by the Resource Conservation and Recovery Act at 42 U.S.C. § 6962)and 2 C.F.R. § 200.323. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article 31

Rehabilitation Act of 1973

Sub Recipients must comply with the requirements of Section 504 of the RehabilitationAct of 1973, Pub. L. No. 93-112 (codified as amended at 29 U.S.C. § 794), which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be deniedthe benefits of, or be subjected to discrimination under any program or activityreceiving federal financial assistance.

Article 32

Reporting of Matters Related to Recipient Integrity and Performance

If the total value of any currently active grants, cooperative agreements, and procurement

contracts from all federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of the federal award, thenthe recipient must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters locatedat 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated byreference.

Article 33

Reporting Subawards and Executive Compensation

For federal awards that equal or exceed $30,000, recipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation set forth at 2 C.F.R. Part 170, AppendixA, the full text of which is incorporated by reference.

Article 34

Required Use of American Iron, Steel, Manufactured Products, andConstruction Materials

Recipients of an award of Federal financial assistance from a program forinfrastructure are hereby notified that none of the funds provided under this awardmay be used for a project for infrastructure unless: (1) all iron and steel used in theproject are produced in the United States—this means all manufacturingprocesses, from the initial melting stage through the application of coatings,occurred in the United States; (2) all manufactured products used in the project areproduced in the United States—this means the manufactured product wasmanufactured in the United States; and the cost of the components of themanufactured product that are mined, produced, or manufactured in the UnitedStates is greater than 55 percent of the total cost of all components of themanufactured product, unless another standard for determining the minimumamount of domestic content of the manufactured product has been establishedunder applicable law or regulation; and (3) all construction materials aremanufactured in the United States—this means that all manufacturing processesfor the construction material occurred in the United States. The Buy Americapreference only applies to articles, materials, and supplies that are consumed in,incorporated into, or affixed to an infrastructure project. As such, it does not applyto tools, equipment, and supplies, such as temporary scaffolding, brought to theconstruction site and removed at or before the completion of the infrastructureproject. Nor does a Buy America preference apply to equipment and furnishings,such as movable chairs, desks, and portable computer equipment, that are used ator within the finished infrastructure project but are not an integral part of thestructure or permanently affixed to the infrastructure project. Waivers Whennecessary, recipients may apply for, and the agency may grant, a waiver fromthese requirements. The agency should notify the recipient for information on theprocess for requesting a waiver from these requirements. (a) When the Federalagency has determined that one of the following exceptions applies, the awardingofficial may waive the application of the domestic content procurement preferencein any case in which the agency determines that: (1) applying the domestic contentprocurement preference would be inconsistent with the public interest; (2) the typesof iron, steel, manufactured products, or construction materials are not produced inthe United States in sufficient and reasonably available quantities or of asatisfactory quality; or (3) the inclusion of iron, steel, manufactured products, orconstruction materials produced in the United States will increase the cost of theoverall project by more than 25 percent. A request to waive the application of thedomestic content procurement preference must be in writing. The agency willprovide instructions on the format, contents, and supporting materials required forany waiver request. Waiver requests are subject to public comment periods of noless than 15 days and must be reviewed by the Made in America Office. There maybe instances where an award qualifies, in whole or in part, for an existing waiverdescribed at “Buy America” Preference in FEMA Financial Assistance Programsfor

Infrastructure | FEMA.gov. Definitions The definitions applicable to this term areset forth at 2 C.F.R. § 184.3, the full text of which is incorporated by reference.

Article 35

SAFECOM

Sub Recipients receiving federal financial assistance awards made under programs thatprovide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants,including provisions on technical standards that ensure and enhance interoperablecommunications. The SAFECOM Guidance is updated annually and can be foundat Funding and Sustainment | CISA.

Article 36

Terrorist Financing

Sub Recipients must comply with E.O. 13224 and applicable statutory prohibitions ontransactions with, and the provisions of resources and support to, individuals andorganizations associated with terrorism. Recipients are legally responsible forensuring compliance with the E.O. and laws.

Article 37

Trafficking Victims Protection Act of 2000 (TVPA)

Sub Recipients must comply with the requirements of the government-wide financial assistance award term which implements Trafficking Victims Protection Act of2000, Pub. L. No. 106-386, § 106 (codified as amended at 22 U.S.C. § 7104). Theaward term is located at 2 C.F.R. § 175.15, the full text of which is incorporated byreference.

Article 38

Universal Identifier and System of Award Management

Sub Recipients are required to comply with the requirements set forth in the government-wide financial assistance award term regarding the System for Award Management and Universal Identifier Requirements located at 2 C.F.R. Part 25,Appendix A, the full text of which is incorporated reference.

Article 39

USA PATRIOT Act of 2001

Sub Recipients must comply with requirements of Section 817 of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act), which amends 18 U.S.C. §§175–175c.

Article 40

Sub Recipients must obtain written permission from DHS prior to using the DHS seals,logos, crests, or reproductions of flags, or likenesses of DHS agency officials. This includes use of DHS component (e.g., FEMA, CISA, etc.) seals, logos, crests, or reproductions of flags, or likenesses of component officials.

Article 41

Whistleblower Protection Act

Sub Recipients must comply with the statutory requirements for whistleblower protections at 10 U.S.C § 470141 U.S.C. § 4712.

Article 42

Environmental Planning and Historic Preservation (EHP) Review

DHS/FEMA funded activities that may require an Environmental Planning and Historical Preservation (EHP) review are subject to the FEMA EHP review process.This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the recipient to comply with all federal, state and local laws. DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP review process, as mandated by: the National Environmental Policy Act;National Historic Preservation Act of 1966, as amended; National Flood InsuranceProgram regulations; and any other applicable laws and executive orders. General guidance for FEMA’s EHP process is available on the DHS/FEMA Website at:https://www.fema.gov/grants/guidance-tools/environmental-historic. Specific applicant guidance on how to submit information for EHP review depends on the individual grant program and applicants should contact their grant Program Officer to be put into contact with EHP staff responsible for assisting their specific grant program. The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive orders, regulations, and policies. If ground disturbing activities occur during construction, applicant will monitor ground disturbance, and if any potential archaeological resources are discovered the applicant will immediately cease work in that area and notify the pass-through entity, if applicable, and DHS/FEMA.

Article 43

Applicability of DHS Standard Terms and Conditions to Tribes

The DHS Standard Terms and Conditions are a restatement of general requirements imposed upon recipients and flow down to sub-recipients as a matter of law, regulation, or executive order. If the requirement does not apply to Indiantribes or there is a federal law or regulation exempting its application to Indian tribes, then the acceptance by Tribes of, or acquiescence to, DHS Standard Terms and Conditions does not change or alter its inapplicability to an Indian tribe. The execution of grant documents is not intended to change, alter, amend, or impose additional liability or responsibility upon the Tribe where it does not already exist.

Article 44

In the event FEMA determines that an error in the award package has been made,or if an administrative change must be made to the award package, recipients willbe notified of the change in writing. Once the notification has been made, anysubsequent requests for funds will indicate recipient acceptance of the changes tothe award.

Article 45

Disposition of Equipment Acquired Under the Federal Award

For purposes of original or replacement equipment acquired under this award by anon-state recipient or non-state sub-recipients, when that equipment is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R.section 200.313. State recipients and state sub-recipients must follow the disposition requirements in accordance with state laws and procedures.

Article 46

Prior Approval for Modification of Approved Budget

Before making any change to the FEMA approved budget for this award, you must request prior written approval from FEMA where required by 2 C.F.R. section200.308. For purposes of non-construction projects, FEMA is utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities.Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently $250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget FEMA last approved. For purposes of awards that support both construction and non-construction work, FEMA is utilizing its discretion under 2 C.F.R. section200.308(h)(5) to require the recipient to obtain prior written approval from FEMA before making any fund or budget transfers between the two types of work. You must report any deviations from your FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless ofwhether the budget deviation requires prior written approval.

Article 47

Indirect Cost Rate

2 C.F.R. section 200.211(b)(15) requires the terms of the award to include theindirect cost rate for the federal award. If applicable, the indirect cost rate for thisaward is stated in the budget documents or other materials approved by FEMA andincluded in the award file.

Article 48

Summary Description of Award and Sub-programs

The purpose of the FY 2024 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to

implement investments that build, sustain, and deliverthe 32 core capabilities essential to achieving the National Preparedness Goal of asecure and resilient Nation. Among the five basic homeland security missionsnoted in the DHS Quadrennial Homeland Security Review, HSGP supports thegoal to Strengthen National Preparedness and Resilience. The building,sustainment, and delivery of these core capabilities are not exclusive to any singlelevel of government, organization, or community, but rather, require the combinedeffort of the whole community. This HSGP award consists of State HomelandSecurity Program (SHSP) funding in the amount of $6,367,357.00 and Urban AreaSecurity Initiative (UASI) funding in the amount of $3,410,728.00 (Maryland -$3,410,728; Baltimore Urban Area, $3,410,728). These grant programs fund arange of activities, including planning, organization, equipment purchase, training,exercises, and management and administration across all core capabilities andmission areas.

Article 49

HSGP Performance Goal

In addition to the Biannual Strategy Implementation Report (BSIR) submission requirements outlined in the Preparedness Grants Manual, recipients must demonstrate how the grant-funded project addressed the core capability gapassociated with this project and identified in the Threat and Hazard Identificationand Risk Analysis (THIRA) or Stakeholder Preparedness Review (SPR) orsustains existing capabilities as applicable. The capability gap reduction must beaddressed in the Project Description of the BSIR for each project.

EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1002
SNOW HILL, MARYLAND 21863-1193
TEL:410.632.1311 FAX: 410.632.4686

MEMORANDUM

TO: Weston Young, P.E. Chief Administrative Officer
Candace Savage, CGFM Deputy Chief Administrative Officer
FROM: Matt Owens, Fire Marshal, Director of Emergency Services
DATE: October 17, 2024
RE: Snow Hill PoP Relocation Proposal

The Department of Emergency Services is requesting commissioner consideration for the proposed Worcester County Public Network – Snow Hill PoP Relocation. The proposed work is part of the radio system upgrades and there is approved contingency money which will cover this cost. The firm-fixed pricing for project completion is $46,587.00.

Please let me know if you have any questions.

Thanks,

Matt

Worcester County Government

Worcester County Public Network – Snow Hill PoP Relocation

Statement of Work

PRESENTED TO

Worcester County Government

PRESENTED BY

Skyline Technology Solutions, LLC
6956 Aviation Boulevard, Glen Burnie, MD 21061
Skyline POC: Jed Rieke
October 17, 2024

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EXECUTIVE SUMMARY

Purpose

Skyline Technology Solutions (Skyline) is pleased to present this Statement of Work (SoW) to Worcester County Government. This SoW will review the proposed work to migrate the WCPN core equipment at the Snow Hill Water Tower location within the old shelter to the new shelter.

Business Requirements

1. Maintain as much network "up" time as possible within reasonable limit
2. Continue to service all existing connections at new shelter that were in old shelter

Technical Requirements

1. Configure new device to match existing and deploy
2. Migrate physical connections in coordination with fiber splicers

STATEMENT OF WORK

High-level Deliverables

1. Skyline will upgrade/install a spare MX104 in Skyline lab environment to supported recommended software and prepare configurations for cutover.
2. Skyline will develop an engineering implementation plan for cutover, ultimately to be approved by the client.
3. Skyline will be on-site supporting implementation of router migration to new shelter for cutover and network testing/validation.
4. Skyline's OSP team will be on-site to install new fiber panels, and hot cut fiber from old shelter to new via splicing

Background/Context

Worcester County Public Network (WCPN) is a county wide service provider MPLS network that provides services to Worcester County Government, Worcester County Emergency Services, Eastern Shore Regional Libraries, and Worcester County Public Schools including layer 2/3 WAN, and internet services.

Skyline is contracted to monitor/manage/support all Operations & Maintenance (O&M) related activities for WCPN outside of this scope of work through a separate contract.

One of the WCPN core point of presence (PoP) locations is the Snow Hill Water Tower Shelter at 1 W Market Street in Snow Hill, MD. The core device installed at this location is a Juniper MX104 router. This router in turn services numerous fiber connections to other

WCPN connected sites, local customer handoffs, and also connects to wireless Time-Division Multiplex (TDM) based services through Maryland Institute for Emergency Medical Services Systems (MIEMSS) to extend WCPN connectivity out to Klej Grange Tower.

The existing shelter that the Snow Hill Water Tower WCPN core router is located in is being decommissioned. There is a new shelter that is being built and ALL connectivity needs to be migrated including all local WCPN equipment into the new shelter from the existing shelter.

WCPN has spare MX104's in inventory at Skyline offices to assist with supporting transition if deemed necessary.

Existing site photos of Snow Hill Water Shelter from initial installation show that there are two racks in use. One of these has the existing MX104 router with several fiber panels, with additional panels in the next rack over (connected). The WCPN router has fiber connections going to numerous fiber panels in both racks.

There is also a Maryland Department of Information Technology (DoIT) fiber splicing/cable migration that will occur during the same overall maintenance window, but outside of this scope of work. Coordination between teams and divisions is required to ensure success.

Fiber Splicing

The Skyline infrastructure Team will support the transition from the old communications shelter to the new communications shelter by performing the following activities identified below. Because of the many network circuits that either terminate, "end" in the old communications shelter or "patch through" the communication shelter, Skyline's approach will be for one large cutover of all circuits utilizing the fiber.

1. Installation of new Fiber Termination panels in the new communication shelter that match the existing fiber termination panels in the old shelter. This would be 1 x 96 panel and up to 4 x 48 panels. This will be done a few days before the cutover.
2. Installation of new fiber from the new shelter to the hand hole located in the rear of the old shelter. This will be done a few days before the cutover.
3. Document all the patches from panel to equipment and panel to panel in the old shelter.
4. On the night of the cutover, the cable in the back of the panels in the old shelter will be cut and pulled out to the hand hole located next to the old shelter. Each cable will be fusion spliced to the new cable that runs to the new shelter.

5. Duplicate all patches from panel to equipment and panel to panel in the new shelter to match that of the old shelter. This final step should restore all connections utilizing fiber.

WCPN Network Support

There have been preliminary discussions regarding the methodology for migration/cutover. There are two possible migration strategies that have been discussed as of the date of this scope (September 11th, 2024). Only the first one is discussed in the detail in this Statement of Work (SoW) below. The second strategy requires a much higher amount of engineering labor hours to mitigate the amount of downtime that the southern half of Worcester County will experience with outages to WCPN. Worcester County Government has been made aware that if they wish to pursue the second strategy that additional labor costs will incur.

The current strategy is to do a purely hot cut where all fiber links from the existing shelter are cut and re-spliced to the new shelter. During the outage, Skyline will migrate cards/SFP's and connect fiber patch cables to the panels in the new shelter. Fiber teams will splice the most important core and critical links first, followed by remaining non-essential links. Skyline IT Services team will be actively monitoring and validating/testing network connectivity until all devices have been migrated.

To support the above effort, Skyline will disburse a spare WCPN MX104 and Ethernet over Time-Division Multiplexing (EoTDM) device into the lab and prepare it for installation into the new shelter. Skyline will develop and engineer an implementation plan document to support smooth transition of network links from the old core MX104 to the new MX104 during cutover with the support of the on-site fiber splicing team. Skyline will also work with the client to determine and develop expected plan for migration of the EoTDM wireless provided by MIEMSS. During the cutover, on-site Skyline staff will install/migrate SFP's and optics into the new MX104 router for the new fiber links so they should take effect immediately upon being spliced. Skyline will continue to monitor, test, and verify network connectivity on the new MX104 router using the old MX104 router's connectivity as a baseline.

The only equipment needing to be purchased for this project for IT Services is consumables, I.e. fiber patch cables, label tape, etc. All SFP's currently in use on the core router at Snow Hill Water Tower existing shelter will either have spares pulled in for use on the spare/new device, or pulled directly from the existing router during the maintenance.

WORK BREAKDOWN STRUCTURE (WBS)

1. Discovery
    a. Project kick-off meeting
        i. Determine timeline/expectations with Worcester County Government
    b. Perform discovery of critical links and current cross-connected links
    c. Site survey of new shelter
        i. Identify placement for new equipment, fiber panels, etc.
    d. Coordinate with fiber splicing and networkMaryland™ engineering teams
2. Fiber Preparation
    a. OSP teams will install and terminate fiber panels in new shelter
    b. OSP teams will run fiber from new shelter to newly created handhole
    c. OSP team will perform fusion splice of old cable to new cable in the new hand hole
3. Network Preparation
    a. Plan for expected cross-connects and locations/panel ports
    b. Order consumables, i.e. fiber patch cables, label tape, etc.
    c. Engineer implementation plan for Snow Hill Water Tower shelter router migration
        i. Coordinate with customer in regards to EoTDM links provided by MIEMSS
    d. Approval implementation plan by client
    e. Coordinate on-site resources and preparation meetings
    f. Pull spare Juniper MX104 and EoTDM device from WCPN inventory
    g. Perform software upgrades and configuration on spare Juniper MX104 and EoTDM device
4. Implementation
    a. Perform upgrade/migration to MX104/EoTDM in new shelter
        i. Ensure all connections pre/post migration match from baseline testing
    b. Perform hot cut of fiber going to existing shelter and splice into fiber going to new shelter
5. Documentation/Handoff
    a. Document any special cross-connects or non-standard connections to new device
    b. Site photos pre and post installation
    c. Ensure monitoring in LogicMonitor has been updated with new device
    d. Project handoff to Operations

ASSUMPTIONS

The below assumptions are to provide full clarity on the requirements to provide the service(s) and the responsibilities of the Client in support of Skyline's delivery of the Statement of Work.

- Any rescheduling or pushback of maintenance activities associated with this SoW will result in a longer implementation time than is originally scheduled at project kickoff.
- Additional labor costs may be incurred if the project timeline goes beyond due date due to delays by customer.
- No BoM (Bill of Materials) is being provided or quoted by Skyline at the time of writing this scope. Additional parts and/or consumables may be required to be purchased (I.e. 1Gbps SFP's or fiber patch cables) to ensure success of project as a whole.
- Worcester County Government will provide site access as required for site survey, fiber panel installation, and migration
- Worcester County Government agrees to move forward with migration strategy listed in this scope of work (hot cut). If it is determined that this methodology does not work for WCG requirements, additional labor will be required to develop a new strategy and migration plan.
- Only three separate trips are expected within this Statement of Work. Additional trips, if required, may incur additional labor costs.
    - One trip for site survey
    - One trip for fiber panel installation pre-migration
    - One trip for hot cut migration maintenance
- Skyline will be decommissioning WCPN equipment in old shelter and returning it to WCPN inventory kept at Skyline Logistics.

PRICING

Service Name	Unit Price	Qty	Total Price
Firm-Fixed pricing for project completion	**$**	**1**	**$46,587.00**

Return POs by email to your Salesperson or email to contracts@skylinenet.net.

Please include the following on your PO:

- Ship To Adress and Site Contact Name
- Invoicing Name and Address or Email
- PO Number and Master Contract Number
- Quantities and Part Numbers
- Order Date
- Chassis Serial #(s) - Maintenance Requests

Authorized Signature | Print Name and Title | Date

MARYLAND'S Coast WORCESTER COUNTY

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

TO: Weston Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Lynn Wright, Senior Budget Accountant
DATE: October 18, 2024
RE: MD Broadband Cooperative ARPA Extension Request

The current signed ARPA Grant Agreement between Worcester County and Maryland Broadband Cooperative is set to expire on December 31, 2024. Maryland Broadband Cooperative would like to request an extension of the agreement until June 30, 2025. Please see attached memo.

Attachments

MARYLAND BROADBAND COOPERATIVE
WWW.MDBC.US

October 11, 2024

Ms. Lynn Wright
Senior Budget Accountant
Worcester County
One West Market Street, Rm 1103
Snow Hill, MD 21863

Board of Directors

Mr. Tim McGaha
Chairman

Mr. Brian Roche
Vice Chairman

Mr. Nathaniel Watkins
Treasurer

Mr. Ted Book
Secretary

Mr. Tom Dennison
Director

Mr. John Hartline
Director

Ms. Susan O'Neill
Director

Mr. Greg Padgham
Director

Mr. Jeremey Sweeney
Director

Mr. Scott Warner
Director

Mr. Guy Winterberg
Director

Mr. Drew Van Dopp
President & CEO

Dear Ms. Wright,

I hope this message finds you well. I am writing on behalf of the Maryland Broadband Cooperative to formally request an extension for the use of ARPA funding allocated to our broadband expansion project, originally scheduled to be utilized by December 2024.

Due to vendor system delays that have impacted our ability to generate invoices for reimbursement, we are unable to meet the original timeline. We believe that an extension will allow us to enhance the project's impact and better serve our community's needs.

We kindly request an extension until June 2025 to secure all necessary documentation to complete the project and ensure optimal utilization of the funds. We want to assure you that we remain committed to adhering to all guidelines and providing comprehensive reporting as required, demonstrating our responsibility in managing the funds.

Thank you for consideration of this request. We appreciate your ongoing support and look forward to your positive response. Should you require any additional information or clarification, please feel free to reach out to me at 410-341-6322 or dvandopp@mdbc.us.

Sincerely

Drew Van Dopp
President & CEO

2129-A Northwood Drive
Salisbury, MD 21801

www.mdbc.us

Phone: 410.341.6322
Fax: 410.341.6327

MARYLAND'S Coast WORCESTER COUNTY

Worcester County Office of Tourism
104 West Market Street | Snow Hill MD 21863 | (410) 632-3110 | www.VisitMarylandsCoast.org

MEMORANDUM

October 17, 2024

To: Weston Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer

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

From: Melanie Pursel, Director
Worcester County Office of Tourism & Economic Development

Re: Maryland Tourism Development Board (MTDB) FY25 County Cooperative Marketing Grant

---

Attached is the FY25 MTDB Marketing Grant Agreement. Our award for FY 25 is $173,396.00 which is an increase of $70,885 over the previous fiscal year ($102, 511.00).

As the official Destination Marketing Organization, each year, Worcester County Tourism receives a grant from the state for advertising and marketing. The grant is based on a formula that takes into consideration the level of county advertising expenditures and the performance of tourism tax revenues. We spend 100% of the grant on advertising in digital, print, outdoor, online, TV, and radio marketing and advertising, both in and out of the market.

The grant amount varies each year due to the state grant formulas. It is primarily dependent on the levels of advertising expenditures (Qualifying Expenditures) above the grant funds in each of the counties/DMOs in the state.

To access the grant funds, we are requesting an official signature on the attached grant agreement. Once the signature is executed, please return to the tourism office to be processed and sent to the state. This annual agreement is typically signed by the President of the Commissioners or any designated authority.

Kindly let me know if you have any questions.

Attachments

MARYLAND DEPARTMENT OF COMMERCE
MARYLAND TOURISM DEVELOPMENT BOARD

FY 2025 DESTINATION MARKETING ORGANIZATION

GRANT AGREEMENT

THIS GRANT AGREEMENT ("Agreement") is made between the Department of Commerce ("Commerce" or the "Department"), a principal department of the State of Maryland (the "State"), acting through the Maryland Tourism Development Board ("MTDB"), an agency of the Department, Worcester County Commissioners ("Grantee") whose Federal Identification Number is 52-6001064.

RECITALS

A. Grantee has requested grant assistance from MTDB in order to undertake activities consistent with Section 4-202 of the Economic Development Article of the Maryland Code, which establishes as MTDB's mission: "To guide, stimulate, and promote the coordinated, efficient, and beneficial development of travel and tourism in the State so that the State can derive the economic, social, and cultural benefits of travel and tourism to the fullest extent possible."

B. Consistent with Sections 4-212, 4-213 and 4-214 of the Economic Development Article of the Maryland Code, which require MTDB to: develop an annual marketing plan; encourage, assist, and coordinate the tourism activities of local and regional promotional organizations; and spend funds for the assistance and development of tourism and travel industries in the State, MTDB has developed a policy to financially support those political subdivisions that have presented viable marketing plans that are consistent with the State's annual tourism marketing plan. Section 4-214 further provides that the MTDB "shall set policies for spending money on tourism advertising, written and graphic materials, cooperative and matching promotional programs, and other tourism and travel developmental and promotional activities for the State; spend money of the Fund to plan, advertise, promote, assist, and develop the tourism and travel industries in the State; and beginning in Fiscal Year 2011, provide grants of not less than $2,500,000 in total each fiscal year to destination marketing organizations for the purpose of attracting visitors to the State."

C. MTDB has approved the award of funding assistance to Grantee, to be expended by Grantee in accordance with this Agreement and the MTDB FY 2025 Destination Marketing Organization Grant Guidelines, attached hereto and incorporated herein as Exhibit A.

THEREFORE, IN CONSIDERATION of the foregoing and the mutual promises and covenants contained in this Agreement, MTDB and Grantee agree as follows:

1. Grant. MTDB agrees to provide Grantee with funds in an amount not to exceed One Hundred Seventy Three Thousand Three Hundred Ninety Six Dollars ($173,396.00) (the "Grant" or "Grant Funds"), subject to the availability of funds for such purpose.

a) Grant Formula: MTDB has awarded the Grant allocated through a formula that utilizes a Base Grant of $20,000, Grantee's Calendar Year (CY) 2023 Qualifying

Expenditures, growth of those Qualifying Expenditures over CY 2022 and growth of FY 2022 County Accommodation Taxes of FY 2021, 2022 and 2023.

b) Grant Term: The Agreement is in effect from July 1, 2024, to June 30, 2025.

c) Grantee shall participate in the annual Tourism Economic Impact Report for the State of Maryland and Maryland's DMO's.

2. Purpose. Grantee may use the Grant only for the purposes and in the manner set forth in its FY 2025 Destination Marketing Organization Application Questionnaire, attached hereto and incorporated herein as Exhibit B. Grant funds are intended to supplement the Grantee's annual budget and shall not replace year-over-year budget reductions incurred by the Grantee.

3. Guidelines. Execution of this Agreement by Grantee shall bind Grantee to all terms and conditions set forth in Exhibit A.

4. Disbursement.

a) Costs will be reimbursed at a rate of either 100% or 50% as described in Exhibit B. Any expenditure not explicitly identified in these guidelines is ineligible for reimbursement. OTD shall have the right to review and reject any expenditure deemed in its sole discretion to be ineligible.

b) Grantee must submit all reimbursement requests no later than July 31, 2025. Disbursements of Grant Funds are subject to the continuing availability of funds for such purpose, the State's fiscal position, the Department's financial resources, and compliance with all applicable laws. The Department may, at any time, assess the State's fiscal position and the Department's financial resources and reduce the amount of undisbursed Grant funds. If Grantee is a nonprofit entity under Section 501(c)(3), (4) or (6) of the Internal Revenue Code, the Grant Funds may be applied toward indirect costs in accordance with Section 2-208 of the State Finance and Procurement Article, Annotated Code of Maryland. Grantee shall report any Grant Funds applied to indirect costs in funding requests and financial reports submitted to Commerce.

5. Notices. All notices, requests, and consents made pursuant to this Agreement must be in writing or via email. Any communication is effective when mailed, first-class postage prepaid and/or emailed, as follows:

a) Submit completed Grant Agreement with Exhibits A, B, C (when applicable), W-9 Request for Taxpayer Identification Number and Certification (completed), and all other applicable correspondence, including but not limited to, advertising creative approval requests, reimbursement requests, invoices, qualifying expenditure reports, and/or other required proof of performance via email to:

Ms. Marci Wolff Ross, Senior Assistant Director, Tourism Development
EMAIL: marci.ross@maryland.gov
Maryland Office of Tourism Development
401 East Pratt Street, 14th Floor
Baltimore, MD 21202
TEL: 443.498.3842

Peter Ayeni, Tourism Development Unit, Assistant Manager
EMAIL: peter.ayeni@maryland.gov
Maryland Office Of Tourism Development
401 East Pratt Street, 14th Floor
Baltimore, MD 21202
TEL: 443.970.4928

b) Communications to Grantee (required):

Name Melanie Pursel
Title Director, Tourism and Economic Development
Address 107 West Green Street Snow Hill, MD 21863
Phone 410-632-3110
Email mpursel@co.worcester.md.us

c) Communications to Grantee (alternate):

Name Janet Stephenson
Title Administrative Assistant
Address 107 West Green Street Snow Hill, MD 21863
Phone 410-632-3110
Email jstephenson@co.worcester.md.us

6. Amendment. This Agreement may be amended only by a written instrument executed by both parties.

7. Maryland Law. This Agreement shall be construed, interpreted, and enforced in accordance with the laws of the State of Maryland.

8. Political Contributions.

a) Grantee shall not use any Grant Funds to make contributions: to any persons who hold, or are candidates for, elected office; to any political party, organization, or action committee; or in connection with any political campaign or referendum.

b) If in any fiscal year ending during the term of this Agreement Grantee derives more than 50% of its operating funds from State funding, it shall not contribute any money or thing of value: to any persons who hold, or are candidates for, elected office; to

any political party, organization, or action committee; or in connection with any political campaign or referendum.

9. Entire Agreement; Counterparts; Signatures. This Agreement, together with the Exhibits incorporated by reference, represents the complete and final understanding of the parties. No other understanding, oral or written, regarding the subject matter of this Agreement, may be deemed to exist or to bind the parties at the time of execution. This Agreement may be executed in any number of duplicate originals or counterparts, each of which such duplicate originals or counterparts shall be deemed to be an original and all taken together shall constitute one and the same instrument. Signatures provided by facsimile or other electronic means, for example, and not by way of limitation, in Adobe .PDF sent by electronic mail, shall be deemed to be original signatures.

10. Termination Prior to Expiration of Term Period. The Department and/or the State reserves the right to terminate the Agreement by written notice to Grantee if (a) the purpose of the Agreement can no longer be fulfilled or met, (b) Grantee materially fails to perform its obligations under the Agreement or otherwise violates the terms of the Agreement and/or any exhibits attached thereto, or (c) it's in the best interest of the Department and/or the State to terminate. Unless such termination is due to Grantee's failure to perform its obligations or Grantee's violation of the Agreement, the Department shall disburse Grant Funds to cover the allowable expenses, as set forth in Exhibit B or elsewhere in this Agreement, incurred by Grantee prior to termination. In the event the termination is due to Grantee's failure to perform or Grantee's violation of the Agreement, the Department, at its sole discretion, may require Grantee to repay all or any portion of the disbursed Grant Funds. Nothing in this provision relieves the Grantee from liability for any damages caused by Grantee's failure to perform or Grantee's violation of this Agreement. To the extent allowed by applicable law, Grantee shall indemnify and hold harmless the Department for any damages, claims, costs, or expenses, including reasonable attorney's fees and court costs, due to Grantee's failure to perform and/or violations of this Agreement.

WITNESS/ATTEST: **GRANTEE:**

By: _____ By: _____
(Signature) (Signature)

_____ _____
(Typed Name) (Printed Name)

_____
(Title)

WITNESS:
DEVELOPMENT BOARD:

MARYLAND TOURISM

_____ By: _____
(Signature) (Signature)

_____ _____
(Printed Name and Title) (Printed Name and Title)

Date: _____

Approved for form and legal sufficiency by:

_____, Assistant Attorney General

Attachments: Exhibit A: FY 2025 DMO Grant Guidelines
Exhibit B: FY 2025 DMO Application Questionnaire
Exhibit C: Application Affidavit, if applicable

Department of Commerce
Maryland Tourism Development Board
Maryland Office of Tourism Development

FISCAL YEAR 2025
DESTINATION MARKETING ORGANIZATION
GRANT PROGRAM GUIDELINES

I. PURPOSE AND ELIGIBILITY

A. It is the purpose of these grant guidelines, provided in accordance with the policies adopted by the Maryland Tourism Development Board ("MTDB") on September 20, 1995, as amended and in concurrence with actions taken during a meeting on October 7, 1997, to govern the award of grants to Maryland political subdivisions to supplement local funds for tourism marketing and development. This program is known as the Destination Marketing Organization Grant Program and is administered by the Office of Tourism Development ("OTD") on behalf of MTDB, an agency of the Department of Commerce ("Commerce" or "the Department").

By authority granted to MTDB under the Economic Development Article in the Annotated Code of Maryland, Section 4-213 (10) and (11), MTDB is to, "cooperate with other public units and private organizations to develop and promote the State's tourism and travel industries" and "encourage, assist, and coordinate the tourism activities of local and regional promotional organizations." Section 4-214 further provides that the MTDB "shall set policies for spending money on tourism advertising, written and graphic materials, cooperative and matching promotional programs, and other tourism and travel developmental and promotional activities for the State; spend money of the Fund to plan, advertise, promote, assist, and develop the tourism and travel industries in the State; and beginning in Fiscal Year 2012, provide grants of not less than $2,500,000 in total each fiscal year to destination marketing organizations for the purpose of attracting visitors to the State."

B. Each Maryland County, Ocean City and the City of Baltimore is eligible for a Destination Marketing Organization (DMO) grant. No more than one DMO grant shall be awarded per jurisdiction. MTDB will only award grant funds directly to the DMO that is recognized by the chief elected official of the jurisdiction.

C. Each DMO shall participate in the Tourism Economic Impact Report for the State of Maryland and Maryland's DMO's. The annual cost for participation is eligible for reimbursement through this program as noted in Section VI.F.1. of these guidelines.

II. GRANT AMOUNT AND CONDITIONS FOR DISBURSEMENT

A. Grants are awarded based on the availability of grant funds in the MTDB's approved budget

and are intended to supplement the Grantee's annual budget not to replace it.

B. Grants are allocated through a formula that utilizes a Base Grant of $20,000, Grantee's Calendar Year (CY) 2023 Qualifying Expenditures, growth of those Qualifying Expenditures over CY 2022 and growth of FY 2023 county accommodation taxes over 3-year average of FY 2021, 2022 and 2023.

C. In-kind services are not eligible for reimbursement with State Grant Funds.

D. When it is deemed appropriate, MTDB may request interim reports or review of expenditures.

E. All State Grant Funds are subject to audit for three years following the end of the grant term.

F. Grant Funds shall be disbursed as reimbursements only for Direct and Indirect Costs which meet the criteria outlined in Section VI of these Guidelines and as follows:

1. Grantee must complete and submit Reimbursement Requests in the format stipulated by OTD.
2. Grantee must submit required proof of performance in the format stipulated by OTD in VI. A – G of these guidelines.
3. Reimbursement Request approvals are subject to compliance with the requirements, terms and conditions of these guidelines, which shall be determined solely by OTD.
4. Reimbursements will not exceed the amount of the grant award.

G. Disbursements of Grant Funds are subject to the continuing availability of funds for such purpose, the State's fiscal position, the Department's financial resources, and compliance with all applicable laws. The Department may, at any time, assess the State's fiscal position and the Department's financial resources and reduce the amount of undisbursed Grant Funds.

H. Indirect costs are eligible for reimbursement as follows:

1. If Grantee is a nonprofit under Section 501(c)(3), (4) or (6) of the Internal Revenue Code, the Grant Funds may be applied to indirect costs in accordance with Section 2-208 of the State Finance and Procurement Article, Annotated Code of Maryland and Code of Federal Regulations Office of Management and Budget's Uniform Guidance in 2 C.F.R. 200. Grantee must provide federal verification of its negotiated indirect cost rate in advance of reimbursement.
2. If Grantee is not a nonprofit under Section 501(c)(3), (4) or (6) of the Internal Revenue Code, Grantee may apply Grant Funds to indirect costs at a rate of 10% of costs that would be considered modified total direct costs under the US Office of Management and Budget (OMB) Uniform Guidance.
3. Grantee shall report any Grant Funds applied to indirect costs in the format stipulated by OTD.

III. GRANT TERMS

A. **These Guidelines are incorporated into the Grant Agreement as Exhibit A.** By signing the Agreement, Grantee agrees to the terms set forth in these Guidelines.

B. The grant term is July 1, 2024 – June 30, 2025. Grant funds shall be expended for costs invoiced during this period. Unless sooner terminated for default (as described below) or by the mutual consent of Grantee and MTDB/OTD, the Agreement remains in effect until the final amounts properly due under the Grant have been disbursed, all reports and records due by Grantee have been received by MTDB/OTD, and there has been a final settlement and conclusion between MTDB/OTD and Grantee of all issues arising out of the Grant.

C. MTDB/OTD reserves the right to retain any Grant Funds remaining undisbursed after June 30, 2025.

IV. APPLICATION KIT SUBMISSION

A. An Application Kit is composed of the **Grant Agreement, Exhibit A - Guidelines, Exhibit - B DMO Marketing Application Questionnaire, Exhibit C - Affidavit (if Applicable) and W-9 Request for Taxpayer Identification Number and Certification**.

B. Grantee must submit a complete Application Kit via email to **Peter Ayeni** at peter.ayeni@maryland.gov and also copy **Marci Wolff Ross** at **marci.ross@maryland.gov** per submission instructions outlined in VII of these Guidelines.

V. FY 2025 NON-ALLOWABLE COSTS

Grant Funds shall not be used to:

A. Support religious and/or political aspects of any organization, event or promotional campaign.
B. Offset, match, or subsidize any other state funds.
C. Purchase travel, food and/or beverage costs of any kind at any time.
D. Operate a Grantee beyond what is explicitly described in these guidelines.

VI. FY 2025 ALLOWABLE DIRECT & INDIRECT COSTS

The intention of the Destination Marketing Organization Grant Program is to:

- Supplement grantee marketing costs, not to replace them and
- Increase domestic and international consumer and group demand, not fulfill inquiries.

Grant Funds shall be used to increase the effect and impact of marketing and development activities beyond the ability of local funds. Any cost not explicitly identified in these guidelines is

ineligible for reimbursement and for consideration as a qualifying expenditure. Grantees are encouraged to request review by OTD via email in advance of their cost commitment to determine if it complies preliminarily under these guidelines. Upon submission, OTD shall have the right to review and reject any cost deemed in its sole discretion to be ineligible for reimbursement and/or a qualifying expenditure.

A. **Advertising Placement -** means the actual time, space and/or other format purchased to communicate a message that inspires in-bound and/or in-state travel.

1. Direct costs are limited to the purchase of the following:

    a. Print and Digital Display space
    b. Sponsored and/or Custom Content and Google Display platforms
    c. Television Time and Video Placement
    d. Radio Time
    e. Outdoor space such as billboards, transit marketing, mobile etc.
    f. Social Media platforms for Facebook, Instagram, Linkedin and X (formerly Twitter) - all other social media outlets need prior approval by OTD before placement.

2. Requirements and Conditions:

    a. General Conditions - All advertising placement costs paid for wholly or in part with grant funds must meet all the following general conditions:

        1) Promote in-bound travel and only contain tourism businesses, experiences and/or messages.
        2) Exclude names of elected officials, businesses or organizations whose primary function is not in-bound tourism.
        3) Contain a “call-to-action” to Grantee’s website, social media outlet and/or toll-free number.
        4) Contain an OTD-approved logo unless it is:
            a) Placed in an OTD-produced publication (defined as only those publications that are printed and paid for by OTD); or,
            b) Part of OTD’s co-op print advertising placements in AAA World and Meredith Publications. **All other print and digital co-ops arranged by OTD must include an OTD-approved logo, tagline and/or social media tag.**

OTD-approved Logos:











You’re Welcome Creative Samples:



NOTES:

- **The use of "Open" creative design/logos is no longer compliant and therefore ineligible for reimbursement.**
- **Each and all space(s)/platform(s) in a multi-platform cost/invoice must contain an OTD-approved logo.**
- **Each direct cost must be itemized individually in the reimbursement request form.**
- **Upon prior OTD approval, Grantees may use taglines relating to OTD's differentiators – Maryland's Great Chesapeake Bay Loop, Maryland: The Most Powerful Underground Railroad Storytelling Destination in the World, Fish and Hunt Maryland. Maryland Scenic Byways and Maryland Civil War Trails.**
- **Digital advertising is a dynamic marketing approach that in some cases may not be eligible for reimbursement during the grant term.**

b. **50% Reimbursement Requirements**:

1) Print and Digital Display:

a) Ad copy must include one of the logos identified in A.2.a. of these guidelines. Logos must be readable and a minimum of 3/4" in width for all ads regardless of size.
b) Reimbursement Requests for **print costs** must include the following documentation - invoice, original print ad copy and publication cover if ad copy does not include date of issue.

NOTES:

- **Digital versions of covers and ad copy are acceptable in lieu of printed versions.**
- **Documents demonstrating cost must contain the word "Invoice".**

c) Reimbursement Requests for **digital display costs** must include the following documentation - invoice, ad copy in size and format that demonstrates design and logo standards are met, and verification of times/dates when advertising ran OR activity reports that verify placement.

2) Sponsored and/or Custom Content and Google Display:

a) Content **copy and Google Display ads** must include the tagline **"Maryland. You're Welcome."** DMO may add their county or destination name before Maryland such as **"Visit Baltimore, Maryland. You're Welcome."**

b) Reimbursement Requests must include the following documentation - invoice, content copy in legible format and verification of times/dates when content ran OR activity reports that verify placement.

3) TV Time and Video Placement:

a) Ad and video copy must include one of the logos identified in A.2.a of these guidelines. Logos must appear for no less than three seconds and be clearly identifiable and readable.
b) Reimbursement Requests must include the following documentation - invoice, ad copy submitted on a storage device OR via the TV/Video/Radio Verification Form and reports that verify times/dates when advertising/video ran OR was placed.

4) Radio Time:

a) Ad copy must include the following verbal tagline: **"Maryland. You're Welcome."** DMO may add their county or destination name before Maryland such as **"Carroll County, Maryland. You're Welcome."**
b) Reimbursement Requests must include the following documentation - invoice, ad copy submitted on a storage device OR via the TV/Video/Radio Verification Form and reports that verify times/dates when advertising/video ran OR was placed.

5) Outdoor Space:

a) Ad copy must include one of the logos identified in A.2.a of these guidelines. Logos must appear at a size that is applicable to the media and be clearly identifiable and readable.
b) Reimbursement Requests must include the following documentation - invoice, ad copy or image showing the ad and verification of the dates the ad ran.

6) Social Media – Facebook, Instagram, LinkedIn and X (formerly Twitter)

a) Except for LinkedIn, Grantee must "friend" and/or "follow" OTD for ads to be eligible for reimbursement.
b) Facebook posts and ads must include "**You're Welcome @TravelMD."**
c) Facebook sponsored posts must contain one of the logos identified in A.2.a. of these guidelines as noted below:



d) Instagram and X (formerly Twitter) posts must include **"You're Welcome @VisitMaryland."**
e) Reimbursement Requests must include the following documentation - invoice, ad copy and campaign activity report with start and end dates.

c. **100% Reimbursement Requirements** - Grantee must do at least one of the following:

1) Participate in OTD-developed Cooperative Advertising placements.
2) Use OTD's advertising creative platform.
3) Place ads in OTD, Capitol Region USA and Brand USA publications; and/or,
4) Place advertising in high-value geographic markets which are overnight markets listed in Grantee's Exhibit B - Marketing Plan Form and/or are identified below:

- NJ – Newark, Orange, Princeton and north
- NY – New York City
- OH - Cleveland
- PA - Pittsburgh, Harrisburg, Philadelphia
- NON-CRUSA INTERNATIONAL – Korea, Canada (Toronto, Montreal)

5) Reimbursement Requests for 100% reimbursement must meet the same respective requirements and documentation as noted for VI.A.b.1 -6.

B. **Consumer/Travel Trade Shows and Marketplaces –** means consumer and travel trade shows and marketplaces in identified target markets, such as Group Tour, Meetings, Public Relations, Conventions and Sports, where the DMO formally and directly sells its travel products. Both in-state and out-of-state shows are allowed.

1. Direct costs include booth space purchases and applicable delegate registration costs solely associated with direct sales activities.
2. Reimbursement rate is **100%.**
3. Reimbursement Requests must include an invoice or email confirmation of payment via credit card that clearly indicates direct sales activities such as show name or in a written description.

NOTE: Networking events (award banquets, receptions, etc.) are non-allowable costs. Professional development activities are Indirect Costs and should be submitted accordingly.

C. **Event Sponsorship** - means financial support for in-state events that are multiple, consecutive days such as conventions, meetings, tournaments, festivals, etc.

Events must:

- Attract most attendees from beyond fifty miles away or from overnight markets identified in Grantee's Exhibit B; and,
- Be closely related to the region's most significant and/or differentiating attractions/experiences.

1. Reimbursement rate is **50%.**
2. Reimbursement Requests must include an invoice containing the word "sponsorship", documentation that specifies the sponsorship amount and beginning/end dates of the event.

NOTE: Sponsorship does not include advertising placement costs for advertising in sports facilities such as ball parks, arenas, etc. These costs, invoices and all other documentation must be submitted as and meet requirements for VI.A. Advertising Placement.

D. **FY 2025 Partnership Activities –** means certain activities directly endorsed by OTD in its annual marketing and development plan.

1. Reimbursement rate is **100%.**
2. Reimbursement Requests must include an invoice and documentation indicating the project is complete.
3. Consumer-facing products/projects funded wholly or in part with MTDB grant funds must be pre-approved by OTD and contain an OTD graphic recognition (logo, QR code, etc.)
4. Direct costs include:

    a. The Tourism Economic Impact Study in Maryland, a partnership between the MTDB/OTD and the DMOs.

NOTE: Grantees are required to participate in the Tourism Economic Impact Study to be eligible for grant funds.

    b. Financial support for the initiatives outlined in OTD's Annual Marketing and Development Plan. This includes, but is not limited to:

        1) Destination/product development activities associated with OTD's five differentiating initiatives: Great Chesapeake Bay Loop, Maryland Most Powerful

Underground Railroad Storytelling Destination in the World, Maryland Scenic Byways and Civil War Trails, Trail System Second to None and Fish & Hunt Maryland. Activities include but are not limited to:

a) Interpretative planning and implementation such as marker fabrication, installation and maintenance fees.
b) Research and development of National Park Service National Underground Railroad Network to Freedom nominations; and,
c) Development of print and digital collateral materials.

2) Destination/product development activities associated with OTD's emerging initiatives including Accessible Maryland, Indigenous Maryland, Maryland Civil Rights Initiative and America/Maryland 250th. Activities include but are not limited to:

a) Interpretative planning and implementation such as marker fabrication, installation and maintenance fees.
b) Research and development of National Park Service National Civil Rights Network nominations; and,
c) Development of print and digital collateral materials.

3) Participation in eligible activities invoiced by Capital Region USA and/or Brand USA.
4) Travel Trade Group Tour partnership opportunities approved by OTD.
5) Sponsorship of in-state, multi-day Travel Trade and Public Relations meetings, trade shows and marketplaces.
6) Participation in the Maryland Minute Partnership Marketing Program.
7) Other partnership activities as defined in writing between OTD and grantee prior to implementation.

E. **Indirect Costs** – means costs defined under the Code of Federal Regulations Office of Management and Budget's Uniform Guidance in 2 C.F.R. 200.

1. Reimbursement rate is **100%.**
2. Reimbursement Requests must include invoice or receipt that specifies the indirect cost.

NOTE: Costs itemized as Search (Paid Search, SEM, SEO, etc.), E-newsletter Production/Distribution, Email, Team Maryland non-trade show expenses and delegate registration for professional development activities such as US Travel's ESTO, Destinations International's Annual Convention and the Maryland Travel and Tourism Summit are indirect costs.

VII. APPLICATION, REIMBURSEMENT REQUESTS, REPORTS, RECORD RETENTION AND AUDIT

A. Application Process:

- **Step 1:** Grantee completes Exhibit B – DMO Grant Application Questionnaire no later than **October 1, 2024.**
- **Step 2:** Upon review and approval of the questionnaire, OTD sends electronic versions of the Application Kit to Grantee for completion and signature.
- **Step 3:** Grantee returns all completed application kit documents in ***one email as separate PDF attachments*** to peter.ayeni@maryland.gov, and marci.ross@maryland.gov no later than **November 1, 2024**.

  NOTE: For W-9 Request for Taxpayer Identification Number and Certification, scan and return Page 1 only.

- **Step 4:** OTD processes application kit for internal signatures and returns a fully signed copy to Grantee.

B. Reimbursement Request Process:

- **Step 1: Submission of Reimbursement Requests** - Reimbursement requests must be submitted in the editable workbook format stipulated by OTD, including documentation meeting all specific requirements and conditions in the Request's Totals page and in these Guidelines.
- **Step 2: Notification of Reimbursement Approval** - Upon approval of eligible costs, OTD will notify grantee via email of the approved amount in an approved Reimbursement Request form and request an invoice.
- **Step 3: Return of Ineligible Costs –** If eligible for re-submission, OTD will return copies of ineligible cost documents to the Grantee via email.
- **Step 4:** Upon receipt of approved Reimbursement Request form, Grantee will submit a completed invoice on Grantee letterhead in the format stipulated by OTD to peter.ayeni@maryland.gov and marci.ross@maryland.gov.
- **Step 5:** OTD will process the invoice/approved amount for payment.

Requirements and Conditions:

1. Reimbursement requests may be for full or partial amounts of the grant award and in amounts no less than $5,000 unless it is the sole or final request for the reporting period.
2. All reimbursement requests for July - Dec 2024 are due to OTD no later than January 31, 2025, and all reimbursement requests for January - June 2025 are due to OTD no later than July 31, 2025.

C. Calendar Year Qualifying Expenditure Report Process:

- **Step 1: Determine Qualifying Expenditures (QE)** - QEs are Advertising Placement,

Consumer/Travel Trade Shows and Marketplaces, Event Sponsorship and CY25 Partnership Activities as defined in these guidelines and paid for wholly or in part by grantee.

- **Step 2: Submission of QE Report** - Report must be submitted in the editable workbook format stipulated by OTD, including documentation meeting all requirements and conditions outlined in the Report's Totals page and in these Guidelines.
- **Step 3: Notification of QE Report Approval** - Upon approval of eligible expenditures, OTD will notify grantee via email of the approved amount in a revised QE Report form.

Requirements and Conditions:

1. **QE Report will be approved wholly or in part at the sole discretion of OTD.**
2. **The QE Report is due to OTD no later than March 31, 2025.**

D. Upon request, OTD will provide a mid-year report indicating the status of the reimbursement process and the amount of any remaining Grant Funds.

E. Grantee shall allow any duly authorized representative of Commerce or the State to inspect and audit, at reasonable times, all records and documents of Grantee relating to the Grant, which records Grantee shall retain until three years after expiration of the grant period.

VIII. COMPLIANCE WITH APPLICABLE LAW

Grantee must comply with all applicable federal, State, and local law.

IX. CONSERVATION

It is OTD's policy to promote sound environmental practices. To that end, OTD favors the use of recyclable or recycled products. Applicants are encouraged to incorporate such practices.

X. FAIR PRACTICES CERTIFICATION

Grantee must prohibit discrimination on the basis of: (i) political or religious opinion or affiliation, marital status, race, color, creed, or national origin, (ii) age, sex, sexual orientation, gender identification, ancestry genetic information or any otherwise unlawful use of characteristics, or the individual's refusal to submit to a genetic test or make available the results of a genetic test, except when age or sex constitutes a bona fide occupational qualification, or (iii) the physical or mental disability of a qualified individual with a disability.

XI. DRUG AND ALCOHOL-FREE WORKPLACE

Grantee must make a good faith effort to eliminate illegal drug use and drug and alcohol abuse from the workplace. Specifically, Grantee must:

A. Prohibit the unlawful manufacture, distribution, dispensation, possession, or use of drugs in its workplace.

B. Prohibit its employees from working under the influence of alcohol or drugs.

C. Not hired or assigned to work on an activity funded in whole or part with State funds, anyone whom it knows, or in the exercise of due diligence should know, currently abuses alcohol or drugs and is not actively engaged in a bona fide rehabilitation program.

D. Promptly inform the appropriate law enforcement agency of every drug related crime that occurs in its workplace if it or its employee has observed the violation or otherwise has reliable information that a violation has occurred; and notify employees that drugs and alcohol abuse are banned in the workplace, impose sanctions on employees who abuse drugs and alcohol in the workplace, and institute steps to maintain a drug and alcohol-free workplace.

XII. DEFAULT

A. A default consists of: (i) any use of Grant Funds for any purpose other than authorized; or (ii) any breach of any covenant, agreement, provision, representation or warranty of Grantee made in the Agreement.

B. Upon the occurrence of any default, Commerce may immediately suspend Grantee's authority to receive any Grant funds.

C. If a default occurs, Grantee shall have 30 days from the date Commerce's notice of default was postmarked to cure the default. After the conclusion of this 30-day period, if Grantee has not cured the default to the satisfaction of Commerce, Commerce may terminate the Agreement. In the event of termination:

1. Grantee's authority to request a disbursement ceases and Grantee has no right or interest to any of the undisbursed Grant Funds; and,
2. Commerce may immediately demand and receive repayment of all or a part of any Grant Funds which have been disbursed.
3. In addition to the remedies specified, if a default occurs, Commerce may at any time proceed to protect and enforce all rights available to it, by suit in equity, action at law, or by any other appropriate proceedings, which rights and remedies survive the termination of the Agreement.

XIII. INDEMNIFICATION

To the extent allowed by applicable law, Grantee releases Commerce and MTDB from, agrees

that Commerce and MTDB shall not have any liability for, and agrees to protect, indemnify and save Commerce and MTDB harmless from and against any and all liabilities, suits, actions, claims, demands, losses, expenses and costs of every kind and nature incurred by or asserted or imposed against Commerce or MTDB as a result of or in connection with the Grant. All the money expended by Commerce or MTDB as a result of such liabilities, suits, actions, claims, demands, losses, expenses or costs, together with interest at a rate not to exceed the maximum interest rate permitted by law, shall constitute an indebtedness of Grantee and shall be immediately and without notice due and payable by Grantee to Commerce or MTDB.

ITEM 11

Exhibit B - FY25 DMO GRANT APPLICATION QUESTIONNAIRE (Due nlt 10/1/24)

Instructions: Answer each question succinctly. If a question does not apply, answer with a N/A. When completing the tables, leave non-applicable items blank. Upon submission, OTD will review for completeness and compliance.

General Information

Name of Destination Marketing Organization: *

Worcester County

Name of Person Completing this Form: *

Melanie Pursel

FY25 Total Budget (includes all costs [operations, marketing, development, personnel, etc.] EXCEPT OTD grant): *

1,179,108.00

Amount of Total Budget funded through local lodging taxes (if applicable): *

0

Estimated Amount of Advertising Placement (in dollars) to be spent in Baltimore Metro market: *

150,000

Estimated Amount of Advertising Placement (in dollars) to be spent in Washington, DC Metro market: *

150,000

Situational Analysis

Describe any unique and/or significant tourism development and/or marketing opportunities you will have during the next 24-36 months: *

Using new data collection/mapping platform to measure visitor spending and movement, origin markets etc. Working more cooperatively with Ocean City Tourism) Advertising, PR, social media. Capitalizing on the large-scale events that OC has brought to our region with visitors coming from every state as well as internationally. Introduce while in market to Maryland's Coast. Expanding Agritourism initiatives- the county fair (muti day event) is now under the county's purview/town events such as the Blessing of the Combines in Snow Hill and Peach Festival in Berlin- working with our Farmers to develop value added products and experiences for visitors. Culmination of Agriculture celebration annually.

Describe any specific challenges and/or issues you will face during the grant term: *

Funding distribution varies dramatically each year, marketing towns equally, most accommodations are in OC which is a separate DMO, Try to draw visitors south to experience county assets. Limited product in southern end of county. Lobbying to have accommodations tax from unincorporated areas dedicated to our ad budget

Explain if/how/why your organizational budget and/or organizational structure has changed for this grant term: *

We had a 30k increase in advertising approved for FY 25. Continuing to operate the Welcome Center in Pocomoke 7 days per week as well as Snow Hill where our offices are located- we are flexing staff to stay open during town events, first Fridays etc. This office has become a hub for visitors as well as businesses and organizations. Utilizing the DMO EDA (102K) Grant to make updates and upgrades to the Welcome Center- new interactive displays and kiosks as well as curated exhibits such as Native and African American Heritage.

What destinations are your toughest competition and why? *

Myrtle Beach, DE Beaches/Dewey/Bethany/Rehoboth (no sales tax)- similar target markets (e.g. families), similar product (golf, beaches, amusements, outdoor recreation)

Rehoboth Beach, DE - Just up the coast, Rehoboth Beach is known for its charming boardwalk, boutique shopping, and dining options. It's a popular destination for families and those seeking a quaint beach town vibe.
Bethany Beach, DE - Similar to Rehoboth, Bethany Beach provides a quieter beach experience with a family-friendly atmosphere, appealing to those looking for a more relaxed seaside retreat.
Salisbury, MD - This city offers cultural attractions like the Salisbury Zoo and the Ward Museum of Wildfowl Art. It's also a larger urban center with shopping and dining that can appeal to visitors looking for a more diverse experience.
Annapolis, MD - Known for its historic charm and maritime heritage, Annapolis attracts visitors with its historic district, the U.S. Naval Academy, and waterfront dining.
Cape May, NJ - This Victorian beach town offers historic architecture, boutique shopping, and a serene beach experience. It competes by providing a different kind of coastal ambiance.
Virginia Beach, VA: With a longer coastline, a bustling boardwalk, and numerous family-friendly attractions, Virginia Beach is a significant competitor. Its larger size and diverse range of activities can attract visitors from Worcester County

Each of these destinations competes with Worcester/Ocean City by offering distinct experiences, from historic charm and nature-focused retreats to vibrant boardwalks and cultural events.

Differentiating/superlative attractions, businesses. services, experiences, etc. provide your destination and Maryland with competitive advantage in the marketplace. Name the top three “differentiators” and/or “superlatives” you will market that are associated with the Arts: *

1.Rich Cultural Heritage and History
Worcester County has a deep connection to the arts that is intertwined with its rich history, particularly in towns like Berlin, known as "America’s Coolest Small Town." The area is home to historic landmarks, galleries, and museums that showcase both local and national artists, making it a hub for art enthusiasts. Tourists and art lovers are drawn to destinations with a strong cultural identity. Emphasizing the unique history and heritage of the arts in Worcester County sets it apart from other regions.

2. Vibrant and Diverse Art Community
The county boasts a thriving and diverse art scene, with a wide range of artistic expressions including visual arts, music, theater, and literary arts. The community supports numerous art festivals, workshops, and events year-round, fostering a collaborative and inclusive environment for artists of all backgrounds. 1200 seat performing Art Center in OC, Mural Trails, Plein Air events etc.

3. Natural Beauty and Scenic Inspiration
Worcester County's stunning natural landscapes, including coastal areas, forests, and rural farmland, provide endless inspiration for artists. The beauty of the Eastern Shore is reflected in many local artworks and is a key feature of the region’s artistic identity. The connection between art and the natural environment is a powerful draw for both artists and visitors. Worcester County’s natural beauty inspires and is captured in local art, which can differentiate it from more urbanized or less scenic art communities.

Name the top three "differentiating" and/or "superlative" Attractions you will market: *

Ocean City Boardwalk
The Ocean City Boardwalk is one of the most famous and bustling boardwalks in the United States. It spans three miles and is packed with shops, restaurants, arcades, and attractions. The boardwalk offers a quintessential American beach experience with a mix of classic charm and modern amenities, drawing millions of visitors annually.

Assateague Island National Seashore
A barrier island known for its wild horses and pristine beaches, Assateague offers a unique natural environment and eco-experiences, includes daily recreation and camping. The wild horses and untouched landscape provide a rare and serene experience for nature lovers and photographers, setting it apart from more commercialized beach destinations.

Pocomoke River State Park
Located along the Pocomoke River, this state park offers opportunities for kayaking, fishing, camping, and hiking in a scenic woodland setting. The park's location along the dark, slow-moving Pocomoke River, surrounded by cypress swamps, offers a distinctive and tranquil nature experience that is quite different from the coastal attractions.

Name the top three Culinary “differentiators” and/or “superlatives” you will market: *

Sea-to-Table Freshness
Worcester County's proximity to the Atlantic Ocean and Chesapeake Bay allows local restaurants to offer some of the freshest seafood in the region. Emphasize the unique experiences of dining on dishes made from just-caught crabs, oysters, clams, and fish.
Market local seafood restaurants, oyster farms, and the possibility of dining experiences right on the water. Highlighting the freshness and sustainability of these ingredients can attract foodies and tourists looking for authentic sea-to-table experiences.

Farm-to-Table & Local Sourcing
Worcester County’s rich agricultural landscape supports a vibrant farm-to-table movement. Many local restaurants and markets source their ingredients directly from nearby farms, offering visitors a taste of Maryland’s agricultural bounty.
Promotion of businesses that prioritize local produce, dairy, and meat. Featuring farm tours, farmer’s markets, and restaurants known for their use of local ingredients can appeal to visitors interested in sustainable and locally sourced food.

Culinary Events & Festivals
Food-centric events and festivals throughout the year that attract both locals and tourists. Focus on specific local delicacies, such as seafood, or celebrate broader culinary traditions.
Events like the annual Harbor Day at the Docks, Foodie Tours, or local seafood festivals. provide unique, immersive experiences.

ITEM 11

Name the top three “differentiators” and/or “superlative” multi-day Events you will market, including their dates: *

O.C. BikeFest
mid-September
O.C. BikeFest is a major event for motorcycle enthusiasts, featuring concerts, stunt shows, vendors, and custom bike shows. It draws bikers from all over the country and is one of the largest events in Ocean City. We incorporate the Cruzin the Coast Bike run which gets participants out and around the county to 8 different stops including POIs, Restaurants, Breweries etc.

Sunfest
Late September
Description: Sunfest is another major event in Ocean City, marking the end of the summer season. The festival includes arts and crafts, live music, food vendors, and activities for the whole family.

Delmarva Birding Weekend
Late April
A four-day birdwatching event with guided tours across the Delmarva Peninsula, including Worcester County.

White Marlin Open (in its 51st year)- largest revenue generator and ec impact of all events
Early August
A week-long fishing tournament in Ocean City, known as the largest and richest billfish tournament in the world.

Name the top three "differentiators" and/or "superlatives" you will market that are associated with History: *

1. The Calvin B. Taylor House Museum (Berlin)
A restored Federal-style house built in the 1830s, now a museum showcasing local history, period furnishings, and rotating exhibits.

2. Furnace Town Living Heritage Museum (Snow Hill)
This outdoor museum recreates life in the 19th-century Nassawango Iron Furnace community. It includes historic buildings and costumed interpreters.

3. Delmarva Discovery Museum (Pocomoke)
Dedicated to showcasing the cultural and natural heritage of the Delmarva Peninsula. It features exhibits on local history, maritime heritage, and regional wildlife. Highlights include displays on the area's maritime history, including shipwrecks and local industries, as well as hands-on exhibits for children that explore the region's ecosystems and wildlife. The museum aims to provide educational experiences and foster a greater appreciation for the Delmarva Peninsula's unique heritage.

Name the top three Land-based Outdoor Recreation "differentiators" and/or "superlatives" you will market: *

1. Hiking/Biking Trails - State Parks (Assateague and Pocomoke Forest)- , 2. Golf (17 courses in region), 3. Birding great spot for birdwatching, with a diverse range of species to observe.
Bald Eagle - Often seen near large bodies of water.
Osprey - Commonly found near lakes and rivers.
Red-shouldered Hawk - Found in wooded areas.
Great Egret - Frequently seen in wetlands and shallow waters.
Black-crowned Night-Heron - Prefers marshes and tidal creeks.

Name the top three water-based “differentiators” and/or “superlatives” you will market: *

1. Paddling/canoe/kayak the Pocomoke River is ideal for kayaking and canoeing, the River provides a serene setting for water enthusiasts to explore. The river is also known for its scenic beauty and diverse wildlife 2. county parks with beach access, OC and Assateague Beaches, 3. Water-based Adventure (Bay and Ocean) Jetski/boat rentals/parasailing

What NEW programs, products and/or services fit into these existing partnerships: Maryland: The Most Powerful Underground Railroad Storytelling Destination in the World, Trail System Second to None, Scenic Byways, Fish & Hunt MD, Civil War Trails, and Great Chesapeake Bay Loop? *

Trail System Second to None
Completion in 2024 of County Wide Master Greenways and Bikeways Plan- new trail development and connection to towns, adjacent states and counties.
Pocomoke River Guide (new in 2024) Guided Trail Experiences: New guided hiking, biking, or eco-tours that explore the unique features of Worcester County's trail systems.
Trailside Amenities: Installation of new rest areas or educational signage along the trails to enhance visitor experience and learning.

Fish & Hunt MD
In cooperation with Fish in OC- Creation of Eco-Tourism Fishing and Hunting Packages: New eco-friendly fishing and hunting packages that offer guided experiences while promoting conservation.
Fishing and Hunting Workshops: Educational workshops or classes on sustainable fishing and hunting practices, hosted by local experts. Have already Established boat captain SMEs

What NEW programs, products and/or services fit into these emerging partnerships: Civil Rights, Indigenous Peoples and Accessibility? *

DreamFest event during MLK weekend- celebration of civil rights and African American Heritage- promotion of AA history trail sites in the county, Partnership with the Beach to Bay Heritage Area- Museum Passport, Black History Mural projects and interpretive signage (Henry Hotel, Germantown School, Sturgis One room School House)

Geographic Markets & Target Audiences

Indicate the status of each applicable over-night market: *

	Researching	Interested	Emerging	Mature
Cincinnati, OH	☐	☐	☑	☐
Cleveland, OH	☐	☐	☑	☐
Columbus, OH	☐	☐	☑	☐
New York City	☐	☐	☑	☐
Newark, NJ	☐	☐	☑	☐
Orange, NJ	☐	☐	☑	☐
Princeton Area, NJ	☐	☐	☑	☐
Pittsburgh, PA	☐	☐	☐	☑
Harrisburg, PA	☐	☐	☐	☑
Philadelphia, PA	☐	☐	☐	☑
Montreal, Canada	☐	☐	☑	☐
Toronto, Canada	☐	☐	☑	☐
Germany	☑	☐	☐	☐
United Kingdom	☑	☐	☐	☐
France	☑	☐	☐	☐

List other out-of-state overnight markets and their phase of development (researching, interested, emerging or mature): *

DC Mature, Norther VA- Mature, Pittsburgh- Mature, NY and NJ- Emerging- working with Ocean City to retarget

List in-state overnight markets and their phase of development (researching, interested, emerging or mature): *

Western MD/DC Suburbs (Mature)- Baltimore metro (Mature)

List day-trip markets and their phase of development (researching, interested, emerging or mature): *

Sussex County, DE, Dover (entire Delmarva Peninsula), Salisbury, Chincoteague (All Mature) Researching/Emerging- DC Day trips

ITEM 11

Indicate the status of each applicable domestic target audience. (*The acronym SMERF below is Social, Military, Educational, Religious, Fraternal): *

	Researching	Interested	Emerging	Mature
Group Travel/Tour Operator	☐	☐	☐	☑
Sports Events Planners	☐	☐	☐	☑
Meeting & Incentive Planners	☐	☐	☑	☐
Student Travel Providers	☐	☑	☐	☐
SMERF* Planners	☐	☑	☐	☐
AAA Clubs	☐	☐	☑	☐
Retail Travel Agents	☐	☑	☐	☐
Reunion Planners	☐	☐	☑	☐
Hunters	☐	☐	☐	☑
Anglers	☐	☐	☐	☑
Non-hunting Shooting Sports	☐	☐	☐	☑
LBGTQ+	☐	☐	☑	☐
African-American	☐	☐	☐	☑
Asian-American	☐	☐	☑	☐
Latinex				

Latinex	☐	☐	☐	☑

List other target audiences and their phase of development (researching, interested, emerging or mature): *

Wildlife viewing, birding tours – Mature
Memory Makers (mutigenerational travel) - Researching
Athletes (Team /Youth LAX, soccer, baseball, softball)- Mature
Water Sports Enthusiasts (boaters, surfers, kayakers, rowing, sailing, etc.)
Adventurers/Adventure Tourism (watersports, outdoor cycling/biking, camping, horseback riding)- Emerging
Golfers (groups and transient)- Mature
Anglers (sport and recreational fishing, and hunting) Recreational Fishing – multi-generational families (grandparents, parents), family fisherman- Mature
Romantics (destination weddings (2nd+, anniversaries, reunions)
Locavores (seafood, Craft Beer, events, breweries, wineries, food tours, dining, classic destinations, ag stands, locally produced …)- Emerging
Beach Lovers (sand, surf, boardwalk)- Mature
Wellness Tourism- Researching/Emerging

WorldPride DC 2025, being held 5/23/25-6/8/25, provides opportunies for Maryland multi-night travel before, during and after it. Describe any packaging and promotional efforts that exist and/or are under consideration. *

In discussions with Ocean City

If WorldPride DC 2025 packaging and promotional efforts are under consideration, do you have interest in OTD advertising/marketing partnerships? *

- (●) Yes
- ( ) No

ITEM 11

Philadelphia's six FIFA World Cup matches, being held from 6/14/26-7/4/26, provide opportunies for Maryland multi-night travel before, during and after them. Describe any packaging and promotional efforts that exist and/or are under consideration. *

In discussions with Ocean City

If World Cup packaging and promotional efforts are under consideration, do you have interest in OTD advertising/marketing partnerships? *

- (●) Yes
- ( ) No

11 - 33

What if any destination and/or product development will be undertaken to help inspire multi-night travel for America's 250th in 2026? *

We have a regional 250 committee- currently coming up with events, packaging ideas, tours etc. preliminary ideas include:

Historical and Cultural Tours
Historical Walking Tours: Develop guided walking tours that highlight significant historical sites and landmarks in Worcester County. Include stories and anecdotes related to the county's history and its role in Maryland's history.

Heritage Trail: Create a heritage trail featuring museums, historical homes, and other cultural landmarks. Partner with local historical societies and museums to offer special exhibits or events related to Maryland's history.

Themed Events and Festivals
Anniversary Festival: Host a multi-day festival with live music, historical reenactments, local artisans, and food vendors. Focus on themes related to Maryland's history and cultural heritage.

Interactive Experiences
Living History Experiences: Offer immersive experiences where visitors can dress in period costumes and participate in historical activities, such as colonial cooking, crafts, and military drills.

Historical Cuisine: Partner with local restaurants to create special menus or dishes inspired by historical recipes from Maryland's past. Offer culinary tours or tastings as part of the anniversary celebrations.

Packages related to: Historical Heritage Trails, Arts and Culture Immersion Packages
Nature and Adventure Retreats, Culinary and Craft Beverage Tours, Family Fun and Educational Packages, Themed Historical Reenactments

Advertising

What is your estimated advertising placement budget for this fiscal year? *

739,500.00

Estimated Spring/Summer Advertising Budget: *

75%

Estimated Fall Advertising Budget: *

20%

Estimated Winter Advertising Budget: *

5%

Estimated Print Advertising Budget: *

20%

Estimated TV Advertising Budget: *

20%

Estimated Radio Advertising Budget: *

10%

Estimated Out-of-Home (Billboards, transit marketing, etc) Advertising Budget: *

2%

Estimated digital (online, social, sponsored content, native ads, mobile) Advertising Budget: *

48%

ITEM 11

Describe and estimate other digital platforms you are considering: *

Facebook, Google, Programmatic, OTT, SEO

Are you planning to participate in OTD's advertsing co-op program? *

- (●) Yes
- ( ) No
- ( ) Not Sure

If so, when? (Check all that Apply) *

- [●] Spring/Summer
- [ ] Fall
- [ ] Not sure

Are you interested in developing and executing a Chesapeake Bay co-op advertising strategy for Spring-Summer-Fall 2025? *

- ( ) Yes
- ( ) No
- (●) Maybe

Public Relations & Social Media

ITEM 11

Are you interested in partnering with OTD to host domestic journalist familiarization tours, if opportunities arise? *

- (●) Yes
- ( ) No

Are you interested in partnering with OTD to host international journalist familiarization tours, if opportunities arise? *

- (●) Yes
- ( ) No

If you are interested in hosting journalists, how will you fund their visits to your destination: *

- ( ) Industry in-kind support
- ( ) Budget allocation
- (●) Both

If using your budget, what amount have you dedicated to support journalist familiarization tours? *

1500

ITEM 11

Do you have a dedicated social media person on your staff? *

- ○ Yes
- ◉ No

Do you have a strategic social media plan in place for your DMO? *

- ◉ Yes
- ○ No

Do you allocate a portion of your annual budget for paid social media advertising and/or promotion? If yes, approximately how much will you spend and for which social media channel? *

Google Search (SEM) ,Google Display ,Google Pmax ($ 39,500.00)
YouTube , Social Ads FB ($ 42,140.00)
Programmatic ($ 115,360.00)
Geofencing Native OTT ($ 25,000.00)
Other- based on performance- 100K

If you have used an OTD social media guide, rate its value as a helpful tool: *

	0	1	2	3	4	5	
Not applicable	○	○	○	○	○	◉	Really helpful

Publications

ITEM 11

Do you produce/distribute an official visitor guide? *

- (●) Yes
- ( ) No

If yes, how often do you produce it and how many do you print? If no, explain. *

Yes, 75K annually (did 25K reprint this year do to demand)

Do you produce/distribute a consumer and/or trade e-newsletter? *

- (●) Yes
- ( ) No

If yes, how often do you distribute it/them? *

Yes- Visit Maryland's Coast- Monthly - 170K subscribers

Visual Assets

Would you like access to OTD's video assets to use in your marketing activities? *

- (●) Yes
- ( ) No

ITEM 11

Will you share your video assets for OTD's use in our marketing activities? *

- (●) Yes
- ( ) No

Would you like access to OTD's photography assets to use in your marketing activities? *

- (●) Yes
- ( ) No

Will you share your photography assets for OTD's use in our marketing activities? *

- (●) Yes
- ( ) No

Travel Trade Sales Efforts

In FY25, will your activity in this market: (Mark only one box) *

- [ ] Increase
- [ ] Decrease
- [x] Remain the Same

ITEM 11

If applicable, describe how you work with AAA/CAA offices to attract visitors to your area. *

Distribution of Visitors Guides, Lead Capture, Advertising

What sports markets are you targeting? *

- (●) Amateur
- ( ) Professional
- ( ) Both
- ( ) Neither

If yes, will your DMO be participating in the Team Maryland Sports Program? *

- (●) Yes
- ( ) No

Regional Marketing Activities

Are you working with other DMOs to market regionally or thematically? *

- (●) Yes
- ( ) No

If so, which DMO's? *

All Eastern Shore DMOs, more often with Wicomico and Somerset
Worcester and Ocean City working with other DMOs for Meetings and Conventions (Anne Arundel, Baltimore)

What is the theme and scope of work for these efforts? *

Trail product development (Hike/Bike Interconnections, Waterways, By Ways- All American Road), sports marketing, historical (Tubman, African American, Civil War), Arts (Public Art- Murals), Heritage Tourism

What are the target markets for the activities? *

Mid-Atlantic, Outdoor Enthusiasts, Families, Art Lovers, Heritage/History lovers, Meetings and Conventions

In what time period are the activities being conducted? *

Year- round, Tournament seasons, outdoor recreation seasonally- Fall, Spring, Summer

What is the fulfillment process? *

In product Development on some items, share leads, signage development and installation, maps/guides, TEAM MD participation.

What are the desired results from the marketing activities? *

More visitors, return visits, longer stays/repeat stays, more commerce and visitors spending, more room nights, higher attendance at events. Filling convention center and Performing Arts Center year-round with quality business (M and C, Sports etc)

Destination Development

Describe any new or expanded lodging facilities opening within the fiscal year, including name, location and their anticipated number of rooms: *

Shore Point Cottages- West OC

Dunes Manor on 28th- redeveloped - Hilton Garden Inn

This past summer Atlantic Oceanfront Inn on 45th became the Sea Loft Inn with a $3million renovation.

Hyatt on 16th Street adding 65 additional brand-new rooms along Baltimore Avenue (across from oceanfront boardwalk original rooms) – completion in spring of 2025

Flagship on 26th slated to be torn down next fall to become a 135-room Springhill Suites

Majestic Hotel on 7th was slated at some point to be torn down and rebuilt

Kyma Luxury Resort Hotel – inlet by Sunset Park

Describe any new or expanded tourism assets (attractions, services, events, etc.) opening in this fiscal year if not mentioned elsewhere in this form: *

High Ropes Adventure Course
New Harrison Group Headquarters
Expanded Themed Foodie Tours
Raft Race on Pocomoke
Ghost Tours- Snow Hill, Berlin, Pocomoke, OC and now on the water
Water Taxi- on demand service connecting POIs and western locations to OC
New Brewery in Pocomoke- Cypress Roots
Redevelopment of Embers/Blu- Axe Throwing, Jays Cafe Coffee ShopRe-development of Sun and Surf Movie Theater (been demolished- building mixed use projects this year)
Attractions: Seacrets Beach Wedding and Event venue Tracks and Yaks- rail Bike Tours in Berlin Forgotten 50 Distilling Company in BerlinAxe Throwing in West OC- The Angry Axe and Rage Room

Events-Oceans Calling Music Festival (Country Callins new in FY 25), OC multiday RV and Outdoor recreation lifestyle show, OC Hot Air Balloonfest, Wrestling event, ChalkFest in Snow Hill, Country Music (featuring Lonestar) Festival in Pocomoke Utilization of PAC for Broadway at the Beach- Hi end Broadway shows such as Fiddler on the Roof, talent such as Jay Leno, Tracy Morgan

Indicate if your DMO markets these products:

	Arts & Ent. District(s)	Main Street(s)	Heritage Area	Scenic Byways	Bike-share Program(s)	Recreational Trails	Local/State/ Fed. Public Lands	Water Trails
Products & Marketing	☑	☑	☑	☑	☐	☑	☑	☑
Content/Listing on website	☑	☑	☑	☑	☐	☐	☑	☑
Content/Listing in printed Guide	☑	☑	☑	☑	☐	☑	☑	☑
Content in Consumer Newsletter	☑	☐	☑	☑	☐	☐	☑	☑
Include in Social Media Posts	☑	☑	☑	☐	☐	☑	☑	☑
Include in Video Products	☑	☑	☑	☑	☐	☑	☑	☑
Include In Press Releases	☐	☑	☑	☑	☐	☑	☑	☑
Identify in Advertising	☑	☑	☑	☑	☐	☑	☑	☑

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Google Forms

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, P.C., Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: October 30, 2024
RE: Request for Waiver – Housing Study timeline

As part of the CDBG grant agreement that was awarded for the Housing Study, the state established a detailed timeframe for the awarding of a contract, as well as expenditure of the initial payment of funds. While we have issued the RFP for the study, we will be unable to meet the deadlines stipulated in the agreement. Therefore, we are required to request a waiver from the Department of Housing and Community Development. I am requesting your approval to send the attached draft letter.

cc: Davida Washington, Housing Rehabilitation Program Coordinator

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
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www.co.worcester.md.us/drp/drpindex.htm

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

October 18, 2024

Cindy Stone, Director
Office of Programs
Maryland Department of Housing & Community Development
7800 Harkins Road
Lanham, MD 20706

Dear Ms. Stone:

Worcester County currently has an open CDBG grant, MD-25-CD-29, that was awarded in the amount of $50,000 to conduct an updated housing study throughout the County. As of this writing, an RFP has been issued and will close on November 12, 2024. The selected contractor will not be approved by the County Commissioners until December 3, 2024. We are requesting a waiver to the October 2024 bidding/selection timeframe.

Additionally, we are requesting an extension up to 60 days to the January 7, 2025, required expenditure of 5% of grant funds to allow us time to coordinate and commence the work with the selected consultant. These waivers will allow the Worcester County Housing Rehabilitation Program to operate without interruption and therefore continue getting the housing study started which is an essential item for us to resume offering critical repairs to homes occupied by the neediest citizens of our County.

Your consideration in this matter is greatly appreciated.

Sincerely,

Anthony W. Bertino, Jr.
President, Worcester County Commissioners

Administration

LOUIS H. TAYLOR
Superintendent of Schools

C. DWAYNE ABT, Ed.D.
Chief Operations & Human Relations Officer

DENISE R. SHORTS
Chief Academic Officer, Gr. PK-8

VINCENT E. TOLBERT, CPA
Chief Financial Officer

ANNETTE E. WALLACE, Ed.D.
Chief Safety & Academic Officer, Gr. 9-12

WORCESTER
COUNTY PUBLIC SCHOOLS

The Board of Education of Worcester County
6270 Worcester Highway | Newark, Maryland 21841
Telephone: (410) 632-5000 | Fax: (410) 632-0364
www.worcesterk12.org

ITEM 13

Board Members

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WILLIAM E. BUCHANAN
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WILLIAM L. GORDY

ELENA J. MCCOMAS

DONALD C. SMACK, SR.

November 6, 2024

Mr. Anthony W. Bertino, Jr., President
Worcester County Commissioners
Worcester County Government Center
One W. Market Street, Room 1103
Snow Hill, Maryland 21863

Dear President Bertino:

Each year in November we review our Capital Improvement Program (CIP) with the Commissioners. We will be reviewing the proposed FY 2026 CIP with you on November 6th. The FY 2026 CIP has been developed in accordance with the County Capital Improvement Plan and is in compliance with the Maryland Interagency Commission for School Construction (IAC) regulations.

We will be requesting the Commissioners' approval of the enclosed CIP as a planning document. Verification to the IAC that the County Commissioners have approved the proposed plan is required no later than November 30th. The 2024-2025 Educational Facilities Master Plan provides additional information on our current and future facility needs and is available for your viewing or downloading from our school system website at: www.worcesterk12.org, Business & Operations, Facilities.

The proposed FY 2026 CIP is consistent with the Worcester County Ten Year Capital Improvement Plan and incorporates all prior recommendations of the County Commissioners regarding our future school construction needs as follows:

- **Planning / Funding Requests**

  The FY 2026 Capital Improvement Program includes a Planning Request and Design Funding Request for the Buckingham Elementary Replacement School project. The Feasibility Study, Educational Specifications and Conceptual Planning phases of design for the Buckingham Elementary Replacement School are complete.
  In September 2024 and October 2024 respectively, the Board of Education and County Commissioners approved the Buckingham Elementary Replacement School Workgroup's recommendation to construct the Buckingham Elementary Replacement School followed by replacement or renovation of Berlin Intermediate School. This plan will provide Worcester County with $48,901,000 of state funding for both projects.
  The CIP also includes a Construction Funding Request for the Pocomoke Elementary School Roof Replacement project which is scheduled to begin, pending approvals, in June 2025. In addition, the CIP includes construction funding requests for the Ocean City Elementary Fire Alarm System, Gymnasium Air Conditioning at Snow Hill and Pocomoke Middle Schools and a design funding request to install LED lighting at eight of our schools.

- **Future Projects**

  The FY 2026 CIP includes the renovation or replacement of Berlin Intermediate School and future roof replacement projects at Worcester Technical High School, Stephen Decatur High School and Ocean City Elementary School.

It is our belief that we have been successful in addressing our school construction needs due to the combined efforts of our Board of Education, County Commissioners, state legislators and community members. Through your support and participation, we completed a roof replacement project at Snow Hill Middle School/Cedar Chapel Special School in August and secured state funding for the Buckingham Elementary Replacement School project. It is our hope that with the ongoing support of the County Commissioners, we will continue to provide all Worcester County children with excellent educational facilities.

The Board of Education and I want to thank and commend you for your continued support of our school system. I look forward to meeting with you on November 6th to discuss the FY 2026 Capital Improvement Program.

Sincerely,

Louis H. Taylor
Superintendent of Schools

LT:jjp
cc: Board of Education Members
Mr. Weston Young

WORCESTER COUNTY PUBLIC SCHOOLS

WORCESTER
COUNTY PUBLIC SCHOOLS

FY2026
CAPITAL IMPROVEMENT PROGRAM (CIP)

September 17, 2024

REVISED October 15, 2024

FY 2026 CAPITAL IMPROVEMENT PROGRAM
WORCESTER COUNTY PUBLIC SCHOOLS
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Worcester County FY 2026 Capital Improvement Program Summary

1. Funding Requests

The FY 2026 CIP includes:

- A Construction Funding Request for the Pocomoke Elementary School roof replacement project to be executed in summer 2025.
- A Design Funding request for the Buckingham Elementary Replacement School project.
- A Construction Funding request for the Ocean City Elementary School Fire Alarm Replacement project.
- A Construction Funding request for the Snow Hill Middle School / Pocomoke Middle School Gymnasium Air Conditioning project.
- A Design Funding request for the Installation of LED Lighting at OCES, CCSS, PMS, SHMS, SDMS, PHS, SHHS and WTHS.

2. Future Projects

The FY 2026 CIP also identifies future projects, including:

- A roof replacement project at Worcester Technical High School.
- Replacement or renovation of Berlin Intermediate School.
- A roof replacement project at Stephen Decatur High School.
- A roof replacement project at Ocean City Elementary School.

IAC

STATE OF MARYLAND
FORM 102(C) REQUEST FOR SYSTEMIC PROJECT FUNDING

ITEM 13 LEA Entry

PSC No.: 23.002 FUNDING PROGRAM: CIP X BUILT TO LEARN (BTL)
LEA: Worcester REQUEST TYPE: Facility Renewal
SCHOOL NAME: Pocomoke Elementary FY: 2026 Date Submitted: 9/27/24
ADDRESS: 2119 POCOMOKE BELTWAY, POCOMOKE CITY, MD 21851 PRIORITY #: 1 Revised Date:

PROJECT TYPE (Primary System/PS) Roof: X HVAC: Structural: Other Facility Renewal: Windows/Doors:
Electrical Upgrade COST SHARE %: STATE 50% LOCAL 50%

COOPERATIVE USE
HIGH PERFORMANCE
SCHOOL NUMBER 23.0102 GRADES 4-8 SRC 506
Asset Tag Number of PS (if applicable) Year PS Entered Service 1993

CURRENT FUNDING REQUEST: $1,495,000
TOTAL PRIOR STATE FUNDS: $60,000

EXPECTED FIVE-YEAR PROGRAM FUNDING REQUESTS										TOTAL:
FY2027	$0	FY2028	$0	FY2029	$0	FY2030	$0	FY2031	$0	$1,555,000

1. SITE: Acreage 21.600 Date IAC Approved MHT Category # Date of MHT Review PFA Status Water Sewer

2. EXISTING FACILITY:

	Gross SF	Date	RENOVATED Gross SF	RENOVATED Date	DEMOLISHED Gross SF	DEMOLISHED Date	TOTAL Gross SF
ORIGINAL	40,500	1976					40,500
ADDITION	12,012	1993					12,012
ADDITION							-
ADDITION							-
ADDITION							-
TOTAL	52,512		-		-		52,512

3. Indicate below the date the building component was last replaced with State Funds:

9/1/1993

4. Describe all preventive maintenance activities that have occurred to keep the system operational? (i.e., work orders, etc.)

From 2019 through 2023, the WCPS Maintenance Department received and addressed a total of 51 roof issue related work orders from PES. In addition, WCPS contracted with the Garland/DBS Leak Response Repairs Inspection Services program for roof assessments, preventative maintenance and leak repair services. PES is included in this program.

5. Detailed Scope: (What do you wish to accomplish with this project; Describe, with measurements)

Pocomoke Elementary School was constructed in 1976. A 12,012 square foot addition was added in 1993. The original roof was replaced in 1993. A 2020 roof inspection conducted by an independent roofing consultant identified blisters, seam separation, pitch pan, drains and expansion joint issues. The roof was given an overall rating of "Fair/Poor". The condition of the Pocomoke Elementary roof has also been identified by State Maintenance inspections. The Pocomoke Elementary roof has exceeded its life expectancy. Required slope will be attained through both existing deck (gymnasium roof) and tapered insulation (all other areas).

6. Alternative Solution: What else can be done to correct the problem:

Replacement of the Pocomoke Elementary School roof is the best solution to address the aging roof.

7. What Caused this Problem? (normal wear and tear, poor contractor performance, poor materials, improper maintenance)?

Normal wear and tear over 31 years for the Pocomoke Elementary School roof resulted in the plan to replace the roof. The Pocomoke Elementary roof will be 32-years-old when the roof replacement project begins in summer 2025.

Note: Data should be entered into the fields highlighted in gray. In addition, the formula fields in Section 11 - Total Estimated Project Budget can be overwritten.

8. What are the consequences if this project is not approved:
Check all that apply:

X	1. Failure of system is likely to cause shutdown of facility for purposes of delivering educational programs and services.
	2. System is currently adversely affecting the delivery of educational programs & services.
	3. System is currently causing serious threats to life, safety, or health of facility occupants.
	4. System is currently causing violations of building or other official codes.
	5. System is currently causing or will imminently cause damage to other building systems.
X	6. Replacement/installation will increase the remaining useful lifespan (RUL) of other building systems in the facility, thereby extending the RUL of the facility.

9. ENROLLMENT PROJECTIONS (Requested)	Year→	2023	2024	2025	2026	2027	2028	2029	2030	Difference
	SRC	Current Enrollment	FTE	FTE	FTE	FTE	FTE	FTE	FTE	SRC-FTE
Requested School:	506	463	458	485	498	510	530	531	527	-21

10. EMERGENCY ELECTRICAL POWER:

Entering an X in the Electrical Upgrade/Replacement field on page 1 indicates that this project involves replacement of the electrical system or upgrade to the electrical capacity. Provide the Status of the Shelter Compliance Process:

11. BUDGET:

		Total Estimated Project Budget	Estimated Local Funds	Estimated Net State Funding
Design	4%	$ 120,000	$ 60,000	$ 60,000
Building		$ 2,990,000	$ 1,495,000	$ 1,495,000
Site Development	0%	$ 0	$ 0	$ 0
Other (Furniture and Fixtures, etc.)	0%	$ 0	$ 0	$ 0
Construction Cost		$ 3,110,000	$ 1,555,000	$ 1,555,000
Contingency	5%	$ 149,000	$ 149,000	$ -
High Performance Costs (Administrative only)		$ -	$ -	$ -
Total		$ 3,259,000	$ $1,704,000	$ 1,555,000

12 SCHEDULE:

Date A/E Hired: 7/16/2024	Ed. Spec Completion N/A	Estimated Bid Date: 1/11/2025	Actual Bid Date:
Schematic Design: N/A	Design Development: N/A	Estimated Construction Start Date: 6/15/2025	Actual Construction:
Construction Document: 9/11/2024		Estimated Project Completion Date: 8/31/2025	Project Completion:

Revised 8/2024

Note: The formula fields in Section 11 - Total Estimated Project Budget can be overwritten

ROOF INSPECTION/SURVEY FORM

(FILL OUT FOR EACH ROOF LEVEL/SECTION OF BUILDING)

Worcester County

SCHOOL: Pocomoke Elementary School

ADDRESS: 2119 Pocomoke Highway Pocomoke City MD 21851

LEVEL/SECTION:

LAST REPLACEMENT DATE: 2006

ROOF DECK MATERIAL: Tectum / Metal

ROOF TYPE: BUR ☐ EPDM ☐ SHINGLE ☐ METAL ☒ SLATE ☐ MODIFIED BIT ☒

OTHER ☐ _____

WATERTIGHTNESS:

NO LEAKS ☐ LEAKS EVERY RAIN ☐

LEAKS ONLY OCCASIONALLY ☒

LEAKS ONLY DURING HIGH WINDS AND RAIN ☐

CONDITION OF ROOF (Indicate Condition from 1 Poor to 4 Excellent for each element)

Blisters	3	Ridges	3
Splits	3	Exposed Felts	3
Eroded Felts	3.5	Drains	3.5
Alligatoring	3	Gravel Stop	3.5
Debris / Vegetation	3.5	Punctures	3.5
Seam Separation	3.5	Ponding Water	3.5
Pitch Pans	3	Expansion Joint	3
Parapet Cap	3.5	Parapet Metal	3.5
Gutters	3.5	Downspout	3.5
Counter Flashing	3	Curbs	3

INSULATION: YES ☒ NO ☐ TYPE/CONDITION: ISO Insualtion and Rigid Fiber board insualtion.

ADDITIONAL INFORMATION: Item numbers are referenced to attached plan. If available, similarly number photographs.

OVERALL ROOF CONDITION 3.25 (1 Poor to 4 Excellent)

PHOTOGRAPHIC/VIDEO RECORD: YES ☒ NO ☐

Identify the area being shown, the item, and the date.

ROOF PLAN INCLUDED WITH ROOF LEVELS IDENTIFIED: YES ☒ NO ☐

COMMENT:

Pocomoke Elementary School roof system is starting to show its age, repairs will start to escalate… Scheduling & budget is recommened to move forward FY25. Recommendation: Complete replace of all roof sections including the wall panels on the roof penthouses in fiscal 2025. This includes all new internal drains, metal coping adding metal wall panels around adjacent walls.

INSPECTED BY: Jeff Smith DATE: February 2024

ROOF INSPECTION/SURVEY FORM

(FILL OUT FOR EACH ROOF LEVEL/SECTION OF BUILDING)

Worcester County

SCHOOL: Pocomoke Elementary School

ADDRESS: 2119 Pocomoke Highway Pocomoke City MD 21851

LEVEL/SECTION:

LAST REPLACEMENT DATE: 2006

ROOF DECK MATERIAL: Tectum / Metal

ROOF TYPE: BUR ☐ EPDM ☐ SHINGLE ☐ METAL ☒ SLATE ☐ MODIFIED BIT ☒

OTHER ☐ _____

WATERTIGHTNESS:

NO LEAKS ☐	LEAKS EVERY RAIN ☐
LEAKS ONLY OCCASIONALLY	☒
LEAKS ONLY DURING HIGH WINDS AND RAIN	☐

CONDITION OF ROOF (Indicate Condition from 1 Poor to 4 Excellent for each element)

Blisters	3	Ridges	3
Splits	3	Exposed Felts	3
Eroded Felts	3.5	Drains	3.5
Alligatoring	3	Gravel Stop	3.5
Debris / Vegetation	3.5	Punctures	3.5
Seam Separation	3.5	Ponding Water	3.5
Pitch Pans	3	Expansion Joint	3
Parapet Cap	3.5	Parapet Metal	3.5
Gutters	3.5	Downspout	3.5
Counter Flashing	3	Curbs	3

INSULATION: YES ☒ NO ☐ TYPE/CONDITION: ISO Insualtion and Rigid Fiber board insualtion.

ADDITIONAL INFORMATION: Item numbers are referenced to attached plan. If available, similarly number photographs.

OVERALL ROOF CONDITION 3.25 (1 Poor to 4 Excellent)

PHOTOGRAPHIC/VIDEO RECORD: YES ☒ NO ☐

Identify the area being shown, the item, and the date.

ROOF PLAN INCLUDED WITH ROOF LEVELS IDENTIFIED: YES ☒ NO ☐

COMMENT:

Pocomoke Elementary School roof system is starting to show its age, repairs will start to escalate… Scheduling & budget is recommened to move forward FY25. Recommendation: Complete replace of all roof sections including the wall panels on the roof penthouses in fiscal 2025. This includes all new internal drains, metal coping adding metal wall panels around adjacent walls.

INSPECTED BY: Jeff Smith DATE: February 2023

ROOF INSPECTION/SURVEY FORM

(FILL OUT FOR EACH ROOF LEVEL/SECTION OF BUILDING)

Worcester County

SCHOOL: Pocomoke Elementary School

ADDRESS: 2119 Pocomoke Highway Pocomoke City MD 21851

LEVEL/SECTION:

LAST REPLACEMENT DATE: 2006

ROOF DECK MATERIAL: Tectum / Metal

ROOF TYPE: BUR ☐ EPDM ☐ SHINGLE ☐ METAL ☒ SLATE ☐ MODIFIED BIT ☒

OTHER ☐ _____

WATERTIGHTNESS:

NO LEAKS ☐	LEAKS EVERY RAIN ☐
LEAKS ONLY OCCASIONALLY ☒	
LEAKS ONLY DURING HIGH WINDS AND RAIN ☐	

CONDITION OF ROOF (Indicate Condition from 1 Poor to 4 Excellent for each element)

Blisters	3	Ridges	3
Splits	3	Exposed Felts	3
Eroded Felts	3.5	Drains	3.5
Alligatoring	3	Gravel Stop	3.5
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Seam Separation	3.5	Ponding Water	3.5
Pitch Pans	3	Expansion Joint	3
Parapet Cap	3.5	Parapet Metal	3.5
Gutters	3.5	Downspout	3.5
Counter Flashing	3	Curbs	3

INSULATION: YES ☒ NO ☐ TYPE/CONDITION: ISO Insualtion and Rigid Fiber board insualtion.

ADDITIONAL INFORMATION: Item numbers are referenced to attached plan. If available, similarly number photographs.

OVERALL ROOF CONDITION 3.25 (1 Poor to 4 Excellent)

PHOTOGRAPHIC/VIDEO RECORD: YES ☒ NO ☐

Identify the area being shown, the item, and the date.

ROOF PLAN INCLUDED WITH ROOF LEVELS IDENTIFIED: YES ☒ NO ☐

COMMENT:

Pocomoke Elementary School roof system is starting to show its age, repairs will start to escalate… Scheduling & budget is recommened to move forward FY25. Recommendation: Complete replace of all roof sections including the wall panels on the roof penthouses in fiscal 2025. This includes all new internal drains, metal coping adding metal wall panels around adjacent walls.

INSPECTED BY: Jeff Smith DATE: Febuary 2022

Pocomoke Elementary School

Prepared for you by The Garland Company Inc



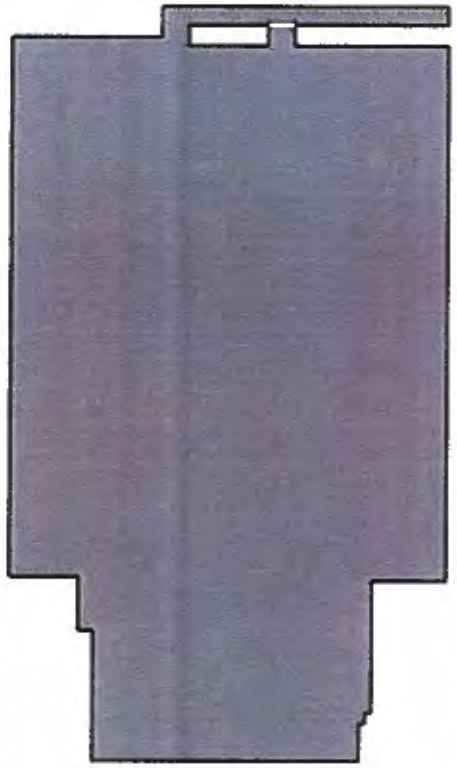
2119 Pocomoke Beltway, Pocomoke City, MD 21851

since 1895

The Garland Company Inc.
3800 East 91st St
Cleveland, OH 44105

Todd Holtzner
tel. 410-598-7998
email: tholtzner@garlandind.com

2119 Pocomoke Beltway, Pocomoke City, MD 21851



EXTENDED COVERAGE 2D

Report Details
Report:13027475
Claim: Pocomoke Elementary School

Roof Details
Total Area =56,223 sq ft
Total Roof Facets =1
Predominant Pitch = 0/12
Number of Stories <=1
Total Ridges = 0 ft
Total Valleys = 0 ft
Total Rakes = 0 ft
Total Eaves = 0 ft

Report Contents

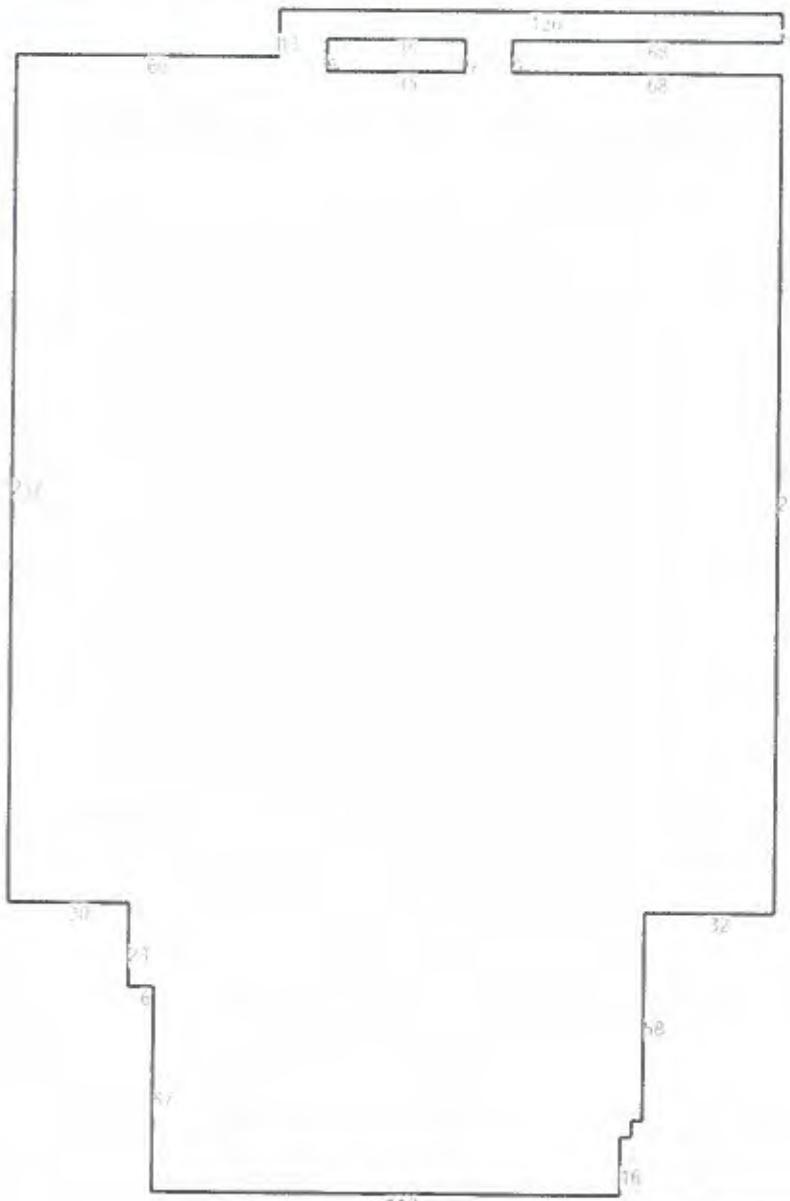
Length Diagram 2
Pitch Diagram 3
Area Diagram 4
Notes Diagram 5
Report Summary 7

eagleview

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Contact: Todd Holtzner
Company: The Garland Company Inc.
Address: 3800 East 91st St
Cleveland, OH 44105
Phone: 410-924-2110

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Length Diagram

Total Line Lengths:

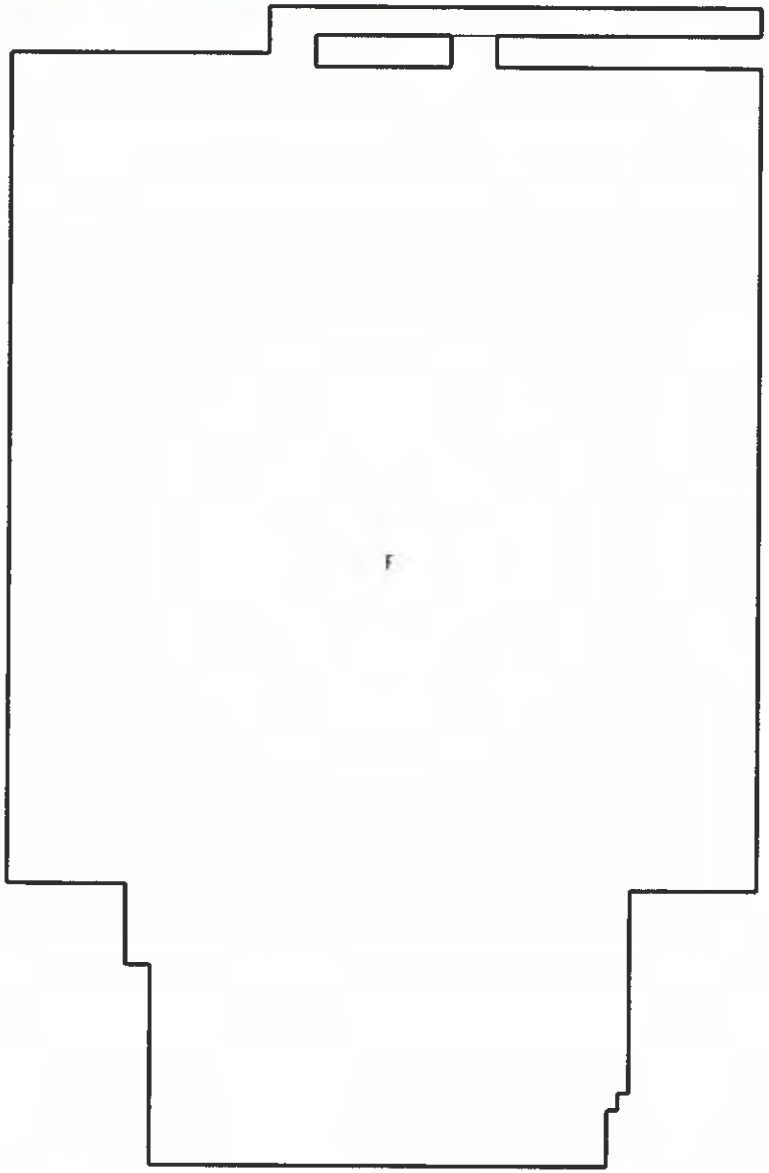
Ridges = 0 ft
Hips = 0 ft
Valleys = 0 ft
Rakes = 0 ft
Eaves = 0 ft
Flashing = 0 ft
Step flashing = 0 ft
Parapets = 1,269 ft

Note: This diagram contains segment lengths (rounded to the nearest whole number) over 5 feet. In some cases, segment labels have been removed for readability. Plus signs preface some numbers to avoid confusion when rotated (e.g. +6 and +9).

EXTENDED COVERAGE 2D

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Pitch Diagram

Pitch values are shown in inches per foot, and arrows indicate slope direction. The predominant pitch on this roof is 0/12.

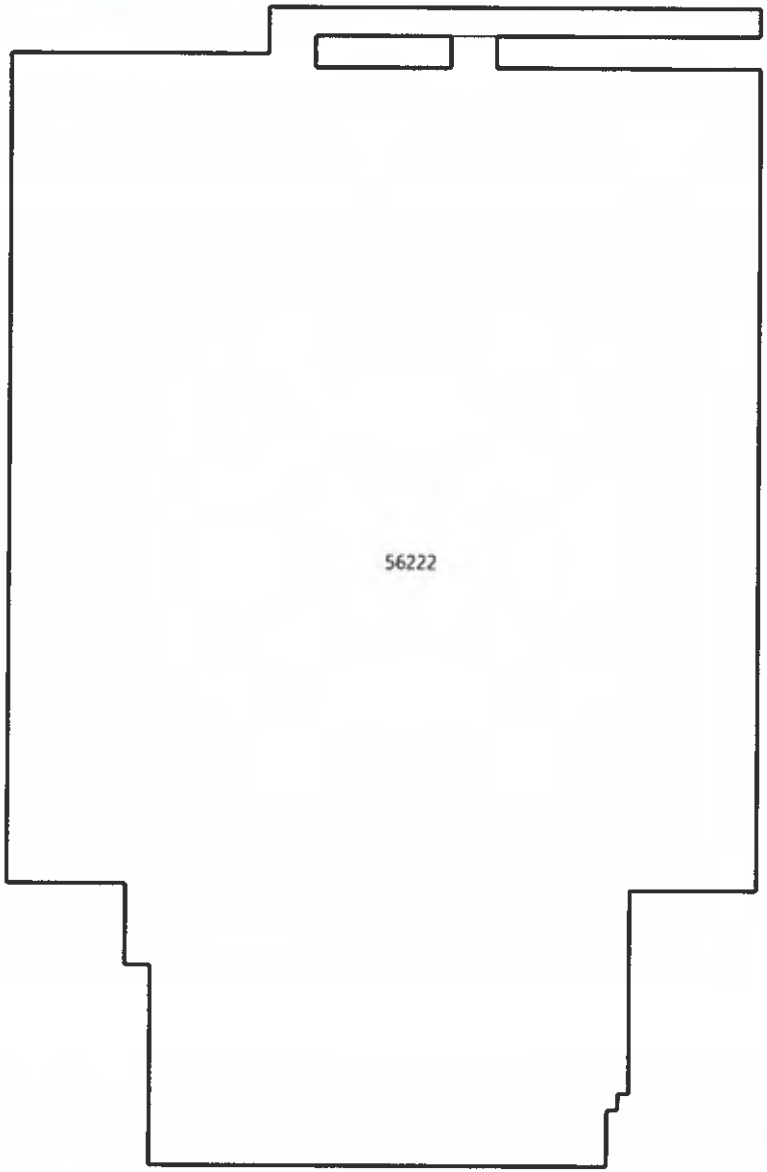
Note: This diagram contains labeled pitches for facet areas larger than 20 square feet. In some cases, pitch labels have been removed for readability. Blue shading indicates a pitch of 3/12 and greater.

Pitch Diagram Disclaimer: With Extended Coverage, only the predominant pitch may be noted due to resolution of photo. Refer to pitch table for more information.

EXTENDED COVERAGE 2D

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Area Diagram

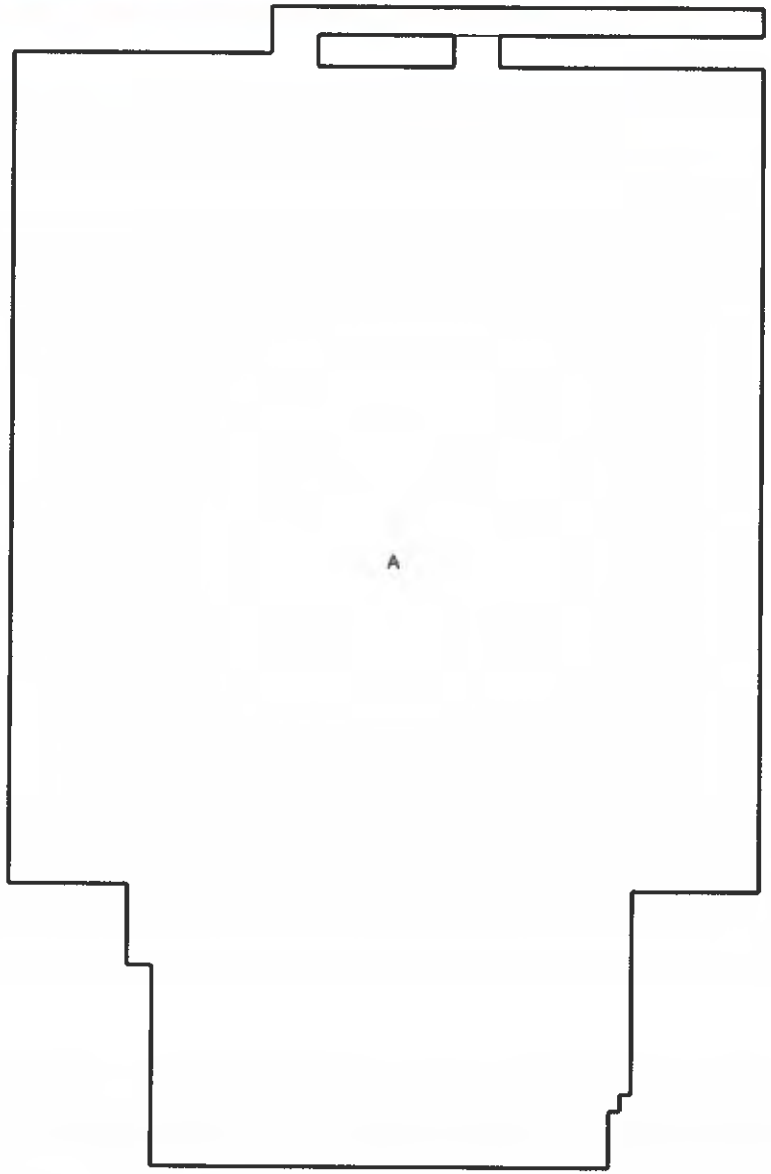
Total Area = 56,223 sq ft, with 1 facets.

Note: This diagram shows the square feet of each roof facet (rounded to the nearest foot). The total area in square feet, at the top of this page, is based on the non-rounded values of each roof facet (rounded to the nearest square feet after being totaled).

EXTENDED COVERAGE 2D

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Notes Diagram

Roof facets are labeled from smallest to largest (A to Z) for easy reference.

EXTENDED COVERAGE 2D

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Facet Area (sq ft) Based Upon Pitch

The area for each facet appears in the column under the appropriate pitch.

Facet	Pitch(inches per foot)										
	0	2	4	6	8	10	12	14	16	18	20
A	56222.3	56997.8	59263.5	62858.4	67570.8	73185	79510.3	86390.7	93703.8	101356.2	109276.5
Total	56222	56998	59264	62858	67571	73185	79510	86391	93704	101356	109276

EXTENDED COVERAGE 2D

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Each value is rounded to the nearest square foot. The totals are based on the unrounded values.

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Areas per Pitch	
Roof Pitches	0/12
Area (sq ft)	56223
% of Roof	100%

Disclaimer: The table above lists each pitch on this roof and the total area and percent (both rounded) of the roof with that pitch. With Extended Coverage, only the predominant pitch may be noted due to resolution of photo. With Extended Coverage, EagleView recommends field verifying yellow-shaded sections and pitch utilizing the Facet Area Based Upon Pitch Table below.

Structure Complexity

Simple	Normal	Complex

Waste Calculation

NOTE: This waste calculation table is for asphalt shingle roofing applications. All values in table below only include roof areas of 3/12 pitch or greater. For total measurements of all pitches, please refer to the **Lengths, Areas, and Pitches** section below.

Waste %	0%	-	-	-	-	-	-	-	-
Area (Sq ft)	56223	-	-	-	-	-	-	-	-
Squares *	562.33	-	-	-	-	-	-	-	-
	Measured	-	-	-	-	-	-	-	-

* Squares are rounded up to the 1/3 of a square

Additional materials needed for ridge, hip, and starter lengths are not included in the above table. The provided suggested waste factor is intended to serve as a guide—actual waste percentages may differ based upon several variables that EagleView does not control. These waste factor variables include, but are not limited to, individual installation techniques, crew experiences, asphalt shingle material subtleties, and potential salvage from the site

Report Summary
Below is a measurement summary of the values presented in this report.

Total Roof Facets = 1

Property Location
Longitude = -75.5581046
Latitude = 38.0573055

Notes
There were no changes to the structure in the past four years.

Lengths, Areas and Pitches
Ridges = 0 ft (0 Ridges)
Hips = 0 ft (0 Hips).
Valleys = 0 ft (0 Valleys)
Rakes* = 0 ft (0 Rakes)
Eaves/Starter** = 0 ft (0 Eaves)
Drip Edge (Eaves + Rakes) = 0 ft (0 Lengths)
Parapet Walls = 1,269 (24 Lengths).
Flashing = 0 ft (0 Lengths)
Step flashing = 0 ft (0 Lengths)
Total Area = 56,223 sq ft
Predominant Pitch = 0/12

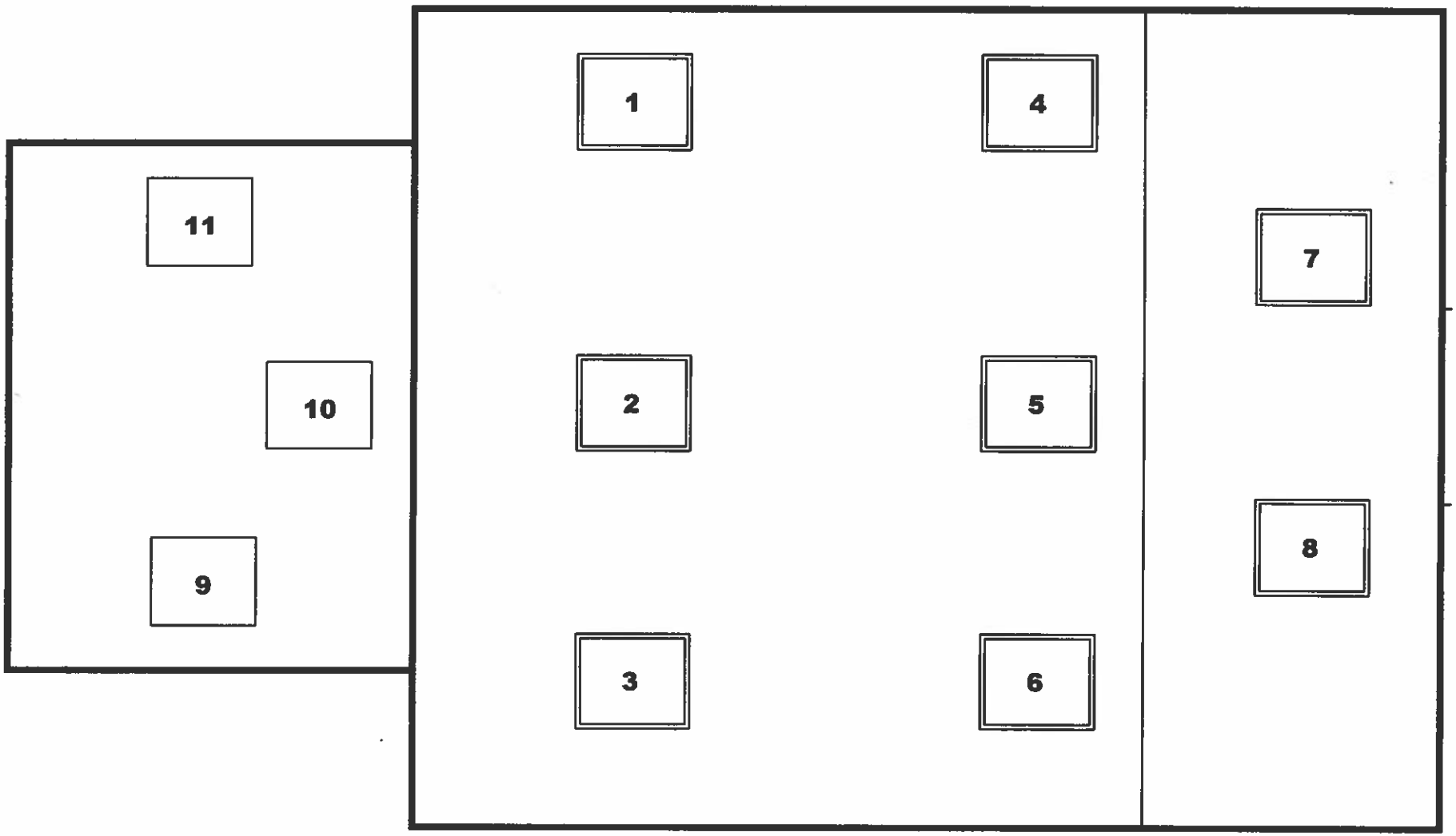
EXTENDED COVERAGE 2D

Online Maps
Online map of property
http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=2119+Pocomoke+Beltway,Pocomoke+City,MD,21851
Directions from The Garland Company Inc. to this property
http://maps.google.com/maps?f=d&source=s_d&saddr=3800+East+91st+St,Cleveland,OH,44105&daddr=2119+Pocomoke+Beltway,Pocomoke+City,MD,21851

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* Rakes are defined as roof edges that are sloped (not level).
** Eaves are defined as roof edges that are not sloped and level.

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THE WORCESTER COUNTY BOARD OF EDUCATION

POCOMOKE ELEMENTARY SCHOOL
ROOF PLAN
POCOMOKE CITY, MARYLAND

Project Number
Date 09/28/01
Revisions
Scale AS NOTED
Drawn By
Check By
ROOF PLAN
A-1

POCOMOKE ELEMENTARY SCHOOL
ROOF PLAN

18

APG PSCP CIP/ BT[illegible]rm 102
Request for Planning, Design Services and/or Funding for Major School Construction Projects

IAC

STATE OF MARYLAND
FORM 102 (B) REQUEST FOR MAJOR CONSTRUCTION FUNDING & IAC PLANNING APPROVAL

LEA Entry
IAC Entry

PSC No.:	23.007	REQUEST TYPE: LOCAL PLANNING (LP)	X	ONSTRUCTION FUNDING:	
LEA:	Worcester	JOINT FUNDING THROUGH CIP & BTL:	X	DATE PLANNING (LP) APPROVED:	
SCHOOL NAME:	Buckingham Elementary	FY:	2026	DATE SUBMITTED:	9/27/24
ADDRESS:	100 BUCKINGHAM ROAD, BERLIN, MD 21811	PRIORITY #:	2	REVISED DATE:	

PROJECT TYP	NEW	ADDITION	REPLACEMENT	X	RENOVATION	LIMITED RENOVATION	
COOPERATIVE USE:		PROTOTYPE DESIGN:	HIGH PERFORMANCE:		STATE-OWNED RELOCATABLES:	NET ZERO ENERGY:	
SCHOOL NUMBER:	23.0901	SRC: 551	GRADES : Other		STATE COST SHARE %: 50%	LOCAL COST SHARE %:	50%

CURRENT FUNDING REQUES	$1,867,000	EXPECTED FIVE-YEAR PROGRAM FUNDING REQUESTS										TOTAL:
TOTAL PRIOR STATE FUNDS	$0	FY2027	$388,000	FY2028	$11,277,000	FY2029	$11,277,000	FY2030	$947,000	FY2031		$25,756,000

1. SITE:	Acreage	15	Date IAC Approved		MHT Category #		Date of MHT Review		PFA Status	PFA	Water X	Sewer X

2. EXISTING FACILITY:

	Gross SF	Date	RENOVATED Gross SF	RENOVATED Date	DEMOLISHED Gross SF	DEMOLISHED Date	TOTAL Gross SF
ORIGINAL	49,000	1978					49,000
ADDITION							-
ADDITION							-
ADDITION							-
ADDITION							-
TOTAL	49,000		-		-		49,000

LEA Proposed Scope for Renovation/Demolition

GSF to be Renovated	GSF to be Demolished	Cooperative-Use Space
-	49,000	-
-	-	-
-	-	-
-	-	-
-	-	-
-	49,000	-

3. SCOPE:

a. Proposed LEA Scope:			Proposed Capacity	625			
Gross Square Footage:	New	90,837	Addition		Renovation	Demolition	49,000
Cooperative-Use Space GSF: WITHIN above GSF	New CUS	3,000	CUS Addition		CUS Renovation		
b. Eligible State Scope:			Eligible Enrollment	-500			
Gross Square Footage:	New		Addition		Renovation	Demolition	49,000
Cooperative-Use Space GSF: WITHIN above GSF	New CUS	3,000	CUS Addition		CUS Renovation		

c. SE and CTE:	New Regional SE program(s)?	N	New CTE Program(s)?	N	CTE application filed with MSDE?	N	CTE application approved by MSDE? N

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APG PSCP CIP/ B. . .rm 102
Request for Planning, Design Services and/or Funding for Major School Construction Projects

4. DESCRIPTION & JUSTIFICATION: (What you wish to accomplish with this project)

Buckingham Elementary School was constructed in 1978. The school serves students in grades Pre-Kindergarten-3 through Grade 4. There have been no additions or renovations executed at the school over the 46-year lifespan of the building. During the 2023-24 school year, Buckingham Elementary operated at 130% of Local-Rated Capacity and 97% of State-Rated Capacity. Buckingham Elementary will utilize five portable classrooms in 2024-25 to accommodate existing programs. During the 24-25 school year, all Grade 4 instruction will be conducted in portable classrooms. Worcester County, through an aggressive school construction program supported by State school construction funding, has reduced the number of county-wide portable classrooms from 52 in 2015-16 to 11 in 2024-25. Five of the remaining eleven portable classrooms are utilized at Buckingham Elementary and five are utilized at Snow Hill Elementary School. Additional space is required to accommodate all existing and future programs. Beginning in the 2021-22 school year, PreK-3 and PreK-4 programs became all-day programs at Buckingham Elementary. Cafeteria, Media Center and support spaces are also inadequate to serve the current and projected future enrollments and needs of the students. A Feasibility Study began in July 2022 to evaluate existing Buckingham Elementary building and site conditions and instructional adequacy of the existing space and to provide the Worcester County Board of Education with construction options to address deficiencies. The Feasibility Study was completed in January 2023; was approved by the Board of Education in January 2023 and by the Worcester County Commissioners in March 2023. The construction of a replacement school option was approved by both the Board of Education and the County Commissioners. Educational Specifications were completed and forwarded to MSDE in May 2023 and were approved by MSDE in September 2023. The Conceptual Planning process began in March 2023 and was completed in September 2023 resulting in a conceptual floor plan, site plan and elevations for the proposed replacement school. The FY25 CIP BES design funding request was not approved by the IAC due to issues surrounding calculations of adjacent schools available space. Following extensive discussions with the IAC, the Worcester County Board of Education formed a BES Replacement School Workgroup which included Board, County and district leadership and IAC staff. The Workgroup developed and analyzed five potential options to secure state funding for the BES project. On 9/17/24 the Worcester County Board of Education approved the Workgroup's recommendation of Option #2; replacement of Buckingham Elementary followed by replacement or renovation of Berlin Intermediate School. An MOU between the IAC and Worcester County government will be executed providing Worcester County with a total of $48,901,000 of state funding for the Buckingham and Berlin intermediate construction projects.

5. ENROLLMENT PROJECTIONS (Requested and Adjacent Schools)	YEAR	2023	2024	2025	2026	2027	2028	2029	2032	Difference
	SRC	Current Enrollment	FTE	FTE	FTE	FTE	FTE	FTE	FTE	SRC-FTE
Buckingham Elementary (23.007)	551	532	519	532	544	556	596	608	622	-71
Berlin Intermediate (23.012)	849	0	0	0	0	0	0	0	0	0
Ocean City Elementary (23.006)	777	543	548	571	575	608	611	626	645	132
Showell Elementary (23.001)	850	633	624	624	648	664	675	698	709	141
										0
										0
TOTAL:	3,027	1,708	1,691	1,727	1,767	1,828	1,882	1,932	1,976	202
Case Number:		Note: Raw Eligible Enrollment based on SRC and 7-year FTE. To determine the Raw Eligible Enrollment for a new school, enter the SRC and 7 year enrollments for the Adjacent School(s) above.								349
		*Eligible Enrollment. If the sum of available seats in all adjacent schools shown in the table above is less than 15% of the project school's enrollment (Year 7 FTE), the adjacent schools are excluded from the calculation of eligible enrollment for state funding allocation.								-500

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APG PSCP CIP/ B... orm 102
Request for Planning, Design Services and/or Funding for Major School Construction Projects

6. BUDGET:

		Total Estimated Project Budget	Estimated Local Funds	Estimated Maximum State Allocation
Design		$ 3,799,212	$ 1,544,212	$ 2,255,000
Building		$ 49,968,940	$ 31,002,940	$ 18,966,000
Site Development		$ 9,393,752	$ 5,803,752	$ 3,590,000
Furniture, Fixtures, and Equipment		$ 1,187,254	$ 242,254	$ 945,000
Other		$ 5,533,280	$ 5,533,280	$ -
LEA Contingency	2.5%	$ 1,484,067	$ 1,484,067	$ -
High Performance (Admin Cost - Estimated at 2%)		$ -	$ -	$ -
Total		**$ 71,366,505**	**$ 45,610,505**	**$ 25,756,000.00**

7. SCHEDULE:

Ed Spec Completion Date:	9/1/2023	Feasibility Study Completion Date:	1/18/23	Estimated Bid Date:	11/30/2026
Schematic Design (SD) Completion Date:	4/30/2025	Design Development (DD) Completion Date:	2/28/26	Estimated Construction Start Date:	5/1/2027
		Construction Document (CD) Completion Date:	7/31/2026	Estimated Project Completion Date:	8/31/2029

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STATE OF MARYLAND - CAPITAL IMPROVEMENT [illegible]GRAM / BUILT TO LEARN
COMPUTATION SUPPLEMENTAL WORKSHEET FOR ESTIMAT[illegible]HE STATE ALLOCATION FOR FY 2026
(Amounts rounded to the nearest 1,000)

LEA Entry
IAC Entry

PSC No.:	23.007
Project Type:	Replacement

Worcester
Buckingham Elementary

Priority #	2
CIP or CIP/BTL	CIP/BTL
Request Type	Planning
Basis for Applied Funding Factors	Estimate
Date of First Construction Funding:	
Bid Date (Actual Only):	
State Cost Share %	50%
Concentration of Poverty Add-on	-
Maintenance Add-on	-
Net Zero Energy Add-on	-
State Cost Share % w/Add-ons	50%

GROSS AREA BASELINE in GSF

Educ. Type	Eligible Enrollment		GSF per student		Total GSF
PreK	80	x	130.15	=	10,412
Elementary (K-5)	542	x	130.15	=	70,542
Middle		x	144.99	=	
High		x	165.00	=	
Special ED Elem	20	x	49.85	=	997
Special ED Middle	0	x		=	
Special ED High	0	x		=	
					81,951

Existing Facility GSF	49,000	Adjusted Eligible GSF*	86,277
Demolition of Existing GSF	49,000		
Revised Existing Facility GSF	-		
Eligible New GSF	86,277		

Enrollment Case # (if applicable)

NEW GSF

				Construction Cost	Cost State Share
A. Eligible New GSF	86,277	x	416.00	35,891,000	17,946,000
B. Cooperative-Use Space (GSF)	3,000	x	416.00	1,248,000	624,000
C. CTE Program-Based GSF Add-on		x	416.00		
D. Concentration of Poverty/EL Add-on	1,560	x	416.00	649,000	325,000
E. GAB Variance (if applicable)		x	416.00		
F. Facility Addition Subtotal (A+B+C+D+	90,837			37,788,000	18,895,000
G. Site Development (0.19*F)		x	19%	7,180,000	3,590,000
H. Facility Addition & Site Subtotal (F+G)				44,968,000	22,485,000
I. Design Cost (0.1*H)		x	10%	4,497,000	2,249,000
J. Furniture, Fixtures and Equipment (0.05*F)		x	5%	1,889,000	945,000
K. Total Costs for new space (H+I+J)				51,354,000	25,679,000

RENOVATED GSF

Age of Structure	Construction Year	GSF to be Renovated		Cost per GSF		Percentage to be Covered		Cost	Construction Cost	Cost State Share
40 & older			x	416.00	x	100%	=			
31-39			x	416.00	x	85%	=			
26-30			x	416.00	x	75%	=			
21-25			x	416.00	x	65%	=			
16-20			x	416.00	x	50%	=			
0-15			x	416.00	x	0%	=			
L. Eligible Structure Renovation										
M. Cooperative-Use Space (GSF)			x	416.00						
N. CTE Program-Based GSF Add-on			x	416.00						
O. Concentration of Poverty/EL Add-on			x	416.00						
P. GAB Variance (if applicable)			x	416.00						
Q. Facility Reno Subtotal (L+M+N+O+P)										
R. Site Development (0.1*Q)				5%						
S. Facility Renovation & Site Subtotal (Q+R)										
T. Design Cost (0.1*S)				10%						
U. Furniture, Fixtures and Equipment (0.05*Q)				5%						
V. Total Cost for Renovated Space (S+T+U)										

TOTAL COST		51,354,000	25,679,000
Less Prior State Funds for Related Projects			
MAXIMUM STATE ALLOCATION			25,766,000
Less CIP allocations for the Project	Date Approved:	Fiscal Year: 1900	
ADJUSTED MAXIMUM STATE ALLOCATION			
Less CIP allocations for the Project	Date Approved:	Fiscal Year: 1900	
Less other State funding program allocations for the project	Date Approved:	Fiscal Year: 1900	
BALANCE			25,766,000

Additional Notes: The "Net State Funding" on this worksheet is an estimate of the maximum State allocation for this project, but may be reduced based on the costs of the approved contract(s), ineligible items, and change orders.
Existing facility is 49000 sf. Project consists of an addition of 86277 sf and renovation of 0 sf

Date Local Planning (LP) Approved:
Date Revised:

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IAC

STATE OF MARYLAND
FORM 102(C) REQUEST FOR SYSTEMIC PROJECT FUNDING

LEA Entry

PSC No.:	23.006	FUNDING PROGRAM: CIP	X
LEA:	Worcester	BUILT TO LEARN (BTL)	
SCHOOL NAME:	Ocean City Elementary	REQUEST TYPE:	Facility Renewal
ADDRESS:	12828 CENTER DRIVE, OCEAN CITY, MD 21842	FY:	2026
		Date Submitted:	
		PRIORITY #:	3
		Revised Date:	10/16/24

PROJECT TYPE (Primary System/PS) Roof: HVAC: Structural: Other Facility Renewal: Windows/Doors:
Electrical Upgrade X

COST SHARE %: STATE 50% LOCAL 50%

COOPERATIVE USE
HIGH PERFORMANCE
SCHOOL NUMBER 23.1001 GRADES PK3-4 SRC 777
Asset Tag Number of PS (if applicable) Year PS Entered Service 2005

CURRENT FUNDING REQUEST: $140,000
TOTAL PRIOR STATE FUNDS: $0

EXPECTED FIVE-YEAR PROGRAM FUNDING REQUESTS										TOTAL:
FY2027	$0	FY2028	$0	FY2029	$0	FY2030	$0	FY2031	$0	$140,000

1. SITE: Acreage 17.400 Date IAC Approved MHT Category # Date of MHT Review PFA Status X Water X Sewer X

2. EXISTING FACILITY:

	Gross SF	Date	RENOVATED Gross SF	RENOVATED Date	DEMOLISHED Gross SF	DEMOLISHED Date	TOTAL Gross SF
ORIGINAL	87,477	2005					87,477
ADDITION							-
ADDITION							-
ADDITION							-
ADDITION							-
TOTAL	87,477		-		-		87,477

3. Indicate below the date the building component was last replaced with State Funds:

N/A

4. Describe all preventive maintenance activities that have occurred to keep the system operational? (i.e., work orders, etc.)

Regular maintenance and repair of the existing fire alarm system has occurred. System has reached the end of its serviceable life.

5. Detailed Scope: (What do you wish to accomplish with this project; Describe, with measurements)

Replace original 2005 fire alarm system with new. The existing fire alarm system control panel is obsolete, making service and repairs more difficult and costly. Audibility of the system throughout the school is lacking and devices are not installed at all required locations per current code. Replacement includes main fire alarm panel, pull stations, annunciator panel, speaker/strobes for fire notification, smoke detectors at fire doors and new voice evacuation component.

6. Alternative Solution: What else can be done to correct the problem:

Replacement is only solution for serviceable life and non-current code compliant issues.

7. What Caused this Problem? (normal wear and tear, poor contractor performance, poor materials, improper maintenance)?

Normal wear and tear and existing fire alarm system design and install using 2005 fire codes.

Note: Data should be entered into the fields highlighted in gray. In addition, the formula fields in Section 11 - Total Estimated Project Budget can be overwritten.

8. What are the consequences if this project is not approved:
Check all that apply:

X	1. Failure of system is likely to cause shutdown of facility for purposes of delivering educational programs and services.
	2. System is currently adversely affecting the delivery of educational programs & services.
	3. System is currently causing serious threats to life, safety, or health of facility occupants.
X	4. System is currently causing violations of building or other official codes.
	5. System is currently causing or will imminently cause damage to other building systems
	6. Replacement/installation will increase the remaining useful lifespan (RUL) of other building systems in the facility, thereby extending the RUL of the facility.

9. ENROLLMENT PROJECTIONS (Requested)	Year→	2023	2024	2025	2026	2027	2028	2029	2030	Difference
	SRC	Current Enrollment	FTE	FTE	FTE	FTE	FTE	FTE	FTE	SRC-FTE
Requested School:	777	543	548	571	575	608	611	626	647	130

10. EMERGENCY ELECTRICAL POWER:

Entering an X in the Electrical Upgrade/Replacement field on page 1 indicates that this project involves replacement of the electrical system or upgrade to the electrical capacity. Provide the Status of the Shelter Compliance Process:

11. BUDGET:

		Total Estimated Project Budget	Estimated Local Funds	Estimated Net State Funding
Design	0%	$ 0	$ 0	$ 0
Building		$ 280,000	$ 140,000	$ 140,000
Site Development	0%	$ 0	$ 0	$ 0
Other (Furniture and Fixtures, etc.)	0%	$ 0	$ 0	$ 0
Construction Cost		$ 280,000	$ 140,000	$ 140,000
Contingency	5%	$ 14,000	$ 14,000	$ -
High Performance Costs (Administrative only)		$ -	$ -	$ -
Total		$ 294,000	$ $154,000	$ 140,000

12 SCHEDULE:

Date A/E Hired: N/A	Ed. Spec Completion N/A	Estimated Bid Date: 7/15/2025	Actual Bid Date:
Schematic Design: N/A	Design Development: N/A	Estimated Construction Start Date: 9/1/2025	Actual Construction:
Construction Document: N/A		Estimated Project Completion Date: 9/30/2025	Project Completion:

Revised 8/2024

Note: The formula fields in Section 11 - Total Estimated Project Budget can be overwritten

IAC

STATE OF MARYLAND
FORM 102(C) REQUEST FOR SYSTEMIC PROJECT FUNDING

LEA Entry

PSC No.: 23.009/011 | FUNDING PROGRAM: CIP X | BUILT TO LEARN (BTL)

LEA: Worcester | REQUEST TYPE: Facility Renewal

SCHOOL NAME: Snow Hill Middle School / Pocomoke Middle School | FY: 2026 | Date Submitted:

ADDRESS: 522 Coulbourne Lane, Snow Hill, MD. 21863 / 800 Eighth St. Pocomoke, MD. 21851 | PRIORITY #: 4 | Revised Date: 10/16/24

PROJECT TYPE (Primary System/PS) | Roof: | HVAC: X | Structural: | Other Facility Renewal: | Windows/Doors:

Electrical Upgrade | COST SHARE %: STATE 50% LOCAL 50%

COOPERATIVE USE

HIGH PERFORMANCE

SCHOOL NUMBER | GRADES 4 - 8 | SRC 784 / 818

Asset Tag Number of PS (if applicable) | Year PS Entered Service 1970 / 1970

CURRENT FUNDING REQUEST: $181,500

TOTAL PRIOR STATE FUNDS: $0

EXPECTED FIVE-YEAR PROGRAM FUNDING REQUESTS										TOTAL:
FY2027	$0	FY2028	$0	FY2029	$0	FY2030	$0	FY2031	$0	$181,500

1. SITE: Acreage 24.0 / 21.0 | Date IAC Approved | MHT Category # | Date of MHT Review | PFA Status X | Water X | Sewer X

2. EXISTING FACILITY:

	Gross SF	Date	RENOVATED Gross SF	RENOVATED Date	DEMOLISHED Gross SF	DEMOLISHED Date	TOTAL Gross SF
ORIGINAL: SHMS	90,000	1970					90,000
ORIGINAL: PMS	87,600	1970					87,600
ADDITION							-
ADDITION							-
ADDITION							-
TOTAL	177,600		-		-		177,600

3. *Indicate below the date the building component was last replaced with State Funds:*

N/A

4. Describe all preventive maintenance activities that have occurred to keep the system operational? (i.e., work orders, etc.)

Project is to add air conditioning to the Snow Hill Middle School and Pocomoke Middle School gymnasiums. No current system is in place for preventative maintenance as systems do not exist.

5. Detailed Scope: (What do you wish to accomplish with this project; Describe, with measurements)

Add one ground mounted 10 Carrier package air conditioning unit with fresh air economizer, metal exterior duct work from unit, sock ducts to run across ceilings and heavy duty return air grille at Snow Hill Middle School gymnasium and one unit at Pocomoke Middle School gymnasium to provide air conditioning at each school.

6. Alternative Solution: What else can be done to correct the problem:

No alternative solutions.

7. What Caused this Problem? (normal wear and tear, poor contractor performance, poor materials, improper maintenance)?

Both Schools have operated without gymnasium air conditioning since opening in 1970.

Note: Data should be entered into the fields highlighted in gray. In addition, the formula fields in Section 11 - Total Estimated Project Budget can be overwritten.

8. What are the consequences if this project is not approved:
Check all that apply:

	1. Failure of system is likely to cause shutdown of facility for purposes of delivering educational programs and services.
X	2. System is currently adversely affecting the delivery of educational programs & services.
	3. System is currently causing serious threats to life, safety, or health of facility occupants.
	4. System is currently causing violations of building or other official codes.
	5. System is currently causing or will imminently cause damage to other building systems.
	6. Replacement/installation will increase the remaining useful lifespan (RUL) of other building systems in the facility, thereby extending the RUL of the facility.

9. ENROLLMENT PROJECTIONS (Requested)

Year→	2023	2024	2025	2026	2027	2028	2029	2030	Difference
	SRC	Current Enrollment	FTE	FTE	FTE	FTE	FTE	FTE	FTE	SRC-FTE
Requested School: Snow Hill Middle School	784	403	399	404	414	421	418	416	414	370
Requested School: Pocomoke Middle School	818	466	469	487	497	505	501	502	497	321

10. EMERGENCY ELECTRICAL POWER:

Entering an X in the Electrical Upgrade/Replacement field on page 1 indicates that this project involves replacement of the electrical system or upgrade to the electrical capacity. Provide the Status of the Shelter Compliance Process:

11. BUDGET:

		Total Estimated Project Budget	Estimated Local Funds	Estimated Net State Funding
Design	0%	$ 0	$ 0	$ 0
Building		$ 363,000	$ 181,500	$ 181,500
Site Development	0%	$ 0	$ 0	$ 0
Other (Furniture and Fixtures, etc.)	0%	$ 0	$ 0	$ 0
Construction Cost		**$ 363,000**	**$ 181,500**	**$ 181,500**
Contingency	5%	$ 18,150	$ 18,150	$ -
High Performance Costs (Administrative only)		$ -	$ -	$ -
Total		**$ 381,150**	**$ $199,650**	**$ 181,500**

12 SCHEDULE:

Date A/E Hired: N/A	Ed. Spec Completion N/A	Estimated Bid Date: 7/15/2025	Actual Bid Date:
Schematic Design: N/A	Design Development: N/A	Estimated Construction Start Date: 9/1/2025	Actual Construction:
Construction Document: N/A		Estimated Project Completion Date: 9/30/2025	Project Completion:

Revised 8/2024

Note: The formula fields in Section 11 - Total Estimated Project Budget can be overwritten.

IAC

STATE OF MARYLAND
FORM 102(C) REQUEST FOR SYSTEMIC PROJECT FUNDING

LEA Entry

PSC No.: Multi | FUNDING PROGRAM: CIP X | BUILT TO LEARN (BTL)

LEA: Worcester | REQUEST TYPE: Facility Renewal

SCHOOL NAME: See Section 5 | FY: 2026 | Date Submitted:

ADDRESS: | PRIORITY #: 5 | Revised Date: 10/16/24

PROJECT TYPE (Primary System/PS) | Roof: | HVAC: | Structural: | Other Facility Renewal: | Windows/Doors:

Electrical Upgrade X | COST SHARE %: STATE 50% LOCAL 50%

COOPERATIVE USE

HIGH PERFORMANCE

SCHOOL NUMBER See Section 5 | GRADES Varies | SRC See Section 5

Asset Tag Number of PS (if applicable) | Year PS Entered Service

CURRENT FUNDING REQUEST: $86,870

TOTAL PRIOR STATE FUNDS: $0

EXPECTED FIVE-YEAR PROGRAM FUNDING REQUESTS										TOTAL:
FY2027	$1,241,000	FY2028	$0	FY2029	$0	FY2030	$0	FY2031	$0	$1,327,870

1. SITE: Acreage | Date IAC Approved | MHT Category # | Date of MHT Review | PFA Status X | Water X | Sewer X

2. EXISTING FACILITY:

			ADDITION/RENOVATION		DEMOLISHED		TOTAL
	Gross SF	Date	Gross SF	Date	Gross SF	Date	Gross SF
ORIGINAL: Ocean City Elementary	87,477	2005					87,477
ORIGINAL: Cedar Chapel Special	17,175	1988					17,175
ORIGINAL: Pocomoke Middle	87,600	1970					87,600
ORIGINAL: Snow Hill Middle	90,000	1970					90,000
ORIGINAL: Stephen Decatur Middle	79,500	1997	24,795	2023			104,295
ORIGINAL: Pocomoke High	55,537	1958	68,665	2011			124,202
ORIGINAL: Snow Hill High	55,537	1958	66,773	2016			122,310
ORIGINAL: Worcester Tech	139,077	2008					139,077
TOTAL	611,903		160,233		-		772,138

3. *Indicate below the date the building component was last replaced with State Funds:*

2005
1986
1970
1970
2011
2016
2008

4. Describe all preventive maintenance activities that have occurred to keep the system operational? (i.e., work orders, etc.)

Existing fluorescent light fixtures throughout each school have been replaced as necessary.

5. Detailed Scope: (What do you wish to accomplish with this project; Describe, with measurements)

Replace existing fluorescent light fixtures throughout eight WCPS schools with new LED light fixtures. Schools included in this bundled project include: Ocean City Elementary (23.006/1001), Cedar Chapel Special School (23.013/0401), Pocomoke Middle School (23.011/0108), Snow Hill Middle School (23.009/0208), Stephen Decatur Middle School (23.014/0308), Pocomoke High School (23.003/0107), Snow Hill High School (23.005/0207), Worcester Technical High School (23.015/0405). Total new LED fixtures: OCES 1,320, CCSS 626, PMS 4,594, SHMS 4,498, SDMS 2,831, PHS 4,120, SHHS 3,476, WTHS 3,888; total number of fixtures in the project 25,353.

6. Alternative Solution: What else can be done to correct the problem:

Installation of LED lighting fixtures throughout each school will result in improved illumination and reduced energy costs.

7. What Caused this Problem? (normal wear and tear, poor contractor performance, poor materials, improper maintenance)?

This is an upgrade to the existing light fixtures.

Note: Data should be entered into the fields highlighted in gray. In addition, the formula fields in Section 11 - Total Estimated Project Budget can be overwritten.

8. What are the consequences if this project is not approved:
Check all that apply.

	1. Failure of system is likely to cause shutdown of facility for purposes of delivering educational programs and services.
	2. System is currently adversely affecting the delivery of educational programs & services.
	3. System is currently causing serious threats to life, safety, or health of facility occupants.
	4. System is currently causing violations of building or other official codes.
	5. System is currently causing or will imminently cause damage to other building systems.
X	6. Replacement/installation will increase the remaining useful lifespan (RUL) of other building systems in the facility, thereby extending the RUL of the facility.

9. ENROLLMENT PROJECTIONS (Requested)	Year→	2023	2024	2025	2026	2027	2028	2029	2030	Difference
	SRC	Current Enrollment	FTE	FTE	FTE	FTE	FTE	FTE	FTE	SRC-FTE
Requested School: Ocean City Elementary School	777	543	548	571	575	608	611	626	647	130
Requested School: Cedar Chapel Special School	90	50	50	50	50	50	50	50	50	40
Requested School: Pocomoke Middle School	818	466	469	487	497	505	501	502	497	321
Requested School: Snow Hill Middle School	784	403	399	404	414	421	418	416	414	370
Requested School: Stephen Decatur Middle School	1,064	670	640	612	627	618	606	591	606	458
Requested School: Pocomoke High School	788	351	377	409	405	412	426	422	456	332
Requested School: Snow Hill High School	722	341	358	372	355	357	359	349	382	340
Requested School: Worcester Technical High School	778	551	597	606	620	597	586	584	589	189

10. EMERGENCY ELECTRICAL POWER:

Entering an X in the Electrical Upgrade/Replacement field on page 1 indicates that this project involves replacement of the electrical system or upgrade to the electrical capacity. Provide the Status of the Shelter Compliance Process:

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11. BUDGET:		Total Estimated Project Budget	Estimated Local Funds	Estimated Net State Funding
Design	7%	$ 173,740	$ 86,870	$ 86,870
Building		$ 2,482,000	$ 1,241,000	$ 1,241,000
Site Development	0%	$ 0	$ 0	$ 0
Other (Furniture and Fixtures, etc.)	0%	$ 0	$ 0	$ 0
Construction Cost		$ 2,655,740	$ 1,327,870	$ 1,327,870
Contingency	5%	$ 124,100	$ 124,100	$ -
High Performance Costs (Administrative only)		$ -	$ -	$ -
Total		$ 2,779,840	$ 1,451,970	$ 1,327,870

12 SCHEDULE:

Date A/E Hired: 6/1/2026	Ed. Spec Completion N/A	Estimated Bid Date: 6/1/2026	Actual Bid Date:
Schematic Design: N/A	Design Development: N/A	Estimated Construction Start Date: 9/1/2026	Actual Construction:
Construction Document: 9/1/2026		Estimated Project Completion Date: 2/1/2027	Project Completion:

Revised 8/2024

Note: The formula fields in Section 11 - Total Estimated Project Budget can be overwritten.

FUTURE PROJECT REQUEST - (Optional Form)

LEA: **Worcester**
DATE: **10/16/2024 (REV)** FISCAL YEAR: **2026**

PSC NO.:	23.015	

PROJECT TYPE: NEW ____ ADDITION ____ RENOVATION ____ REPLACEMENT ____
SYSTEMIC RENOVATIONS: X STATE-OWNED RELOCATABLES: ____

SCHOOL NAME: Worcester Technical High School

SCHOOL ADDRESS: 6290 Worcester Highway, Newark, MD. 21801

DESCRIPTION:

Roof Replacement: 139,077 sf @ $71.61/sf	$9,960,000
A/E Fee	$398,000
Contingency @5.0%	$498,000
Total	$10,856,000

PROPOSED RATED CAPACITY:	778	GRADES:	10 - 12
REQUEST APPROVAL FOR PLANNING FY:	27	FUNDING FY:	28
ESTIMATED COST TO STATE:	$5,179,000	LOCAL COST:	$5,677,000

PROJECT JUSTIFICATION:
Worcester Technical High School opened in 2008. The original roof design intent was for a metal roofing system for the school. Due to budgetary constraints, a shingle roof system was installed. Due to ongoing roof issues at the school, in January 2022 WCPS requested and received a Limited Building Enclosure Evaluation from an independent roofing manufacturer. The evaluation noted several deficiencies in the existing roofing system including, deterioration of the OSB sheathing due to insufficient insulation/sheathing air space, insufficient ventilation throughout the roof system and insufficient flashing in roof valleys. The manufacturer's evaluation strongly recommended a complete tear off and replacement of the existing roof system. Preliminary design will include replacement of the roof shingle system with a metal roof system.

ENROLLMENT PROJECTIONS:

2024*	2025	2026	2027	2028	2029	2030	2031	2032	2033
597	606	620	597	585	584	589	604	578	597

*Preliminary September 2024 enrollment estimate. Final enrollments will be provided when available.

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FUTURE PROJECT REQUEST - (Optional Form)

LEA: **Worcester**
DATE: **10/16/24 (REV)** FISCAL YEAR: **2026**

PSC NO.:	23.012	

PROJECT TYPE: NEW ____ ADDITION ____ RENOVATION ____ REPLACEMENT X

SYSTEMIC RENOVATIONS: ____ STATE-OWNED RELOCATABLES: ____

SCHOOL NAME: Berlin Intermediate School

SCHOOL ADDRESS: 309 Franklin Avenue, Berlin, MD. 21811

DESCRIPTION:

Replacement Space: 94,000 sf @ $592.48/sf	$55,693,000
Site Development (19.00%)	$10,582,000
Demolition of Existing School	$959,000
Contingency @2.0%	$1,345,000
Moveable Equipment @2.0%	$1,345,000
Technology @1.0%	$672,000
A/E Fee and CM Fee	$8,471,000
Miscellaneous	$471,000
Playground Equipment	$537,000
Total	$80,075,000

PROPOSED RATED CAPACITY:	700	GRADES:	5 - 6
REQUEST APPROVAL FOR PLANNING FY:	28	FUNDING FY:	28, 30-32
ESTIMATED COST TO STATE:	$23,145,000	LOCAL COST:	$56,930,000

PROJECT JUSTIFICATION:

Berlin Intermediate School opened in 1970. Over the course of the building's 54-year history there have been no major renovations or addition projects executed. Berlin Intermediate is an open classroom plan school which results in security and acoustic issues. The school's mechanical, electrical and plumbing systems are nearing the end of their serviceable life. Interior finishes, including ceilings are original 1970 vintage. The school's bus loop and student drop-off areas are inadequate and result in traffic issues on the site and on adjacent public roads. The Berlin Intermediate Replacement School project is included in a two package school construction MOU between the Interagency Commission on School Construction and the Worcester County government. The Berlin Intermediate project will begin based upon final MOU agreements. A Feasibility Study and Educational Specifications will be the first step in the design process.

ENROLLMENT PROJECTIONS:

2024*	2025	2026	2027	2028	2029	2030	2031	2032	2033
615	606	593	579	594	614	568	615	691	682

*Preliminary September 2024 enrollment estimate. Final enrollments will be provided when available.

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FUTURE PROJECT REQUEST - (Optional Form)

LEA: Worcester
DATE: 10/16/24 (REV) FISCAL YEAR: 2026

PSC NO.:	23.004	

PROJECT TYPE: NEW ____ ADDITION ____ RENOVATION ____ REPLACEMENT ____
SYSTEMIC RENOVATIONS: X STATE-OWNED RELOCATABLES: ____

SCHOOL NAME: Stephen Decatur High School

SCHOOL ADDRESS: 9913 Seahawk Road, Berlin, MD. 21811

DESCRIPTION:

Roof Replacement: 193,000 sf @ $72.87/sf	$14,065,000
A/E Fee	$563,000
Contingency @5.0%	$703,000
Total	$15,331,000

PROPOSED RATED CAPACITY:	1454	GRADES:	9-12
REQUEST APPROVAL FOR PLANNING FY:	28	FUNDING FY:	29
ESTIMATED COST TO STATE:	$7,314,000	LOCAL COST:	$8,017,000

PROJECT JUSTIFICATION:
Stephen Decatur High School opened in 1958. The school underwent a complete renovation/addition project, including a new roof in 2002. The initial phase of the project was completed in 1999 resulting in portions of the roof being 30-years-old when the roof project is scheduled to begin in 2028. Evaluations and inspections by both the WCPS roofing consultant and State of Maryland maintenance inspectors continually note several deficiencies in the existing roofing system including, blisters, seam separation, pitch pan, drains and expansion joint issues. The roof was given an overall rating of "Fair/Poor". The existing built-up roof system will be replaced with new.

ENROLLMENT PROJECTIONS:

2024*	2025	2026	2027	2028	2029	2030	2031	2032	2033
1449	1430	1426	1382	1367	1330	1332	1309	1311	1317

*Preliminary September 2024 enrollment estimate. Final enrollments will be provided when available.

FUTURE PROJECT REQUEST - (Optional Form)

LEA: **Worcester**
DATE: **1016/24 (REV)** FISCAL YEAR: **2026**

PSC NO.:	23.006	

PROJECT TYPE: NEW ____ ADDITION ____ RENOVATION ____ REPLACEMENT ____
SYSTEMIC RENOVATIONS: X STATE-OWNED RELOCATABLES: ____

SCHOOL NAME: Ocean City Elementary School

SCHOOL ADDRESS: 12828 Center Drive, Ocean City, Md. 21842

DESCRIPTION:

Roof Replacement: 87,477 sf @ $65.38/sf	$5,720,000
A/E Fee	$229,000
Contingency @5.0%	$286,000
Total	$6,235,000

PROPOSED RATED CAPACITY:	777	GRADES:	PK3 - 4
REQUEST APPROVAL FOR PLANNING FY:	29	FUNDING FY:	30
ESTIMATED COST TO STATE:	$2,974,500	LOCAL COST:	$3,260,500

PROJECT JUSTIFICATION:
Ocean City Elementary School opened in 2005. The predominately shingle roof, with some built-up roof areas, will be 24-years-old when the roof project is scheduled to begin in 2029. Evaluations and inspections by both the WCPS roofing consultant and State of Maryland maintenance inspectors continually note several deficiencies in the existing roofing system including, wind issues with shingles, blisters, seam separation, pitch pan, drains and expansion joint issues. The roof was given an overall rating of "Fair/Poor".

ENROLLMENT PROJECTIONS:

2024*	2025	2026	2027	2028	2029	2030	2031	2032	2033
548	571	575	608	611	626	647	649	645	648

*Preliminary September 2024 enrollment estimate. Final enrollments will be provided when available.

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SUMMARY OF CURRENT PLANNING AND FUNDING REQUESTS

LEA: Worcester FISCAL YEAR: 2026 DATE: 10/16/24 (REVISED)

PRIORITY #	PROJECT TITLE	TOTAL EST. COST	NON-PSCP/IAC FUNDS	TOTAL STATE FUNDS	PRIOR PSCP/IAC FUNDS	CURRENT REQUESTS ($ OR LP)	Expected Project Requests (enter fiscal year below)									
						FY 26	FY 27		FY 28		FY 29		FY 30		FY 31	
1	Pocomoke Elementary Roof	$3,259	$1,704	$1,555	$60	$1,495										
2	Buckingham Elem. Replacement	$71,366	$45,610	$25,756	$0	$1,867	$388		$11,277		$11,277		$947			
3	Ocean City Elementary Fire Alarm	$294	$154	$140	$0	$140										
4	Pocomoke Middle/Snow Hill Middle Gymnasium A/C	$382	$200	$182	$0	$182										
5	Multiple Schools - LES Lighting	$2,780	$1,452	$1,328	$0	$87			$1,241							
6	Worcester Tech Roof Replacement	$10,856	$5,677	$5,179	$0		$199		$4,980							
7	Berlin Intermediate Replacement	$80,075	$56,930	$23,145	$0				$2,027				$10,134		$10,133	
8	Stephen Decatur High Roof Repl.	$15,331	$8,017	$7,314	$0				$282		$7,032					
9	Ocean City Elem. Roof Replacement	$6,235	$3,260	$2,975	$0						$115		$2,860			
10																
11																
12																
13																
14																
	TOTAL (Last page only)	$190,578	$123,004	$67,574	$60	$3,771	$587		$19,807		$18,424		$13,941		$10,133	

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IAC FORM 102.4

STATUS OF PREVIOUSLY APPROVED PROJECTS

LEA: **Worcester** FISCAL YEAR: **2026**

DATE: **9/27/2024**

PROJECT TITLE and PSC NO.[1] (Chronological Order by Fiscal Year)	MONTH AND YEAR (00/00) OF STATE APPROVAL					Percent Construction Completed	Date Occupied
	IAC	SD	DD	CD	CONTRACT AWARD		
Stephen Decatur Middle Addition 23.014.21 LP	**6/20**	**10/20**	**6/21**	**6/21**	**11/21**	**100%**	**1/23**
Cedar Chapel S.S HVAC Units 23.013.21 ASP	**4/21**				**6/21**	**99%**	**9/24**
Cedar Chapel S.S. Playground 23.013.23 ASP	**2/23**				**9/23**	**100%**	**4/24**
Pocomoke Elementary Cameras 23.002.24 SSGP	**9/23**				**9/23**	**100%**	**3/24**
Snow Hill Elementary Cameras 23.008.24 SSGP	**9/23**				**9/23**	**100%**	**3/24**
Snow Hill Middle / Cedar Chapel Special Roof Replacement	**5/24**				**4/24**	**99%**	**9/24**

[1] ALL PROJECTS INCLUDING SYSTEMIC RENOVATION, AGING SCHOOL, SCHOOL SAFETY, HEALTHY SCHOOLS FACILITY FUND AND QZAB.

STATUS OF STATE-OWNED RELOCATABLES

LEA: **Worcester** FISCAL YEAR: **2026** DATE: **9/27/2024**

SCHOOL	BUILDING NUMBER	MFR/ NO. CLRM(S)	CURRENT USE	DATE SITED	ACTION REQUESTED	JUSTIFICATION
(Note: 11 locally owned portable temporary classrooms are used to accommodate all existing programs.)						

[1] The following actions may be requested: Retain in the same location, Move within school system, Revert to State (indicate date available).
The completed form should be included with the Capital Improvement Program submittal.

IAC FORM 102.6

WORCESTER COUNTY

SUMMARY OF PORTABLE CLASSROOMS

2024 - 2025

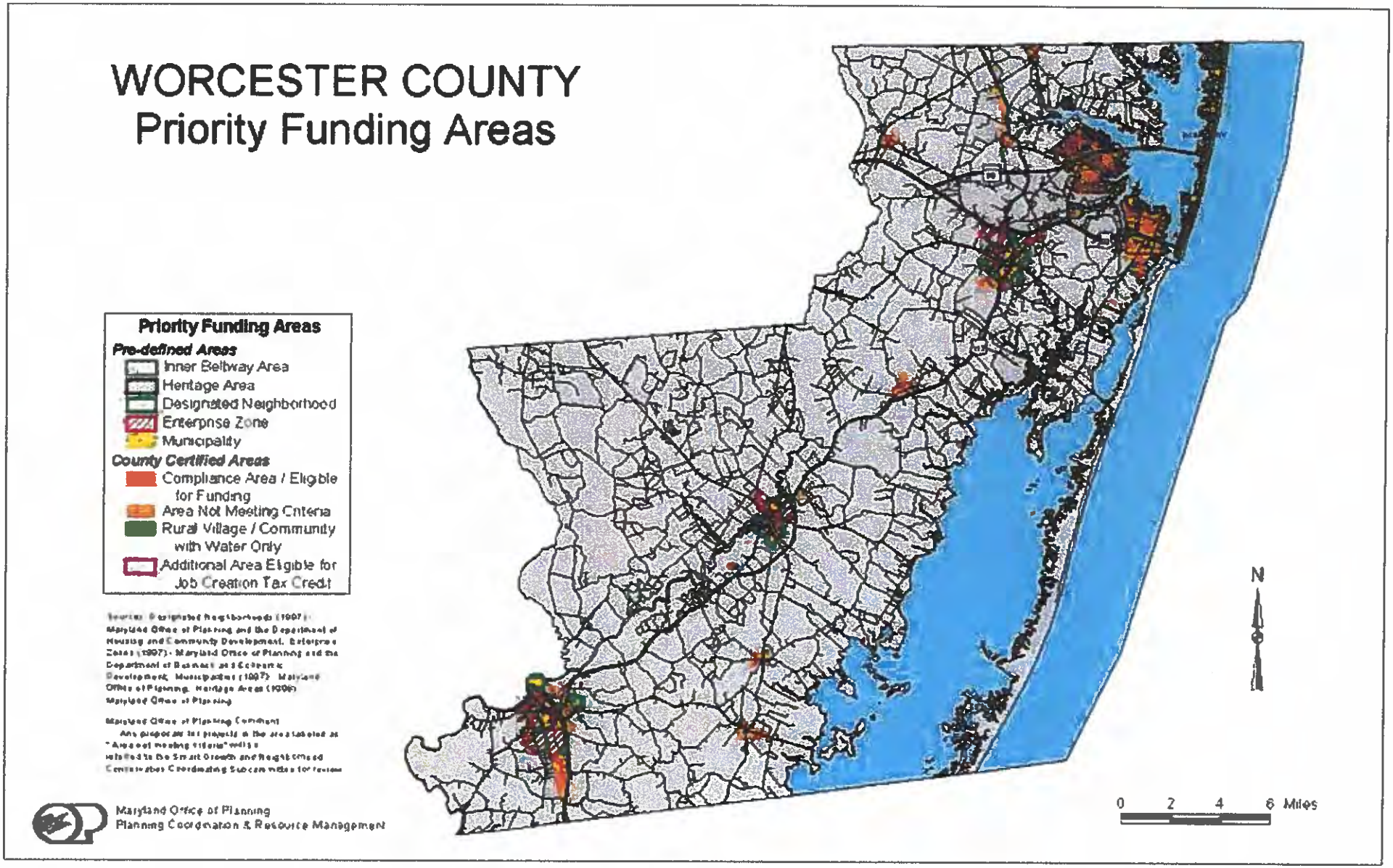
SCHOOL	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	SQ. FT.
Buckingham Elementary	5	5	5	5	5	5	5	5	3,840
Ocean City Elementary	0	0	0	0	0	0	0	0	0
Pocomoke Elementary	0	0	0	0	0	0	0	0	0
Showell Elementary	9	9	9	0 (Note 1)	0	0	0	0	0
Snow Hill Elementary	5	5	5	5	5	5	5	5	3,840
Berlin Intermediate	6	6	6	6	0 (Note 2)	0	0	0	0
Pocomoke Middle	0	0	0	0	0	0	0	0	0
Snow Hill Middle	1	1	1	1	1	1	1	1	768
Cedar Chapel Special	0	0	0	0	0	0	0	0	0
Stephen Decatur Middle	9	9	9	9	9	0 (Note 3)	0	0	0
Pocomoke High	0	0	0	0	0	0	0	0	0
Snow Hill High	0	0	0	0	0	0	0	0	0
Stephen Decatur High	0	0	0	0	0	0	0	0	0
Worcester Tech	0	0	0	0	0	0	0	0	0
TOTAL	**35**	**35**	**35**	**26**	**20**	**11**	**11**	**11**	**8,448**

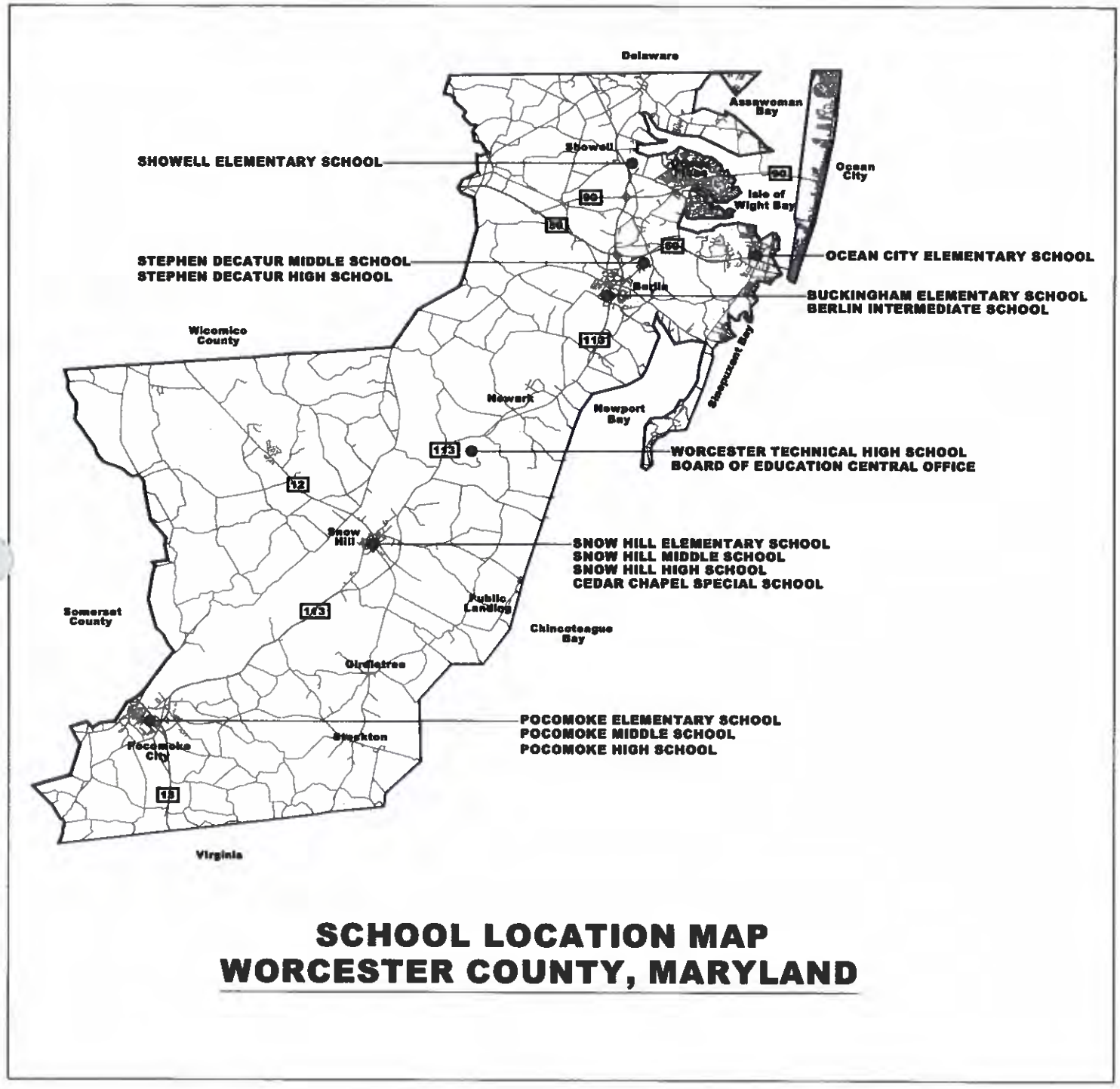
(1) Nine locally owned portable classrooms demolished at Showell Elementary School as part of the replacement school project.

(2) Six locally owned portable classrooms removed from the Berlin Intermediate School site in summer 2021. Portables not required with move of Grade 4 from Berlin Intermediate to the new Showell Elementary School.

(3) Nine locally owned portable classrooms were in use at Stephen Decatur Middle School from September thru December 2022 and were demolished in December 2022. The SDMS Addition project provided 16 new classrooms beginning in January 2023.

WORCESTER COUNTY
Priority Funding Areas





SCHOOL LOCATION MAP
WORCESTER COUNTY, MARYLAND

WORCESTER COUNTY BOARD OF EDUCATION
6270 Worcester Highway
Newark, Maryland 21841

Summary of Pre-Kindergarten Enrollment*
September 30, 2024

Pre-Kindergarten Age 3	Pre-Kindergarten Age 4
Showell Elementary School (All day PreK-3)	Showell Elementary School (All day PreK-4)
18	20
18 TOTAL	20
18 FTE	20
	19
	79 TOTAL
	79 FTE
Ocean City Elementary School (All day PreK-3)	Ocean City Elementary School (All day PreK-4)
20	20
20 TOTAL	20
20 FTE	19
	19
	78 TOTAL
	78 FTE
Buckingham Elementary School (All day PreK-3)	Buckingham Elementary School (All day PreK-4)
20	19
20	19
40 TOTAL	18
40 FTE	18
	74 TOTAL
	74 FTE
Snow Hill Elementary School (All day PreK-3)	Snow Hill Elementary School (All day PreK-4)
19	15
19	14
38 TOTAL	14
38 FTE	14
	57 TOTAL
	57 FTE
Pocomoke Elementary School (All day PreK-3)	Pocomoke Elementary School (All day PreK-4)
19	20
18	20
18	20
55 TOTAL	20
55 FTE	80 TOTAL
	80 FTE

*Projected

WORCESTER COUNTY BOARD OF EDUCATION
6270 Worcester Highway
Newark, Maryland 21841

Summary of Kindergarten Enrollment*
September 30, 2024

Showell Elementary School

18
18
17
17
17
17
104 TOTAL
104 FTE

Ocean City Elementary School

15
15
15
15
14
14
88 TOTAL
88 FTE

Buckingham Elementary School

16
15
15
15
15
76 TOTAL
76 FTE

Snow Hill Elementary School

16
16
16
15
63 TOTAL
63 FTE

Pocomoke Elementary School

19
19
19
19
18
94 TOTAL
94 FTE

*Projected

WORCESTER
COUNTY PUBLIC SCHOOLS

WORCESTER COUNTY PUBLIC SCHOOLS

TEN-YEAR ENROLLMENT PROJECTIONS

FULL TIME EQUIVALENT

SEPTEMBER 30, 2023 - 2033

WORCESTER COUNTY PUBLIC SCHOOLS

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
PRE-K 3	150	160	162	162	162	202	204	204	204	205	205
PRE-K 4	329	324	398	423	396	404	404	404	404	404	404
KINDERGARTEN	458	422	393	483	511	479	490	490	490	490	490
ELEMENTARY SPEC.	20	20	20	20	20	20	20	20	20	20	20
1	394	471	435	406	496	524	492	503	503	503	503
2	480	400	477	441	412	502	530	498	509	509	509
3	436	492	412	489	453	424	521	542	510	521	521
4	497	448	504	424	501	465	436	533	554	522	533
5	466	502	453	509	429	506	469	440	538	559	528
6	447	473	509	460	516	436	513	476	447	545	566
7	518	454	480	516	467	523	443	520	483	454	552
8	528	531	467	493	529	480	536	456	533	496	467
9	558	558	561	497	523	559	510	566	486	563	526
10	525	561	561	564	500	526	562	513	569	489	566
11	538	526	562	562	565	501	527	563	514	570	490
12	474	539	527	563	563	566	502	528	564	515	571
SECONDARY SPEC.	30	30	30	30	30	30	30	30	30	30	30
TOTAL ENROLLMENT	6,848	6,911	6,951	7,042	7,073	7,147	7,189	7,286	7,358	7,395	7,481
K-12 ENROLLMENT	6,369	6,427	6,391	6,457	6,515	6,541	6,581	6,678	6,750	6,786	6,872

WORCESTER COUNTY PUBLIC SCHOOLS

BUCKINGHAM ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
PRE-K 3	40	40	40	40	40	80	80	80	80	80	80
PRE-K 4	66	66	81	86	80	82	82	82	82	82	82
KINDERGARTEN	89	77	72	88	93	87	89	89	89	89	89
1	77	91	79	74	90	95	89	91	91	91	91
2	84	78	92	80	75	91	96	90	92	92	92
3	78	85	79	93	81	76	92	97	91	93	93
4	98	82	89	83	97	85	80	96	101	95	97
TOTAL ENROLLMENT	532	519	532	544	556	596	608	625	626	622	624

WORCESTER COUNTY PUBLIC SCHOOLS

OCEAN CITY ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
PRE-K 3	18	23	24	23	23	23	23	23	23	23	23
PRE-K 4	65	64	78	83	78	79	79	79	79	79	79
KINDERGARTEN	100	90	84	103	109	102	105	105	105	105	105
1	73	102	92	86	105	111	104	107	107	107	107
2	107	75	104	94	88	107	113	106	109	109	109
3	81	108	76	105	95	89	108	114	107	110	110
4	99	86	113	81	110	100	94	113	119	112	115
TOTAL ENROLLMENT	543	548	571	575	608	611	626	647	649	645	648

WORCESTER COUNTY PUBLIC SCHOOLS

POCOMOKE ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
PRE-K 3	37	37	37	38	38	38	39	39	39	39	39
PRE-K 4	73	69	85	90	85	86	86	86	86	86	86
KINDERGARTEN	82	83	77	95	100	94	96	96	96	96	96
1	78	86	87	81	99	104	98	100	100	100	100
2	103	79	87	88	82	100	105	99	101	101	101
3	87	109	85	93	94	88	106	111	105	107	107
TOTAL ENROLLMENT	460	463	458	485	498	510	530	531	527	529	529

WORCESTER COUNTY PUBLIC SCHOOLS

SHOWELL ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
PRE-K 3	18	23	24	23	23	23	23	23	23	23	23
PRE-K 4	69	68	84	89	83	85	85	85	85	85	85
KINDERGARTEN	107	102	95	117	124	116	118	118	118	118	118
1	104	109	104	97	119	126	118	120	120	120	120
2	99	104	109	104	97	119	126	118	120	120	120
3	116	101	106	111	106	99	128	128	120	122	122
4	120	117	102	107	112	107	100	129	129	121	123
TOTAL ENROLLMENT	633	624	624	648	664	675	698	721	715	709	711

WORCESTER COUNTY PUBLIC SCHOOLS

SNOW HILL ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
PRE-K 3	37	37	37	38	38	38	39	39	39	40	40
PRE-K 4	56	57	70	75	70	72	72	72	72	72	72
KINDERGARTEN	80	70	65	80	85	80	82	82	82	82	82
1	62	83	73	68	83	88	83	85	85	85	85
2	87	64	85	75	70	85	90	85	87	87	87
3	74	89	66	87	77	72	87	92	87	89	89
TOTAL ENROLLMENT	396	400	396	423	423	435	453	455	452	455	455

WORCESTER COUNTY PUBLIC SCHOOLS

CEDAR CHAPEL SPECIAL SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
PRE-KINDERGARTEN	0	0	0	0	0	0	0	0	0	0	0
KINDERGARTEN	0	0	0	0	0	0	0	0	0	0	0
ELEMENTARY SPEC.	20	20	20	20	20	20	20	20	20	20	20
SECONDARY SPEC.	30	30	30	30	30	30	30	30	30	30	30
TOTAL ENROLLMENT	50	50	50	50	50	50	50	50	50	50	50

WORCESTER COUNTY PUBLIC SCHOOLS

BERLIN INTERMEDIATE SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
5	296	319	287	306	273	321	293	275	340	351	331
6	304	296	319	287	306	273	321	293	275	340	351
TOTAL ENROLLMENT	600	615	606	593	579	594	614	568	615	691	682

WORCESTER COUNTY PUBLIC SCHOOLS

POCOMOKE MIDDLE SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
4	99	88	110	86	94	95	89	107	112	106	108
5	88	101	90	112	88	96	97	91	109	114	108
6	81	91	104	93	115	91	99	100	94	112	117
7	100	84	94	107	96	118	94	102	103	97	115
8	98	105	89	99	112	101	123	99	107	108	102
TOTAL ENROLLMENT	466	469	487	497	505	501	502	497	525	537	550

WORCESTER COUNTY PUBLIC SCHOOLS

SNOW HILL MIDDLE SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
4	81	75	90	67	88	78	73	88	93	88	90
5	82	82	76	91	68	89	79	74	89	94	89
6	62	86	86	80	95	72	93	83	78	93	98
7	91	63	87	87	81	96	73	94	84	79	94
8	87	93	65	89	89	83	98	75	96	86	81
TOTAL ENROLLMENT	403	399	404	414	421	418	416	414	440	440	452

WORCESTER COUNTY PUBLIC SCHOOLS

STEPHEN DECATUR MIDDLE SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
7	327	307	299	322	290	309	276	324	296	278	343
8	343	333	313	305	328	296	315	282	330	302	284
TOTAL ENROLLMENT	670	640	612	627	618	605	591	606	626	580	627

WORCESTER COUNTY PUBLIC SCHOOLS

POCOMOKE HIGH SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
9	95	101	108	92	102	115	104	126	102	110	111
10	98	97	103	110	94	104	117	106	128	104	112
11	79	99	98	104	111	95	105	118	107	129	105
12	79	80	100	99	105	112	96	106	119	108	130
TOTAL ENROLLMENT	351	377	409	405	412	426	422	456	456	451	458

WORCESTER COUNTY PUBLIC SCHOOLS

SNOW HILL HIGH SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
9	92	92	98	70	94	94	88	103	80	101	91
10	88	93	93	99	71	95	95	89	104	81	102
11	85	88	93	93	99	71	95	95	89	104	81
12	76	85	88	93	93	99	71	95	95	89	104
TOTAL ENROLLMENT	341	358	372	355	357	359	349	382	368	375	378

WORCESTER COUNTY PUBLIC SCHOOLS

STEPHEN DECATUR HIGH SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
9	371	365	355	335	327	350	318	337	304	352	324
10	339	371	365	355	335	327	350	318	337	304	352
11	374	339	371	365	355	335	327	350	318	337	304
12	319	374	339	371	365	355	335	327	350	318	337
TOTAL ENROLLMENT	1403	1449	1430	1426	1382	1367	1330	1332	1309	1311	1317

WORCESTER COUNTY PUBLIC SCHOOLS

WORCESTER TECHNICAL HIGH SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2023-2033

GRADE	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033
ALL	551	597	606	620	597	585	584	589	604	578	597
TOTAL ENROLLMENT	551	597	606	620	597	585	584	589	604	578	597

MARYLAND'S Coast WORCESTER COUNTY

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: October 29, 2024
RE: Office of Inspector General for Education Report
Worcester County Public Schools Travel Reimbursement and Per Diem Policy

We are in receipt of a Management Alert Report dated October 18, 2024, from the Office of the Inspector General for Education (OIGE) to Superintendent Lou Taylor. The OIGE received a complaint regarding Worcester County Public Schools' employees, alleging misuse of education tax dollars for personal purchases such as meals when not traveling and for exceeding the allowable per diem rate. Ultimately, the OIGE could not substantiate the allegations as the existing policy in place "does not provide WCPS staff with guidance governing reimbursement allowances, incidental expenses, or local travel distance." In other words, it appears WCPS staff cannot be held to standards that do not exist or are poorly defined.

The report also details that while there is a set per diem limit for meals, it is "not considered to comply with accepted domestic travel per diem standards." The report suggests WCPS review its reimbursement and travel policy, last updated in 2008, and establish standards consistent with state or federal regulations.

We have requested the Superintendent present to the commissioners his plan to update policies to come into compliance with the issues identified in this report.

Attachments
Pages 2-3 – Management Alert Report from the OIGE
Pages 4-5 – WCPS Travel Reimbursement Guidance

MARYLAND OFFICE OF THE
INSPECTOR GENERAL FOR EDUCATION

Richard P. Henry
Inspector General

Yvonne K. Brooks, Esq.
Deputy Inspector General

October 18, 2024

VIA EMAIL (lhtaylor@mail.worcester.k12.md.us)
Mr. Louis H. Taylor
Superintendent of Schools
6270 Worcester Highway
Newark, Maryland 21841

Ref: OIGE Case 24-0130-C

Management Alert Report

Travel Reimbursement and Per Diem Policy

Dear Superintendent Taylor,

The Office of the Inspector General for Education (OIGE) received a complaint alleging that Worcester County Public School (WCPS) employees were misusing education tax dollars to make personal purchases such as meals when the employees were not conducting official business or travel status. The complainant further alleged that the employees purchased meals and reimbursed above the local government's allowable per diem rate[1].

The OIGE interviewed WCPS employees and reviewed purchasing card statements and receipts. Additionally, the OIGE reviewed the WCPS policy governing official travel and reimbursement procedures and the finalized employee's association agreement with the Worcester County Teachers Association (WCTA) and the Worcester County Educational Support Personnel Association (WCESPA).

Our review indicated that WCPS policy VI-D-OIP-01, which governs reimbursement was last revised on August 1, 2008. The policy states, "A&S (Administrators and Supervisors) staff will be reimbursed for all business meetings occurring at places other than their assigned duty station." The policy does not provide WCPS staff with guidance governing reimbursement allowances, incidental expenses, or local travel distance. The OIGE did find that WCPS provides staff with an "Out of County Travel Request Form." This form establishes a set per diem limit for meals. The per diem rate indicated on the form is not considered to comply with accepted

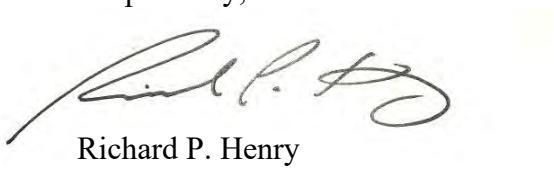
[1] Per diem is an allowance for lodging, meals, and incidental expenses.

domestic travel per diem standards. The Meals and Incidental Expenses (M&IE) breakdown indicated on the form sets a fixed meal cost for breakfast, lunch, and dinner. Established per diem breakdown standards (M&IE) are used to deduct the cost of meals furnished to staff by the government or included as part of a registration fee[2]. (Due to staff having varying dietary, health, or religious reasons, these standards do not set a per meal limit.)

The OIGE recommends that the WCPS review its reimbursement and travel policy and establish standards established in the Code of Maryland Regulation (COMAR)[3] or those accepted by the Internal Revenue Service (IRS) and as defined by the Federal Travel Regulations. Our review found that the WCPS policy indicates these established travel standards are referenced in part IV of the policy as 'References," but no citations are provided or defined.

In closing, the OIGE could not substantiate the allegations and is referring this matter back to the Worchester County Public Schools and the Worchester County Public School – Board of Education for further review and consideration.

Respectfully,



Richard P. Henry
Inspector General

Cc: Todd A. Ferrante, President – Worcester County Board of Education

[2] Code of Federal Regulation, Title 41, Subtitle F, Chapter 301, Subchapter B, Part 301-11, Subpart A, § 301-11.18
[3] Code of Maryland Regulation, Section 23.02.01.12, Standard Travel Regulations

WORCESTER
COUNTY PUBLIC SCHOOLS

Book	WCPS Procedures
Section	VI-D Staff Transportation and Travel
Title	Travel Reimbursement
Code	VI-D-01P-01
Status	Active
Adopted	September 1, 1989
Last Revised	August 1, 2008
Prior Revised Dates	9/2004

I. Procedure Statement

The Superintendent establishes these procedures for the reimbursement of employees for work related travel.

II. Personnel

A. Supervision - Chief Financial Officer

B. Persons Implementing - Principals, Supervisors

C. Persons Effected - All Employees

III. Actions-Timeline

A. Business mileage will be reimbursed at the budgeted rate per mile upon leaving the first official business stop of the day and traveling to subsequent business destinations during the day. Mileage from the final destination of the day to home will not be paid.

B. Principal and assistant principal - The principal's and assistant principal's job includes responsibility for the school plant and all events that occur there. Mileage from home to the school and return is thus considered commuting to the primary duty assignment and is not reimbursable. This includes evening trips to P.T.A., advisory committee meetings, other school events and mileage incurred over holidays to check the building.

C. A & S Staff will be reimbursed for all business meetings occurring at places other than their assigned duty station.

D. Board of Education vehicles will be used for business travel whenever possible. If any employee elects to drive their personal vehicle for trips out of the county, when a Board vehicle is available, then the employee will only be reimbursed for the actual cost of fuel expended.

E. Timeline - Not Delineated

IV. References

A. Legal

1. Federal Statutes or Regulations - None Cited

2. Maryland Statutes or Regulations (Code of Maryland Regulations) - None Cited

B. WCPS Policy VI-D-01 Staff Travel

C. Authoritative Publications – None Cited

MARYLAND'S Coast WORCESTER COUNTY

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

Subject: **Critical Areas Map Update**
Request to Brief Commissioners

Date: 10/28/24

As the attached memo from Mr. Soper details, Worcester's Critical Area maps are required to be updated, and we have brought this request to brief the Commissioners on the process to complete this revision. The update was required under House Bill 1253 in the 2008 session. This bill required the Critical Area Maps, originally delineated from the 1972 Tidal Wetland Maps, be revised to be consistent with the Critical Area Commission (CAC) delineated Critical Area Line on Statewide Base Maps. The new tidal wetland line on the base maps is based on aerial photography, topography, color infrared imagery, the original wetland maps, GIS examinations, and field verification of questionable sites.

Environmental Programs staff worked with CAC staff and their consultants to review and field verify the proposed maps and the net analysis of these changes are detailed in Mr. Soper's memo. As Worcester is the farthest county to the east in the state, we are the last county the CAC staff has contacted to complete this mapping update. Their staff would like to request a moment to brief the County Commissioners on how the maps are being revised and what the approval steps are moving forward. The CAC staff will be notifying property owner affected under their 1% threshold level, and will hold a public information meeting locally to review comments and concerns. Once this process is completed, the maps will be turned over to the County for local adoption.

If you have any questions or need any additional information, please let us know.

Enclosures

1. Memo from Brian Soper, dated 10-23-24
2. Power point Presentation from Critical Area Commission

cc: David Bradford
Brain Soper
Katherine Munson

Worcester County
Department of Environmental Programs
Natural Resources Division

Memorandum

To: Robert Mitchell, Director

From: Brian Soper, Natural Resources Administrator BS

Subject: Map Update of the Atlantic Coastal Bays and Chesapeake Bay Critical Areas

Date: October 23, 2024

The Worcester County Critical Area maps are required to be updated after changes to the Critical Area law in 2008 by the General Assembly. Critical Area Commission staff is requesting to present to the Commissioners on the map update process and next steps.

Critical Area Commission staff worked with county staff when reviewing changes to the 1,000-foot boundary line over the course of several years, including site visits. The update resulted in a net loss of 377 acres in the County's Critical Area. There are gains and losses of Critical Area throughout the County, but the largest loss is from the transition of the Pocomoke River from tidal to non-tidal near Porter's Crossing. The Chesapeake Critical Area had a net loss of -684 acres, while the Atlantic Coastal Bays Critical Area had a net gain of 307 acres.

As part of the update, Commission staff will hold a public information meeting in the County. The Commission will notify those property owners affected by the 1% or greater gain in Critical Area on their property. There are 994 properties that have a 1% or more gain of Critical Area and therefore, will receive a letter from the Critical Area Commission. Of the 944 letters, 186 letters will be sent to property owners in the Chesapeake Bay Critical Area and 808 letters will be sent to property owners in the Atlantic Coastal Bays Critical Area.

Once the public information meeting is completed both staffs will review comments or concerns and the maps will then be officially transferred to the Worcester County Commissioners for local approval.

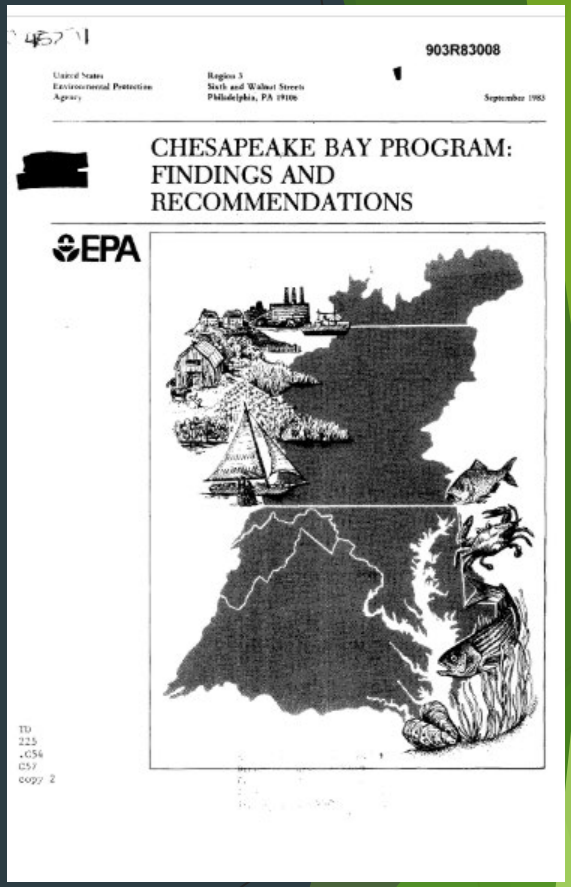
Attachments: Critical Area Commission Presentation
cc: David Bradford, Deputy Director of Environmental Programs

Critical Area Mapping Update Project
Worcester County Commissioners
November 6, 2024

Critical Area Commission for the
Chesapeake and Atlantic Coastal Bays

What Is the Critical Area Program?

- Based on Chesapeake Bay Critical Area Act passed in 1984
- Land use and resource protection program implemented at the local level
- Involves additional regulatory requirements for development activity and changes in land use within the Critical Area


903R83008

CHESAPEAKE BAY PROGRAM: FINDINGS AND RECOMMENDATIONS

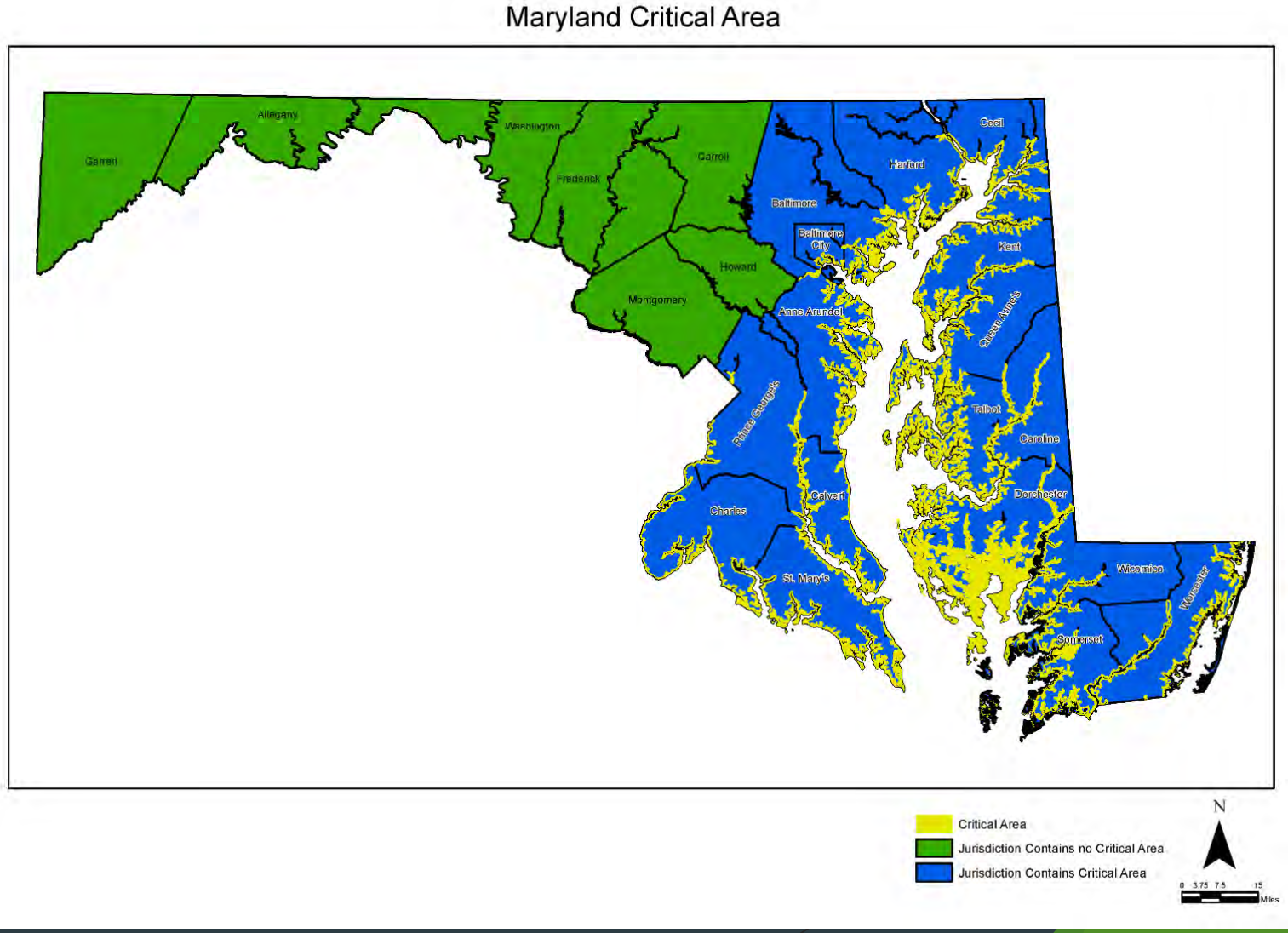
EPA







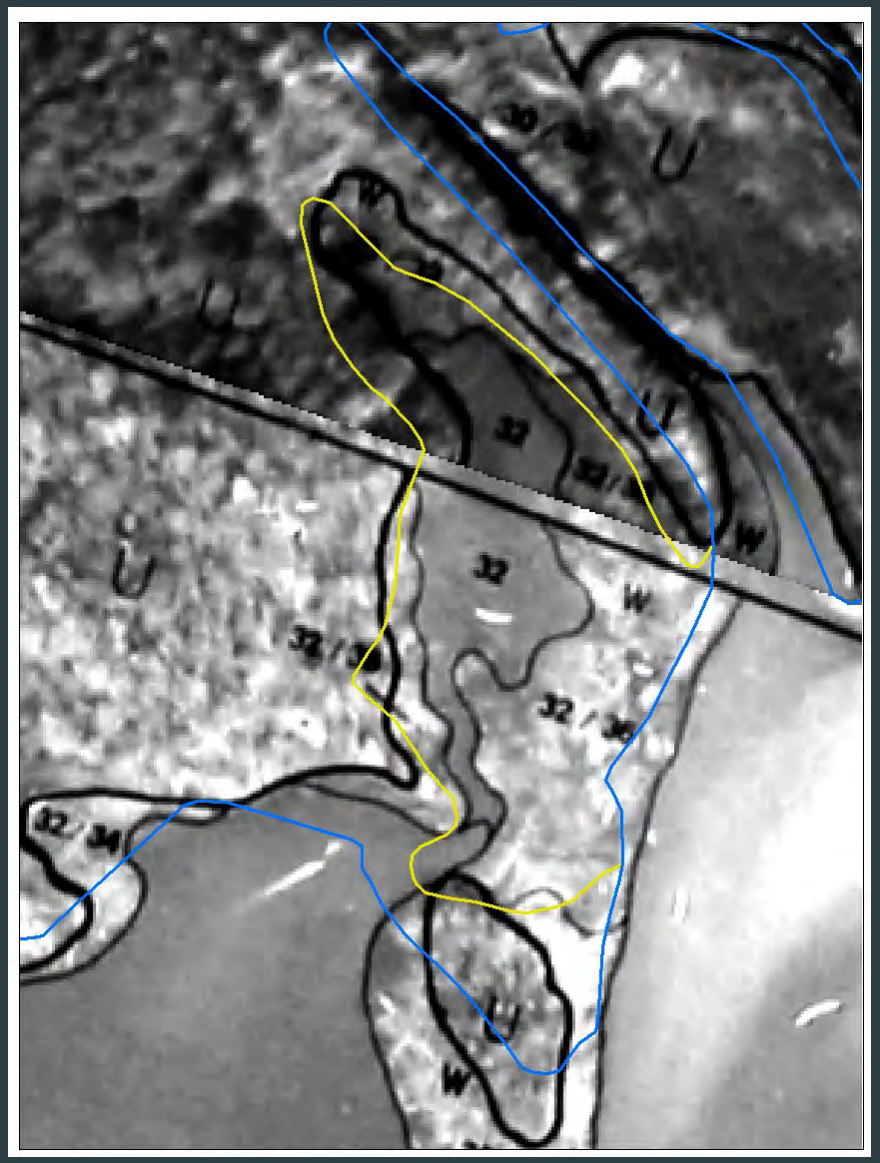
Where Is the Critical Area?



House Bill 1253 – Mapping Provisions

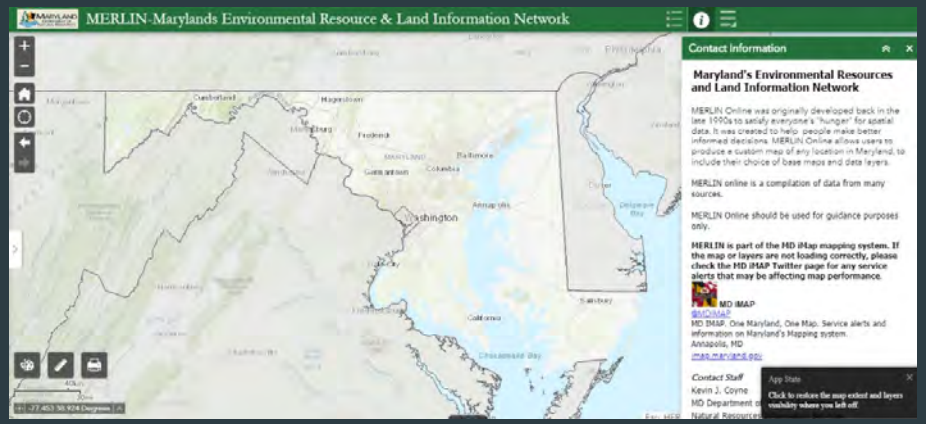


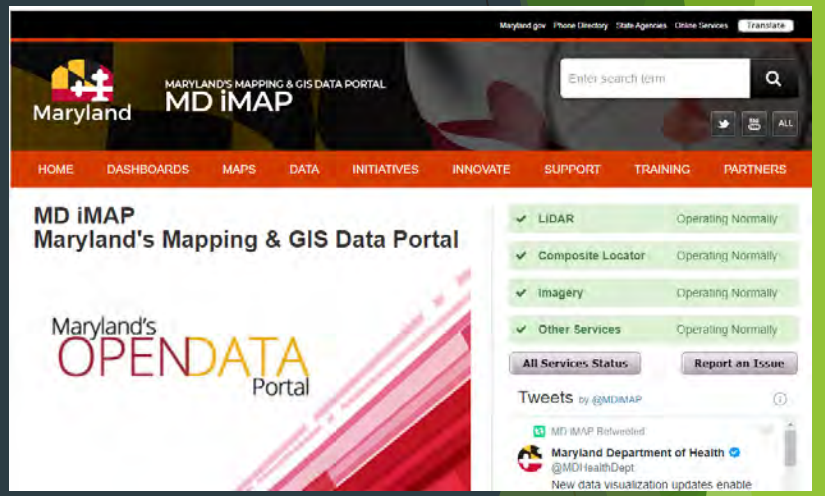
Why Update Now?

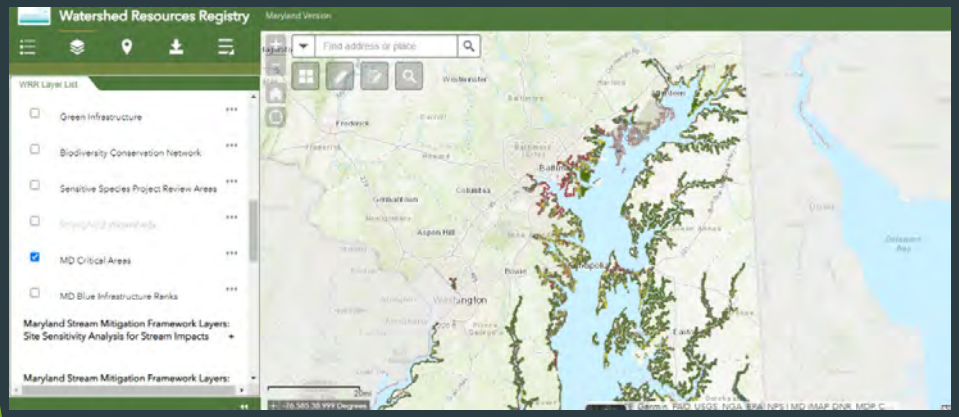


1972 State Tidal Wetlands Map – Flown in the 1960's

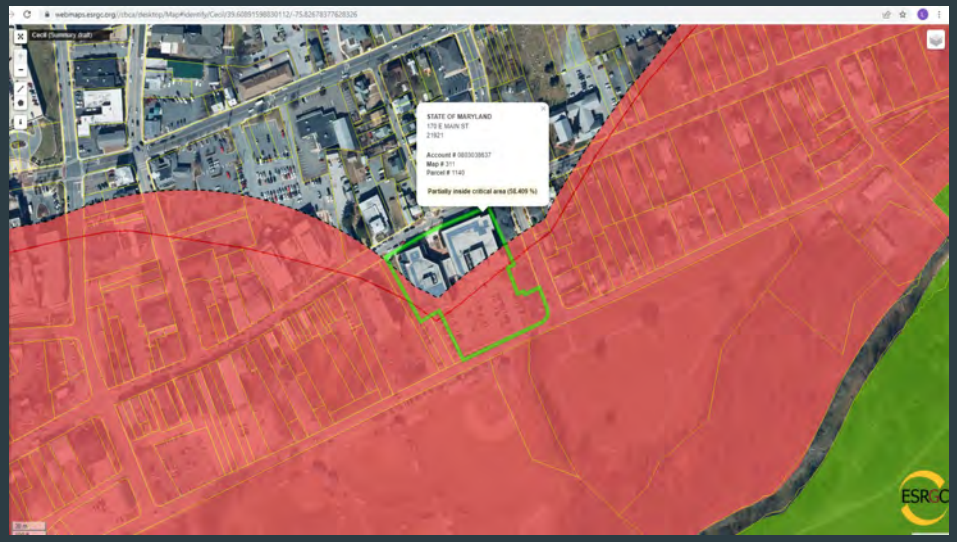
Why Update Now?







Notice To Affected Property Owners





STATE OF MARYLAND
CRITICAL AREA COMMISSION
CHESAPEAKE AND ATLANTIC COASTAL BAYS

HYROCK DUCK CLUB LLC
P.O. BOX 212
LEWES, DE 19958

April 26, 2023

RE: Critical Area Mapping Update Project
10674 ANDERSON ROAD, Tax Account ID# **2001000098**
Map: **0022**, Parcel: **0199**

Dear Property Owner:

You have received this notification because you own property in the Critical Area. Under direction from State law, the Critical Area Commission is working with local governments, including Somerset County, to update the Critical Area Boundary Map. The draft maps show that there is a change in the Critical Area boundary on your property.

The Critical Area is defined as those lands around the Chesapeake Bay and its tributaries that are measured 1,000 feet from the edge of tidal waters and tidal wetlands. Maryland established the Critical Area in 1984 to protect clean water and wildlife habitat, and effectively manage development near the shoreline in partnership with local government. State law directs an update to the Critical Area maps every 12 years to ensure they remain accurate.

The first set of updated draft maps has been prepared for Somerset County. Due to the proximity of your property to tidal waters and wetlands, the 1,000-foot boundary line in the updated map either newly includes your property in the Critical Area, or includes more of your property in the Critical Area.

The maps are now available to the public for your review and comment. To learn about the Critical Area Mapping Update Project or view your property using our interactive map, go to https://dnr.maryland.gov/criticalarea/Pages/map_update.aspx. Also, please see the list of Frequently Asked Questions that has been included with this letter. A public information meeting to show the draft maps and related supporting documentation will be held on:

Wednesday, May 17, 2023
6:00 p.m.
Somerset County Civic Center
11828 Crisfield Lane
Princess Anne, Maryland 21853

Mapping Update Project
April 26, 2023
Page 2

I encourage you to attend the public meeting, so that State and local government staff can assist you with reviewing the maps and understanding how your property has been affected. You may register for attendance at the public meeting at https://dnr.maryland.gov/criticalarea/Pages/map_update.aspx.

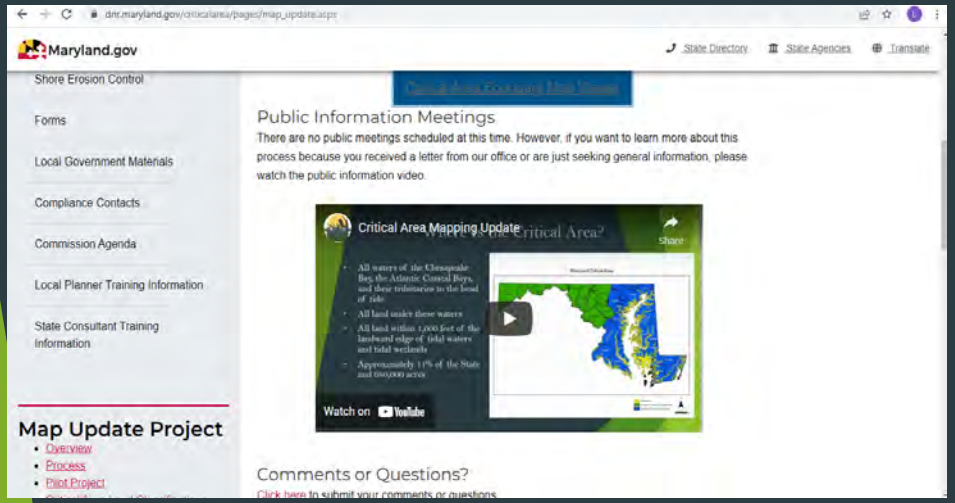
If you are unable to attend the meeting and would like additional information about the mapping update project, your property, or future opportunities for public participation in the map review process, please contact one of the following:

Mary Phillips / Somerset County / (410) 651-1424 / mphillips@somersetmd.us
Catherine Skeeter / Somerset County / (410) 651-1424 / cskeeter@somersetmd.us
Charly Sager / Somerset County / (410) 651-1424 / csager@somersetmd.us
Keith Lackie/ City of Crisfield / (410) 713-3464 / keith.lackie@maryland.gov
Bob Ciecenetti / Critical Area Commission / (410) 260-3460 / Bob.Ciecenetti@maryland.gov

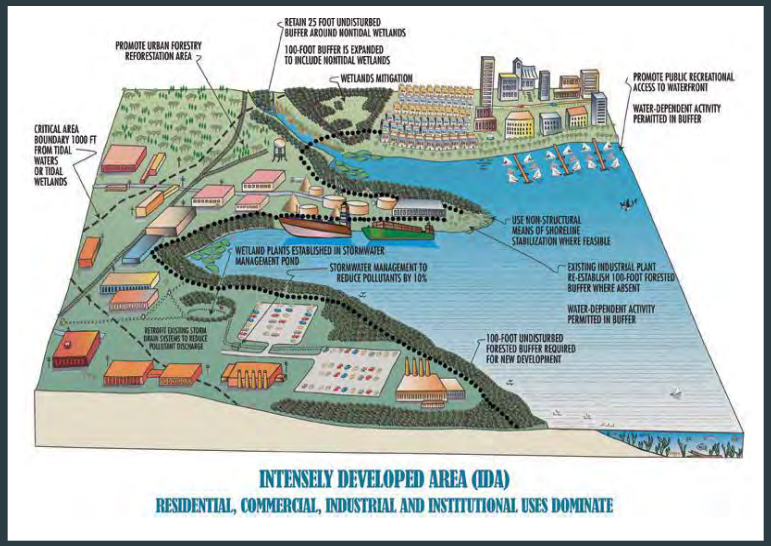
We look forward to the opportunity to discuss this important project with you.

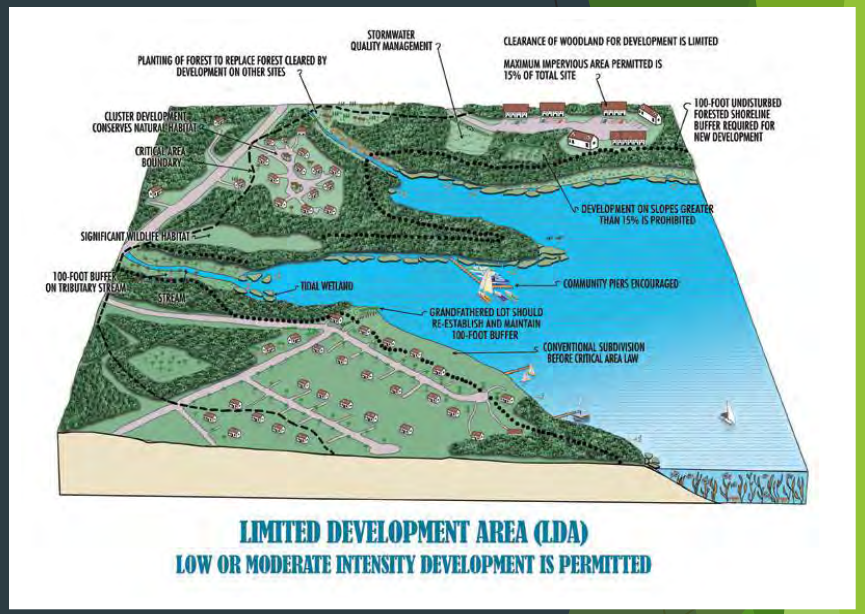
Sincerely,

Erik Fisher
Chair, Critical Area Commission
Chesapeake and Atlantic Coastal Bays



Critical Area Designations

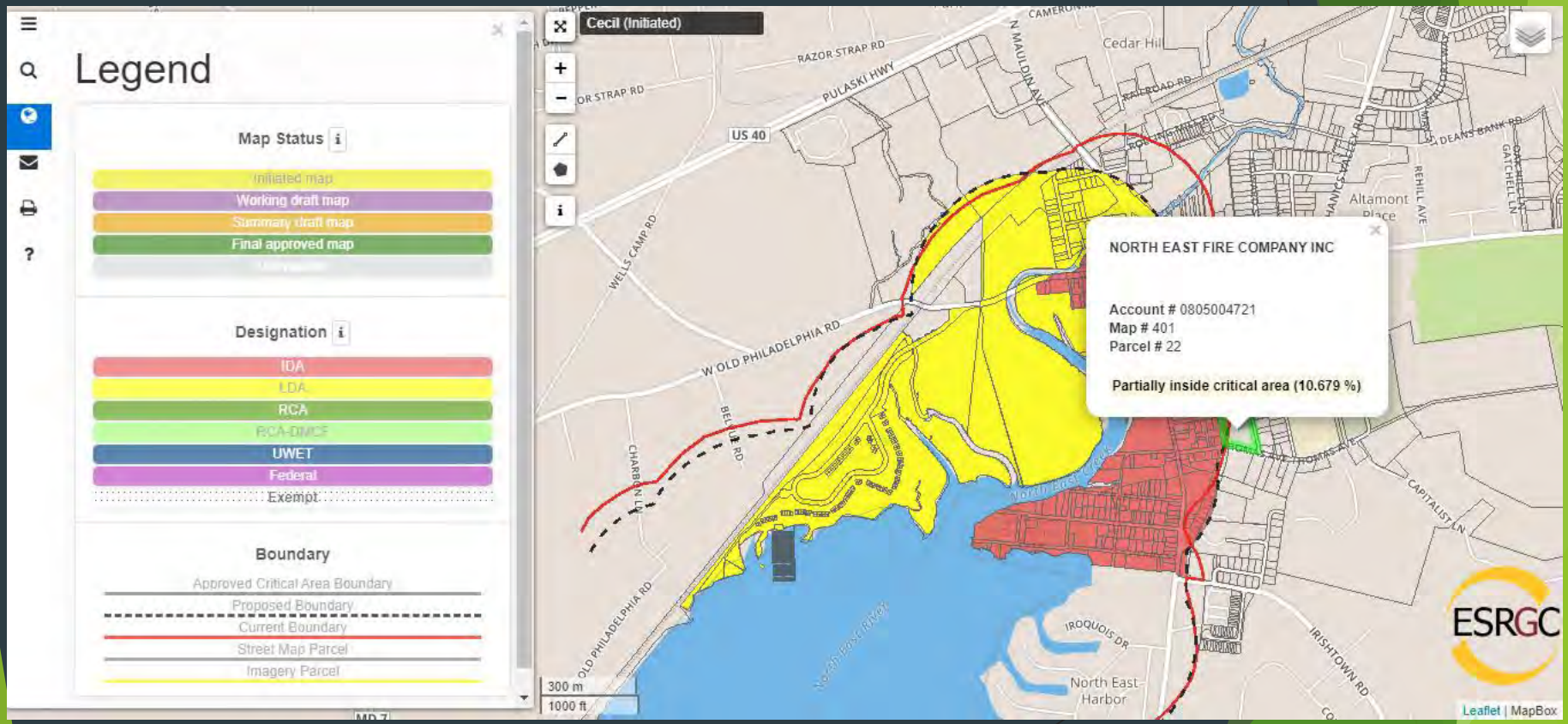






What Does this Mean for My Property?

- Future development or redevelopment is subject to the County's Critical Area requirements.



Critical Area Mapping Update Project



- Pilot Project
- Compile data sources
- Digitize shoreline, tidal wetlands, and the Critical Area
- Create web application
- Manage project

Mapping Process

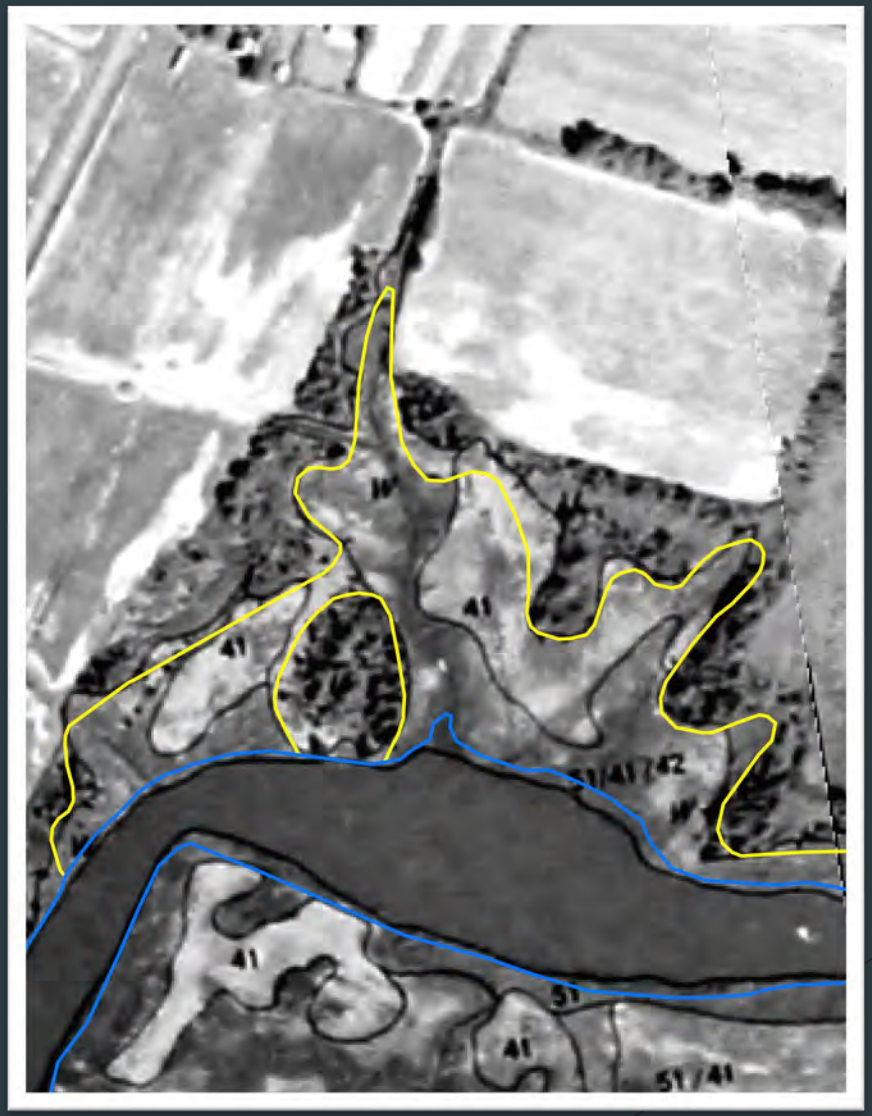
Digitize Shoreline/Wetlands

Factors to Consider:

- Consideration given to tree canopy / shadows
- Multiple data sources needed to confirm
- Location of water at time of image capture
- Vegetation patterns

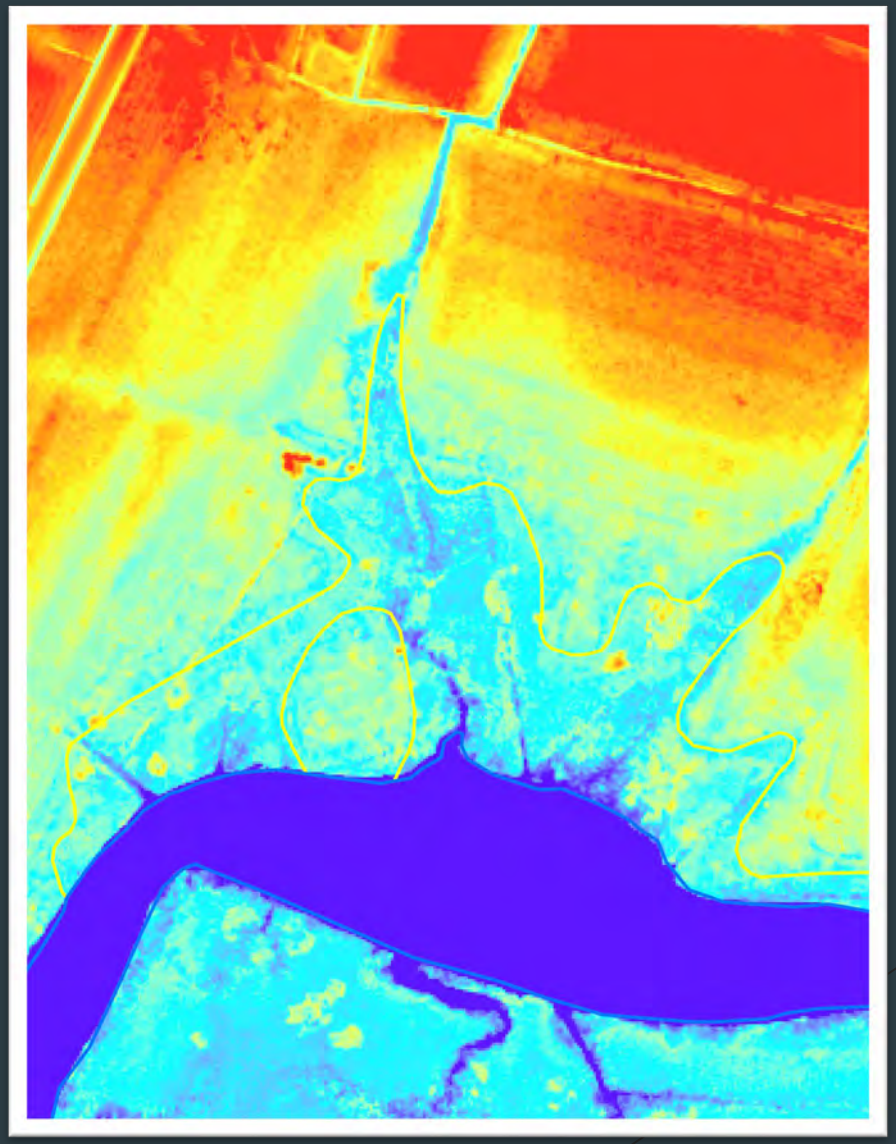


Mapping Process
Original Wetland Maps



Mapping Process

LiDAR

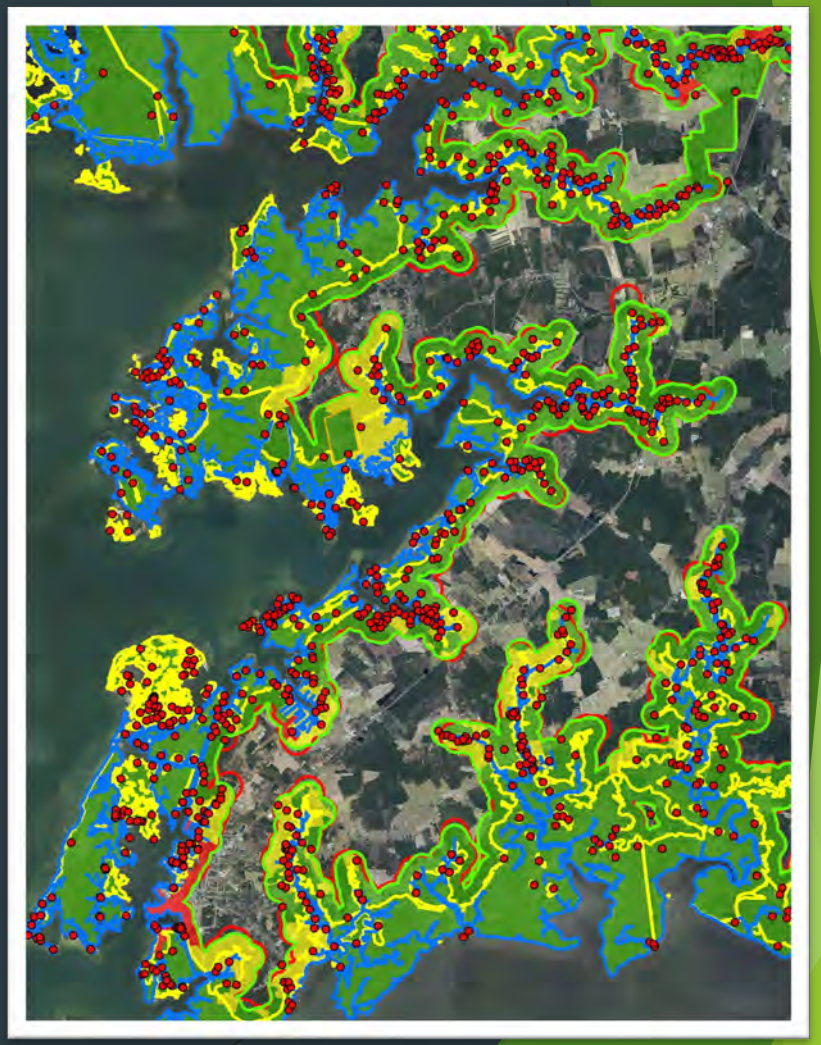


Mapping Process
Compare Critical Area



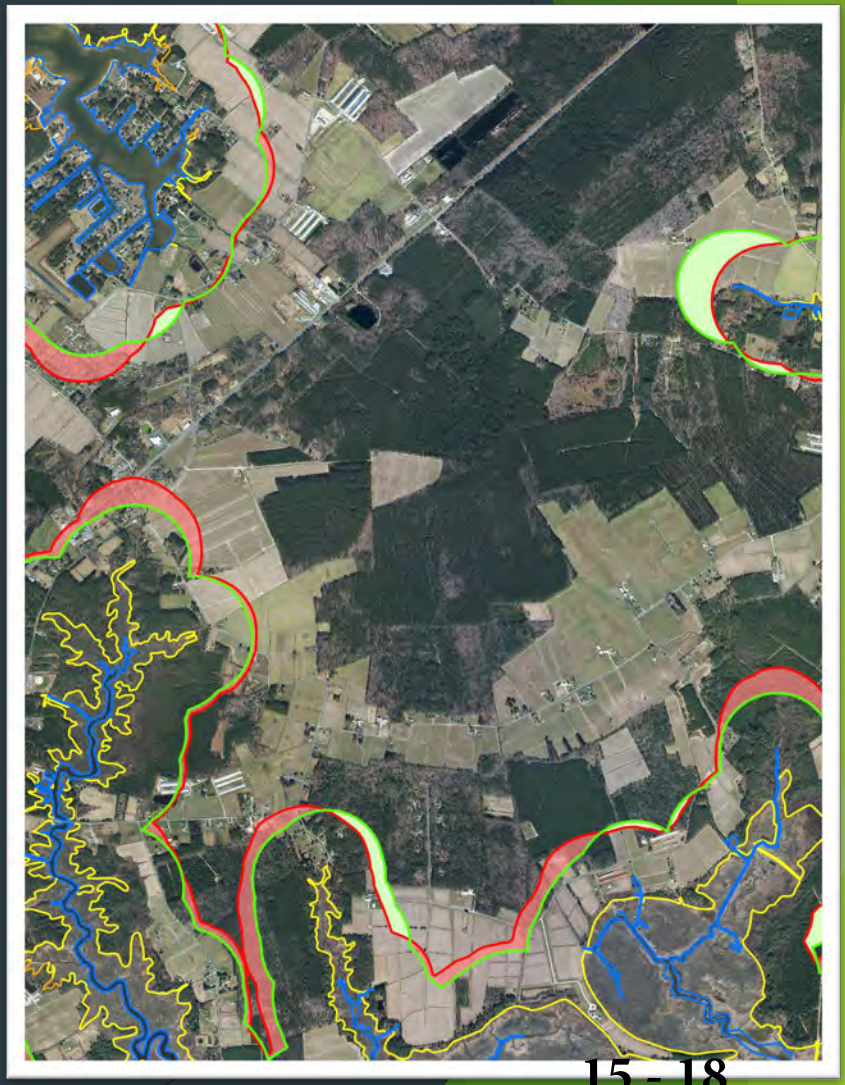
Mapping Process
Review Process

- Discrepancies, anomalies, inconsistencies identified by ESRGC, CAC, and local jurisdictions as review points
- Through web conference calls, review points are jointly analyzed
- Additional resources (permits, historical aerials, etc.) help resolve issues
- Multiple rounds of review
  - Shoreline/wetlands
  - Designations

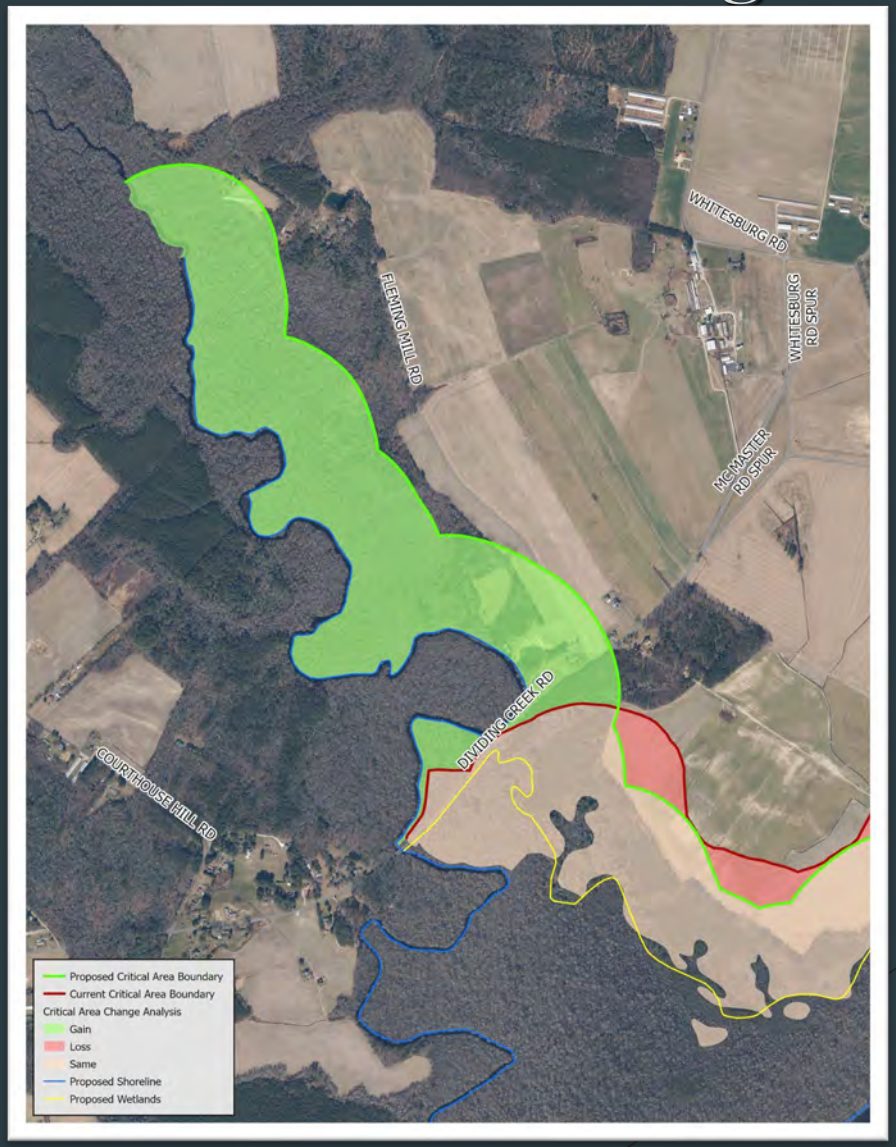


Mapping Process
Public Notification

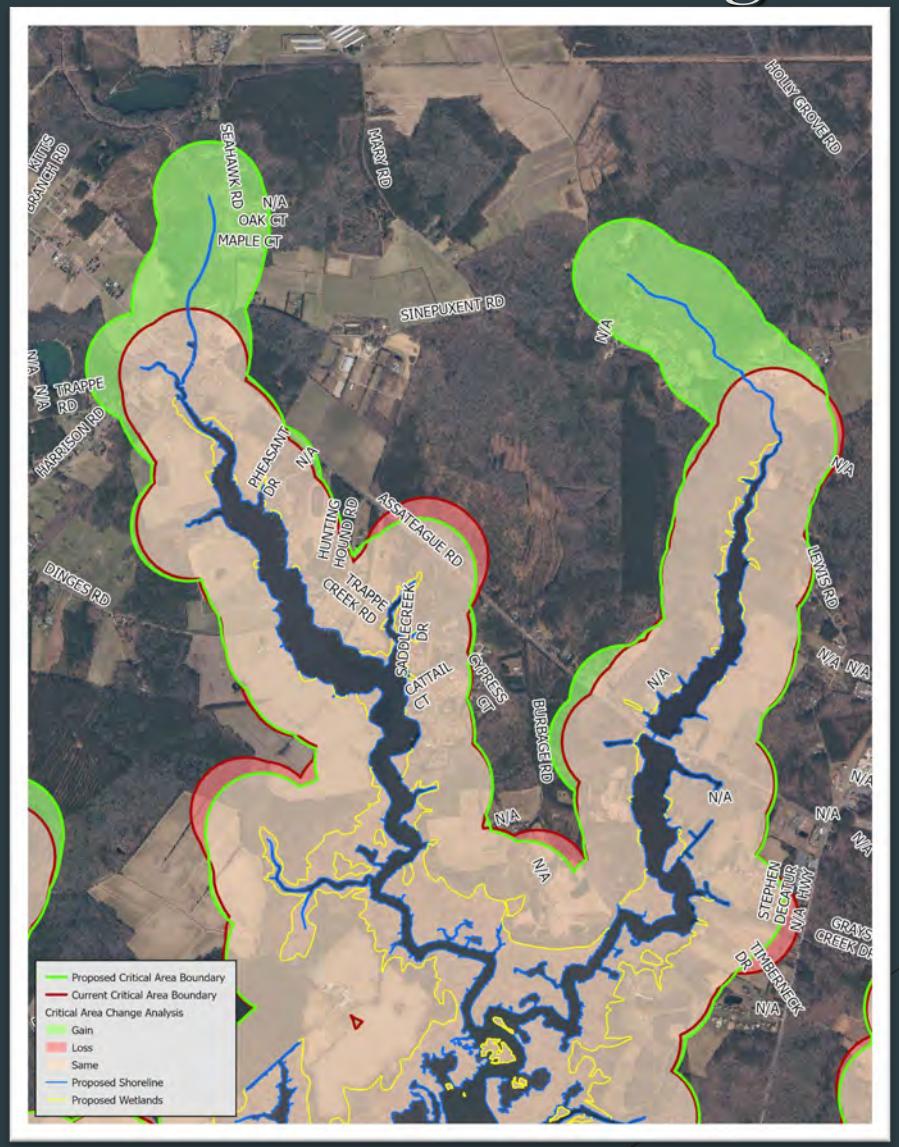
- Generate list of properties with increase
  - 1% or more
- Mail letters to property owners including:
  - Property map
  - Contact info
  - Link to Web Map
  - Public info meeting included



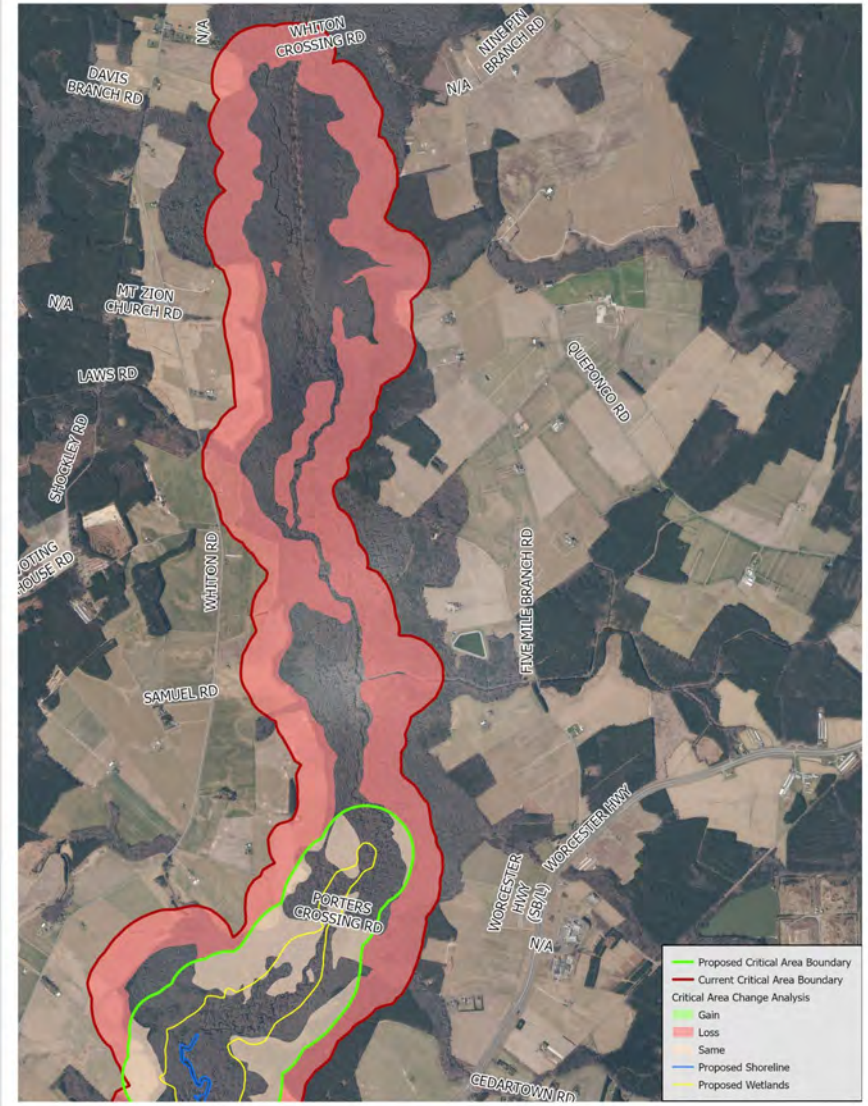
Mapping Process
Critical Area Change



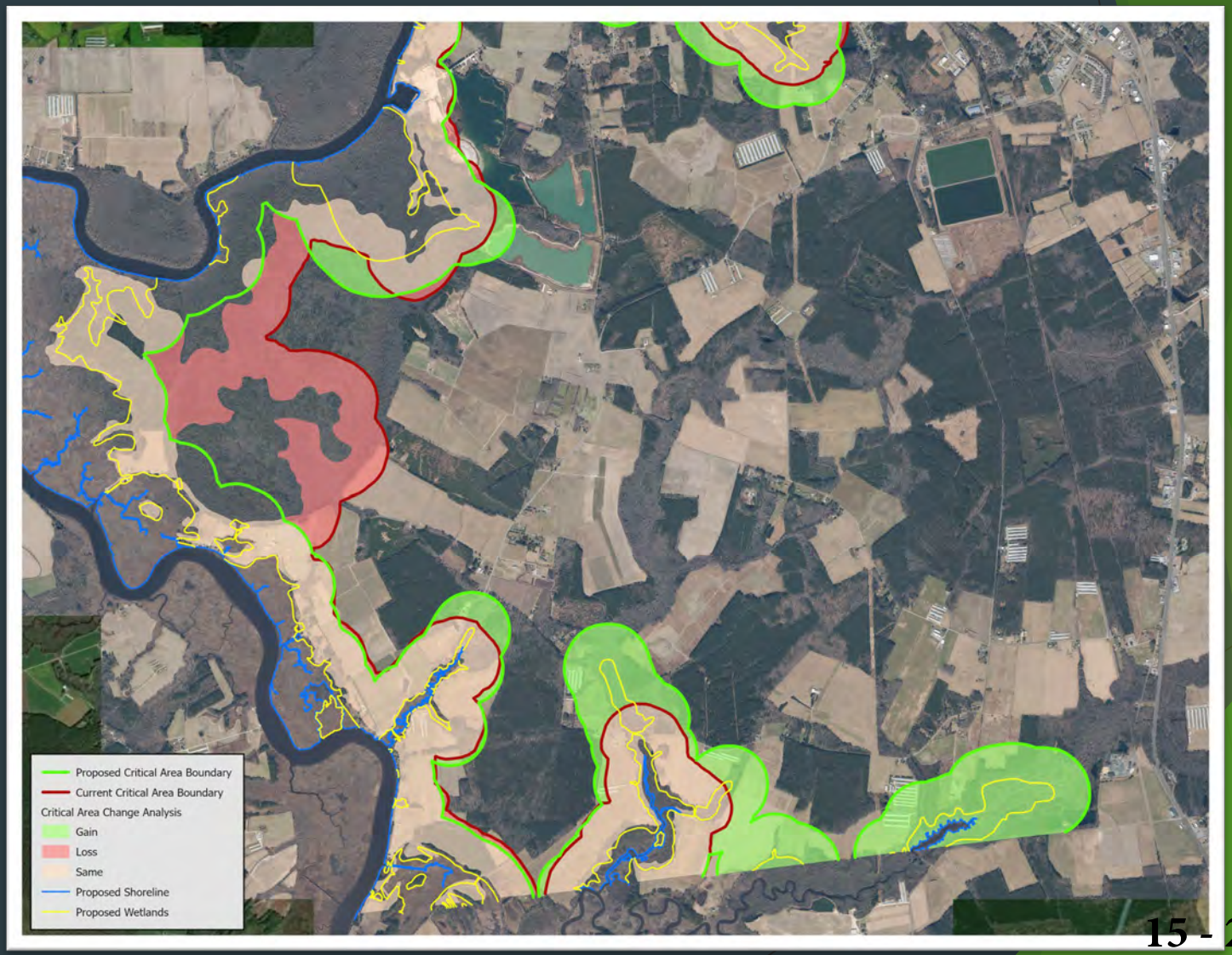
Mapping Process
Critical Area Change



Mapping Process
Critical Area Change



Mapping Process
Critical Area Change



Mapping Process
Change Analysis

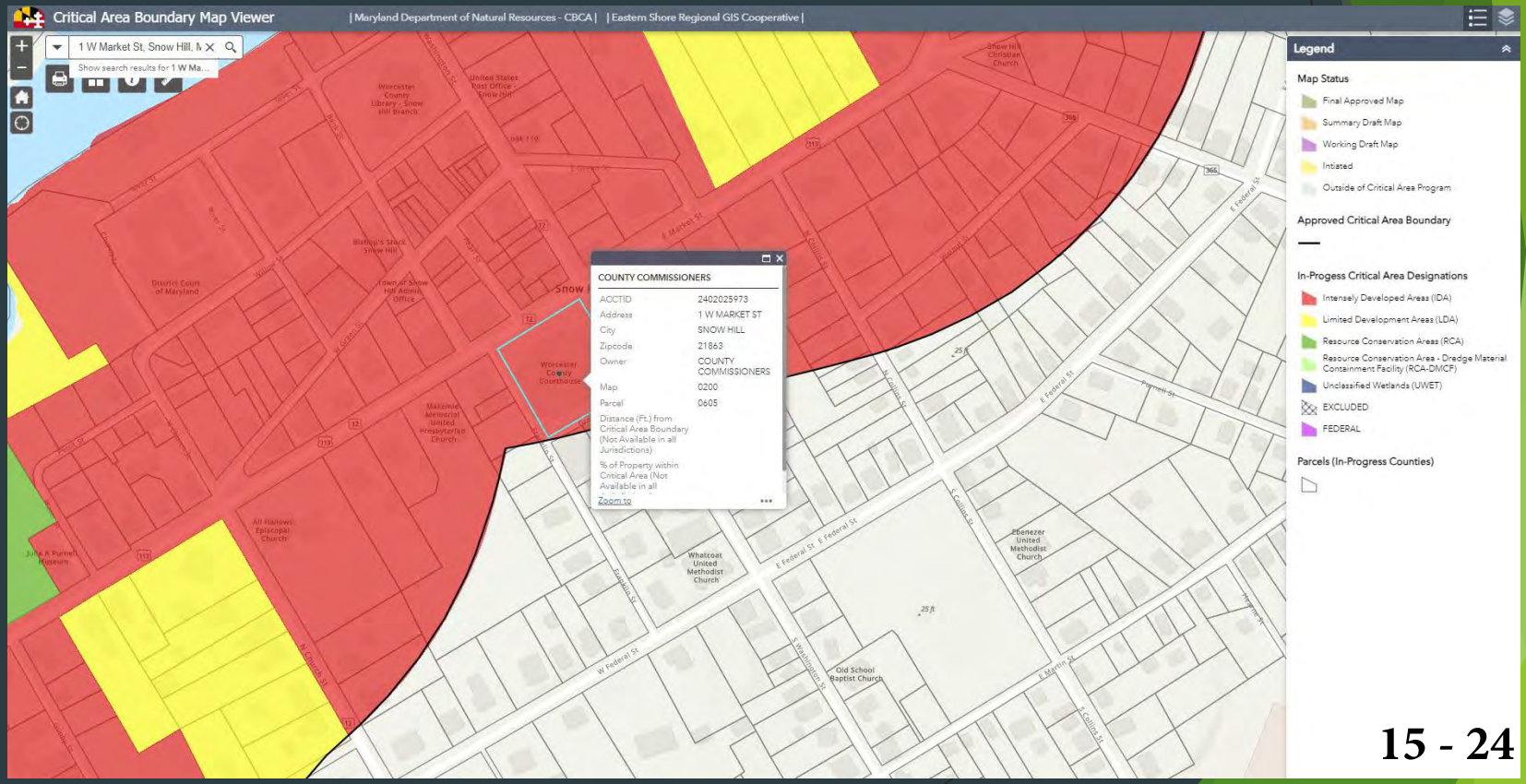
Total Critical Area (County)	57,294 acres
Chesapeake Total	14,927
Atlantic Total	42,366
Critical Area Gains	3,185
Chesapeake Total	1,921
Atlantic Total	1,264
Critical Area Losses	3,562
Chesapeake Total	2,605
Atlantic Total	957
Net Change	(-377)
Chesapeake Total	(-684)
Atlantic Total	307
Properties to be notified	994
Chesapeake Total	186
Atlantic Total	808

Mapping Process

Public Notification

Interactive Mapping Tool - allows the public to easily determine if their property is in the Critical Area

http://webmaps.esrgc.org/cbca/desktop/Map



Questions?

Critical Area Commission for the
Chesapeake and Atlantic Coastal Bays
1804 West Street, Suite 100
Annapolis, MD 21401
(410) 260-3460

Telephone: 410-632-1320

Fax: 410-632-3031

MD RELAY SERVICE:

1-800-735-2258

Worcester County Board of Elections
201 Belt Street, Suite C
Snow Hill, Maryland 21863-1320

TO: Worcester County Commissioners

FROM: Patricia Jackson, Election Director

DATE: October 11, 2024

You have approved $9,265 in our FY25 budget for a 1,330 square foot addition to our warehouse. After meeting with Royal Plus, the final cost of the warehouse addition is $19,565, for a difference of $10,300. I spoke with Terron Pinder, our Election Information Specialist, as he was the project manager for this endeavor and it seems he did not use the proper formula to calculate the total square footage costs of the addition.

Our future building site expenses will increase by $19,565 per year so I would need your approval to proceed with this addition.

If approved, the total project cost will be billed monthly for an additional $1,630.36 for the remaining 7 months in the FY25 budget (December through June). I would like to request approval from you to allow an over expenditure for the additional $2,147.52 for the FY25 budget year. (1630.36 x 7 months = $11,412.52 - $9265 already approved = $2,147.52).

I would also request a budget transfer from account 6550.170 Consulting Services in the amount of $3,000 to account 6550.170 Building Site Expenses.

I will be willing to meet with you at your next Commissioners Meeting to discuss these options. Thank you.

Terron Pinder -SBE- Tue, Jan 16, 10:58 AM (3 days ago)

to me

Patti,

This is what I came up with and it's based on the only lease I could find. It's out of date, so I don't know if we're month to month or there is a new lease. If there is a new lease then these numbers are not valid. Also, I've reached out to Danielle for a price, but I haven't heard back yet.

Current Space per Lease
4,131 sq ft
$2,278.08 paid on 15th of the month
$27,336.96 per year
$6.62 per sqft rounded

Proposed Extra Space
1,400 sq ft
$6.62 per sqft rounded
$9,264.52 per year
$772.04 per month

Terron Pinder
Election Program Specialist III
Worcester County Board of Elections
201 Belt St Suite C, Snow Hill, MD 21863
443-944-5732 mobile | preferred
410-632-1321 ext 105
terron.pinder@maryland.gov

From: Royal Plus

Hello and good afternoon!

I provide you with an update on our end.

- I will be reaching out today to our HVAC company regarding the existing units /high humidity problems.
- I reviewed your lease, and it looks like you pay $14.71 Per SF. Currently, you have 5,000 SF rental space. We would honor the same rental SF price.
- It looks like the proposed unit is 1330SF. $14.71SF x 1330SF= $19564.30 per year. This comes to $1630.36 per month and would be added to your lease. If you are in agreeance with, please let me know. It looks like the build out would take approximately two months.

Please do not hesitate to reach out to me with any questions or concerns.

I appreciate it.

TIMOTHY MULLIGAN
WARDEN

SHYTINA M. DRUMMOND
ASSISTANT WARDEN

Worcester County
Jail

P.O. BOX 189
SNOW HIILL, MARYLAND
21863
TEL: 410-632-1300
FAX: 410-632-3002

MEMORANDUM

TO: **Worcester County Commissioners**

FROM: **Timothy Mulligan**

DATE: **October 18, 2024**

RE: **Wellpath Over Expenditure**

I am submitting a request for an over expenditure on the contract renewal with Wellpath. We originally had $1,542,013 budgeted for the medical contract. The new annual cost of the contract will be $1,822,336. The contract will last for a term of one year from July 1, 2024, to June 30, 2025. We plan on having the additional revenue from the US Marshals cover the cost of the increase in the contract renewal.

Sincerely,

Timothy Mulligan, Warden

MARYLAND'S Coast WORCESTER COUNTY

Worcester County Recreation & Parks
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
Jacob Stephens, Deputy Director of Recreation & Parks
DATE: October 4, 2024
SUBJECT: Shell Mill Boat Landing – Pilot Program

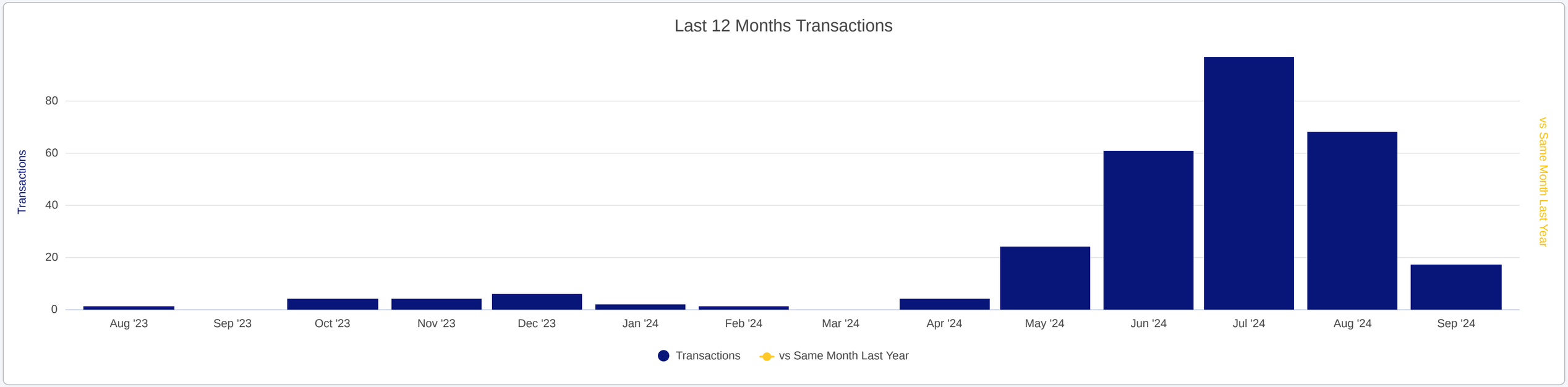
The one-year pilot program at Shell Mill Boat Landing, charging out-of-state patrons to park utilizing the ParkMobile parking system, concluded on September 30, 2024.

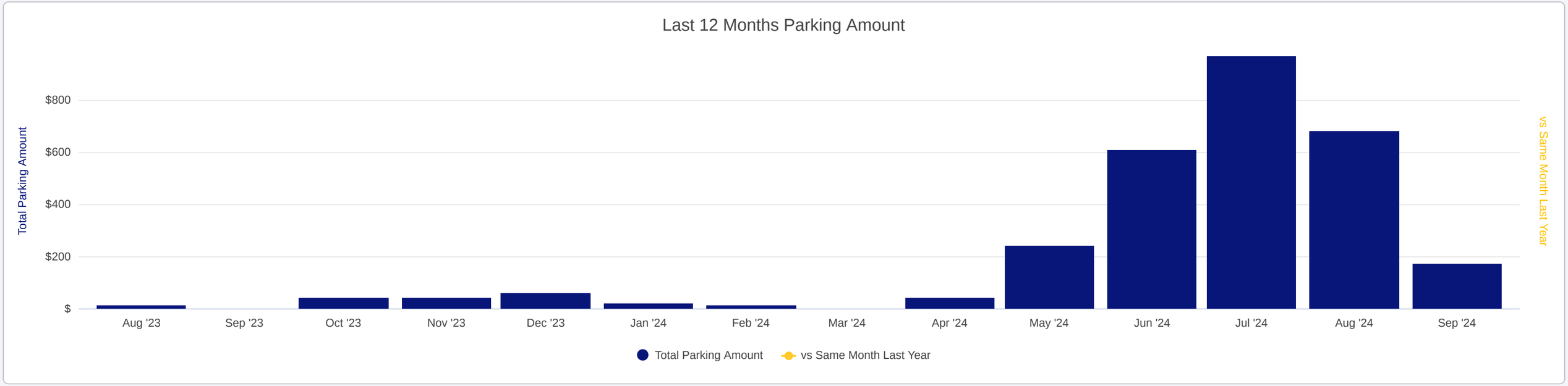
The ParkMobile was completely installed, along with signage in October 2023. In one year, the county generated $2,890 in additional revenue, having two hundred eighty-nine separate transactions. This includes a single transaction in August 2023 that occurred before formal signage was installed, requiring out-of-state users to pay. This program charged out-of-state patrons of fee of $10 per parking spot, per day. This fee is for all vehicles parking in the lot that do not have a Maryland License plate fixed to the vehicle.

The pilot program was approved in February 2023 which would allow our Department the ability to evaluate and accurately assess the implementation of paid parking at our County Boat ramps. We are asking the Commissioners to consider continuing this program, at the least, permanently at the Shell Mill Boat Landing location. Shell Mill, situated close to the Delaware border, experiences a higher out-of-state use than other boat landings.

cc: Jacob Stephens, Deputy Director

Attachments: Performance Chart – Year 1


Last 12 Months Transactions
Transactions
vs Same Month Last Year
80
60
40
20
0
Aug '23
Sep '23
Oct '23
Nov '23
Dec '23
Jan '24
Feb '24
Mar '24
Apr '24
May '24
Jun '24
Jul '24
Aug '24
Sep '24
Transactions
vs Same Month Last Year


Last 12 Months Parking Amount
Total Parking Amount
vs Same Month Last Year
$800
$600
$400
$200
$
Aug '23
Sep '23
Oct '23
Nov '23
Dec '23
Jan '24
Feb '24
Mar '24
Apr '24
May '24
Jun '24
Jul '24
Aug '24
Sep '24
Total Parking Amount
vs Same Month Last Year

MARYLAND'S Coast
WORCESTER COUNTY

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: November 6, 2024
RE: Request to Contract – New Pocomoke Library Construction

Attached for your review and approval is the Guaranteed Maximum Price (GMP) proposal for the Worcester County Library - Pocomoke Branch project. Keller Brothers was hired as the Construction Manager at Risk (CMAR) on January 16, 2024. The total proposed GMP amount is $8,394,544. In addition to the GMP proposal from Keller there are two proposals attached for third party testing and inspections (Quality Control) and MEP commissioning in the amount of $26,195 and $19,000.

The Construction Manager at Risk is a delivery method which entails a commitment by the Construction Manager (CM) to deliver the project within a Guaranteed Maximum Price which is based on the construction documents and specifications at the time of the GMP. The CMAR provides professional services and acts as a consultant to the owner in the design development and construction phases. In addition to acting in the owner's interest, the CMAR must manage and control construction costs to not exceed the GMP because contractually any costs exceeding the GMP that are not owner requested and approved change orders are the financial liability of the CMAR.

The state has approved a $3.99 million grant which requires a 100% county match. The additional funding for the project is being requested in the FY24 assigned fund balance.

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

October 29, 2024

Sent via e-mail to: nrice@co.worcester.md.us

Nicholas W. Rice, Procurement Officer
Worcester County, Office of County Commissioners
1 West Market Street, Room 1103
Snow Hill, Maryland 21863

RE: Worcester County Library – Pocomoke Branch
Construction Management at Risk Services – GMP Proposal

Mr. Rice,

Keller Construction Management, a Division of Keller Brothers Inc., ("Keller") is pleased to submit to Worcester County, this Guaranteed Maximum Price (GMP) proposal for the Worcester County Library - Pocomoke Branch project. At this time, Keller's preconstruction service phase prior to execution of the Contract Amendment is complete and the project has been bid to subcontractors. For the basis of this GMP proposal, the Contract is based on the requirements set forth within the AIA A133 – Standard Form of Agreement Between Owner and Construction Manager as Constructor ("Contract"). It is further based on the Bid Set Drawings and Project Manual / Specifications developed by The Design Group and dated August 28, 2024, including six (6) addenda generated by Keller.

Basis of GMP Proposal - List of GMP Proposal Documents:
The GMP Price Proposal is based on the following documents and clarifications, assumptions, and deviations from the Owner's criteria as detailed below:

- BID SET DRAWINGS issued August 28, 2024 and updated by addendum
- BID PROJECT MANUAL / SPECIFICATIONS issued August 28, 2024, and updated by addendum
- Addendum 1 dated September 12, 2024
- Addendum 2 dated September 16, 2024
- Addendum 3 dated September 23, 2024
- Addendum 4 dated September 25, 2024
- Addendum 5 dated September 26, 2024
- Addendum 6 dated October 2, 2024
- Bid Proposal results received by Keller and follow-up scope review meetings with subcontractors

Project Background
On January 16, 2024, Keller was issued a Notice of Award from Worcester County in the amount of $39,900 to conduct preconstruction services for this project. This award was based on Keller's proposal responding to the associated Worcester County RFP dated November 29, 2023. Keller began immediately, starting with a kickoff meeting with Worcester County staff as well as the design team, held at the Berlin branch of the Worcester County Library. A site walkthrough was held after the meeting in order for Keller to gather tangible information regarding the design intent, as the Berlin branch was designed by The Design Group as well.

Keller collaborated with Worcester County and The Design Group throughout the preconstruction phase, providing professional cost, schedule, and constructability deliverables at specific design milestones, as well as a comprehensive and collaborative value engineering (VE) exercise prior to bidding. Additionally, Keller has spearheaded efforts with local permitting agencies as well as state agencies typically involved in procurement activities for projects subject to state funding. The issuance of this GMP proposal represents the conclusion of the preconstruction phase and upon approval, Keller is prepared to mobilize and manage this project through the construction phase.

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KELLER CONSTRUCTION MANAGEMENT WE FOCUS ON YOU

Bid Process & Results

On September 4, 2024, Keller issued a bid invitation and qualification form to subcontractors for the above referenced project. Keller organized the work into contract bid packages defined by detailed scopes of work included within the contract documents.

During the bid period, addenda 1-6 were issued. Keller evaluated all bids received and performed scope reviews with select apparent low bidders. The GMP proposal is based on the bid results that have been inserted into the attached GMP cost summary. The GMP proposal assumes Keller will successfully execute subcontracts with the proposed subcontract awardees that Keller has deemed to provide the best value option to Worcester County. A table of the subcontractor trade packages that apply to this project, as well as the proposed subcontractor for each package, is shown below.

CONTRACT BID PACKAGE	DESCRIPTION	PROPOSED SUBCONTRACTOR
01A	Building Envelope Testing	Sustainable Building Partners
02A	Earthwork & Utilities	Reynolds Excavating, Inc.
12B	Field Engineering	George E. Young, III, PC
02F	Landscaping	JND
03A	Concrete	The Bartley Corp
04A	Masonry	Diamond State Masonry
05A	Metals	Custom Welding & Fabricating
06A	General Carpentry	Above All Construction, LLC
07A	Weather Barrier – Air Barrier	Summit Insulation
07A	Weather Barrier – Cellulose Insulation	Accurate Insulation, LLC
07C	Roofing	Above All Construction, LLC
08A	Doors-Furnish Only	Salisbury Door and Hardware, Inc.
08B	Fiberglass Windows- Furnish Only	Pella Mid-Atlantic
08C	Storefront/Windows/Glazing	*Included with 08A*
09A	Framing/Drywall/Ceilings	C&C Drywall Contractors North, Inc.
09B	Ceramic Tile	East Coast Tile Contractors, Inc.
09D	Resilient Flooring	*Included with 09B*
09E	Painting	True Colors, LLC
10A	Specialties	Salisbury Specialties
10B	Signage	DUO Signage + Graphics
11A	Residential Appliances	Keller
12A	Casework	Cabinetry Unlimited
12A	Millwork	Above All Construction, LLC
12B	Window Shades	B&G Blinds LLC
21A	Fire Suppression	Bear Industries, Inc.
22A-23A	Plumbing, HVAC, Controls	Hancock & Son
26A	Electrical	TBD

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Guaranteed Maximum Price (GMP)
Please reference the attached GMP cost summary spreadsheet for a detailed list of work included. The GMP includes:

- Cost of the Work organized into contract bid packages as described above
- All work as assigned to the contract bid package scopes
- General Conditions
- Performance and Payment Bond/Insurance
- Construction Manager's Fee
- Construction Contingency
- Allowances
- Alternates recommended for acceptance

The proposed GMP amount is *$8,394,544*

Clarifications, Assumptions, Exclusions, and Deviations
A list of the Construction Manager's clarifications, assumptions, exclusions, and deviations are as follows:

1. A sanitary lift station, including associated electrical components, as discussed during the bid period, is hereby included as a $50,000 allowance. Preliminary cost estimates for this work have been received from our subcontractors, but the bid documents show gravity fed sanitary pipe and connections.

2. Costs/fees associated with permit applications and/or additional work required due to permit/plan review comments are excluded. It is Keller's understanding that Worcester County will directly pay for all permit fees with the exception of trade permit fees. Approved Erosion and Sediment Control (ESC) drawings are in hand and the City of Pocomoke's third party inspection agency has approved the bid documents.

3. The Maryland State Highway Administration (SHA) provided review comments near the conclusion of the bid period and an allowance is included below to account for work related to these specific comments.

4. The automatic irrigation system described on Sheet L-101 is excluded, as it is not desired by Worcester County.

5. Costs associated with utility service required to accommodate the new building are excluded. This proposal assumes that Worcester County will directly pay all service/connection fees related to new service including but not limited to, fiber optic, communications, electric, gas, and water/sewer.

6. Keller will coordinate, with the Owner, the careful and selective removal of the two existing trees identified within the bid documents to accommodate the needs of the Owner's third party woodworking firm. Additionally, Keller will coordinate specific removal and reinstallation requirements of the two (2) time capsules currently on site.

7. Per discussions with the Owner and design team, construction of the children's porch/walkway/gazebo, as shown within the bid documents, is not included in the GMP proposal. The design details are not developed enough to accurately price this scope. An allowance could be carried for this item if desired.

8. There are several items excluded from this GMP proposal as they are outside of Keller's scope of work. It is anticipated that these items will be directly contracted by Worcester County via other means. These items, and their estimated cost, include but are not limited to:

a.	Third party testing and inspections (Quality Control)	$26,195
b.	Commissioning	$19,000
c.	Permit Fees	$25,000
d.	Installation/Relocation of Underground Electrical Facilities	$11,120

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Allowances
This GMP proposal includes the following allowances:

Lift Station	$50,000
Final Cleaning	$10,700
Casework Elaboration	$35,000
Unit Price Utilization	$30,000
Rooftop Equipment Screen	$15,000
State Highway Administration (SHA) Comments	$10,000
Water Meter	$4,000

Allowances will be managed in accordance with the contract. Any unused portions of scheduled GMP allowances will be 100% returned to the Owner.

Contingencies
This GMP proposal includes the following contingencies:

Construction Contingency $125,000

Contingencies will be managed at the discretion of the Construction Manager. Unused portions of these contingencies will be reflected in contract amount adjustments executed after final completion and will be shared between Owner (70%) and Construction Manager (30%). These shared savings allocations are proposed as a mutually agreeable method to manage contingency funds and to ensure their efficient utilization.

Alternates
Keller, in conjunction with Worcester County and The Design Group, identified specific alternate requests that were included in the bid documents. Some of these requests were the result of options approved during the value engineering process. **Alternates marked with a "YES" represent alternates that Keller is recommending for acceptance and are therefore included in the proposed GMP amount above.** These recommendations are presented with prioritization of the project budget in mind.

Add Alternate 1 **YES**	Metal Stud Wall Framing in lieu of (ILO) Wood ($83,779)*	*Metal stud wall framing ILO wood provides a cost savings
Add Alternate 2	Two Year Warranty $49,828	
Add Alternate 3	Metal Roof ILO Asphalt Shingles $176,642	
Add Alternate 4	Metal Panels ILO Fiber Cement Battened Siding $93,578	
Add Alternate 5 **YES**	Full New Sidewalks $33,646	
Add Alternate 6 **YES**	Sod ILO Planted Grass Seed $10,028	
Add Alternate 7 **YES**	ATC System by Modern Controls $0	
Add Alternate 8 **YES**	Square D Company Electrical Gear $21,029	

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Add Alternate 9	PVC Jacketing $45,002
Add Alternate 10	Lightning Protection System $78,858
Add Alternate 11	Lighting Control System $52,572

Unit Prices
Keller, in conjunction with Worcester County and The Design Group, identified specific unit prices that can be utilized if change order work is identified and warranted. A specific allowance for unit price work has been included in this GMP proposal, per Worcester County request.

Compensation Method
The compensation method for the GMP amount is proposed to be in monthly progress payments per Article 11 of the Contract. General Conditions are proposed as a lump sum and will be billed in equal increments throughout the project's construction duration.

Schedule and Completion Dates
With the exception of substantial completion date(s), information shown is subject to revision by the Owner and Construction Manager. A copy of the construction schedule, as issued with the bid documents, is attached for reference.

On-Site Mobilization	November 2024
Substantial Completion	December 2025

Minority Business Enterprise (MBE) Participation and Maryland DLLR Prevailing Wages
MBE goals and subgoals are not applicable to this project. Documentation with the Maryland Governor's Office of Small, Minority & Women Business Affairs (GOSBA), specific to this project, is on file.

Maryland Department of Labor, Licensing, and Regulation (DLLR) Prevailing Wages are applicable to this project and applicable wage and fringe data was included in the bid documents. Subcontractors will be required to adhere to these requirements at minimum.

It is anticipated and understood that **Keller will receive a Notice of Award no later than November 7, 2024.**

Keller appreciates the opportunity to work with Worcester County on this exciting project. Please feel free to contact me or our other project team members if you have any questions or require additional information to assist in your review of this GMP proposal. I can be reached by telephone at 301-370-6212 (cell) or by email at thamilton@kellerbrothers.com.

Sincerely,

Thomas Hamilton, LEED AP
Executive Vice President

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Worcester County Library - Pocomoke Branch
Pocomoke City, MD
GMP Cost Summary **10/29/2024**

A Project for
Worcester County, MD

#	Bid Package Description	Bid Amount	
01A	Building Envelope Testing	$24,100	Sustainable Building Partners
02A	Earthwork, Exterior Improvements & Utilities	$931,800	Reynolds Excavating, Inc.
02B	Field Engineering	$48,675	George E Young, III, PC
02F	Landscaping	$24,967	JND
03A	Concrete	$232,064	The Bartley Corp
04A	Masonry	$370,500	Diamond State Masonry
05A	Metals	$50,068	Custom Welding & Fabricating
06A	General Carpentry	$794,000	Above All Construction, LLC
07A	Weather Barrier - Air Barrier	$119,750	Summit Insulation
07A	Weather Barrier - Cellulose Insulation	$69,206	Accurate Insulation, LLC
07C	Roofing	$669,275	Above All Construction, LLC
08A	Doors Furnish Only	$139,980	Salisbury Door and Hardware, Inc.
08B	Fiberglass Windows - Furnish Only	$90,850	Pella Mid-Atlantic
08C	Storefront/Windows/Glazing	$0	*Included with 08A*
09A	Framing/Drywall/Ceilings	$370,629	C&C Drywall Contractors North, Inc.
09B	Ceramic Tile	$152,000	East Coast Tile Contractors, Inc.
09D	Resilient Flooring/Base/Carpet	$0	*Included with 09B*
09E	Painting	$40,700	True Colors, LLC
10A	Specialties	$77,000	Salisbury Specialties
10B	Signage	$15,224	DUO Signage + Graphics
11A	Residential Appliances	$6,000	Keller
12A	Casework	$40,750	Cabinetry Unlimited
12A	Millwork	$188,000	Above All Construction, LLC
12B	Window Shades	$7,700	B&G Blinds LLC
21A	Fire Suppression	$152,150	Bear Industries, Inc.
2A & 23	Plumbing/HVAC	$1,419,000	Hancock & Son
26A	Electrical	$1,136,095	TBD
	Trade Packages Subtotal		**$7,170,483**
	Construction Manager's General Conditions (Inclusive of Staffing)	$550,136	
	Construction Contingency	$125,000	
	Bonds and Insurances	$86,302	
	CM Fee	$297,000	
	Total - Base Bid		**$8,228,921**
	Allowance Schedule		
	Lift Station	$50,000	
	Final Cleaning	$10,700	
	Casework Elaboration	$35,000	
	Unit Price Utilization	$30,000	
	Rooftop Equipment Screen	$15,000	
	SHA Comments	$10,000	
	Water Meter	$4,000	
	Total - Base Bid + Allowances		**$8,413,621**
Alternate 001	Metal Stud Framing ILO Wood	-$83,779	*ACCEPT*
Alternate 002	Two Year Warranty	$49,828	
Alternate 003	Metal Roof ILO Asphalt Shingles	$176,642	

Alternate 004	Metal Panels ILO Fiber Cement Battened Siding	$93,578	
Alternate 005	Full New Sidewalks	$33,646	*ACCEPT*
Alternate 006	Sod ILO Planted Grass Seed	$10,028	*ACCEPT*
Alternate 007	ATC System by Modern Controls	$0	*ACCEPT*
Alternate 008	Square D Company Electrical Gear	$21,029	*ACCEPT*
Alternate 009	PVC Jacketing	$45,002	
Alternate 010	Lightning Protection Systems	$78,858	
Alternate 011	Lighting Control System	$52,572	

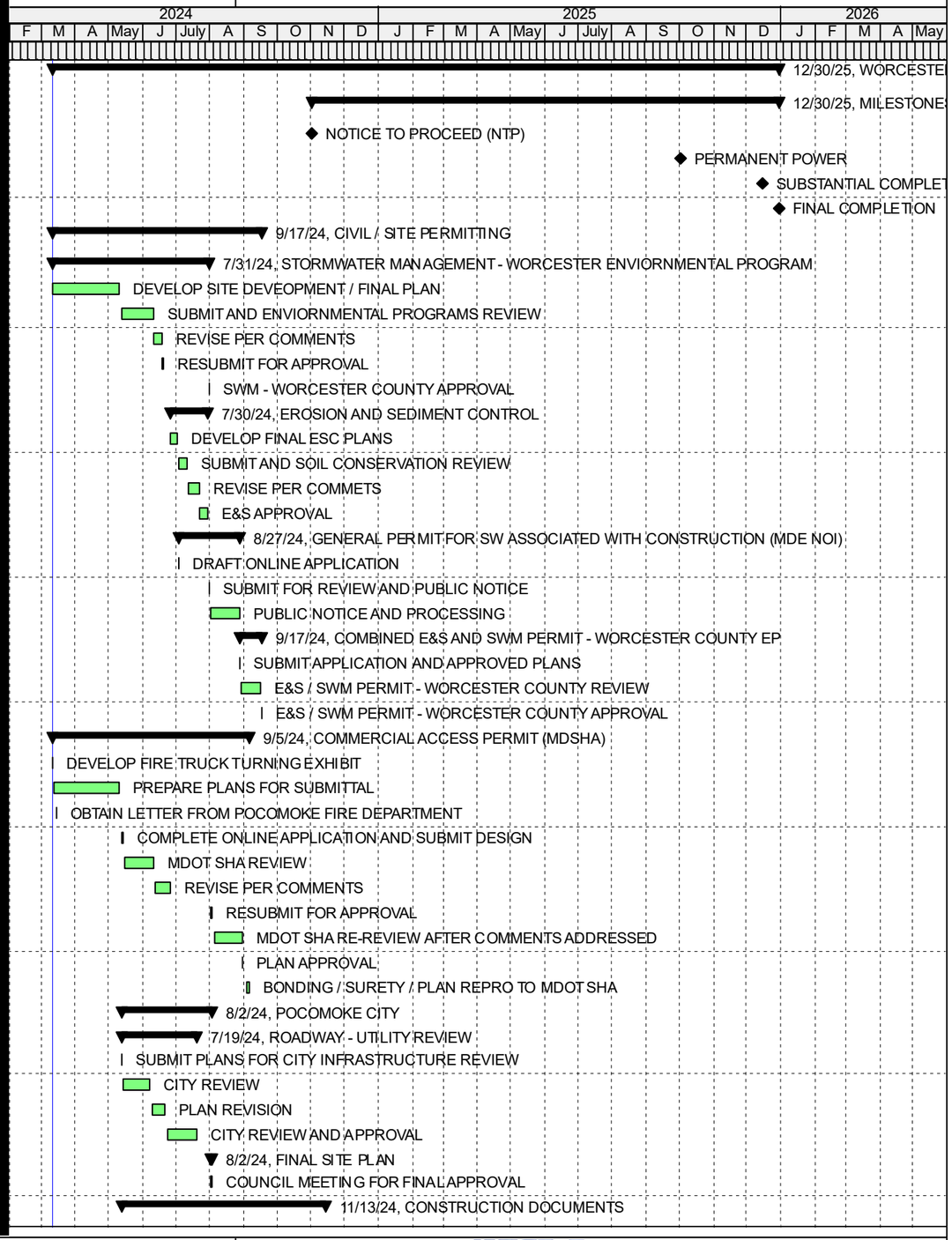
PROPOSED GMP CONTRACT AMOUNT	**$8,394,544**

Unit Price Schedule

Unit Price 1	Undercut Unsuitable Soil	$55.00	/CY
Unit Price 2	Cement Subgrade Stabilization	$33.00	/SY
Unit Price 3	Undercut Footing Excavation	$176.00	/CY
Unit Price 4	Place Tensar Geo-Grid (Tensar TX-140)	$3.30	/SY
Unit Price 5	Place GABC over Geo-Grid	$77.00	/Ton

POCOMOKE-BLREVA WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH — APX A - ALL AC — Data Date: 3/11/24 Print Date:8/9/24 15:19

Activity ID	Activity Name	Orig Duration	Rem Duration	Start	Finish
WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH		459	459	3/11/24	12/30/25
MILESTONES		425	425	11/1/24	12/30/25
MS-NTP	NOTICE TO PROCEED (NTP)	0	0	11/1/24	
MS-PP	PERMANENT POWER	0	0		10/2/25
MS-SC	SUBSTANTIAL COMPLETION	0	0		12/15/25
MS-FC	FINAL COMPLETION	0	0		12/30/25
CIVIL / SITE PERMITTING		134	134	3/11/24	9/17/24
STORMWATER MANAGEMENT - WORCESTER ENVIORNMENTAL PROGRAM		101	101	3/11/24	7/31/24
CS-PERM-1000	DEVELOP SITE DEVEOPMENT / FINAL PLAN	45	45	3/11/24	5/10/24
CS-PERM-1010	SUBMIT AND ENVIORNMENTAL PROGRAMS REVIEW	20	20	5/13/24	6/10/24
CS-PERM-1020	REVISE PER COMMENTS	6	6	6/11/24	6/18/24
CS-PERM-1030	RESUBMIT FOR APPROVAL	1	1	6/19/24	6/19/24
CS-PERM-1040	SWM - WORCESTER COUNTY APPROVAL	1	1	7/31/24	7/31/24
EROSION AND SEDIMENT CONTROL		24	24	6/26/24	7/30/24
CS-PERM-1050	DEVELOP FINAL ESC PLANS	5	5	6/26/24	7/2/24
CS-PERM-1060	SUBMIT AND SOIL CONSERVATION REVIEW	6	6	7/3/24	7/11/24
CS-PERM-1070	REVISE PER COMMETS	7	7	7/12/24	7/22/24
CS-PERM-1080	E&S APPROVAL	6	6	7/23/24	7/30/24
GENERAL PERMIT FOR SW ASSOCIATED WITH CONSTRUCTION (MDE NOI)		39	39	7/3/24	8/27/24
CS-PERM-1090	DRAFT ONLINE APPLICATION	1	1	7/3/24	7/3/24
CS-PERM-1100	SUBMIT FOR REVIEW AND PUBLIC NOTICE	1	1	7/31/24	7/31/24
CS-PERM-1110	PUBLIC NOTICE AND PROCESSING	19	19	8/1/24	8/27/24
COMBINED E&S AND SWM PERMIT - WORCESTER COUNTY EP		14	14	8/28/24	9/17/24
CS-PERM-1120	SUBMIT APPLICATION AND APPROVED PLANS	1	1	8/28/24	8/28/24
CS-PERM-1130	E&S / SWM PERMIT - WORCESTER COUNTY REVIEW	12	12	8/29/24	9/16/24
CS-PERM-1140	E&S / SWM PERMIT - WORCESTER COUNTY APPROVAL	1	1	9/17/24	9/17/24
COMMERCIAL ACCESS PERMIT (MDSHA)		126	126	3/11/24	9/5/24
CS-PERM-1160	DEVELOP FIRE TRUCK TURNING EXHIBIT	1	1	3/11/24	3/11/24
CS-PERM-1170	PREPARE PLANS FOR SUBMITTAL	44	44	3/12/24	5/10/24
CS-PERM-1150	OBTAIN LETTER FROM POCOMOKE FIRE DEPARTMENT	1	1	3/15/24	3/15/24
CS-PERM-1180	COMPLETE ONLINE APPLICATION AND SUBMIT DESIGN	2	2	5/13/24	5/14/24
CS-PERM-1190	MDOT SHA REVIEW	19	19	5/15/24	6/11/24
CS-PERM-1200	REVISE PER COMMENTS	10	10	6/12/24	6/25/24
CS-PERM-1210	RESUBMIT FOR APPROVAL	2	2	8/1/24	8/2/24
CS-PERM-1220	MDOT SHA RE-REVIEW AFTER COMMENTS ADDRESSED	20	20	8/5/24	8/30/24
CS-PERM-1230	PLAN APPROVAL	1	1	8/30/24	8/30/24
CS-PERM-1240	BONDING / SURETY / PLAN REPRO TO MDOT SHA	3	3	9/3/24	9/5/24
POCOMOKE CITY		58	58	5/13/24	8/2/24
ROADWAY - UTILITY REVIEW		48	48	5/13/24	7/19/24
CS-PERM-1250	SUBMIT PLANS FOR CITY INFRASTRUCTURE REVIEW	1	1	5/13/24	5/13/24
CS-PERM-1260	CITY REVIEW	18	18	5/14/24	6/7/24
CS-PERM-1270	PLAN REVISION	10	10	6/10/24	6/21/24
CS-PERM-1280	CITY REVIEW AND APPROVAL	19	19	6/24/24	7/19/24
FINAL SITE PLAN		1	1	8/2/24	8/2/24
CS-PERM-1290	COUNCIL MEETING FOR FINAL APPROVAL	1	1	8/2/24	8/2/24
CONSTRUCTION DOCUMENTS		130	130	5/13/24	11/13/24

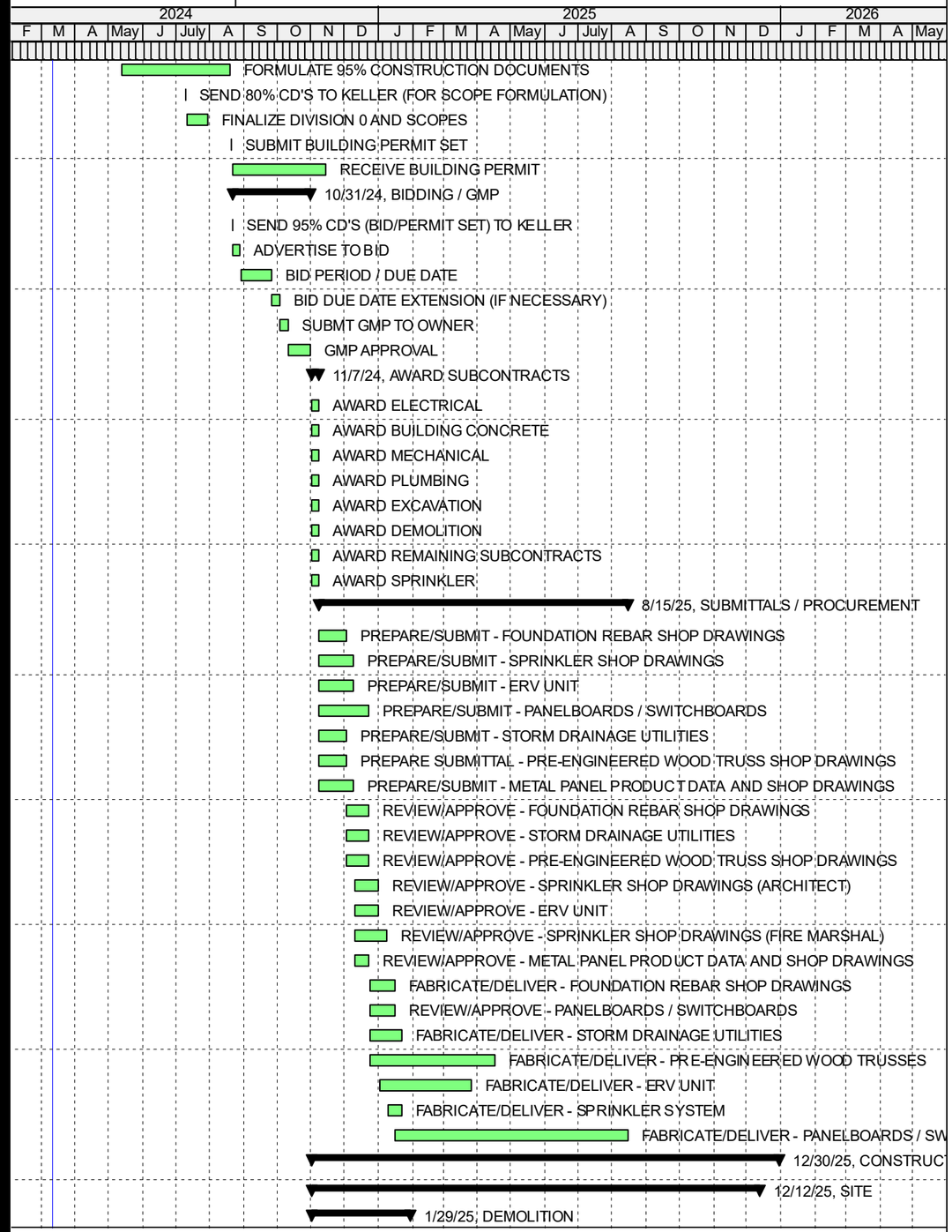


Actual Work — Critical Remaining Work — Summary
Remaining Work — Milestone

KELLER

POCOMOKE-BLREVA WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH — APX A - ALL AC — Data Date: 3/11/24 Print Date:8/9/24 15:19

Activity ID	Activity Name	Orig Duration	Rem Duration	Start	Finish
CD-1000	FORMULATE 95% CONSTRUCTION DOCUMENTS	69	69	5/13/24	8/19/24
CD-1010	SEND 80% CD'S TO KELLER (FOR SCOPE FORMULATION)	1	1	7/10/24	7/10/24
CD-1020	FINALIZE DIVISION 0 AND SCOPES	14	14	7/11/24	7/30/24
CD-1030	SUBMIT BUILDING PERMIT SET	1	1	8/20/24	8/20/24
CD-1040	RECEIVE BUILDING PERMIT	60	60	8/21/24	11/13/24
BIDDING / GMP		51	51	8/21/24	10/31/24
BID-1000	SEND 95% CD'S (BID/PERMIT SET) TO KELLER	1	1	8/21/24	8/21/24
BID-1010	ADVERTISE TO BID	5	5	8/22/24	8/28/24
BID-1020	BID PERIOD / DUE DATE	19	19	8/29/24	9/25/24
BID-1030	BID DUE DATE EXTENSION (IF NECESSARY)	6	6	9/26/24	10/3/24
BID-1040	SUBMT GMP TO OWNER	5	5	10/4/24	10/10/24
BID-1050	GMP APPROVAL	15	15	10/11/24	10/31/24
AWARD SUBCONTRACTS		5	5	11/1/24	11/7/24
AWARD-1000	AWARD ELECTRICAL	5	5	11/1/24	11/7/24
AWARD-1010	AWARD BUILDING CONCRETE	5	5	11/1/24	11/7/24
AWARD-1020	AWARD MECHANICAL	5	5	11/1/24	11/7/24
AWARD-1030	AWARD PLUMBING	5	5	11/1/24	11/7/24
AWARD-1040	AWARD EXCAVATION	5	5	11/1/24	11/7/24
AWARD-1050	AWARD DEMOLITION	5	5	11/1/24	11/7/24
AWARD-1070	AWARD REMAINING SUBCONTRACTS	5	5	11/1/24	11/7/24
AWARD-1060	AWARD SPRINKLER	5	5	11/1/24	11/7/24
SUBMITTALS / PROCUREMENT		195	195	11/8/24	8/15/25
033100-10	PREPARE/SUBMIT - FOUNDATION REBAR SHOP DRAWINGS	15	15	11/8/24	12/2/24
211000-10	PREPARE/SUBMIT - SPRINKLER SHOP DRAWINGS	20	20	11/8/24	12/9/24
238126-10	PREPARE/SUBMIT - ERV UNIT	20	20	11/8/24	12/9/24
262416-10	PREPARE/SUBMIT - PANELBOARDS / SWITCHBOARDS	30	30	11/8/24	12/23/24
334000-10	PREPARE/SUBMIT - STORM DRAINAGE UTILITIES	15	15	11/8/24	12/2/24
061000-10	PREPARE SUBMITTAL - PRE-ENGINEERED WOOD TRUSS SHOP DRA	15	15	11/8/24	12/2/24
072000-10	PREPARE/SUBMIT - METAL PANEL PRODUCT DATA AND SHOP DRAW	20	20	11/8/24	12/9/24
033100-20	REVIEW/APPROVE - FOUNDATION REBAR SHOP DRAWINGS	15	15	12/3/24	12/23/24
334000-20	REVIEW/APPROVE - STORM DRAINAGE UTILITIES	15	15	12/3/24	12/23/24
061000-20	REVIEW/APPROVE - PRE-ENGINEERED WOOD TRUSS SHOP DRAWI	15	15	12/3/24	12/23/24
211000-20	REVIEW/APPROVE - SPRINKLER SHOP DRAWINGS (ARCHITECT)	15	15	12/10/24	12/31/24
238126-20	REVIEW/APPROVE - ERV UNIT	15	15	12/10/24	12/31/24
211000-30	REVIEW/APPROVE - SPRINKLER SHOP DRAWINGS (FIRE MARSHAL)	20	20	12/10/24	1/8/25
072000-20	REVIEW/APPROVE - METAL PANEL PRODUCT DATA AND SHOP DRAW	10	10	12/10/24	12/23/24
033100-30	FABRICATE/DELIVER - FOUNDATION REBAR SHOP DRAWINGS	15	15	12/24/24	1/15/25
262416-20	REVIEW/APPROVE - PANELBOARDS / SWITCHBOARDS	15	15	12/24/24	1/15/25
334000-30	FABRICATE/DELIVER - STORM DRAINAGE UTILITIES	20	20	12/24/24	1/22/25
061000-30	FABRICATE/DELIVER - PRE-ENGINEERED WOOD TRUSSES	80	80	12/24/24	4/16/25
238126-30	FABRICATE/DELIVER - ERV UNIT	60	60	1/2/25	3/26/25
211000-40	FABRICATE/DELIVER - SPRINKLER SYSTEM	10	10	1/9/25	1/22/25
262416-30	FABRICATE/DELIVER - PANELBOARDS / SWITCHBOARDS	150	150	1/16/25	8/15/25
CONSTRUCTION		293	293	11/1/24	12/30/25
SITE		282	282	11/1/24	12/12/25
DEMOLITION		60	60	11/1/24	1/29/25

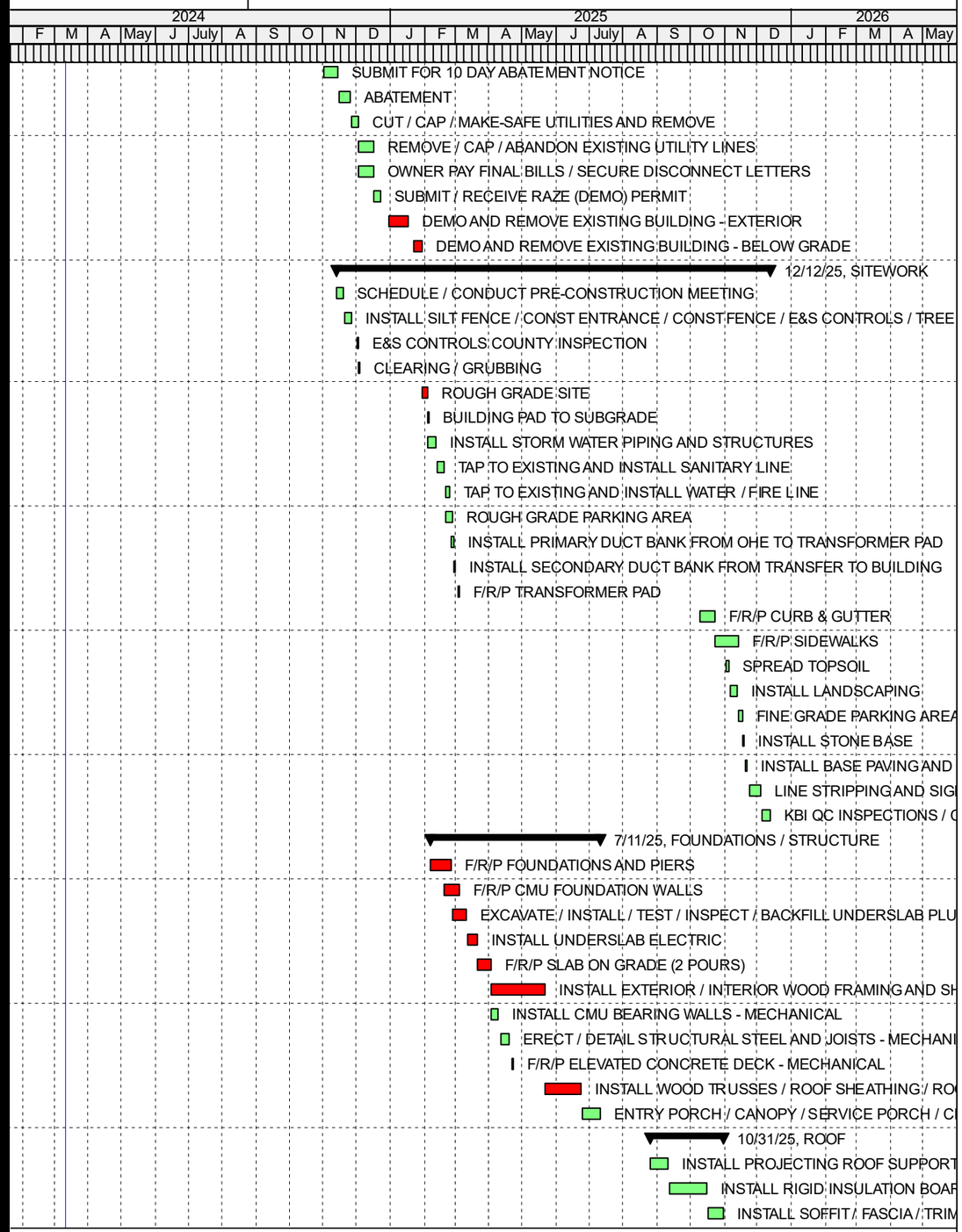


Actual Work — Critical Remaining Work — Summary
Remaining Work — Milestone

KELLER

POCOMOKE-BLREVA WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH — APX A - ALL A — Data Date: 3/11/24 Print Date:8/9/24 15:19

Activity ID	Activity Name	Orig Duration	Rem Duration	Start	Finish
DEMO-1000	SUBMIT FOR 10 DAY ABATEMENT NOTICE	10	10	11/1/24	11/14/24
DEMO-1010	ABATEMENT	5	5	11/15/24	11/25/24
DEMO-1020	CUT / CAP / MAKE-SAFE UTILITIES AND REMOVE	5	5	11/26/24	12/2/24
DEMO-1030	REMOVE / CAP / ABANDON EXISTING UTILITY LINES	10	10	12/3/24	12/16/24
DEMO-1040	OWNER PAY FINAL BILLS / SECURE DISCONNECT LETTERS	10	10	12/3/24	12/16/24
DEMO-1050	SUBMIT / RECEIVE RAZE (DEMO) PERMIT	5	5	12/17/24	12/23/24
DEMO-1060	DEMO AND REMOVE EXISTING BUILDING - EXTERIOR	10	10	12/30/24	1/17/25
DEMO-1070	DEMO AND REMOVE EXISTING BUILDING - BELOW GRADE	5	5	1/22/25	1/29/25
SITEWORK		274	274	11/13/24	12/12/25
SITE-5000	SCHEDULE / CONDUCT PRE-CONSTRUCTION MEETING	5	5	11/13/24	11/19/24
SITE-5010	INSTALL SILT FENCE / CONST ENTRANCE / CONST FENCE / E&S CON	5	5	11/20/24	11/26/24
SITE-5020	E&S CONTROLS COUNTY INSPECTION	1	1	12/2/24	12/2/24
SITE-5030	CLEARING / GRUBBING	2	2	12/3/24	12/4/24
SITE-5040	ROUGH GRADE SITE	3	3	1/30/25	2/3/25
SITE-5050	BUILDING PAD TO SUBGRADE	2	2	2/4/25	2/5/25
SITE-5060	INSTALL STORM WATER PIPING AND STRUCTURES	5	5	2/4/25	2/11/25
SITE-5070	TAP TO EXISTING AND INSTALL SANITARY LINE	3	3	2/12/25	2/19/25
SITE-5080	TAP TO EXISTING AND INSTALL WATER / FIRE LINE	3	3	2/20/25	2/24/25
SITE-5100	ROUGH GRADE PARKING AREA	5	5	2/20/25	2/26/25
SITE-5090	INSTALL PRIMARY DUCT BANK FROM OHE TO TRANSFORMER PAD	3	3	2/25/25	2/27/25
SITE-5110	INSTALL SECONDARY DUCT BANK FROM TRANSFER TO BUILDING	1	1	2/28/25	2/28/25
SITE-5120	F/R/P TRANSFORMER PAD	2	2	3/3/25	3/4/25
SITE-5130	F/R/P CURB & GUTTER	8	8	10/10/25	10/23/25
SITE-5140	F/R/P SIDEWALKS	10	10	10/24/25	11/13/25
SITE-5180	SPREAD TOPSOIL	3	3	11/3/25	11/5/25
SITE-5220	INSTALL LANDSCAPING	5	5	11/6/25	11/12/25
SITE-5150	FINE GRADE PARKING AREA	2	2	11/14/25	11/17/25
SITE-5160	INSTALL STONE BASE	2	2	11/18/25	11/19/25
SITE-5170	INSTALL BASE PAVING AND TOP COURSE PAVING	2	2	11/20/25	11/21/25
SITE-5190	LINE STRIPPING AND SIGNAGE	5	5	11/24/25	12/3/25
SITE-5200	KBI QC INSPECTIONS / CORRECTIONS	5	5	12/5/25	12/12/25
FOUNDATIONS / STRUCTURE		83	83	2/6/25	7/11/25
FDN-STR-5000	F/R/P FOUNDATIONS AND PIERS	10	10	2/6/25	2/25/25
FDN-STR-5010	F/R/P CMU FOUNDATION WALLS	10	10	2/19/25	3/4/25
FDN-STR-5020	EXCAVATE / INSTALL / TEST / INSPECT / BACKFILL UNDERSLAB PLUM	10	10	2/26/25	3/11/25
FDN-STR-5030	INSTALL UNDERSLAB ELECTRIC	5	5	3/12/25	3/20/25
FDN-STR-5040	F/R/P SLAB ON GRADE (2 POURS)	8	8	3/21/25	4/2/25
FDN-STR-5050	INSTALL EXTERIOR / INTERIOR WOOD FRAMING AND SHEATHING	25	25	4/3/25	5/21/25
FDN-STR-5055	INSTALL CMU BEARING WALLS - MECHANICAL	4	4	4/3/25	4/9/25
FDN-STR-5060	ERECT / DETAIL STRUCTURAL STEEL AND JOISTS - MECHANICAL	3	3	4/11/25	4/18/25
FDN-STR-5080	F/R/P ELEVATED CONCRETE DECK - MECHANICAL	2	2	4/21/25	4/22/25
FDN-STR-5070	INSTALL WOOD TRUSSES / ROOF SHEATHING / ROOF AIR BARRIER (	15	15	5/22/25	6/23/25
FDN-STR-5090	ENTRY PORCH / CANOPY / SERVICE PORCH / CHILDREN'S PORCH F	10	10	6/24/25	7/11/25
ROOF		40	40	8/25/25	10/31/25
RF-5010	INSTALL PROJECTING ROOF SUPPORTS / BLOCKING FOR FASCIA - A	10	10	8/25/25	9/10/25
RF-5000	INSTALL RIGID INSULATION BOARD / UNDERLAYMENT / ROOFING S	20	20	9/12/25	10/16/25
RF-5020	INSTALL SOFFIT / FASCIA / TRIM / GUTTERS / DOWNSPOUTS - ALL ARI	10	10	10/17/25	10/31/25

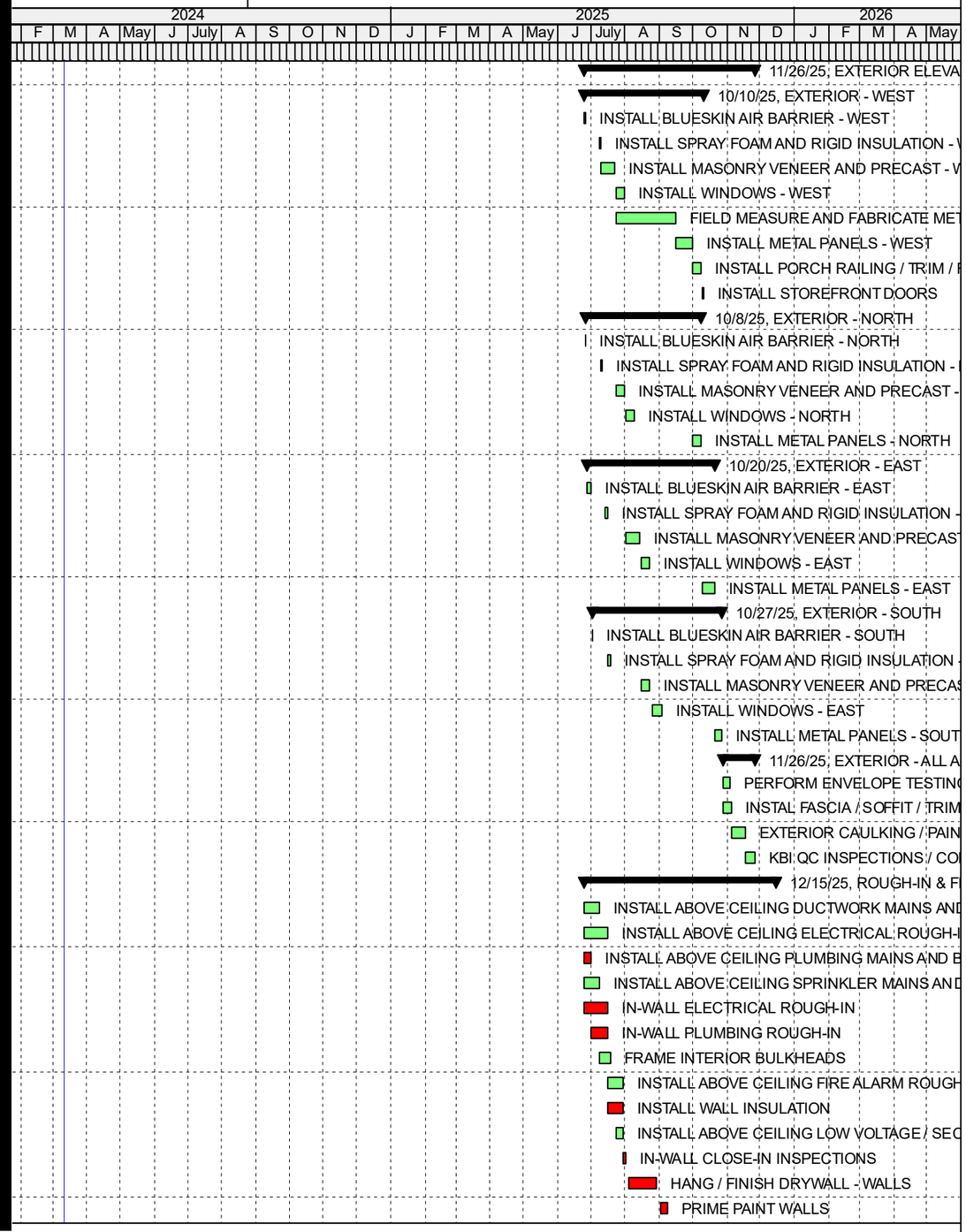


Actual Work — Critical Remaining Work — Summary
Remaining Work — Milestone

KELLER

POCOMOKE-BLREVA WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH — APX A - ALL AC — Data Date: 3/11/24 Print Date:8/9/24 15:19

Activity ID	Activity Name	Orig Duration	Rem Duration	Start	Finish
EXTERIOR ELEVATIONS		108	108	6/24/25	11/26/25
EXTERIOR - WEST		77	77	6/24/25	10/10/25
EXT-W-2000	INSTALL BLUESKIN AIR BARRIER - WEST	2	2	6/24/25	6/25/25
EXT-W-2010	INSTALL SPRAY FOAM AND RIGID INSULATION - WEST	2	2	7/8/25	7/9/25
EXT-W-2020	INSTALL MASONRY VENEER AND PRECAST - WEST	8	8	7/10/25	7/22/25
EXT-W-2030	INSTALL WINDOWS - WEST	5	5	7/24/25	7/31/25
EXT-W-2040	FIELD MEASURE AND FABRICATE METAL PANELS - ALL ELEVATIONS	30	30	7/24/25	9/15/25
EXT-W-2050	INSTALL METAL PANELS - WEST	10	10	9/16/25	9/30/25
EXT-W-2060	INSTALL PORCH RAILING / TRIM / FINISH CARPENTRY	5	5	10/1/25	10/8/25
EXT-W-2070	INSTALL STOREFRONT DOORS	2	2	10/9/25	10/10/25
EXTERIOR - NORTH		59	59	6/26/25	10/8/25
EXT-N-2000	INSTALL BLUESKIN AIR BARRIER - NORTH	1	1	6/26/25	6/26/25
EXT-N-2010	INSTALL SPRAY FOAM AND RIGID INSULATION - NORTH	2	2	7/10/25	7/11/25
EXT-N-2020	INSTALL MASONRY VENEER AND PRECAST - NORTH	5	5	7/24/25	7/31/25
EXT-N-2030	INSTALL WINDOWS - NORTH	5	5	8/1/25	8/8/25
EXT-N-2040	INSTALL METAL PANELS - NORTH	5	5	10/1/25	10/8/25
EXTERIOR - EAST		63	63	6/27/25	10/20/25
EXT-E-2000	INSTALL BLUESKIN AIR BARRIER - EAST	2	2	6/27/25	7/1/25
EXT-E-2010	INSTALL SPRAY FOAM AND RIGID INSULATION - EAST	2	2	7/14/25	7/15/25
EXT-E-2020	INSTALL MASONRY VENEER AND PRECAST - EAST	8	8	8/1/25	8/14/25
EXT-E-2030	INSTALL WINDOWS - EAST	5	5	8/15/25	8/22/25
EXT-E-2040	INSTALL METAL PANELS - EAST	5	5	10/10/25	10/20/25
EXTERIOR - SOUTH		66	66	7/2/25	10/27/25
EXT-S-2000	INSTALL BLUESKIN AIR BARRIER - SOUTH	1	1	7/2/25	7/2/25
EXT-S-2010	INSTALL SPRAY FOAM AND RIGID INSULATION - SOUTH	2	2	7/16/25	7/18/25
EXT-S-2020	INSTALL MASONRY VENEER AND PRECAST - SOUTH	5	5	8/15/25	8/22/25
EXT-S-2030	INSTALL WINDOWS - EAST	5	5	8/25/25	9/3/25
EXT-S-2040	INSTALL METAL PANELS - SOUTH	5	5	10/21/25	10/27/25
EXTERIOR - ALL AREAS		20	20	10/28/25	11/26/25
EXT-A-1030	PERFORM ENVELOPE TESTING	5	5	10/28/25	11/3/25
EXT-A-1000	INSTAL FASCIA / SOFFIT / TRIM / GUTTERS / DOWNSPOUTS - ALL ARE	5	5	10/29/25	11/4/25
EXT-A-1010	EXTERIOR CAULKING / PAINTING - ALL AREAS	5	5	11/5/25	11/17/25
EXT-A-1020	KBI QC INSPECTIONS / CORRECTIONS - ALL EXTERIOR ELEVATIONS	5	5	11/18/25	11/26/25
ROUGH-IN & FINISHES		121	121	6/24/25	12/15/25
RIF-5000	INSTALL ABOVE CEILING DUCTWORK MAINS AND BRANCHES	10	10	6/24/25	7/8/25
RIF-5010	INSTALL ABOVE CEILING ELECTRICAL ROUGH-IN AND MAIN CONDUI	15	15	6/24/25	7/15/25
RIF-5020	INSTALL ABOVE CEILING PLUMBING MAINS AND BRANCHES	5	5	6/24/25	6/30/25
RIF-5030	INSTALL ABOVE CEILING SPRINKLER MAINS AND BRANCHES	10	10	6/24/25	7/8/25
RIF-5060	IN-WALL ELECTRICAL ROUGH-IN	15	15	6/24/25	7/15/25
RIF-5070	IN-WALL PLUMBING ROUGH-IN	10	10	7/1/25	7/15/25
RIF-5110	FRAME INTERIOR BULKHEADS	8	8	7/9/25	7/18/25
RIF-5040	INSTALL ABOVE CEILING FIRE ALARM ROUGH-IN	10	10	7/16/25	7/29/25
RIF-5100	INSTALL WALL INSULATION	10	10	7/16/25	7/29/25
RIF-5050	INSTALL ABOVE CEILING LOW VOLTAGE / SECURITY ROUGH-IN	5	5	7/23/25	7/29/25
RIF-5080	IN-WALL CLOSE-IN INSPECTIONS	3	3	7/30/25	8/1/25
RIF-5090	HANG / FINISH DRYWALL - WALLS	20	20	8/4/25	8/29/25
RIF-5130	PRIME PAINT WALLS	5	5	9/2/25	9/8/25

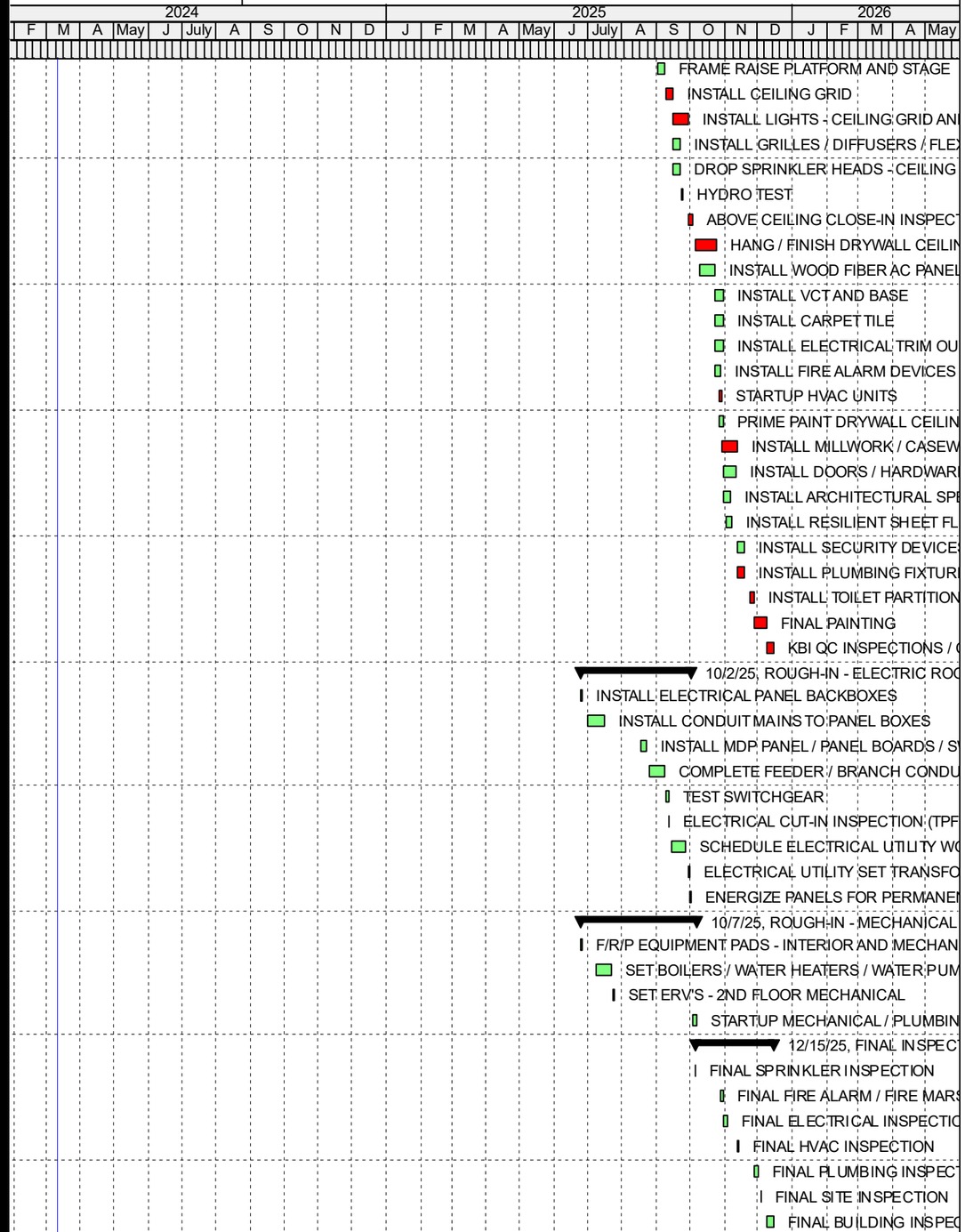


Actual Work — Critical Remaining Work — Summary
Remaining Work — Milestone

KELLER

POCOMOKE-BLREVA WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH — APX A - ALL AC — Data Date: 3/11/24 Print Date:8/9/24 15:19

Activity ID	Activity Name	Orig Duration	Rem Duration	Start	Finish
RIF-5115	FRAME RAISE PLATFORM AND STAGE	5	5	9/2/25	9/8/25
RIF-5120	INSTALL CEILING GRID	5	5	9/9/25	9/15/25
RIF-5140	INSTALL LIGHTS - CEILING GRID AND DRYWALL CEILINGS	10	10	9/16/25	9/29/25
RIF-5150	INSTALL GRILLES / DIFFUSERS / FLEX DUCT - CEILING GRID AND DR	5	5	9/16/25	9/22/25
RIF-5160	DROP SPRINKLER HEADS - CEILING GRID AND DRYWALL CEILINGS	5	5	9/16/25	9/22/25
RIF-5170	HYDRO TEST	2	2	9/23/25	9/24/25
RIF-5180	ABOVE CEILING CLOSE-IN INSPECTIONS	4	4	9/30/25	10/3/25
RIF-5190	HANG / FINISH DRYWALL CEILINGS	15	15	10/6/25	10/24/25
RIF-5240	INSTALL WOOD FIBER AC PANELS	10	10	10/10/25	10/23/25
RIF-5290	INSTALL VCT AND BASE	5	5	10/24/25	10/30/25
RIF-5300	INSTALL CARPET TILE	5	5	10/24/25	10/30/25
RIF-5310	INSTALL ELECTRICAL TRIM OUT / LOW VOLTAGE DEVICES	5	5	10/24/25	10/30/25
RIF-5320	INSTALL FIRE ALARM DEVICES	3	3	10/24/25	10/28/25
RIF-5200	STARTUP HVAC UNITS	3	3	10/27/25	10/29/25
RIF-5210	PRIME PAINT DRYWALL CEILINGS	5	5	10/27/25	10/31/25
RIF-5220	INSTALL MILLWORK / CASEWORK	10	10	10/30/25	11/12/25
RIF-5280	INSTALL DOORS / HARDWARE	8	8	10/31/25	11/11/25
RIF-5350	INSTALL ARCHITECTURAL SPECIALTIES / SIGNAGE	5	5	10/31/25	11/6/25
RIF-5230	INSTALL RESILIENT SHEET FLOORING - RESTROOMS	5	5	11/3/25	11/7/25
RIF-5330	INSTALL SECURITY DEVICES	5	5	11/12/25	11/18/25
RIF-5250	INSTALL PLUMBING FIXTURES	5	5	11/13/25	11/19/25
RIF-5260	INSTALL TOILET PARTITIONS AND ACCESSORIES	4	4	11/24/25	11/27/25
RIF-5270	FINAL PAINTING	7	7	11/28/25	12/8/25
RIF-5340	KBI QC INSPECTIONS / CORRECTIONS	5	5	12/9/25	12/15/25
ROUGH-IN - ELECTRIC ROOM		71	71	6/24/25	10/2/25
ER-2000	INSTALL ELECTRICAL PANEL BACKBOXES	3	3	6/24/25	6/26/25
ER-2010	INSTALL CONDUIT MAINS TO PANEL BOXES	10	10	7/1/25	7/15/25
ER-2020	INSTALL MDP PANEL / PANEL BOARDS / SWITCHGEAR	5	5	8/18/25	8/22/25
ER-2030	COMPLETE FEEDER / BRANCH CONDUIT AND WIRE ROUGH-IN	10	10	8/25/25	9/8/25
ER-2040	TEST SWITCHGEAR	3	3	9/9/25	9/11/25
ER-2050	ELECTRICAL CUT-IN INSPECTION (TPF)	1	1	9/12/25	9/12/25
ER-2060	SCHEDULE ELECTRICAL UTILITY WORK	10	10	9/15/25	9/26/25
ER-2070	ELECTRICAL UTILITY SET TRANSFORMER / PULL PRIMARY / SECONI	2	2	9/29/25	9/30/25
ER-2080	ENERGIZE PANELS FOR PERMANENT POWER	2	2	10/1/25	10/2/25
ROUGH-IN - MECHANICAL ROOMS		74	74	6/24/25	10/7/25
MR-2000	F/R/P EQUIPMENT PADS - INTERIOR AND MECHANICAL YARD	3	3	6/24/25	6/26/25
MR-2010	SET BOILERS / WATER HEATERS / WATER PUMPS / MECH EQUIPMEN	10	10	7/9/25	7/22/25
MR-2020	SET ERV'S - 2ND FLOOR MECHANICAL	2	2	7/23/25	7/24/25
MR-2030	STARTUP MECHANICAL / PLUMBING EQUIPMENT	3	3	10/3/25	10/7/25
FINAL INSPECTIONS		49	49	10/6/25	12/15/25
FINAL-1010	FINAL SPRINKLER INSPECTION	1	1	10/6/25	10/6/25
FINAL-1050	FINAL FIRE ALARM / FIRE MARSHAL INSPECTION	2	2	10/29/25	10/30/25
FINAL-1040	FINAL ELECTRICAL INSPECTION	2	2	10/31/25	11/3/25
FINAL-1020	FINAL HVAC INSPECTION	2	2	11/12/25	11/13/25
FINAL-1030	FINAL PLUMBING INSPECTION	2	2	11/28/25	12/1/25
FINAL-1000	FINAL SITE INSPECTION	1	1	12/4/25	12/4/25
FINAL-1060	FINAL BUILDING INSPECTION	5	5	12/9/25	12/15/25



Actual Work — Critical Remaining Work — Summary
Remaining Work — Milestone

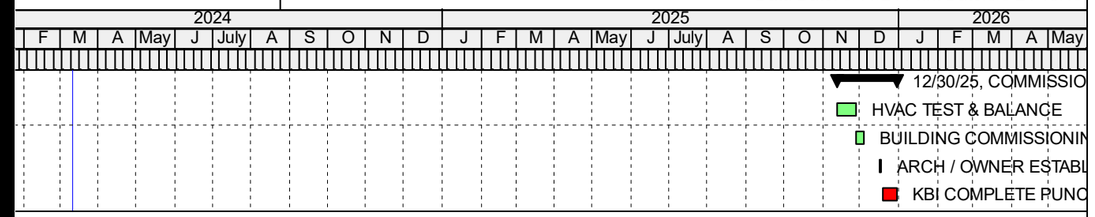
KELLER

POCOMOKE-BLREVA WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH

APX A - ALL AC

Data Date: 3/11/24 Print Date:8/9/24 15:19

Activity ID	Activity Name	Orig Duration	Rem Duration	Start	Finish
COMMISSIONING AND CLOSE-OUT		32	32	11/12/25	12/30/25
CO-1020	HVAC TEST & BALANCE	10	10	11/12/25	11/27/25
CO-1030	BUILDING COMMISSIONING	5	5	11/28/25	12/4/25
CO-1000	ARCH / OWNER ESTABLISH PUNCH LIST	3	3	12/16/25	12/18/25
CO-1010	KBI COMPLETE PUNCH LIST	7	7	12/19/25	12/30/25



Actual Work
Remaining Work
Critical Remaining Work
Milestone
Summary

KELLER

HARDIN KIGHT ASSOCIATES, INC.

October 21, 2024

Proposal No. 108 Revised

COUNTY COMMISSIONERS OF WORCESTER COUNTY MARYLAND
Worcester County Government Center
1 West Market Street, Room 1201
Snow Hill, Maryland 21863

Attention: Mr. Bill Bradshaw

Reference: Worcester County Library – Pocomoke Branch
Construction Quality Control & Materials Testing Services

Dear Mr. Bradshaw:

Following your email correspondence, submitted herein is our revised proposal for providing construction testing and inspection services for the Pocomoke Branch of the Worcester County Public Library proposed for construction in Pocomoke City, Maryland. For preparation of this proposal, we reviewed an electronic copy of the construction drawings and specifications entitled: *Worcester County Library – Pocomoke Branch,* prepared by The Design Group, dated Auguust 28, 2024. The scope and estimated cost of our services are based on review of the referenced drawings with regard to the required testing/inspection services, and the contractors anticipated work progress. This proposal does not include inspection services for EFIS, Fire Resistive Penetrations, Roofing materials, or Smoke Control Systems.

SCOPE

1. We propose to monitor the general earthwork operations and site preparation for construction of controlled compacted fills including verification of adequate stripping of topsoil, removal of pavements and existing structures, and performance of in-place density tests as fill is placed and compacted.

2. We propose to monitor spread footing, slab and concrete construction. We will inspect foundation excavations and prepared pavement subgrades and conduct tests to determine compaction and confirm the design soil bearing pressure at the bottom of footings.

3. We propose to monitor the construction of structural concrete for footings, slabs and walls. We will inspect the placement of steel reinforcing for size, quantity, and configuration. We will make recommendations for corrective action where necessary to ensure that the reinforcing items are installed in accordance with the construction and shop drawings.

12515 Caterpillar Lane • Bishopville, MD 21813 • 410-352-5001 • FAX 410-352-3228 • www.hardin-kightassociates.com

4. We propose to conduct field testing of concrete and grout, including temperature, slump, and air content tests. We will prepare concrete compressive strength test specimens for laboratory testing.

5. We propose to inspect the erection of structural steel. We will inspect the erection methods and confirm plumbness as well as welded and bolted connections are prepared in accordance with the structural drawings.

6. We propose to conduct laboratory testing on the fill materials and compressive strength test cylinders.

7. Upon completion of the building construction, we will provide the appropriate confirmation of compliance with the project specifications.

IMPLEMENTATION

We propose to staff the project using the minimum manpower needed to ensure satisfactory quality control cost effectively. Experienced personnel will be provided to observe the construction procedures and the conditions encountered. Unanticipated conditions and improper procedures will be reported by the inspection team along with timely recommendations for resolution of the problem.

We propose to provide a senior technician/inspector with a minimum of 5 years of experience for field inspection and testing. The engineering staff will be available for consultation and review of site and foundation related problems. We intend to provide engineering supervision during startup of each major operation of construction.

PROPOSED FEE SCHEDULE

1.	For the services of a field technician as described above: $60.00 per hour – estimated 250 hours	$15,000.00
2.	For structural steel inspection: $80.00 per hour – estimated 36 hours	$2,880.00
3.	For the services of a supervisor inspector field engineer: $120.00 per hour – estimated 20 hours	$2,400.00
4.	For engineering services including consultation, report preparation, supervision, etc., per hour, (P. Till) $120.00	As Requested
5.	For engineering services by principal Engineer, per hour, (J. Frizzell, P.E.) $175.00	As Requested

6.	For curing, testing and reporting the results of concrete compressive strength test cylinders:	
	Test Cylinders $20.00 each – estimated 78 cylinders	$1,560.00
	Grout Prisms $20.00 each – estimated 12	$240.00
7.	For travel expense, per mile 73 cents/mile – estimated 2,880 miles	$2,102.40
8.	For laboratory soil testing: - estimated	$2,012.00

a. natural moisture content, $18.00/each
b. particle size analysis (wash sieve), $145.00/each
c. atterberg limits, $145.00/each
d. moisture density relationship, $195.00/each

Estimated Total Cost $26,194.40

Our personnel unit rates will be charged portal-to-portal with a 2.0-hour minimum charge for field services. Overtime in excess of 40 hours per week, outside normal business hours of 7 a.m. to 5 p.m., or on weekends, will be invoiced at a rate of 1.5 times the normal hourly rate.

The total cost of the construction inspection and testing is dependent on the work progress of the contractor and can be adjusted based on actual progress. Based on review of the previously referenced drawings, and in consideration of the contractors anticipated schedule, for budgeting purposes we have estimated the following: 10 days for earthwork grading and site testing, 13 days for foundation and wall construction, 3 slab pours, 3 visits for structural steel inspection, and 6 days for site testing for stone base and asphalt paving.

Based on our experience with similar construction projects in the past, and our proposed scope of services in comparison with the contractor's anticipated schedule, the total cost of our services to the project is estimated to be **Twenty-Six Thousand One Hundred Ninety-Four Dollars and Forty Cents ($26,194.40)**. The only purpose of this estimate is to allow us to develop an estimated total cost for our services, and it is our desire that our estimated cost will allow you to develop a realistic budget for the project.

The unit prices given above are applicable regardless of the total quantity. We will closely coordinate our inspections and tests with the construction staff to eliminate unnecessary expense. Our experience has been that the actual costs for construction testing and inspection can vary significantly, depending upon numerous factors. If less or more time is required, our total cost to the project will be determined by the unit rates provided in the above fee schedule.

Our project technician/inspector will provide a daily field report to your site representative with test results and observations made each day. Daily field reports will also be transmitted electronically (via email) to the design team on a weekly basis. Laboratory test data will be transmitted electronically within 48 hours upon completion of the lab test.

Invoices for services will be submitted by the 25th of each month. Payment is due in 30 days after submission of the invoice. Interest, at the rate of 1.5% per month, will be applied to invoices not paid in 30 days. In the event payment is not made in accordance with the aforesaid terms, County Commissioners of Worcester County shall reimburse Hardin-Kight Associates, Inc. the amount of any reasonable attorneys' fees, and other costs and expenses, incurred in an effort to collect the payment. Acceptance of this proposal indicates acceptance of the terms of payment. If other terms of payment are required, those terms must be submitted in writing and accepted by this office.

If you have any questions concerning this proposal, please contact our office.

Very truly yours,

HARDIN-KIGHT ASSOCIATES, INC.

Paul M. Till

Accepted By_____

Title_____

Date_____

Gipe Associates, Inc.
CONSULTING ENGINEERS

P.B.#: 24411
Easton Office

July 18, 2024

Mr. William Bradshaw, P.E., County Engineer/Building Administrator
Worcester County Government
1 W. Market Street, Rm. 1201
Snow Hill, MD 21863

Project: Worcester County Library – Pocomoke Branch – M/E/P Commissioning
Reference: M/E/P Commissioning Proposal

Dear Bill:

We are pleased to submit our fee proposal for commissioning services for the above referenced project.

The scope of our work would include the commissioning of the following for the Pocomoke Branch of the Worcester County Library (approximately 12,500 ft^2) located in Pocomoke City, Maryland.

BASE SCOPE

Plumbing Systems

1. Backflow preventers.
2. Condensate Neutralizers.
3. Domestic Hot Water Expansion Tank.
4. Domestic hot water heater.
5. Domestic hot water re-circulating system.
6. Gas Pressure Regulators.
7. Makeup Water Meters.
8. Plumbing Fixtures.
9. Plumbing Pumps.
10. Pressure Reducing Valves.
11. Thermostatic mixing valves below hand sinks/lavs.
12. Trap priming stations.

HVAC Systems

1. Air Flow Monitoring Stations.
2. Air Separators.
3. Automatic Temperature Control System.
4. Boiler alarms.
5. Boilers and burners.
6. Carbon Monoxide Detector.

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

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

7. Carbon Dioxide Sensors.
8. Condensate overflow alarms.
9. Condensate pumps.
10. Condensing Units.
11. Dampers.
12. Differential Pressure Bypass Valves.
13. Duct smoke detectors.
14. Ductless heat pumps.
15. Electric Heaters/Radiant Heat Panels.
16. Energy recovery ventilators (Including variable frequency drives).
17. Expansion tanks.
18. Exhaust Fans and ventilation fans.
19. Flame Failure Alarms.
20. Flow measuring stations.
21. Flow Switches.
22. Freeze protection pumps.
23. High and low temperature alarms.
24. Hydronic Unit Heaters.
25. Hot water systems.
26. Hot Gas Reheat coils.
27. HVAC controls and sequences of operation.
28. Lighting interface to ATC system.
29. Low Water Cut-Offs and Alarms.
30. Makeup water meter flow rates and alarms.
31. Minimum Flow Bypass Valves/Controls.
32. Pressure Independent Control Valves.
33. Pumps.
34. Pump VFD Alarms.
35. Relative Humidity Sensors.
36. Split System Condensing Units.
37. Supply air systems.
38. Temperature Sensors.
39. Unit Heaters.
40. Variable frequency drives.
41. Ventilation Fans.

ALTERNATE SCOPE

Electrical Systems

1. Normal Power Supply System
    a. Main distribution panelboard, including key-interlocked main circuit breakers
    b. Branch panelboards
    c. Generator docking station
2. Lighting Control System(s)
    a. Lighting Control Panels
    b. Occupancy/Vacancy Sensors
    c. Daylight Sensors
    d. Wall Switches/Control Stations
    e. Plug-Load Controlled Receptacle Outlets

In general, our scope of work shall include the work required by the Commissioning Authority (CxA) in the Specification Sections 019113 “General Commissioning Requirements”, 019114 “Plumbing Commissioning Requirements”, 019115 “HVAC Commissioning Requirements” (base scope of work), and 260800 “Commissioning of Electrical Systems” (alternate scope of work).

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

1. Organize the commissioning process components and conduct a pre-commissioning meeting where the commissioning process requirements are reviewed with the commissioning team.

2. Coordinate and direct commissioning activities in a logical, sequential and efficient manner using consistent protocols, clear and regular communications and consultations with all necessary parties, frequently updated timelines, schedules, and technical expertise.

3. Perform site visits, as necessary, to observe component and system installations. Accomplish a statistical review of construction focusing on the Owner's design intent and the quality process.

4. Review Duct Leakage Test Reports.

5. With necessary assistance and review from the installing contractors, develop and write construction checklists. Submit to Construction Manager and Owner for approval.

6. Organize and conduct periodic commissioning team meetings necessary to plan, develop the scope, coordinate, schedule activities and resolve problems.

7. Develop functional performance tests.

8. Work with contractors in completing construction checklists and tracking of checklist completion.

9. Approve systems startup by reviewing start-up reports and by selected site observation.

10. With necessary assistance and review from installing contractors, write the functional performance test procedures. Submit to General Contractor or Construction Manager and Owner for review and approval.

11. Assist General Contractor or Construction Manager in direction of the contractor to execute the tests.

12. Coordinate, witness, and recommend approval of test procedure performed by installing contractors. Coordinate retesting as necessary until satisfactory performance is achieved.

13. Review air and water systems balancing reports.

14. Maintain a Master Issues Log.

15. Document the correction and retesting of non-compliance items by the contractor.

16. Review pipe cleaning, flushing, and hydrostatic testing documentation.

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

1. Establish design concept, design criteria, compliance with codes, design or general construction scheduling, cost estimating, or construction management. The C x A may assist with problem-solving or resolving non-conformance or deficiencies, but ultimately that responsibility resides with the Construction Manager and the Subcontractors. The C x A will report to the Owner any deficiencies or discrepancies.

2. Provide test instrumentation. All equipment required for testing shall be provided by the Contractor and/or Subcontractors not the CxA.

3. Perform testing and balancing: The test/balance contractor shall assist with field measurements during functional performance testing.

4. Manipulation of Control System: The successful Automatic Temperature Control Contractor shall be present and assist with all Functional Performance Testing and manipulation of the control system as required.

Observation and Testing Requirements

Equipment or Systems	**Sampling Rate**
Plumbing Systems	
1. Backflow preventers.	100%
2. Condensate Neutralizers.	100%
3. Domestic Hot Water Expansion Tank.	100%
4. Domestic hot water heater.	100%
5. Domestic hot water re-circulating system.	100%
6. Gas Pressure Regulators.	100%
7. Makeup Water Meters.	100%
8. Plumbing Fixtures.	100%
9. Plumbing Pumps.	100%
10. Pressure Reducing Valves.	100%
11. Thermostatic mixing valves below hand sinks/lavs.	100%
12. Trap priming stations.	100%
HVAC Systems	
1. Air Flow Monitoring Stations.	100%
2. Air Separators.	100%
3. Automatic Temperature Control System.	100%
4. Boiler alarms.	100%
5. Boilers and burners.	100%
6. Carbon Monoxide Detector.	100%
7. Carbon Dioxide Sensors.	100%
8. Condensate overflow alarms.	100%
9. Condensate pumps.	100%
10. Condensing Units.	100%
11. Dampers.	100%

12. Differential Pressure Bypass Valves. 100%
13. Duct smoke detectors. 100%
14. Ductless heat pumps. 100%
15. Electric Heaters/Radiant Heat Panels. 100%
16. Energy recovery ventilators (Including variable frequency drives). 100%
17. Expansion tanks. 100%
18. Exhaust Fans and ventilation fans. 100%
19. Flame Failure Alarms. 100%
20. Flow measuring stations. 100%
21. Flow Switches. 100%
22. Freeze protection pumps. 100%
23. High and low temperature alarms. 100%
24. Hydronic Unit Heaters. 100%
25. Hot water systems. 100%
26. Hot Gas Reheat coils. 100%
27. HVAC controls and sequences of operation. 100%
28. Lighting interface to ATC system. 100%
29. Low Water Cut-Offs and Alarms. 100%
30. Makeup water meter flow rates and alarms. 100%
31. Minimum Flow Bypass Valves/Controls. 100%
32. Pressure Independent Control Valves. 100%
33. Pumps. 100%
34. Pump VFD Alarms. 100%
35. Relative Humidity Sensors. 100%
36. Split System Condensing Units. 100%
37. Supply air systems. 100%
38. Temperature Sensors. 100%
39. Unit Heaters. 100%
40. Variable frequency drives. 100%
41. Ventilation Fans. 100%

Electrical Systems

1. Normal Power Supply System
    a. Main distribution panelboard, including key-interlocked main circuit breakers 100%
    b. Branch panelboards 100%
    c. Generator docking station 100%
2. Lighting Control System(s)
    a. Lighting Control Panels 100%
    b. Occupancy/Vacancy Sensors 100%
    c. Daylight Sensors 100%
    d. Wall Switches/Control Stations 100%
    e. Plug-Load Controlled Receptacle Outlets 100%

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

TASK	FEE
BASE FEE	
Developing Commissioning Plan	$500.00
Develop Pre-start/Start-Up Checklists	$1,000.00
Development Functional Performance Tests	$2,500.00
Coordinate and Document Pre-Commissioning Meeting	$800.00
Perform Site Visits	$800.00
Organize and Conduct Meetings	$800.00
Review Start-Up Reports	$500.00
Answer Contractor Questions about Pre-Testing	$500.00
Conduct Functional Performance Testing	$3,200.00
Coordinate with Relevant Trades to Execute Testing	$500.00
Maintain Comprehensive Commissioning Issues Log	$1,200.00
Back Check Commissioning Issues Log	$1,200.00
Execute Final Commissioning Report	$500.00
TOTAL BASE FEE	**$14,000.00**
ALTERNATE FEE	
Electrical Systems/Lighting Commissioning	**$5,000.00**
TOTAL FEE (BASE FEE + ALTERNATE FEE)	**$19,000.00**

In addition to our above fee, we would be reimbursed for direct out-of-pocket expenses plus 10%, for expenses such as travel, outside reproductions, overnight/messenger deliveries, include in-house printing per drawing at $0.60 each for 18 x 24, $1.20 each for 24 x 36, $1.75 each for 30 x 42, plotting at $5.00 per Plot, 8-1/2 x 11 copwork at $0.10 per copy, and 11 x 17 copwork at $0.15 per copy. We estimate our reimbursables would not exceed $2,000.00. If we approach this estimated fee, we would advise you of any expected additional cost and obtain approval before proceeding.

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

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

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

- More than two (2) functional performance tests/witness of testing on any one system.
- Commissioning of existing equipment/systems except existing VAC boxes.
- Commissioning of electrical/fire protection systems.
- Reproduction of plans, specifications, or other contract documents for review or for bidding purposes, unless covered under reimbursable expenses.
- Extensive on-site Contract Administration.
- Commissioning requirements associated with LEED certification.

- Commissioning of building envelope, life safety systems, electrical, fire protection, or plumbing systems.
- Preliminary studies, reports or feasibility analysis.
- Preparation of record drawings.
- Preparation of operation and maintenance manuals.
- Completion of energy efficiency rebate forms for Utility Companies, or Tax Agencies
- Tax/Utility Rebate Assistance: Gipe Associates basic fee does not include providing assistance in obtaining tax credits or utility rebates. Should assistance in filing for such tax credits and utility rebates be required, then Gipe Associates shall perform the same as additional services per the hourly rates indicated in the agreement.
- Witnessing M/E/P equipment start ups.
- Re-Commissioning of failed Functional Performance Tests (FPT's) beyond the effort listed above.
- Witnessing pipe leak-testing and duct leakage testing.
- Liability for Contractor's installation.
- Liquidated damages for delay of substantial completion due to FPT's not passing.
- Development of Training Plans.
- Witness of Training.
- Off-Season Commissioning.
- Continuous Commissioning.
- Indoor Air Quality Measurements.

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

Principals	$265.00 per hour
Project Manager	$175.00 per hour
Project Engineers	$125.00 per hour
Design Engineers	$ 90.00 per hour
Clerical	$ 75.00 per hour

This agreement may be terminated by either party after giving thirty days written notice of the intent to terminate to the other party and by payment of the balance due to Gipe Associates, Inc. This balance will be arrived at by an estimate by Gipe Associates, Inc. of the percentage completion of the project at the time of termination plus any reimbursable expense due to termination.

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

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

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

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

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

Sincerely,

GIPE ASSOCIATES, INC.



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

DRH/pvm

WORCESTER COUNTY GOVERNMENT

Accepted: _____

Date: _____

MARYLAND'S Coast WORCESTER COUNTY

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: November 6, 2024
RE: Request to Purchase – EV Safety Plugs

The Worcester County Firemen's Association is requesting commissioner approval to purchase 30 EV safety plugs. Three plugs will be distributed to each fire company. They are requesting to purchase these plugs from Municipal Emergency Services, utilizing their cooperative contract through Sourcewell. The total cost of the purchase is $27,598.50. Please see the attached letter from President K.C Harrington for more information.

Funding in the amount of $30,000 was approved in the FY25 operating budget under account 100.1105.197.6200.020, Other Supplies & Materials.

Sourcewell is a cooperative purchasing organization that competitively awards purchasing contracts on behalf of itself and its participating agencies. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services.
Should you have any questions, please feel free to contact me.

Worcester County Firemen's Association
10709 Bishopville Road
Bishopville, MD 21813

March 5, 2024

County Commissioners of Worcester County
1 West Market Street Room 11103
Snow Hill, MD 21863

via email to Weston Young—Chief Administrative Officer

Dear Commissioners:

Last year the Commissioners funded approximately $30,000 for firefighting foam to assist us to comply with the Department of Environment and Environmental Protection Agencies directives to replace our foam that had cancer causing agents within. This has all been placed in stock and we again thank you for this support.

Last fall, the county sponsored and made mandatory our participation in a class relating to lithium ion batteries. This was very informative class and brought to our attention the extreme amount of manpower and resources these fires may take to control. It also brought to our attention the lack of items that are needed for these types of fires. The Fire Marshal's office has obtained some of the specialized storage devices for small lithium ion batteries.

The fire and EMS services would like to request utilization of the same amount of funds used in FY24 for foam be used to purchase 30 EV safety plugs which will be distributed 3 per fire company. The company operational officers can determine what fire / rescue / EMS apparatus they should be housed upon. These devices plug into an EV vehicle and places it in a false sense of its charge mode. This would render the vehicle so it should not move, start, etc. unexpectedly which could injury our emergency personnel.

Thank you for your consideration of this request in the Fiscal Year 2025 budget process.

Sincerely Yours in Community Service,

K. C. Harrington
President

MUNICIPAL EMERGENCY SERVICES

(877) 637-3473

Quote

ITEM 21

Quote #	QT1863332
Date	10/03/2024
Expires	11/30/2024
Sales Rep	Ward, Scott
PO #	TBD
Shipping Method	FedEx Ground
Customer	WORCESTER COUNTY GOVERNMENT (MD)
Customer #	C201676

Bill To

WORCESTER COUNTY GOVERNMENT
(MD)
1 WEST MARKET STREET
SNOW HILL MD 21863
United States

Ship To

WORCESTER COUNTY PURCHASING
1 W. MARKET STREET ROOM 1103
SNOW HILL MD 21863

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
TSS EPH1EU1			Emergency Plug KIT, US Version Universal Plug Types - 1: SAE J1772 and 2:IEC62196 - includes Tesla Adapter, Carry case, AA batteries, and lever tool MSRP = 1123.21 18% Discount	30	$919.95	$27,598.50

******QUOTE EXPIRES ON NOV 30, 2024******

Subtotal	$27,598.50
Shipping Cost	$0.00
Tax Total	$0.00
Total	$27,598.50

SOURCEWELL CONTRACT 020124

This Quotation is subject to any applicable sales tax and shipping and handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.

QT1863332

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

DALLAS BAKER JR., P.E.
DIRECTOR

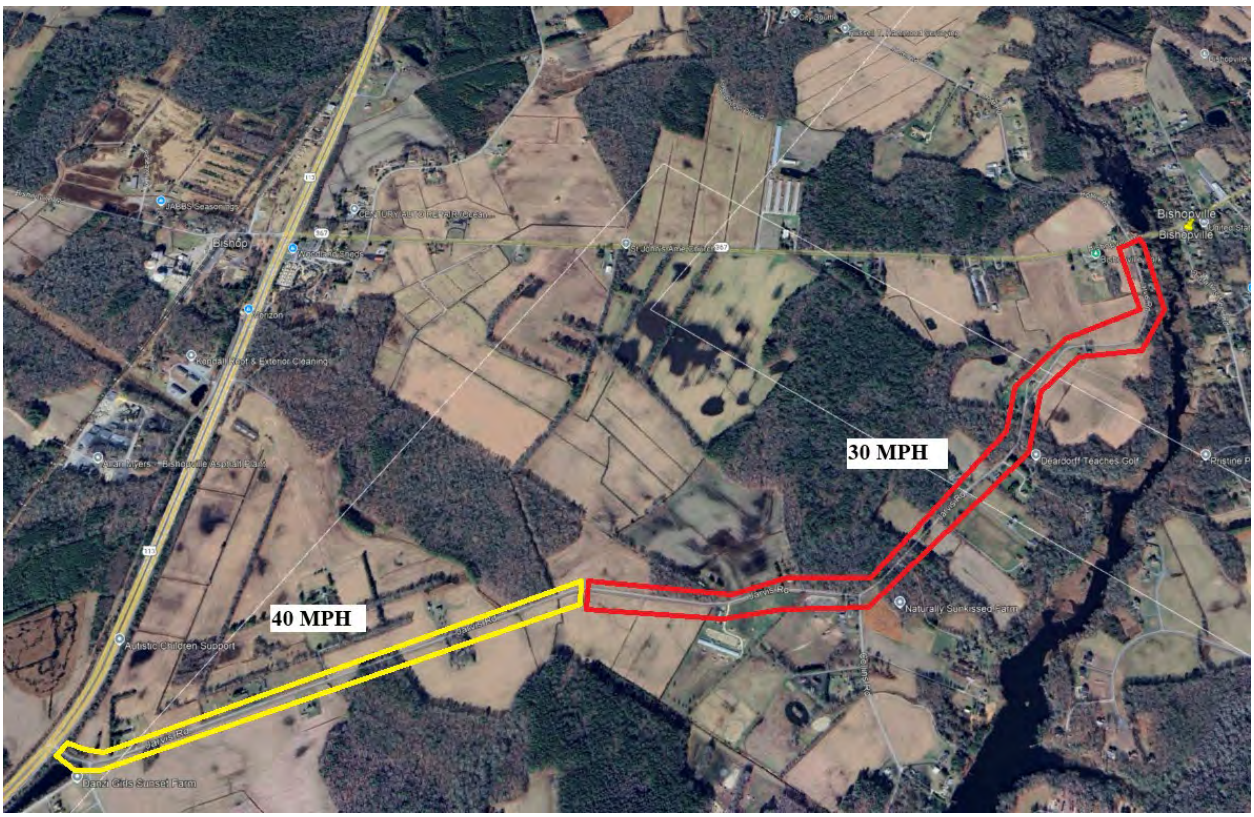
Worcester County
DEPARTMENT OF PUBLIC WORKS
6113 TIMMONS ROAD
SNOW HILL, MD 21863

CHRISTOPHER CLASING, P.E.
DEPUTY DIRECTOR

MEMORANDUM

TO: **Weston Young P.E., Chief Administrative Officer**
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: **Dallas Baker Jr., P.E., Director** Dallas Baker Jr
DATE: **October 29, 2024**
SUBJECT: **Speed Limit Change-Jarvis Road**

Public Works is requesting Commissioner approval to lower the speed limit on Jarvis Road due to safety concerns. Currently, Jarvis Road is posted 50 mph and 40 mph. Due to the curve geometry on the northern end of the road and the frequent presence of farm equipment, Public Works is recommending revising the limits to 40 mph and 30 mph. The approximate limits of each zone are shown below:



Please let me know if there are any questions.

CC: Chris Clasing
Kevin Lynch

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



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

DALLAS BAKER JR., P.E.
DIRECTOR

CHRISTOPHER CLASING, P.E.
DEPUTY DIRECTOR

TO: **Weston Young P.E., Chief Administrative Officer**
Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: **Dallas Baker Jr., P.E., Director** Dallas Baker Jr
DATE: **October 27, 2024**
SUBJECT: **Mystic Harbour WWTP Membrane Purchase**

Public Works is requesting Commissioner approval to purchase nine replacement membrane modules for the Mystic Harbour Wastewater Treatment Plant for a cost of $518,850.00 (quote attached). The FY 25 budget included $540,000 in the Mystic Harbour Water and Wastewater Capital Equipment account, # 545.9010.090. This is a sole source item and must be purchased from Veolia due to the interfacing requirements with the existing treatment plant infrastructure.

Membrane modules are essential in filtering solids and contaminants out of the wastewater during the treatment process. The new membrane modules are part of planned maintenance activities will replace the existing modules that are at the end of their useful life. If the membranes are not replaced the treatment plant will not be able to meet its permit limits, and the Maryland Department of the Environment may issues fines or take other enforcement actions against the County.

Please let me know if there are any questions.

Attachments

CC: Nick Rice
Quinn Dittrich
Chris Clasing
Tony Fascelli

Membrane Replacement Proposal

To:	County of Worcester, referred to here as Worcester or Buyer	**Date:**	August 8, 2024
		No. of Pages:	41 including cover
Attention:	Shane Odegaard Chief Plant Operator (Department of Water & Wastewater)	**Email:**	sodegaard@co.worcester.md.us
Plant Address:	9614 Stephen Decatur Hwy., Ocean City, MD 21842 USA	**Telephone No.:**	410 202 6213
From:	Matt Stapleford Regional Lifecycle Manager Northeast USA	**Email:** **Cell No.:**	matthew.stapleford@veolia.com 905 334 4035
CC:			

Subject:	Membrane replacement (full plant) with LEAP upgrade and cassette refurbishment options	**Proposal No.:**	361752-1
		Original Project No.:	U-500229
Plant Data:	Please provide corrections if inaccurate Mystic Harbor Wastewater Treatment Plant, municipal sanitary sewage treatment. ZW500D system, 4 trains, each train consists of 1 x 48/48M cassette with 340ft² membranes. There is also one spare cassette slot per train. Substantial completion date: February 17, 2014.		

Proposal Provisos

This proposal has been issued based on the information provided by the customer and on information currently available to Veolia Water Technologies & Solutions at the time of proposal issuance. Any changes or discrepancies in site conditions, including but not limited to changes in system influent water characteristics, changes in environmental health and safety (EH&S) conditions, changes in the reissued state/provincial disposal system permit, changes in buyer financial standing, buyer requirements, or any other relevant change or discrepancy in the factual basis upon which this proposal was created may lead to changes in the offering, including but not limited to changes in pricing, guarantees, quoted specifications, or terms and conditions.

Confidential and Proprietary Information

The enclosed materials are considered proprietary property of Veolia Water Technologies & Solutions (Veolia). No assignments, either implied or expressed, of intellectual property rights, data, know how, trade secrets or licenses of use thereof are given. All information is provided exclusively to the addressee and agents of the addressee for the purposes of evaluation and is not to be reproduced or divulged to other parties, nor used for manufacture or other means, without the express written consent of Veolia. The acceptance of this document will be construed as an acceptance of the foregoing.

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1 Introduction

Veolia Water Technologies & Solutions is pleased to present this budgetary proposal at the request of County of Worcester to provide wastewater membrane modules to replace the full plant at the Mystic Harbor Wastewater Treatment Plant (WWTP).

Current membranes in the plant are ZW500D 340ft² modules. As this product is retired, Veolia will provide our most recent ZW500D product, the RX12, with 430ft² of surface area. This module is a direct replacement into the existing cassettes and will not require any physical modifications to the cassettes.

With the membrane replacement, Veolia has also included options for:

- LEAP aeration upgrade;
- LEAP aeration upgrade with cassette refurbishment.

Veolia is a proven leader in delivering tangible value to our clients over the life of the plant. Our measure of success is how well we deliver **solutions** that help our clients meet their critical business objectives.

Through long-acquired technical experience, Veolia has clearly distinguished itself from other membrane manufacturers. A mature service culture and deep technical expertise are ready to serve and support Worcester through this next membrane lifecycle & upgrade.

Veolia would like to note that under the current exceptional circumstances across global supply chains and logistics networks, Veolia may not be in a position to guarantee and comply with the planned schedule for product / project delivery or performance. Veolia reserves the right to modify the schedule / contract accordingly. Veolia will promptly inform you of any changes which may impact the contract or the project.

2 Veolia Scope & Price

Veolia's scope includes the material and services outlined in the table below. The sections that follow provide additional detail regarding each scope item.

Item Description	Part #	Quantity	Price
ZW500D 430ft² membrane module	3184788[1] 3184265	152	338,625
2-year full replacement membrane warranty, section 10		incl.	23,980
Blower resheaving kit for 25 Hp motor		5	
Installation equipment, spares & consumables, section 3.2		lot	
Off-site support: drawing updates, controls support, project management, section 4.1		incl.	
International shipment, fees and duties, section 5		incl.	43,965
Freight, DDP Mystic Harbor WWTP, section 5	3095534	incl.	
On-site support, 1 FSR, 4 x10-hr days on-site plus travel & living, section 4.2	135491	1 visit	12,320
Base Offer Total			**418,890**
LEAP aeration upgrade – materials, off-site support, on-site support and freight. Section 3.4		4 cassettes	63,170
Base Offer + LEAP Upgrade Total			**482,060**
LEAP aeration upgrade & cassette refurbishment – materials, off-site support, on-site support and freight. Section 3.3		4 cassettes	99,960
Base Offer + LEAP Upgrade with Cassette Refurbishment Total			**518,850**
All figures are in USD and exclude taxes, which would be applied at the time of invoicing.			

Note 1: ZW500D 430ft² membranes are represented in this price table with two-part numbers: a) 3184788 for membranes arriving at site in shipping frames and b) 3184265 for membranes arriving individually bagged, boxed and crated.

Proposal Notes:

- **Price Review.** Notwithstanding the terms set forth herein or of any agreement or acceptance of Seller's quotation, Seller reserves the right at any time and from time to time by notice in writing to the Buyer to (a) determine periodic price reviews based on Goods' raw material increase arising from currency devaluations (b) increase Prices (or impose temporary price adjustments) based on increases in the cost of base components for the Goods or Services provided, where the increase is due to increased global demand, limited supply, temporary product shortages, allocation of supply, or such other similar inflationary pressures; and (c) impose a surcharge equal to any increase in the cost of the Goods or Services as a result of a modification of exchange rates, duties, taxes or other levies imposed by public authorities.
- Veolia's proposed price for ZeeWeed membranes is subject to adjustment between the period from the expiry of the proposal validity up to shipment of membranes according to upward changes in the following indices:
- 40%: PPI Industry Index for Hungary: *LINK to Industry Index*
- 60%: PPI Chemical Industry for European Union: *LINK to EU Chemical PPI*

In the event that either index becomes unavailable, a suitable equivalent replacement index will be agreed between the parties. The buyer has the right to request that the supplier supports any price increase with market pricing data, within the bounds of commercial confidentiality.

- ***Shipment/Collection Delays:*** *The membrane sale will be subject to price adjustment if not collected within 1 month of Readiness for Shipment. After the one month of Readiness for Shipment if Purchaser does not send his agreement to receive or collect the membranes (depending on Incoterms), Seller is entitled to reallocate the membranes to another customer.*

Invoicing Schedule	Approximate % of Sub-Total	Invoice Value, Excluding Tax
An invoice will be issued upon acceptance by Veolia of customer purchase order. Approximate percent calculation based on the **material, off-site labor, delivery sub-total** of the purchase order. Shipment of membranes is contingent on receipt of this initial milestone payment.	30%	144,305
An invoice for the balance of the **material, off-site labor, delivery sub-total** will be issued when membrane module shipping documents are supplied to the carrier.	70%	336,705
A final invoice for the **on-site support sub-total** will be issued upon completion of installation.	100%	37,840
		518,850

3 Material Description

The following materials are provided within Veolia's scope of supply.

3.1 Membrane Modules

152 x ZeeWeed 500D 430ft² wastewater membrane modules.

3.2 Installation Equipment, Spares & Consumables

- 5 x Aerzen Delta GM25s blower sheave kit;
- 16 x blank aerator tube assembly (not required with the LEAP aeration upgrade);
- 40 x blank header set #118 EPDM permeate spigot o-rings (not required with cassette refurbishment);
- 5 x spare ZW500D element end cap key;
- 50 x spare #118 EPDM ZW500D permeate spigot o-rings;
- 2 x o-ring lubricant (food grade);
- 1 x anti-seize lubricant (food grade) for base option, quantity 2 for other options.

3.3 Cassette Refurbishment (Optional with LEAP upgrade)

With the LEAP aeration upgrade, Veolia can also provide components to refurbish all but the aerators, as they will be replaced by LEAP aeration components.

Veolia will supply components and spares for refurbishment of 4 x 500D 38/48M cassettes.

Cassette refurbishment service allows you to fully recondition your cassettes at less cost than purchasing new cassettes. Cassettes will be refurbished at the Worcester facility. Cassette refurbishment includes the following:

- Removal of all existing plastic parts and associated hardware;
- If slack adjustment has been completed on cassettes, return the cassette to the initial factory membrane slack position;
- Installation of all new, current design parts (module mountings, securing mechanisms), and all associated hardware;
- On-site cassette refurbishment service by trained Veolia field service representatives – details provided in sections 4.2 and 7.2

The pricing of the cassette refurbishment in this proposal assumes that only non-aeration items are required for the refurbishment and that the refurbishment labor will coincide with the LEAP component installation.

Should Worcester wish to consider full cassette refurbishment without the LEAP upgrade, please inform the RLM and a revision to the proposal will be done.

3.4 LEAPmbr Aeration Upgrade (optional)

LEAPmbr aeration technology is Veolia's latest technology advancement for wastewater treatment which incorporates a dramatically simplified, more efficient membrane aeration system offering significant savings in operating cost.

- Reliability through simplified design – Innovation doesn't have to be complex. With simplicity as a design objective, LEAPmbr has reduced membrane aeration equipment and controls without compromising on flexibility;
- Energy savings – LEAPmbr, with its reduced blower output requirements for scouring air, can provide a 30% reduction in blower energy use under normal operation and up to a 50% reduction depending on the system configuration;
- Maintenance savings – LEAPmbr aeration eliminates the requirement for high-frequency cyclic valves and the associated maintenance. Compressed air requirements are also reduced.

Please refer to Attachment A.

Veolia introduced LEAPmbr to address our customers' key wastewater treatment challenges and provide the low energy and advanced performance solution demanded by the global wastewater treatment and reuse market. This advanced aeration technology is intended to be the primary product for all future ZeeWeed MBR applications. To service the existing wastewater customers, Veolia can provide LEAPmbr retrofit components to upgrade the current 48M module cassettes to take advantage of this new technology.

Veolia will supply components to upgrade 4 x 500D 38/48M cassettes, including spares.

4 Veolia Support

4.1 Off-Site Support

Controls

Provide system controls & programming adjustments as required for the new membranes and if selected, the LEAP aeration.

Documentation

The base level of documentation updates will include:

- Summary of control/programming changes;
- Markups of relevant P&ID drawings.

These updates should be filed in the O&M manual.

Project Management

- Provide planning and off-site assistance during the membrane replacement upgrade project.

4.2 On-Site Technical Advisory Services

The proposal includes a provision for technical advisory services during the installation and commissioning process to support Worcester's staff as outlined below:

- Base offer – 1 field service representative (FSR) for 4 x 10-hour days to support the membrane installation;
- LEAP aeration option – 2 FSR's for 5 x 10-hour days to support the membrane installation and LEAP aeration upgrade;
- LEAP aeration with cassette refurbishment option - 2 FSR's for 7 x 10-hour days to support the membrane installation, LEAP aeration upgrade and cassette refurbishment.

Please see section 7.2 for recommendations on the number of plant staff necessary to perform the work.

Installation and commissioning of membranes will be executed one train at a time to minimize down-time and to return each train to beneficial use in a timely manner.

The following activities will be completed by Veolia FSR's with plant staff assistance:

- Remove existing membranes from the cassettes;
- Install cassette refurbishment and/or LEAPmbr aeration upgrade components depending on which option is selected (if an option is selected);
- Install the new membrane modules;

- Upload required revisions to the PLC program with adjusted set-points;
- Perform bubble test where applicable to test membrane integrity and review trans membrane pressure (TMP) on the installed membranes and compare to expected values for new membranes; complete repairs/adjustments necessary to provide new membranes performance.

Operating Responsibility - Worcester retains control of the work site and retains final responsibility for the installation and commissioning process.

Veolia will perform the services specified in the scope section of this document, but Veolia will not operate the system. For the purposes of this agreement, the term “operate the system” shall mean to run or control the functioning of the equipment or to otherwise conduct or manage the affairs of any aspect of water or wastewater treatment or other functions at Worcester’s site, and shall include functions such as providing operators or laborers to adjust or control water treatment (“WT”) equipment, wastewater treatment (“WWT”) equipment or sludge management facilities (“SMF”), providing program oversight or directing on-site or contract operators/laborers to adjust or control WWT or SMF, providing personnel responsible for or providing oversight of water treatment residual quality, wastewater effluent quality, sludge quality, waste characterization, or waste disposal activities, or providing personnel with continual or daily operational responsibilities with respect to water or wastewater treatment, influent or effluent compliance monitoring, process monitoring, government reporting or notification, or permit compliance.

Waiting Time - Any overtime or waiting times required due to unforeseen site events outside the control of Veolia will be invoiced according to the prevailing Veolia service labor rates sheet, available on request.

Reporting - Before leaving site, Veolia will record observations and discuss with operators concerning the condition of the equipment, tasks accomplished during the visit, and key operating and maintenance issues requiring further attention. Veolia will provide a copy of a written report before leaving site and/or provide a service visit report to the plant operator within a reasonable timeframe of the Veolia service representative’s return to the office. In any case, Worcester will be asked to sign a work order that describes the hours on site and tasks accomplished.

Veolia Duties for On-Site Services

- Veolia will coordinate its work under this agreement in a reasonable manner with the operating staff of the facility.
- Veolia will maintain public liability and property damage insurance covering all operations undertaken by Veolia and its sub-contractors with a limit of $5,000,000 inclusive for any one accident or occurrence. If for any reason additional insurance coverage (e.g. general construction/erection all risk, general liability) is required above and beyond Veolia’s standard insurance terms for on-site commissioning supervision, Worcester must inform Veolia in writing 60 days prior to work commencement at site. Worcester will be billed for all additional insurance costs and processing fees.

- Veolia will maintain workers compensation and employers' liability coverage as per statutory requirements.

5 Delivery

- **Freight**
- **DDP -** Delivery will be by standard ocean/ground on the basis of DDP Mystic Harbor WWTP, Ocean city, MD USA or other named place of destination; Incoterms 2020. DDP = delivery duty paid. Partial shipments will be acceptable unless otherwise specified. Where delivery cannot be accepted at this destination, Worcester shall specify an alternate, equivalent destination without delay.

  Due to varying origins and availability, non-membrane items included in this proposal may be shipped separately from the membranes. Should separate shipments be required, where possible, Veolia will strive to provide these items on or before the delivery of the membranes.
- **Title & Risk** - Title and risk of loss or damage to membrane modules, shipping frames and crating shall pass to Worcester upon delivery at the named place of destination.
- **International Shipment, Fees, and Duties**
- **Origin** - Delivery of ZeeWeed membranes originates from the Veolia Water Hungary Kft, Bláthy Ottó u 4, Oroszlány, 2840 Hungary facility. Costs to transport membranes into North America are included in Veolia's quoted price.
- **Export Documents** - All ZeeWeed membrane module shipments into the USA require clearance documentation from the EPA. Veolia will prepare and provide the required EPA documentation to the Carrier.
- **MPF** - Merchandise processing fee is a fee assessed for formal custom entries based on 0.35% of the invoice value, with a minimum of USD $32 per formal entry and a maximum of USD $614. On the basis of DDP terms, this fee will be paid by Veolia within the quoted price.
- **Duty** - A US Customs duty of 3.9% applies to all ZeeWeed membranes shipped individually or in shipping frames; not in operational cassette frames. On the basis of DDP terms, this duty will be paid by Veolia within the quoted price. Any new duty imposed after the date of this proposal is the responsibility of Worcester.
- **Taxes** - All applicable local, state, or federal taxes are the responsibility of Worcester.

- **Temperature** - UF membranes cannot be allowed to freeze or overheat and may require temperature-controlled freight and handling according to the season and the planned routing.
- **Packaging –**Membranes may be delivered factory-installed in shipping frames, individually bagged, boxed and crated or a combination of the two methods depending on availability and urgency of delivery.
- **Unloading -** may require one of or a combination of a loading dock, extended forks and an experienced forklift driver at delivery destination. Please consult with Veolia at the time of purchase order (PO) preparation on this.

shipping crate information (estimated)

Qty	Description	Dimensions (in) (LxWxH)	Weight (lb)
5	ZW500D 30M shipping frame	89 X 37 X 94	2,286
1	ZW500D 2M membrane crate	93 X 38 X 18	334

Notes:

- Only crates for membrane transport have been shown above to identify the largest and heaviest items that will need to be unloaded;
- Smaller crates/skids will be used for hardware items (hanger arms, spool connection components, etc.).

- **Availability** - Delivery of membrane modules and LEAPmbr upgrade cassette refurbishment components is typically 10-20 weeks after receipt of order.

  With current global logistics and freight delays, delivery of membrane modules and LEAPmbr upgrade cassette refurbishment components is estimated at **76-78** weeks after receipt of order.

  Definitive membrane module and LEAPmbr upgrade cassette refurbishment component availability will be confirmed once a purchase order is received from Worcester and acknowledgement of a purchase order is issued by Veolia.

6 ZeeWeed Configuration

Configuration Data	Units	Existing Plant Configuration	Proposed Configuration After Replacement/ Upgrade/ Expansion
Number of trains, plant		4	4
Number of trains as configured		4	4
Type of ZeeWeed membrane		ZW500D	ZW500D
Module surface area	ft²	340	430
Total number of cassette spaces per train		2	2
Maximum number of modules per cassette		48	48
Fully populated cassettes installed per train		1	0
Flex cassettes installed per train		0	1
Installed number of modules per flex cassette		0	38
Total module count, train		48	38
Total surface area in operation, train	ft²	16,320	16,340
Total module count, plant		192	152
Total surface area in operation, plant	ft²	65,280	65,360
% surface area change from existing, plant	%	---	0.1
% spare space by membrane count, plant		50%	60%

7 Scope - Worcester

7.1 Installation Preparation

- Receive, off-load, handle and provide temperature-controlled storage of the equipment and materials required for Seller to perform the duties outlined in the Seller's scope of supply. Prior to off-loading, Buyer to confirm temperature indicators have not been tripped.
- Membranes must be stored in a sheltered area, protected from freezing, direct sunlight or extreme heat, and sealed as shipped until ready for use. Storage should be in a dark, dry, level area at a temperature of 5-30°C (41-86°F). Membranes have a shelf life of 1 year before requiring re-preservation and should not be stored longer than necessary prior to installation. Worcester is responsible for risk of loss of Seller's parts while in storage at the customer's plant.
- Inspect, evaluate and make repairs as required for the membrane tanks, mounting brackets, hoses and all connections prior to Veolia arriving at site.
- Provide all access structures (such as scaffolding) and mechanical lifting equipment including cranes, forklifts and scissor lifts.
- Assure availability of a copy of the operating manual, all process and instrumentation drawings, and all electrical drawings on site and accessible for reference.
- Maintain adequate insurance coverage for the risks of fire, theft, vandalism, floods and personal injury to authorized or unauthorized visitors.

7.2 Installation

- Provide 1 or more plant personnel to work continuously for the full duration of the Veolia site visits during installation and commissioning of the modules. Veolia recommends that at least one of the personnel be experienced with the ZeeWeed system.
- Worcester will afford Seller's personnel free access and egress of the facility for all authorized work. Worcester will provide reasonable access to workshop facilities with standard workshop tools and equipment as is necessary to meet any repair and maintenance requirements of the system during installation. Worcester will provide Seller's personnel reasonable access to the facility amenities, including washrooms and break rooms.
- Provide adequate illumination and emergency lighting for all areas in which the Seller will be executing the scope of supply. Provide all site utilities such as raw water, instrument quality air, potable water and power required for operation of the proposed equipment included in this scope of supply. Assure that adequate

quantities of membrane cleaning and neutralizing chemicals are on hand for wash procedures including sodium hypochlorite, sodium bisulphite, citric acid and sodium hydroxide. Supply telephone/fax/modem access while Seller's staff members are on-site.

- Worcester will provide assistance to:
  - Remove cassettes from the system as required;
  - Clean each cassette as it is removed from the system;
  - Install cassette refurbishment / LEAPmbr aeration upgrade components if either option is selected;
  - Place new modules into each cassette;
  - Return the cassettes to the system.
- Worcester will:
  - Dispose of shipping and packaging materials unless specifically requested not to do so by Veolia;
  - Prepare shipping frames for return to Veolia, see section 7.3;
  - Load shipping frames onto the truck for return/delivery to Veolia – Veolia will be responsible for organizing the logistics of delivery back to Veolia.

7.3 Empty Shipping Frame Preparation

All shipping frames returning to Veolia must be well cleaned and packaged appropriately for trans-oceanic transport in shipping containers.

All wooden packaging material used for international shipments must conform to current phytosanitary standards to reduce the risk of introduction and spread of quarantine pest species associated with the movement in international trade of wood packaging material made from raw wood.

All wood packaging material used to transport shipping frames internationally, must comply with ISPM15 which is the standard for phytosanitary measures and be properly stamped indicating compliance with the standard. Failure to comply with the standard may lead to shipment refusal and subsequent project delays. For detailed information on ISPM15 please visit the *ISPM15* website.

Whenever possible, save and re-use the wooden skids that the shipping frames arrived on for return freight purposes.

8 Solution Design Notes

8.1 Permits

Regulatory Requirements

Worcester is responsible to review and report to the permit granting agency on the impact of any of the proposed changes on the regulatory permit. Veolia will provide the necessary manufacturer's technical support on regulatory issues.

Please speak with your regional lifecycle manager (RLM) if there are any regulatory requirements or concerns.

Utilization

Veolia understands that these modules are required as replacements for currently installed modules.

These modules are offered on the basis that the membrane modules will not be used to provide expanded flow beyond the current plant flow rating. Veolia makes no guarantees, implied or otherwise as to the performance of these modules in any other capacity than as replacement membranes.

Production Interruption

During installation of the ZeeWeed cassettes, trains will be shut down which will affect Worcester treatment capacity. After the purchase order is acknowledged, Veolia's project manager for the installation will consult with Worcester to jointly develop the installation plan and work schedule with due regard for membrane delivery to the plant and plant preparation.

8.2 Maintenance Notes for Replacement Membranes

At the time of any full plant or full train membrane replacement, it is recommended to evaluate the appropriate timing of repairs or replacement of the following ancillary system components:

- Is it the right time to address any tank coating repairs which may be required?
- Are any of the aeration or permeate connection hoses, clamps, camlocks, camlock seals and couplings due for replacement?

Preferential Flow

Mixing a small proportion of new modules in trains with large amounts of older modules is not recommended as it creates a risk of over-fluxing of new modules, which can shorten their lives. For ZW500D membranes, the mixing of old and new modules in the same cassette makes slack adjustment more difficult. Veolia recommends that Worcester plan membrane module replacement on a complete cassette and complete train basis wherever possible to achieve both optimal performance and best value from the new membrane

modules. In this case, by replacing all membrane modules in the plant, this risk has been neutralized.

Membrane Slack

Veolia's membranes are supplied and shipped with an initial factory fiber slack designed to optimize membrane air scouring during operation as well as accommodate a degree of shrinkage. Membranes shrink in length early in their lifecycle when exposed to higher temperature water. The pace of shrinkage slows with age. With the installation of new membranes, the requirements for slack adjustment start a new cycle.

Due to the wide variety of operating environments in which our products can be utilized, it is difficult to generally predict the rate of shrinkage. If membranes operate in a condition of insufficient slack for an extended period of time, irreversible damage to the fiber-urethane bond may occur. Please refer below to the recommended inspection frequencies based on your plant's membrane tank operating temperature. Visual inspections should begin during the membrane installation and be repeated over time on the same cassette. Digital pictures will allow for comparative analysis of the fiber slack over time.

Maximum Operating Temperature	Recommended Slack Inspection Frequency
0-24 °C / 32-76 °F	every 2 years
25-30 °C / 77-86 °F	once per year
>30 °C / > 86 °F	twice per year

Bubble Test Pressure

The bubble test pressure for the purchased membranes is 2 psi horizontally and 3 psi vertically.

8.3 Technical

LEAPmbr Aeration Implementation

For new plants, only one air header and one automated valve is required per train. However, to minimize changes to the existing trains, both air headers in the membrane tanks and the existing valves will be utilized. To facilitate the upgrade to LEAPmbr, blower capabilities and aeration piping will require review and possible modifications to allow the lower air flows required for LEAPmbr and provide the correct balance of air flows train to train as each train is converted. Controlling two aeration modes for both the existing trains and the trains converted to LEAPmbr presents design and operating challenges and it is strongly recommended to plan for conversion of all trains to LEAPmbr within a short period of time (days/weeks/months).

With the current blowers it will be possible to operate in the following manner after resheaving:

- 4 trains in operation - plant can run in LEAP Hi with 4 blowers running and LEAP Lo with 2 blowers running.

- 3 trains in operation - plant will run in LEAP Hi with three blower running and midway between LEAP Lo and LEAP Hi with 2 blowers running.
- 2 trains in operation - plant will run in LEAP Hi with 2 blower running and LEAP Lo with 1 blower running.
- 1 train in operation - plant will run in LEAP Hi with 1 blower running.
- There will be at least 1 standby blower at all times.

Other Considerations

Hoses & Fittings

Veolia has assumed for this proposal that the current aeration and permeate cassette connections for the ZW500D cassettes do not need replacing at this time. If this is not so, please advise Veolia and request that they be added to this proposal.

Blowers

Assuming that the originally supplied Aerzen Delta GM25s blowers are still in operation, the range of blower turndown capacity has been verified with the vendor to be adequate for this all options.

Base Offer - Veolia will supply 5 x resheaving kits for the blowers (4 duty + 1 standby) to change the airflow requirement from 296 ICFM @ 5.5 psig to **237 ICFM @ 5.5 psig** per blower

LEAP upgrade - Veolia will supply 5 x resheaving kits for the blowers (4 duty + 1 standby) to change the airflow requirement from 296 ICFM @ 5.5 psig to **157 ICFM @ 5.5 psig** per blower.

Mechanical and electrical adjustments required to meet new air flow will be completed by Worcester or their 3rd party designate.

Pre-Screen

Trash and non-biodegradable solids, such as hair, lint, grit and plastics may foul or damage the membranes if allowed to pass into the membrane chamber. Veolia recommends that an internally-fed screen with mesh or punched-hole openings less than or equal to 2 mm with no possibility of bypass or carryover be operated upstream of the new membranes to ensure effective operation and to maximize membrane life.

9 Health & Safety

Worcester

- Worcester will provide orientation to Seller's personnel to ensure site-specific safety protocols are known. Worcester will identify and inform Seller's personnel of any site-specific hazards present in the workplace that could impact the delivery of Seller's scope of supply and agrees to work with Seller to remove, monitor, and control the hazards to a practical level.
- Worcester will provide any site-specific or standard company operating procedures and practices for Seller's personnel to perform work on site, if required by Worcester's policies. Such programs may include, but are not limited to, general environmental health & safety (EHS), HAZOP, fire protection, drug testing, incident notice, site conduct, standard first aid, chemical receiving, electrical safety, etc. Worcester will provide a certificate of program completion for Seller's personnel. This program will be fully documented, training materials will be provided, and attendance list will be kept.
- If any type of lifting devices will be used on site, Worcester will provide proof of its maintenance, inspection and certification documentation upon request and will assist the Veolia service representative to complete a safety inspection checklist.
- Where confined space entry may be required, Worcester will provide early notice and will collaborate with Veolia in planning adequate staffing and in advising the local fire/rescue department as required.
- No time or cost provision has been made for preparations such as safety record clearances, drug testing, insurance confirmations or pre-job-training in excess of 1 hour. Prior to finalizing the Purchase Order and the work schedule, Worcester will advise Veolia of any pre-job or pre-mobilization requirements. Where these requirements exceed 1 hour, this time will be charged to Worcester at rates set out in the prevailing Veolia labor rate sheet.
- Where certain short duration activities require two people for safety and the Veolia Service representative is alone at site, Worcester will cooperate as required to assure that correct safety precautions are taken.
- Worcester is responsible for the following environmental provisions:
- Environmental use and discharge permits for all chemicals at Worcester's facility either listed in this document or proposed for use at a later date;
- Any special permits required for Seller's or Worcester's employees to perform work related to the water treatment system at the facility;
- All site testing, including soil, ground and surface water, air emissions, etc.;

- Disposal of all solid and liquid waste from the Seller's system including waste materials generated during construction, start up and operation.
- Worcester is responsible for provision of health and safety facilities to Seller's field service representatives to the same extent that they are provided to Worcester's own employees, including provision of:
- Eyewash and safety showers in the water treatment area;
- Chemical spill response;
- Security and fire protection systems per local codes.

Veolia

- All work on site will be performed in accordance with applicable law and will be performed reasonably, in a clean and safe manner. The Veolia service representative will abide by the more stringent of the applicable health, safety and environmental policies and procedures of either Worcester or Veolia.
- Veolia will provide all applicable safety training required by Veolia policies or by state or national health and safety regulations. The Veolia service representative will have undergone workplace hazardous material information system (WHMIS) training and will come equipped with necessary personal protective equipment (PPE).
- Emergencies - In emergencies affecting the safety of persons, work or property at the site and adjacent thereto, Veolia will act, without previous instructions from Worcester, as the situation warrants. Veolia will notify Worcester immediately thereafter.

10 ZeeWeed Membrane Module Standard Warranty

This schedule sets out the warranty with respect to ZeeWeed membrane modules ("membrane modules"). No other warranties, expressed or implied are made in connection with the sale of these products, including, without limitation, warranties as to fitness for any purpose or use or merchantability of these products. The warranty provided herein will be the exclusive and sole remedy of Buyer. This warranty is not transferable.

1. Definitions

The follow terms shall have the meaning set forth below when used in the warranty document:

a. "Buyer" means the party purchasing the ZeeWeed Modules from the Seller

b. "Seller" means a business component of, or legal entity within the Veolia Water Technologies & Solutions business which is selling the ZeeWeed membranes.

2. Warranty Product

This warranty applies to only the membrane modules supplied under the contract of sale. Membrane module means the hollow fiber ultrafiltration membranes and the potted plastic headers. This warranty does not cover air piping to the membrane module, permeate piping from the membrane module, piping connection fittings, connecting hardware and cassette frames with their associated components including but not limited to spacers, aerator tubes, aerator assemblies, screen, module dummies or module blanks.

3. Scope of Warranty

The Seller warrants that its membrane module(s) will be free of defects due to faulty materials or errors in manufacturing workmanship.

Regular membrane module inspection and normal fiber repair shall be the responsibility of Buyer.

All replacement membrane modules will be shipped on the basis of INCOTERMS 2020 FCA Veolia manufacturing facility.

All ancillary costs including but not limited to bagging, boxing, crating, freight, freight insurance, applicable taxes, import duties, certifications, brokerage, receiving, forklift services, storage at site, reattachment hardware, hose/clamp/camlock replacement, crane services, installation, fiber repair materials, glycerin flushing, commissioning and waste disposal are the responsibility of Buyer.

4. Warranty Start Date

Membrane warranty will start on the earlier of:

a. The date that installation of the original membrane module(s) has been substantially completed, or

b. Three (3) months from the date of delivery of the original membrane module(s) to Buyer.

5. Warranty Duration

Total Warranty Duration: a total of **24** months of full replacement warranty coverage.

6. Notification Of Claim

All claims filed under this warranty shall be made in writing by Buyer within 30 days of identifying a defect.

Buyer shall provide the following information:

a. A description of the defect giving rise to the claim;

b. Photographs showing the manufacturing defect;

c. The serial number(s) of the membrane module(s) which is (are) the subject of the warranty claim; and

d. Operating data and repair history for the life of membrane modules which are the subject of a warranty claim.

7. Verification of Claim

After receipt of written notification of a defect, the Seller will promptly undertake such investigations as, in the Seller's opinion, are necessary to verify whether a defect exists. The Seller reserves the right to require additional data as necessary to validate claims. Buyer may, in the course of these investigations, be requested to return membrane module(s) to the Seller for examination (see section 11). The Seller may also conduct reasonable tests and inspections at Buyer's plant or premises. If the results of the investigation do not validate the defect claimed, Buyer will reimburse the Seller for all reasonable expenses associated with said investigation, including expenses for all tests, inspections, and associated travel.

8. Satisfaction of Claims

The Seller will have the right to satisfy claims under this warranty in a flexible manner. Such flexibility may include the repair of existing membrane modules or changes in operating protocols or membrane module replacement or by upgrading failed membrane modules with newer membrane module(s) that may embody design and efficiency improvements. Buyer consents to the supply of replacement membrane modules which may be of a different design than original membrane modules.

9. Operating Information

To maintain the membrane module warranty, membrane system operation records from initial start-up date until claim must be maintained by Buyer and made available to the Seller upon request. Records must be provided in sufficient detail as applicable to verify the subject of a warranty claim and can include but is not limited to, operation data including information on feed water quality, temperatures, flows, trans-membrane pressures, aeration rates, permeate quality, cleaning intervals, cleaning chemical concentrations, elapsed time since start-up, relevant analytical data and reporting of any screen bypass events.

Buyer shall maintain and share access to a single reference copy in electronic form of a membrane module map containing the history of activity by membrane module and the serial number for each module. Buyer shall log its procedures performed related to a membrane module including relocation of membrane modules, repairs, replacements and any other noteworthy events.

Buyer authorizes the Seller to conduct any reasonable review of operation and maintenance records or to inspect facilities where membrane modules are installed, upon reasonable notice to Buyer. Such reviews and/or inspections are intended to also assist the Seller and Buyer in detection of membrane system faults and to optimize the care and operation of the membrane modules.

10. Limitation of Warranties

Occurrence of any of the following as reasonably determined by the Seller will void this warranty:

a. A material failure to operate the membrane system in accordance with Seller's operations and maintenance manual supplied to Buyer as part of the contract, including material failure to adhere to the Seller's specified membrane module cleaning procedures and the use of anything other than Seller-approved membrane module cleaning agents.

b. Failure to adhere to the preventive maintenance program as presented in the Seller's operations and maintenance manual, in published product manuals and in specifications.

c. Failure to adhere to all transportation and storage requirements. ZeeWeed membrane modules may be stored up to 12 months from date of receipt and must be transported and stored in original intact packaging out of direct sunlight in ambient temperatures between 5-35 Degrees Celsius. Storage beyond 12 months from date of receipt requires a written request to Veolia to maintain membrane module warranties.

d. Introduction of destructive foreign materials and chemical agents into the membrane module.

e. Failure to maintain and provide system operating data and repair history for the life of membrane modules which are the subject of a warranty claim.

f. Physical abuse or misuse, incorrect removal or installation of membrane modules by non-Seller personnel including fiber damage caused by operator error in handling of membrane modules or cassettes.

g. Unauthorized alteration of any components or parts originally supplied by the Seller.

h. Intentional damage.

11. Return Procedure

In the event that the return of a membrane module is required pursuant to this warranty, Buyer will first obtain a Return Goods Authorization (RGA) number from the Seller. Membrane module(s) shipped to the Seller for warranty examination must be shipped freight prepaid in environmentally controlled freight and storage with ambient air temperature between 5-35 degree Celsius. If Buyer desires temporary replacement membrane module(s) to replace those alleged to be defective and returned to the Seller for warranty examination, Buyer shall be responsible for the cost associated with any such replacements until examination of the returned membrane modules pursuant to this warranty is complete. Any membrane module examined by Seller as part of a warranty claim where the membrane module is subsequently found to be performing as warranted or where a membrane module failure is not covered under the warranty will be returned to Buyer, freight collect or disposed of by Seller and the cost associated with any membrane analysis and diagnostic work will be levied against the Buyer based on Veolia standard labor rates.

12. Disclaimer and Limitation on Liability

To the maximum extent permitted by law, in no event shall Seller be liable for any loss of profit or revenues, loss of production, loss of use of equipment or services or any associated equipment, interruption of business, cost of capital, cost of replacement water or power, downtime costs, increased operating costs, claims of Buyer's customers for such damages, or for any special, consequential, incidental, indirect, punitive or exemplary damages arising out of or relating to the performance or actual or alleged breach of the agreement, regardless of whether a claim is based in contract (including warranty or indemnity), extra-contractual liability, tort (including negligence or strict liability), statute, equity or any other legal theory.

11 Terms and Conditions of Sale

A - Specific Terms and Conditions of Sale

These terms take precedence over the general terms and conditions of sale.

1 Legal Entity for Contracting

Veolia WTS Solutions USA, Inc is the name of the Seller, and means a business component of, or legal entity within the Veolia Water Technologies & Solutions business (Veolia).

Please advise us if this Veolia entity is not set up in your purchasing system as a vendor and you do have another Veolia entity set up. We are keen to make the purchase process as convenient as possible for Worcester.

short form: Where a short reference is required in this document, for convenience, we are called simply Veolia.

2 Payment

Veolia prefers to receive payment by wire transfer and will also accept payment by courier check.

Wire transfer information for Veolia WTS Solutions USA, Inc send details to: SHD WATS REMIT-NAM *vtc.vwts.remit-nam.all@veolia.com*	
Deutsche Bank Trust Company Americas C/O Veolia WTS Solutions USA, Inc. 60 Wall St New York, NY 10005 USA	Account # 50272952 SWIFT # BKTRUS33 ABA # 021001033

3 Payment Terms

On approved credit, payment terms are net 30 days from customer receipt of invoice. Please see the invoicing schedule in the price section. In the event an invoice is issued on shipment of goods from a Veolia Hungarian production facility, payment terms will be extended by an additional 45 days to account for the additional transit time to the delivery location.

4 Proposal Validity

Prices quoted and proposal terms are valid up to thirty (30) days after the date of issue of this proposal unless confirmed with a purchase order.

5 Bonds

Performance or payment bonds are not included in the price. These bonds can be purchased on request but will be at an additional cost.

6 Assignment of Membrane Warranty

The Buyer will be entitled to assign to a subsequent owner of the membranes the warranties of the Seller under this Agreement, provided that a prior written notification is sent to the Seller and the assignment agreement contains terms and conditions which provide the Seller with the protections of the warranties and limitations on liability contained in the Agreement. Subject to Buyer's compliance with the foregoing requirement, such warranty rights are expressly assignable by the Buyer to a subsequent owner of the membranes. Except as provided herein, Buyer is not entitled to extend or transfer this warranty to any other party.

7 Flight Booking

Prices quoted for installation which include airfare are either based on timely confirmation of a visit schedule or based on receipt of a purchase order in time to book any flights seven days in advance. Additional airfare charges related to late arrival of a purchase order will be extra and billed through to Worcester without mark-up.

8 Warranty on Programming

Veolia warrants that the PLC program will conform to the specifications in the relevant sections of the CLSC and OSC (revised for the project) and will be free from defects in workmanship when operated at all times in accordance with Veolia's written instructions. If any defects are found and reported by Worcester within a period not exceeding twelve (12) months beyond the completion of the site acceptance test, Veolia will make modifications to the PLC code as deemed necessary. Any changes requested by Worcester after this period will be at the customer's expense.

9 Purchase Order Guidelines

Please confirm that your purchase order has covered the following points. This will ensure accurate and prompt order entry, product delivery, invoicing and accounts receivables processing and will prevent administrative delays for all parties.

- Documentation – Our strong preference is to receive a hard or digital copy of your purchase order (PO) rather than a PO number alone. Your PO can be sent by email to *nam.service.pocentral@veolia.com*. If you are not able to provide a PO, please contact us for alternatives.
- Veolia legal entity – Please be sure your purchase order is issued in the name of the specific Veolia legal entity outlined in the quote. We will be glad to work with your purchasing department to set this entity up as an approved supplier/vendor. Please advise us if this Veolia entity is not set up in your purchasing system as a vendor and you do have another Veolia entity set up.
- Quotation Number – Please reference the quotation number in your PO.
- Product – Please note which product(s) you wish to purchase along with the quoted price, particularly if quantities or scope differ from the quotation.
- Taxes – Please provide any required tax exemption certificates. Please indicate if taxes have been added in your PO.
- Payment Terms – Please acknowledge the payment terms included with the quotation.
- Bill-to Address – Please include contact information for your accounts payable.
- Ship-to Address – Please clearly define the delivery location and the receiver's email & telephone. Please specify receiving hours and any special off-loading requirements.
- Delivery Date – Please include your requested delivery date.

B – General Terms and Conditions of Sale

Veolia's standard terms and conditions apply. See attachment C.

Note to purchasing agent: The Veolia's standard set of commercial terms & conditions are written for moderate value transactions to allow an efficient and rapid provision of services and parts. Where corporate agreement terms have been previously agreed, these may be brought forward by either party and applied by mutual consent. If either of these terms sets are not immediately acceptable, please expect a typical 6-10 week cycle of mutual review to build agreement on changes.

12 Signed Agreement

Through the issue of this proposal, Veolia signals their intent to enter into an agreement with Worcester. Worcester and Veolia acknowledge that they have read and understood this agreement and agree to be bound by the terms and conditions specified in it.

Offered by Legal Entity:	Veolia WTS Solutions USA, Inc, also known as Veolia or Seller 5951 Clearwater Dr., Minnetonka, MN, 55343	**Accepted by Legal Entity:**	County of Worcester, also known as Worcester or Buyer
		Authorized Signature by:	
		Title:	
		Signature Date:	
		Signature:	x
		Purchase Order No:	
		If options were available, which options selected	

Upon acceptance of this proposal, please forward the following either
• by email with .pdf attachments or • by postal mail.
1) this signature page completed to:
2) a hard copy of your purchase order, and
3) any required tax exemption certificates

nam.service.pocentral@veolia.com
or
Veolia Water Technologies & Solutions
attention: Contracts Administrator
Please contact nam.service.pocentral@veolia.com for correct address

This agreement comes into force when Veolia has issued a formal acceptance of Worcester's Purchase order or formal acceptance of this Worcester signed agreement.

Doc. control: Author: MCA (rev 1) RM (rev 0) Filename: Mystic Harbor 361752-1 152 X ZW500D RX12 430ft² August 8 2024
Last modified: 8/8/2024 12:54 PM Technical review: DP (rev 0-1) Commercial review: DP (rev 0-1) MS (rev 0-1) DOA: Blkt

Attachment A LEAPmbr Data



LEAPmbr Upgrade

simple • reliable • efficient

VEOLIA

ZeeWeed* 500d

WATER TECHNOLOGIES

VEOLIA

Taking ZeeWeed MBR technology to the next level

Upgrade your existing ZeeWeed 500d MBR system to LEAPmbr and take advantage of this state of the art technology.

Our new level of ZeeWeed MBR technology leverages over 25 years of proven MBR experience. Veolia's LEAPmbr delivers the most advanced ZeeWeed MBR solution to date to address our customer's challenges of productivity, footprint, simplicity, reliability and energy savings. At its core, LEAPmbr uses the industry's most trusted brand, the Zeeweed 500 membrane, while incorporating significant innovations that take MBR to the next level.

What is LEAPmbr?

LEAPmbr is a simple, reliable, and efficient membrane bioreactor system offering you:

Increased Productivity

Boost your productivity 15% with our latest ZeeWeed 500d membrane.

Smaller Footprint

Make better use of space with a flexible design that gives you more flow capacity in your existing footprint.

Simplified Design

Simplify your design by reducing membrane aeration equipment and controls, and eliminating air cycling valves, resulting in simplified maintenance.

Energy Savings

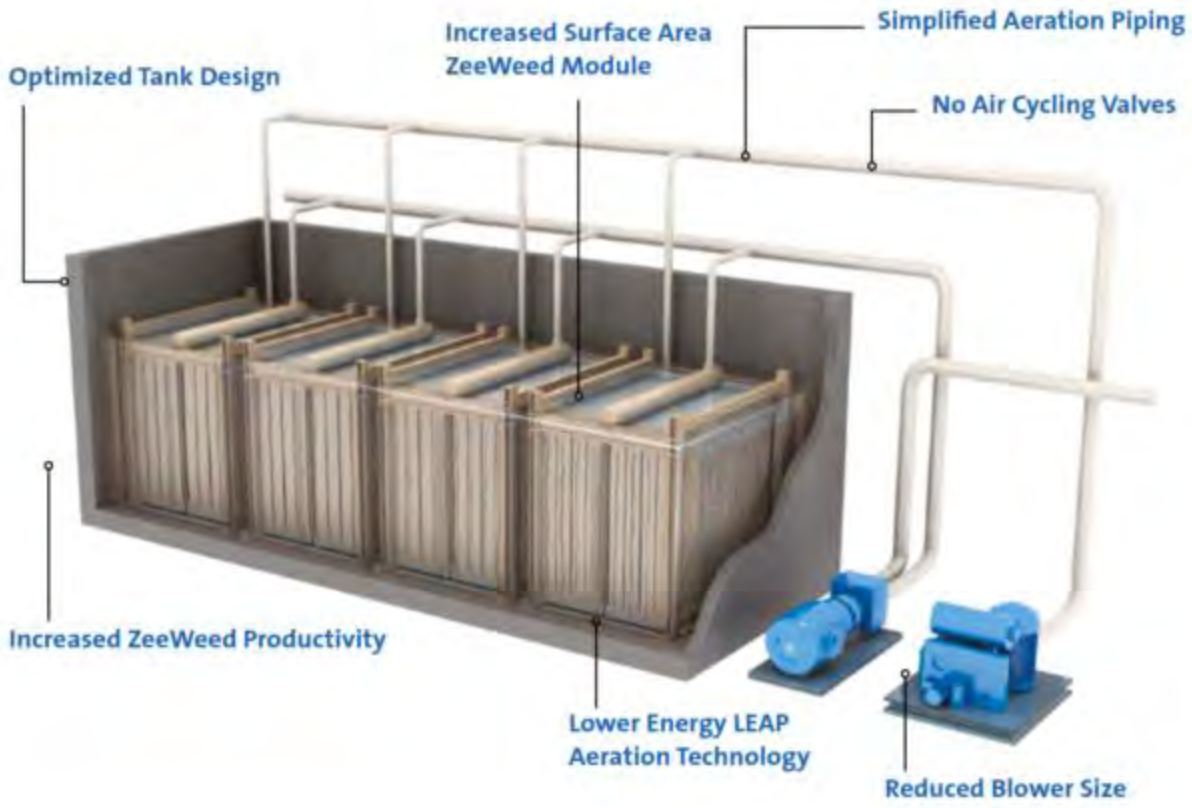
Reduce your operating costs with a 30% energy savings.

Guaranteed Reliability

Have the confidence of the strongest, most reliable membrane in the industry.

* Contact your Regional Sales or Regional Lifecycle Manager for more information on LEAPmbr and to discuss your upgrade options.

LEAPmbr
simple • reliable • efficient



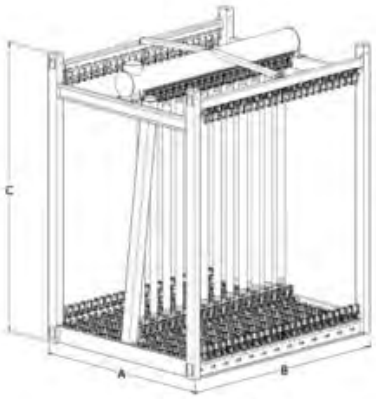
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ZeeWeed* 500D LEAP Cassette

FACT SHEET

Cassette Dimensions

Product	Width (A) mm (in)	Length (B) mm (in)	Height (C) mm (in)
52M	1,744 (68.7)	2,136 (84.1)	2,561 (100.8)
16M	738 (29.1)	1,744 (68.7)	2,512 (98.9)



LEAPmbr Cassette

LEAPmbr
simple • reliable • efficient

Cassette Tie-Points & Weights

Application	Product	Max. # of ZW Modules	Min. # of ZW Modules	Permeate Connection	Air Connection	Max. Shipping Weight [1] kg (lb)	Lifting Weight [2] kg (lb)
LEAPmbr	52M	52	26	1 x 6" vert. pipe	1 x 3" FNPT half coupling	1,892 (4,172)	2,184 – 4,250 (4,816 – 9,370)
	16M	16	8	2 x 4" FNPT half couplings	1 x 3" FNPT half coupling	741 (1,634)	777 – 1,455 (1,713 – 3,208)

[1] Crated with maximum number of modules
[2] Varies with number of modules and solids accumulation

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Veolia Water Technologies
Please contact us via:
www.veoliawatertechnologies.com

WATER TECHNOLOGIES

Attachment B ZW500D Shipping Frames

ZeeWeed* 500D Shipping Frame

FACT SHEET

Description and Use

The shipping frame for ZeeWeed 500D modules is a robust, stainless steel unit that can reduce the shipping cost per module by nearly 60% through reduced packaging, increased packing density and reduced handling.

A single shipping frame safely and securely carries up to 30 ZW500D modules.

ZW500D shipping frames are available for purchase or for rent depending on your needs. Veolia can help you determine the most cost-effective alternative for you.

Packaging Information

Twelve fully loaded shipping frames fit inside a 40 ft. shipping container. This allows you to transport more modules per container compared to the bag, box and crate methods.

Table 1 offers a comparison of the number of modules that will fit in a 40 foot container using the bag, box and crate method vs. the ZW500D shipping frame method.



Table 1: ZW500 modules per shipping container

Bag, Box & Crate	Frame
112[1]	360[1]

[1] Number of modules per 40 foot container

WATER TECHNOLOGIES

VEOLIA

ZeeWeed 500D Shipping Frame

Dimensions and Weights

Tables 2 and 3 show the specifications of the ZW500D shipping frame only and the crated ZW500D shipping frame, respectively.

Table 2: Shipping frame specifications

Item	Measurement
Width	82.6 inch (209.8 cm)
Height	88.7 inch (225.3 cm)
Depth	33.5 inch (85.1)
Volume	142 ft³ (4.02 m³)
Weight – empty	532 lbs. (242 kg)
Weight – full	2,542 lbs. (1,156 kg)

Table 3: Crated Frame Specifications

Item	Measurement
Width	88.6 inch (225.0 cm)
Height	94.5 inch (240.0 cm)
Depth	37.0 inch (94.0 cm)
Volume	179.3 ft³ (5.08 m³)
Weight – empty	942 lbs. (482 kg)
Weight – full	2,952 lbs. (1,342 kg)
Weight – shipping crate	410 lbs. (187 kg)
Capacity	30 Modules
Material of Construction	Stainless Steel 316



More Information

For more information about the ZW500D shipping frame and for all your water treatment needs, contact your Regional Sales Manager or Regional Lifecycle Manager to discuss options.

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Veolia Water Technologies
Please contact us via:
www.veoliawatertechnologies.com

Attachment C Veolia Standard Terms and Conditions

1. Exclusive Terms and Conditions. Together with any other terms the Parties agree to in writing, these General Terms and Conditions – together with the last proposal in order of time issued by the Seller – form the exclusive terms ("Agreement") whereby Buyer agrees to purchase, and Seller agrees to sell products and equipment (jointly "Equipment") and to provide advice, instruction and other services in connection with the sale of that Equipment ("Services"). If Buyer sends to Seller other terms and conditions to which Seller may not respond, including but not limited to those contained in Buyer's purchase order, such shall not apply. This Agreement may only be revised by a change order approved in writing by both Parties. All terms not defined herein shall be defined in Seller´s proposal.

2. Equipment and Services. The Equipment to be delivered and the Services to be provided shall be as set out in this Agreement. Unloading, handling, storage, installation, and operation of Buyer's systems or the Equipment are the responsibility of Buyer. Buyer shall not require or permit Seller's personnel to operate Buyer's systems or the Equipment at Buyer's site.

3. Prices and Payment. Buyer shall pay Seller for the Equipment and Services in accordance with the payment schedule (as set forth in Seller´s proposal or, if applicable, in any special conditions agreed to in writing by the Parties). Unless otherwise specified in writing, payment is due net thirty (30) days from the date of Seller's invoice. Seller may require a Letter of Credit or other payment guarantee, in which case the stated amount of the guarantee will be adjusted by Buyer in the event of any currency-based adjustment to prices or payment amounts per the Payment Schedule, and Buyer shall deliver the adjusted guarantee within five (5) days of request by Seller. Buyer agrees to reimburse Seller for collection costs, including 2% (two percent) interest per month (not to exceed the maximum amount permitted by applicable law), should Buyer fail to timely pay. Buyer shall have no rights to make any deduction, retention, withholding or setoff relating to any payments due under this Agreement.

4. Taxes and Duties. Seller shall be responsible for all corporate taxes measured by net income due to performance of or payment for work under this Agreement ("Seller Taxes"). Buyer shall be responsible for all taxes, duties, fees, or other charges of any nature (including, but not limited to, consumption, gross receipts, import, property, sales, stamp, turnover, use, or value-added taxes, and all items of withholding, deficiency, penalty, addition to tax, interest, or assessment related thereto, imposed by any governmental authority on Buyer or Seller or its subcontractors) in relation to the Agreement or the performance of or payment for work under the Agreement other than Seller Taxes ("Buyer Taxes"). The Agreement prices do not include the amount of any Buyer Taxes. If Buyer deducts or withholds Buyer Taxes, Buyer shall pay additional amounts so that Seller receives the full Agreement price without reduction for Buyer Taxes. Buyer shall provide to Seller, within one month of payment, official receipts from the applicable governmental authority for deducted or withheld taxes. Buyer shall furnish Seller with evidence of tax exemption acceptable to taxing authorities if applicable, prior to execution of the Agreement by both Parties or issuance by the Seller of the order acceptance. Buyer's failure to provide evidence of exemption at time of order will relieve Seller of any obligation to refund taxes paid by Seller.

5. Delivery, Title, Risk of Loss. Unless otherwise specified in this Agreement, Seller shall deliver all Equipment to Buyer FCA (Incoterms 2020) Seller's facility. The time for delivery of the Equipment to Buyer shall be specified in this Agreement. Seller's sole liability for any delay in delivery of the Equipment shall be as expressly set out in this Agreement. The place of delivery specified herein shall be firm and fixed, provided that Buyer may notify Seller no later than forty-five (45) days prior to the scheduled shipment date of the Equipment of an alternate point of delivery, Buyer shall compensate Seller for any additional cost in implementing the change. If any part of the Equipment cannot be delivered when ready due to any cause not attributable to Seller, Buyer shall designate a climate-controlled storage location, and Seller shall ship such Equipment to storage. Title and risk of loss shall thereupon pass to Buyer and amounts payable to Seller upon delivery or shipment shall be paid by Buyer along with expenses incurred by Seller. Services provided herein shall be charged at the rate prevailing at the time of actual use and Buyer shall pay any

increase, and Buyer shall pay directly all costs for storage and subsequent transportation. Failure by Buyer to take delivery of the Equipment shall be a material breach of this Agreement.

Title and risk of loss to the Equipment shall be transferred from Seller to Buyer at the point of delivery upon handover in accordance with this Agreement. Title and risk of loss to the Services shall pass as they are performed.

6. Warranties and Remedies. Seller warrants that Equipment shall be delivered free from defects in material, workmanship and title and that Services shall be performed in a competent, diligent manner in accordance with any mutually agreed specifications. Seller's warranty does not cover the results of improper handling, storage, installation, commissioning, operation or maintenance of the Equipment by Buyer or third parties, repairs or alterations made by Buyer without Seller's written consent, influent water which does not comply with agreed parameters, or fair wear and tear.

Unless otherwise expressly provided in this Agreement, the foregoing warranties are valid for:

(a) Chemicals and services, for six (6) months from their date of delivery or the provision of Services;

(b) Consumables, including filters and spiral wound membranes (other than spiral wound membranes for process treatment), the earlier of twelve (12) months from date of first use or fifteen (15) months from their date of delivery;

(c) Spiral wound membranes for process fluid treatment, ninety (90) days from their date of first use;

(d) Ultrafiltration membranes (ZW500, ZW700B, ZW1000, ZW1500), twelve (12) months from their date of delivery;

(e) Equipment other than chemicals and consumables, the earlier of, fifteen (15) months from delivery or shipment to storage, or twelve (12) months from start-up/first use;

(f) Software, ninety (90) days from the date of receipt;

(g) Equipment not manufactured by Seller; the warranty shall be the manufacturer's transferable warranty only.

Any claim for breach of these warranties must be promptly notified in writing, and Buyer shall make the defective item available to the Seller, or the claim will be void. Seller's sole responsibility and Buyer's exclusive remedy arising out of or relating to the Equipment or Services or any breach of these warranties is limited to repair at Seller's facility or (at Seller's option) replace at Seller's facility the defective item of Equipment and re-perform defective Services. In performance of its obligations hereunder, Seller will not control the actual operation of either Buyer's systems or the Equipment at the Buyer's site.

Warranty repair, replacement or re-performance by Seller shall not extend or renew the applicable warranty period.

The warranties and remedies are conditioned upon (a) proper unloading, handling, storage, installation, use, operation, and maintenance of the Equipment and Buyer's facility and all related system in accordance with Seller's instructions and, in the absence, generally accepted industry practice, (b) Buyer keeping accurate and complete records of operation and maintenance during the warranty period and providing Seller access to those records, and (c) modification or repair of Equipment or Services only as authorized by Seller in writing. Failure to meet any such conditions renders the warranty null and void.

The Buyer will be entitled to assign to a subsequent owner of the Equipment the warranties of the Seller under this Agreement, provided that a prior written notification is sent to the Seller and the assignment agreement contains terms and conditions which provide the Seller with the protections of the warranties and limitations on liability contained in the Agreement. Subject to Buyer's compliance with the foregoing requirement, such warranty rights are expressly assignable by the Buyer to a subsequent owner of the Equipment. Except as provided herein, Buyer is not entitled to extend or transfer this warranty to any other party. The warranties and remedies set forth in this article are in lieu of and exclude all other warranties and remedies, statutory, express or implied, including any warranty of merchantability or of fitness for a particular purpose.

Unless otherwise expressly stipulated in this Agreement, Seller gives no warranty or guarantee as to process results or performance of the Equipment, including but not limited to product quality, flow, production, capacity, membrane life, chemical consumption, regulatory compliance or energy consumption.

7. General Indemnity. Seller shall indemnify and hold harmless Buyer from claims for physical damage to third party property or injury to persons, including death, to the extent caused by the negligence of Seller or its officers, agents, employees, and/or assigns while engaged in activities under this Agreement. Buyer shall likewise indemnify

and hold harmless Seller from claims for physical damage to third party property or injury to persons, including death, to the extent caused by the negligence of the Buyer, its officers, agents, employees, and/or assigns. In the event such damage or injury is caused by the joint or concurrent negligence of Seller and Buyer, the loss shall be borne by each Party in proportion to its negligence. For the purposes of this article (i) “Third party” shall not include Buyer or any subsequent owner of the Equipment, their subsidiaries, parents, affiliates, agents, successors or assigns including any operation or maintenance contractor, or their insurer; and (ii) no portion of the Equipment is “third party property”.

8. Compliance with Laws and Permits. All permits, authorizations, and licenses which are required to construct, install and/or operate Buyer’s facility or equipment, to use the Equipment, or to manage and dispose of any wastes, discharges, and residues resulting from Buyer’s use of the Equipment, shall be obtained and maintained by Buyer at Buyer’s sole expense. Buyer is responsible for compliance with all laws and regulations applicable to the storage, use, handling, installation, maintenance, removal, registration, and labeling of all Equipment after delivery of the Equipment, as well as for the proper management and disposal of all wastes, discharges, and residues.

9. Buyer’s Site Conditions. Buyer warrants that any data furnished to the Seller concerning conditions at Buyer’s site (including but not limited to any existing Buyer facility, equipment or processes, influent water or other substances to be treated or measured with the Equipment) is accurate and complete, and the Seller reserves the right to utilize the most appropriate design compatible with generally accepted engineering practices, and to make changes in details of design, manufacture and arrangement of Equipment unless precluded by any limitations specified in this Agreement. Seller shall notify Buyer of (1) any conditions at Buyer’s site which materially differ from those indicated in the data furnished by Buyer, (2) any previously unknown physical conditions at Buyer’s site of an unusual nature, not revealed by previous investigations and differing from those ordinarily encountered in the type of work provided for in this Agreement, and (3) the presence of any Hazardous Materials (as defined below), the existence of a contaminated soil, unexploded ordinance, or archaeological remains. If such conditions cause an increase in Seller's cost or in the time required for the performance of Seller’s obligations, Seller shall be entitled to an equitable adjustment in the Agreement price and an extension in the time for performance.

10. Hazardous Materials and Wastes. In the event that Seller encounters any Hazardous Materials (meaning toxic substances, hazardous substances, pollutants, contaminants, regulated wastes, or hazardous wastes as such terms may be defined or classified in any law, statute, directive, ordinance or regulations promulgated by any applicable governmental entity) at Buyer’s site, other than Hazardous Materials introduced by Seller or that are otherwise the express responsibility of Seller under this Agreement, Buyer shall immediately take whatever precautions are required to legally eliminate such Hazardous Materials so that the Seller’s work under this Agreement may safely proceed. At no time shall Seller be deemed to have taken title to or the responsibility for the management or disposal of any wastes, Hazardous Materials, influent water, any resultant product streams, wastewater streams, discharges, cleaning materials, or any other materials or substances processed by the Equipment or otherwise located at Buyer’s site. Seller does not take responsibility for and hereby expressly disclaims responsibility for the characterization or disposal of wastes, Hazardous Materials, or for the identification, selection, or management of disposal facilities for any wastes.

11. Excusable Delays. Seller shall not be liable nor in breach or default of its obligations under this Agreement to the extent performance of such obligations is delayed or prevented, directly or indirectly, due to causes beyond the reasonable control of Seller, including, but not limited to: acts of God, natural disasters, unusually severe weather, fire, terrorism, war (declared or undeclared) epidemics, material shortages, insurrection, act (or omissions) of Buyer or Buyer’s contractors/suppliers or agents, any act (or omission) by any governmental authority, strikes, labor disputes, transportation shortages, or vendor non-performance. The delivery or performance date shall be extended for a period equal to the time lost by reason of delay or non-performance, plus such additional time as may be necessary to overcome the effect of the delay or non-performance. If delivery or performance is delayed for a period exceeding 180 (one hundred and eighty) days, either Party may terminate this Agreement without further liability provided that Seller shall be paid an amount equal to that which would be payable to Seller under the article entitled “Termination”. If Seller is delayed by any acts (or omissions) of Buyer, or by the prerequisite work of Buyer’s other contractors or suppliers, Seller shall be entitled to an equitable adjustment in schedule, price and/or performance, as applicable.

12. Emergencies. If the safety of Seller’s personnel is threatened or likely to be threatened by circumstances outside the reasonable control of Seller, including but not limited to war, armed conflict, civil unrest, riots, terrorism, kidnapping, presence of or exposure to hazardous materials, unsafe working conditions, or by the threat of such circumstances or a lack of adequate protections against such circumstances, Seller shall be entitled to take all necessary steps to ensure the security and safety of its personnel including the evacuation of personnel until such

circumstances no longer apply. Any such occurrence shall be considered an excusable delay event. Buyer shall reasonably assist in the event of any such evacuation.

13. Confidentiality, Intellectual Property. Both Parties agree to keep confidential the other Party's proprietary non-public information, if any, which may be acquired in connection with this Agreement. Buyer will not, without Seller's advance written consent, subject Equipment to testing, analysis, or any type of reverse engineering. Seller retains all intellectual property rights including copyright which it has in all drawings and data or other deliverables (including the Equipment) supplied or developed under this Agreement. Buyer agrees that it will not file patent applications on the Equipment or any development or enhancement of the Equipment, or of processes and methods of using the Equipment, without Seller's express prior written permission. Buyer further agrees that in any event any such patents will not be asserted against Seller or its other buyers based upon purchase and use of such Equipment. Seller grants to Buyer a non-exclusive, non-terminable, royalty free license to use the intellectual property embedded in Equipment delivered to and paid for by the Buyer, as well as any drawings, design or data delivered to and paid for by the Buyer, for the purposes of owning, financing, using, operating and maintaining the relevant Equipment at Buyer's site. Such license may only be assigned to a subsequent owner of the Equipment or to an operations and maintenance subcontractor. Such license does not extend to the re-creation of the Equipment or the manufacture of spares or consumables by Buyer or third parties.

Any software Seller owns and provides pursuant to this Agreement shall remain Seller's property. Seller provides to Buyer a limited, non-exclusive and terminable royalty free project-specific license to such software for the use, operation or maintenance at Buyer's site of any Equipment purchased hereunder to which the software is a necessary component. Buyer agrees not to copy, sub-license, translate, transfer, reverse engineer, or decode the software.

Seller shall indemnify and hold harmless Buyer from any rightful claim of any third party that any Equipment or Service infringe a patent in effect in the USA, or country of delivery (provided there is a corresponding patent issued by the USA), or USA copyright or copyright registered in the country of delivery. If the Buyer notifies the Seller promptly of the receipt of any such claim, does not take any position adverse to the Seller regarding such claim and gives the Seller information, assistance and exclusive authority to settle and defend the claim, the Seller shall, at its own expense and choice, either (i) settle or defend the claim and pay all damages and costs awarded in it against the Buyer, or (ii) procure for the Buyer the right to continue using the Equipment or Service, or (iii) modify or replace the Equipment or Service so that it becomes non-infringing, or (iv) remove the infringing Equipment and refund the price. The above paragraph shall not apply to any misuse of Equipment or Equipment which is manufactured to the Buyer's design, or to alleged infringement arising from the combination, operation, or use of any Equipment or Services with other equipment or services when such combination is part of any allegedly infringing subject matter. The foregoing list of sub-sections (i), (ii), (iii), and (iv) and related terms state the entire liability of the Seller for intellectual property infringement by any Equipment or Service.

14. Limitations on Liability. Notwithstanding anything else contained in this Agreement, to the maximum extent permitted by law, and regardless of whether a claim is based in contract (including warranty or indemnity), extra-contractual liability, tort (including negligence or strict liability), statute, equity or any other legal theory:

(a) THE TOTAL LIABILITY OF THE SELLER AND OF ITS INSURER FOR ALL CLAIMS ARISING OUT OF OR RELATING TO THE PERFORMANCE OR BREACH OF THIS AGREEMENT OR USE OF ANY EQUIPMENT OR SERVICES SHALL NOT EXCEED THE TOTAL PRICE PAID BY BUYER UNDER THIS AGREEMENT OR (IN THE CASE OF AN AGREEMENT FOR SERVICES WITH A TERM OF MORE THAN ONE YEAR) THE ANNUAL PRICE PAYABLE BY BUYER UNDER THIS AGREEMENT;

(b) IN NO EVENT SHALL SELLER BE LIABLE FOR ANY LOSS OF PROFIT OR REVENUES, LOSS OF PRODUCTION, LOSS OF USE OF EQUIPMENT OR SERVICES OR ANY ASSOCIATED EQUIPMENT, INTERRUPTION OF BUSINESS, COST OF CAPITAL, COST OF REPLACEMENT WATER OR POWER, DOWNTIME COSTS, INCREASED OPERATING COSTS, CLAIMS OF BUYER'S CUSTOMERS FOR SUCH DAMAGES, OR FOR ANY SPECIAL, CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE OR EXEMPLARY DAMAGES;

(c) SELLER'S LIABILITY SHALL END UPON EXPIRATION OF THE APPLICABLE WARRANTY PERIOD, PROVIDED THAT BUYER MAY CONTINUE TO ENFORCE A CLAIM FOR WHICH IT HAS GIVEN NOTICE PRIOR TO THAT DATE BY COMMENCING AN ACTION OR ARBITRATION, AS APPLICABLE UNDER THIS AGREEMENT, BEFORE EXPIRATION OF ANY STATUTE OF LIMITATIONS OR OTHER LEGAL TIME LIMITATION BUT IN NO

EVENT – TO THE EXTENT PERMITTED BY APPLICABLE LAW – LATER THAN FIVE (5) MONTHS AFTER EXPIRATION OF SUCH WARRANTY PERIOD.

For the purposes of this article, "Seller" shall mean Seller, its affiliates, subcontractors and suppliers of any tier, and their respective agents and employees, individually or collectively. If Buyer is supplying Seller's Equipment or Services to a third party, Buyer shall require the third party to agree to be bound by this article. If Buyer does not obtain this agreement for Seller's benefit for any reason, Buyer shall indemnify and hold Seller harmless from all liability arising out of claims made by the third party in excess of the limitations and exclusion of this article.

15. Termination. This Agreement and any performance pursuant to it may be terminated by either Party, and the consequences of such termination shall be as set out in the next paragraph, if the other Party

(a) Becomes insolvent, makes an assignment for the benefit of its creditors, has a receiver or trustee appointed for the benefit of its creditors, or files for protection from creditors under any bankruptcy or insolvency laws; or

(b) Fails to make any payment when due or to establish any payment security required by this Agreement or commits a material breach or defaults in its material obligations under this Agreement, and such default is not cured within thirty (30) days of written notice from the other Party.

Upon the termination of this Agreement by Buyer for cause (i) Seller shall reimburse Buyer the difference between that portion of the Agreement price allocable to the terminated scope and the actual amounts reasonably incurred by Buyer to complete that scope, and (ii) Buyer shall pay to Seller (a) the portion of the Agreement price allocable to Equipment completed, and (b) amounts for Services performed before the effective date of termination. Upon the termination of this Agreement by Seller for cause Buyer shall pay to Seller within thirty (30) days of receipt of invoice the price of all Equipment or Services delivered at the date of termination, plus an amount equal to all costs and expenses incurred in the engineering, sourcing, financing, procurement, manufacture, storage and transportation of the Equipment including materials, work in progress and any cancellation charges assessed against Seller by Seller's suppliers including reasonable overhead and profit on all such costs and expenses. Alternatively, if any schedule of termination payments has been agreed between the Parties, Buyer shall pay to Seller within thirty (30) days of receipt of invoice the amounts set out in that schedule.

Seller shall have the right to suspend performance upon written notice to Buyer in any case where Seller would have the right to terminate the Agreement under this article, without prejudice to Seller's right to terminate this Agreement for cause. Any cost incurred by Seller in accordance with any such suspension (including storage costs) shall be payable by Buyer upon submission of the Seller's invoice(s). Performance of the Seller's obligations shall be extended for a period of time reasonably necessary to overcome the effects of such suspension.

16. Governing Law, Dispute Resolution. This Agreement shall be governed by the substantive laws of the State of ~~New York~~ Michigan. In the event of a dispute concerning this Agreement, the complaining Party shall notify the other Party in writing thereof. Management level representatives of both Parties shall meet at an agreed location to attempt to resolve the dispute in good faith. Should the dispute not be resolved within thirty (30) days after such notice, the complaining Party shall seek remedies exclusively through arbitration. The seat of arbitration shall be the federal district court closest to the Buyer and the rules of the arbitration will be the Commercial Arbitration Rules of the American Arbitration Association, which are incorporated by reference into this article.

Notwithstanding the foregoing, each Party shall have the right to commence an action or proceeding in a court of competent jurisdiction, subject to the terms of this Agreement, in order to seek and obtain a restraining order or injunction to enforce the confidentiality intellectual property provisions set forth in the first two paragraphs of article 13; nuclear use restrictions set forth in article 17, or to seek interim or conservatory measures not involving monetary damages.

17. No Nuclear Use. Equipment and Services sold by Seller are not intended for use in connection with any nuclear facility or activity, the Buyer warrants that it shall not use or permit others to use the Equipment or Services for such purposes, without the advance written consent of Seller. If, in breach of this, any such use occurs, Seller (and its parent, affiliates, suppliers and subcontractors) disclaims all liability for any nuclear or other damage, injury or contamination, and, in addition to any other rights of Seller, Buyer shall indemnify and hold Seller (and its parent, affiliates, suppliers and subcontractors) harmless against all such liability.

18. Export Control. Seller's obligations are conditioned upon Buyer's compliance with all USA and other applicable trade control laws and regulations. Buyer shall not trans-ship, re-export, divert or direct Equipment (including

software and technical data) other than in and to the ultimate country of destination declared by Buyer and specified as the country of ultimate destination on Seller's invoice.

19. Changes. Each Party may at any time propose changes in the schedule or scope of Equipment or Services. All changes to the Equipment or Services shall be subject to mutual agreement via a written change order or variation, which shall only become effective once signed by both Parties. The scope, Agreement price, schedule, and other provisions will be equitably adjusted to reflect additional costs or obligations incurred by Seller resulting from a change, after Seller's proposal date, in Buyer's site-specific requirements or procedures, or in industry specifications, codes, standards, applicable laws or regulations. It shall be acceptable and not considered a change if Seller delivers Equipment (including Equipment replacement under warranty) that bears a different, superseding or new part or version number compared to the part or version number listed in the Agreement, provided that in no circumstance shall this affect any other of Seller's obligations including those set forth in article 6.

20. Conflicts; Survival, Assignment. If there is any conflict between this Agreement and any written proposal or quotation provided by Seller, then the terms and conditions set forth in this Agreement shall prevail. If any term or condition of this Agreement or any accompanying terms and conditions are held invalid or illegal, then such terms and conditions shall be reformed to be made legal or valid, or deleted, but the remaining terms and conditions shall remain in full force and effect, and this Agreement shall be interpreted and implemented in a manner which best fulfills Parties' intended agreement. Those provisions which by their nature remain applicable after termination shall survive the termination of this Agreement for any reason. Seller may assign or novate its rights and obligations under the Agreement, in whole or in part, to any of its affiliates or may assign any of its accounts receivable under this Agreement to any party without Buyer's consent, and the Buyer hereby agrees, by signing this Agreement, to such assignment and to execute any document that may be necessary to complete Seller's assignment or novation. This Agreement shall not otherwise be assigned by either Party without the other Party's prior written consent, and any assignment without such consent shall be void.

Seller may (i) manufacture and source the Equipment and any part thereof globally in the country or countries of its choosing; and (ii) may subcontract portions of the Services, so long as Seller remains responsible for such.

21. No Third Party Beneficiary. Except as specifically set forth in the article entitled "Limitations on Liability" and "No Nuclear Use", this Agreement is not intended to, and does not, give to any person who is not a party to this Agreement any rights to enforce any provisions contained in this Agreement.

22. Entire Agreement. This Agreement embodies the entire agreement between Buyer and Seller and supersedes any previous documents, correspondence or agreements between them. No modification, amendment, revision, waiver, or other change shall be binding on either Party unless agreed in writing by the Party's authorized representative. Any oral or written representation, warranty, course of dealing, or trade usage not specified herein shall not be binding on either Party. Each Party agrees that it has not relied on, or been induced by, any representations of the other Party not contained in this Agreement.



Form **W-9**
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Zenon Environmental Corporation

2 Business name/disregarded entity name, if different from above

Print or type. See Specific Instructions on page 3.

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.
☐ Individual/sole proprietor or single-member LLC ☑ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.
☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any) 5
Exemption from FATCA reporting code (if any)

5 Address (number, street, and apt. or suite no.) See instructions.
3600 Horizon Blvd.

Requester's name and address (optional)

6 City, state, and ZIP code
Trevose, PA 19053

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number
___ - __ - ____

or

Employer identification number
38 - 2549326

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ Date ▶ 01/04/2021

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X Form **W-9** (Rev. 10-2018)

ZENON ENVIRONMENTAL CORPORATION

ADDENDUM TO FORM W-9

Zenon Environmental Corporation owns or leases various properties in its business activities in addition to the Trevose, PA property listed as the official Tax mailing address on lines 5 and 6 of Form W-9.

Specifically, Zenon Environmental Corporation operates from the following address:

3239 Dundas Street West
Oakville, Ontario, L6M 4B2 Canada

This address should be used for your billing records.

TEL: 410-632-0686
FAX: 410-632-3003

OFFICE OF THE TREASURER
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND
21863

Phillip G. Thompson, CPA
Finance Officer

Jessica R. Wilson, CPA
Deputy Finance Officer

Quinn M. Dittrich, CPA
Enterprise Fund Controller

TO: **Worcester County Commissioners**
Weston Young, P.E., Chief Administrative Officer;
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: **Quinn M. Dittrich, CPA, Enterprise Fund Controller**
Dallas Baker Jr., P.E. – Public Works Director
DATE: **November 6, 2024**
SUBJECT: **FY2024 Enterprise Funds Over Expenditures**

The Treasurer's Office and Public Works is requesting Commissioner approval on the following over-expenditure items from the FY 24 Enterprise Fund accounts for both Water & Wastewater and Solid Waste. A large portion of the Water & Wastewater over expenditures are related to the end-of-year allocation from the Administration, Support, and Construction Groups. These three groups work in all service districts and the time and material costs are allocated at the end of the year based on their percentage spent in each district. The services they provide are similar to overhead costs such as invoice processing, grass cutting, and leak repairs. Moving forward, these items will be allocated throughout the year so that any potential over-expenditure can be brought before the Commissioner for prior approval, similar to General Fund items. The items listed below related to the operational needs of both Divisions and were required to maintain services throughout the year.

Please let us know if there are any questions.

Assateague Point

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Administrative Expenses	520.6100.010	3,700	7,738.06	4,038.06	End of year allocation from Support, Construction, and Administration Groups.
Supplies & Equipment Chemicals	520.6110.060	25,000	86,653.82	61,653.82	Increased chemical usage and increased cost of chemicals.
Supplies & Equipment Small Equipment	520.6110.390	0.00	286.07	286.07	End of year allocation from Support, Construction, and Administration Groups (tools for new hires).
Supplies & Equipment Tools & Supplies	520.6110.420	400	1,716.67	1,316.67	Additional parts and materials purchased beyond what was anticipated.
Uniforms & Personal Equipment Uniforms	520.6150.050	347	368.15	21.15	End of year allocation from Support, Construction, and Administration Groups (uniforms for new hires).
Building Site Expenses Buildings & Grounds Maintenance	520.6550.020	1,000	1,092.41	92.41	Additional pest control spraying.

Building Site Expenses Electricity	520.6550.060	20,000	30,789.25	10,789.25	The price of electricity/utilities increased more than expected.
Benefits & Insurance Property & Liability Insurance	520.7170.100	6,400	7,846.48	1,446.48	Insurance rates increased more than expected.

Briddletown

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Administrative Expenses	525.6100.010	533	542.97	9.97	End of year allocation from Support, Construction, and Administration Groups.
Other Supplies & Materials Lab Testing	525.6200.010	500	515	15	Additional testing costs.
Other Maint. & Svcs Payment to Water Utility	520.6700.200	30,000	40,697.06	10,697.06	Flows increased by 46% in FY24. Berlin rates also slightly increased.

Edgewater Acres

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Personnel Services	530.6000	41,097	68,077.08	26,980.08	Payroll accrual not budgeted for.
Benefits	530.6010	26,220	32,505.96	6,285.96	Payroll accrual not budgeted for.
Administrative Expenses	530.6100.010	500	2,927.93	2,427.93	End of year allocation from Support, Construction, and Administration Groups.
Systems Maintenance Water Plant/System Maint	530.6500.020	5,000	5,451.36	451.36	Due to a new meter purchased that wasn't included in the budget.
Systems Maintenance Contractor Water Install/Repair	530.6500.070	3,000	5,500	2,500	More repairs than anticipated in FY24.
Vehicle Operating Expenses	530.6540.090	3,458	6,559.45	3,101.45	End of year allocation from Support, Construction, and Administration Groups.
Building Site Expenses Buildings & Ground Maintenance	530.6550.020	300	553.93	253.93	Unanticipated exterior building repair.
Building Site Expenses Electricity	530.6550.060	6,000	6,386.20	386.20	Prices of utilities/electricity increased more than expected.
Travel, Training & Expense Educational Training	530.7000.060	172.00	299.05	127.05	End of year allocation from Support, Construction, and Administration Groups (training for new hires).
Benefits & Insurance Property & Liability Insurance	530.7170.100	2,100	3,086.22	986.22	Insurance rates increased more than expected.

Landings

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Personnel Services	535.6000	88,910	102,702.98	13,792.08	Payroll accrual not budgeted for.
Administrative Expenses	535.6100.010	1,200	2,146.67	946.67	End of year allocation from Support, Construction, and Administration Groups.
Supplies & Equipment Chemicals	535.6110.060	20,000	53,813.26	33,813.26	Increased chemical usage and increased cost of chemicals.
Supplies & Equipment Small Equipment	535.6110.390	0.00	353.03	353.03	End of year allocation from Support, Construction, and Administration Groups (tools for new hires).
Supplies & Equipment Tools & Supplies	535.6110.420	300	1,122.71	822.71	Replacement of equipment damaged during chemical feed line leak.
Uniforms & Personal Equipment Uniforms	535.6150.050	378	454.32	76.32	End of year allocation from Support, Construction, and Administration Groups (uniforms for new hires).
Systems Maintenance Water Plant/System Maint	535.6500.020	39,000	170,079.84	131,079.84	Increase due to water meter repairs and need for replacement anthracite in water plant filters.
Systems Maintenance WWW Paving	535.6500.040	500	3,759.75	3,259.75	Unexpected additional paving needs.
Systems Maintenance Contractor Water Install/Repair	535.6500.070	16,000	88,050	72,050	Increase due to new meters and meter pits having to be installed for new construction. See below for an associated revenue account.
Hook-Ups	535.5040	0.00	306,245	306,245	This account is the fees the County charges for Water Install/Repairs that were over-received which more than offsets the above over-expenditure.
Vehicle Operating Expenses Vehicle/Equip	535.6540.090	7,980	8,620.57	640.57	End of year allocation from Support, Construction, and Administration Groups.
Building Site Expenses Electricity	535.6550.060	20,000	43,292	23,292	Underbudgeted. The current year is consistent with prior year. Prices of utilities/electricity increased more than expected.
Other Maint. & Svcs Payment to Sewer Utility	535.6700.100	138,328	201,955.40	63,627.40	Additional flow from Landings to Mystic due to greater than anticipated growth in the Landings service area.
Benefits & Insurance Property & Liability Insurance	535.7170.100	2,000	2,249.50	249.50	Insurance rates increased more than expected.

Lighthouse Sound

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Personnel Services	540.6000	43,321	60,177.73	16,856.73	Payroll accrual not budgeted for.
Administrative Expenses	540.6100.010	875	1,193.67	318.67	End of year allocation from Support, Construction, and Administration Groups.
Uniforms & Personal Equipment Uniforms	540.6150.050	170	300.36	130.36	End of year allocation from Support, Construction, and Administration Groups (uniforms for new hires)
Other Supplies & Materials Lab Testing	540.6200.010	5,000	7,092	2,092	Increase due to increased testing requirements per new MDE permit.
Vehicle Operating Expenses Vehicle/Equip	540.6540.090	3,591	5,470.35	1,879.39	End of year allocation from Support, Construction, and Administration Groups.
Building Site Expenses Electricity	540.6550.060	10,000	14,903.86	4,903.86	Underbudgeted. The current year is consistent with prior year. Prices of utilities/electricity increased more than expected.
Training, Travel & Expense Educational Training	540.7000.060	178	259.35	81.35	End of year allocation from Support, Construction, and Administration Groups (training for new hires).

Mystic Harbour

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Administrative Expenses	545.6100.010	5,000	20,182.60	15,182.60	End of year allocation from Support, Construction, and Administration Groups.
Supplies & Equipment Chemicals	545.6110.060	200,000	307,624.41	107,624.41	Chemicals increased more than expected due to expanded storage for additional chemicals and added chemicals for Phosphorus removal.
Supplies & Equipment Small Equipment	545.6110.390	0.00	1,782.26	1,782.26	End of year allocation from Support, Construction, and Administration Groups (tools for new hires).
Supplies & Equipment Tools & Supplies	545.6110.420	3,000	3,835.13	835.13	Additional supplies for unanticipated leak repair.
Uniforms & Personal Equipment Uniforms	545.6015.050	2,016	2,293.61	277.61	End of year allocation from Support, Construction, and Administration Groups (uniforms for new hires).
Systems Maintenance Wastewater Treatment Plant Maint	545.6500.030	140,000	150,705.94	73,455.94	Had to repair both influent screens into the wastewater treatment plant.
Systems Maintenance Contractor Water Install/Repair	545.6500.070	20,000	21,460	1,460	New water meter installations beyond what was anticipated. See below for offsetting revenue account.
Hook-Ups	545.5040	32,000	22,850	(9,150)	This account is the fees the County charges for Water Install/Repairs that, while under-received, covers the above over-expenditure.
Systems Maintenance Contractor Sewer Install/Repair	545.6500.075	5,000	18,525	13,252	Unanticipated force main repair and repair of broken cleanouts discovered during smoke testing.

Building Site Expenses Building & Grounds Maintenance	545.6550.020	10,000	26,753.89	16,753.89	Due to HVAC unit, well house roof repair, and block repair not budgeted for.
Building Site Expenses Electricity	545.6550.060	200,000	250,794.62	50,794.62	Utility rates increased more than anticipated.
Other Maint. & Svcs Payment to Sewer Utility	545.6700.100	100,000	183,000	83,000	Underbudgeted. The current year is consistent with prior year and the increasing trend.
Other Maint. & Svcs Payment to Water Utility Effluent	545.6700.150	40,000	50,809.65	10,809.65	Increased costs from Eagle's Landing not anticipated.
Other Maint. & Svcs Tipping Fees	545.6700.650	35,000	68,720.40	33,720.40	Due to one-time Mystic Harbour backwash pond cleaning.
Benefits & Insurance Property & Liability Insurance	545.7170.100	18,000	27,399.29	9,399.29	Insurance rates increased more than expected.

Newark

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Personnel Services	550.6000	71,638	128,894.79	57,256.79	Payroll accrual not budgeted for.
Benefits	550.6010	46,243	61,113.89	14,870.89	Payroll accrual not budgeted for.
Administrative Expenses	550.6100.010	1,000	1,614.31	614.31	End of year allocation from Support, Construction, and Administration Groups.
Supplies & Equipment Chemicals	550.6110.060	5,000	6,476.83	1,476.83	Increased chemical usage and increased cost of chemicals.
Supplies & Equipment Small Equipment	550.6110.390	0.00	502.34	502.34	End of year allocation from Support, Construction, and Administration Groups (tools for new hires).
Uniforms & Personal Equipment Uniforms	550.6150.050	284	646.46	362.46	End of year allocation from Support, Construction, and Administration Groups (uniforms for new hires).
Systems Maintenance Water Plant/System Maint	550.6500.020	12,000	14,284.07	2,284.07	Due to unbudgeted $5k evaluation of Mill Street tower to address brown water complaints.
Systems Maintenance WWW Paving	550.6500.040	0.00	174	174	Unexpected paving.
Systems Maintenance Contractor Water Install/Repair	550.6500.070	4,000	6,000	2,000	More repairs than anticipated.
Vehicle Operating Expenses	550.6540.090	5,985	11,848.30	5,863.30	End of year allocation from Support, Construction, and Administration Groups.
Building Site Expenses Buildings and Ground Maint	550.6550.020	1,000	4,655.43	3,655.43	Due to the repair of an irrigation pump.
Building Site Expenses Electricity	550.6550.060	16,000	20,936.70	4,936.70	Utility rates increased more than expected.
Travel, Training & Expense Educational Training	550.7000.060	297	588.20	261.20	End of year allocation from Support, Construction, and Administration Groups (training for new hires).

Benefits & Insurance Property & Liability Insurance	550.7170.100	1,100	1,675.71	575.71	Insurance rates increased more than expected.

Ocean Pines – Admin

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Personnel Services	555.8001. 6000	173,353	218,204.81	44,851.81	Payroll accrual not budgeted for.
Administrative Expenses	555.8001. 6100.010	30,000	93,718.74	63,718.74	Increased cost to upgrade front gate access controls.
Uniforms & Personal Equipment Uniforms	555.8001. 6150.050	13,000	22,081.99	9,081.99	Unanticipated turnover, 8 new employees hired beyond budgeted amount.
Vehicle Operating Expenses Fuel – WC Fleet	555.8001. 6540.020	3,000	4,143.02	1,143.02	Fuel increased more than expected.
Vehicle Operating Expenses Vehicle Equip	555.8001. 6540.090	1,648	8,035.70	6,387.70	Additional vehicle and equipment repairs beyond what was anticipated.
Building Site Expenses Buildings & Ground Maintenance	555.8001. 6550.020	17,000	27,838.40	10,838.40	Unanticipated repairs of storage building roof (leaking) and building damaged by piece of equipment.
Benefits & Insurance Property Liability Insurance	555.8001. 7170.100	82,000	127,122.70	45,122.70	Insurance rates increased more than expected.

Ocean Pines – Water

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Personnel Services	555.8002. 6000	658,720	666,282.38	7,562.38	Payroll accrual not budgeted for.
Supplies & Equipment Chemicals	555.8002. 6110.060	200,000	234,457.61	34,457.61	Increased chemical usage and increased cost of chemicals.
Supplies & Equipment Small Equipment	555.8002. 6110.390	0.00	188.09	188.09	End of year allocation from Support, Construction, and Administration Groups (tools for new hires).
Supplies & Equipment Tools & Supplies	555.8002. 6110.420	1,500	1,720.91	220.91	Supplies for water main break repairs.
Systems Maintenance Water Plant/System Maint	555.8002. 6500.020	405,000	476,148.68	71,148.68	Unanticipated electric motor repairs for 2 well pumps.
Vehicle Operating Expenses Vehicle Maintenance	555.8002. 6500.030	12,000	13,062.94	1,062.94	Unanticipated vehicle repair costs.
Vehicle Operating Expenses Vehicle/Equip	555.8002. 6540.090	7,210	20,068.02	12,858.02	Unanticipated equipment repair costs (vac truck).
Building Site Expenses Buildings & Grounds Maintenance	555.8002. 6550.020	10,000	14,165.22	4,165.22	Annual alarm monitoring fee not budgeted for.
Building Site Expenses Electricity	555.8002. 6550.060	80,000	92,831.13	12,831.13	Utility rates increased more than expected.

Ocean Pines – Treatment

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Supplies & Equipment Chemicals	555.8003. 6110.060	415,000	517,809.16	102,809.16	Increased chemical usage and increased cost of chemicals.
Supplies & Equipment Small Equipment	555.8003. 6110.390	0.00	342.13	342.13	End of year allocation from Support, Construction, and Administration Groups (tools for new hires).
Equipment Maintenance Other Equipment Maint/Repair	555.8003. 6130.045	0.00	1,491.36	1,491.36	Should have been budgeted. The current year is consistent with prior year.
Vehicle Operating Expenses Vehicle Maintenance	555.8003. 6540.030	15,000	29,756.21	14,756.21	Due to a $12k unexpected service for tandem dump truck following a DOT inspection.
Vehicle Operating Expenses Vehicle/Equipment	555.8003. 6540.090	1,000	16,836.67	15,836.67	End of year allocation from Support, Construction, and Administration Groups.
Building Site Expenses Buildings & Grounds Maintenance	555.8003. 6550.020	19,000	24,974.12	5,974.12	Additional cost due to pipe leaks and belt filter press repairs.
Building Site Expenses Electricity	555.8003. 6550.060	250,000	291,740.78	41,740.78	Utility rates increased more than expected.
Building Site Expenses Telephone	555.8003. 6550.270	2,328	2,617.76	343.76	Unexpected increase in rates.
Other Maint. & Svcs Water & Wastewater Construction	555.8003. 6700.500	4,000	4,169.46	169.46	End of year allocation from Support, Construction, and Administration Groups.
Travel, Training & Expense Educational Training	555.8003. 7000.060	6,000	7,679.67	1,679.67	End of year allocation from Support, Construction, and Administration Groups (training for new hires).

Ocean Pines – Collections

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Supplies & Equipment Small Equipment	555.8004. 6110.390	0.00	479.85	479.85	End of year allocation from Support, Construction, and Administration Groups (tools for new hires).
Supplies & Equipment Tools & Supplies	555.8004. 6110.420	2,500	3,237.60	737.60	Additional supplies to repair sewer main breaks.
Systems Maintenance Collection System Maintenance	555.8004. 6500.010	290,000	302,064.78	12,064.78	Additional parts, fittings, and equipment needed for repairs.
Systems Maintenance Contractor Sewer Install/Repair	555.8004. 6500.075	75,000	96,050	21,050	Increased repairs than anticipated.
Vehicle Operating Expense	555.8004. 6550	62,304	99,680.91	37,376.91	Increased costs in repairs, maintenance, and fuel.
Building Site Expenses Electricity	555.8004. 6550.060	380,000	409,915.77	29,915.77	Utilities increased more than anticipated.

Travel, Training & Expenses Educational Training	555.8004. 7000.060	4,250	5,937.11	1,687.11	End of year allocation from Support, Construction, and Administration Groups (training for new hires).

Riddle Farm

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Administrative Expenses	570.6100.010	2,000	6,585	4,585	End of year allocation from Support, Construction, and Administration Groups.
Supplies & Equipment Chemicals	570.6110.060	75,000	87,398.12	12,398.12	Increased chemical usage and increased cost of chemicals.
Supplies & Equipment Small Equipment	570.6110.390	0.00	925.44	925.44	End of year allocation from Support, Construction, and Administration Groups (tools for new hires).
Supplies & Equipment Tools & Supplies	570.6110.420	1,000	2,097.75	1,097.75	Additional tools and supplies needed.
Systems Maintenance Collection System Maintenance	570.6500.010	30,000	42,881.92	12,881.92	Increase due to $12k leak repair of wet well and $8k repair of SCADA panel.
Systems Maintenance Contractor Water Install/Repair	570.6500.070	15,000	20,850	5,850	Unanticipated additional new water hook-ups. See below for an offsetting revenue account.
Hook-Ups	570.5040	8,300	33,200	24,900	This account is the fees the County charges for Water Install/Repairs that were over-received which more than offsets the above over expenditure.
Building Site Expenses Electricity	570.6550.060	78,000	80,437.52	2,437.52	Utility rates increased more than anticipated.
Other Maint. & Svcs Payment to Sewer Utility	570.6700.100	100,800	411,745	310,945	Payment to Ocean Pines and West OC service areas for treated sewage.
Other Maint. & Svcs Payment to Water Utility	570.6700.200	0.00	674,665.06	674,665.06	Unbudgeted. Payment to Ocean Pines due to Riddle water plant being offline.
Other Maint. & Svcs Transport Raw Sewage	570.6700.310	380,000	726,272.54	474,295.84	Additional transportation cost of untreated sewage due to failing membranes.
Benefits & Insurance Property & Liability Insurance	570.7170.100	4,200	6,093.62	1,893.62	Insurance rates increased more than anticipated.

River Run

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Personnel Services	575.6000	27,961	45,645.72	17,684.72	Payroll accrual not budgeted for.
Benefits	575.6010	17,665	21,902.22	4,237.22	Payroll accrual not budgeted for.
Administrative Expenses	575.6100.010	1,000	1,841.94	841.94	End of year allocation from Support, Construction, and Administration Groups.
Supplies & Equipment Chemicals	575.6110.060	10,000	20,648.75	10,648.75	Increased chemical usage and increased cost of chemicals.
Uniforms & Personal Equipment Uniforms	575.6150.050	44	75.04	31.04	End of year allocation from Support, Construction, and Administration Groups (uniforms for new hires).
Vehicle Operating Expenses	575.6540.090	931	1,794.92	863.92	End of year allocation from Support, Construction, and Administration Groups.
Other Maint. & Svcs Payment to Water Utility	575.6700.200	60,000	65,682.15	5,682.15	Payment to Ocean Pines for water produced.
Other Maint. & Svcs Waste Water Sludge Fees	575.6700.400	0.00	5,802.60	5,802.60	Due to River Run getting their Sewage Sludge permit renewed in FY24.
Travel, Training & Expense Educational Training	575.7000.060	46	64.80	18.80	End of year allocation from Support, Construction, and Administration Groups (training for new hires).
Benefits & Insurance Property & Liability Insurance	575.7170.100	1,750	2,680.24	930.24	Insurance rates increased more than expected.

West Ocean City

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Administrative Expenses	580.6100.010	20,000	29,562.58	9,562.58	End of year allocation from Support, Construction, and Administration Groups.
Building Site Expenses Buildings & Grounds Maintenance	580.6550.020	1,000	10,236	9,236	Unanticipated $9.9k repair of a sewer pump.
Building Site Expenses Electricity	580.6550.060	18,000	25,185.72	7,185.72	Utility rates increased more than anticipated.
Building Site Expenses Telephone	580.6550.270	1,320	1,546.91	226.91	Rates increased more than anticipated.
Benefits & Insurance Property & Liability Insurance	580.7170.100	19,000	28,809.80	9,809.80	Insurance rates increased more than expected.

Below is a list of FY2024 Landfill over expenditures to be approved:

Landfill – Admin

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Personnel Services	680.7001. 6000	124,716	126,978.97	2,262.97	Payroll accrual not budgeted for.
Administrative Expenses	680.7001. 6100.010	8,000	12,515.18	4,515.18	Unanticipated rehabilitation of Landfill Foreman office in preparation for new hire (previous foreman retired).
Consulting Services Annual Audit Fees	680.7001. 6530.010	0.00	6,050	6,050	Unbudgeted. Annual audit fees.
Building Site Expenses Pest Control	680.7001. 6550.180	0.00	170.40	170.40	Additional pest control spraying.
Building Site Expenses Security Alarm Monitoring	680.7001. 6550.220	600	1,238.17	638.17	Additional fire alarm system inspection after pipe failure of existing system.
Benefits & Insurance Propertly & Liability Insurance	680.7001. 7170.100	12.250	18,199.93	5,949.93	Insurance rates increased more than expected.

Landfill – Solid Waste

Account Name	Account Number	FY24 Budget	FY24 Actual	Over Expenditure	Reason
Administrative Expense Compliance and Permitting	680.7002. 6100.075	0.00	5,493.75	5,493.74	MDE Clean Air Permit not budgeted for.
Supplies & Equipment Safety Program Equipment	680.7002. 6110.340	0.00	521.08	521.08	Unbudgeted safety supplies.
Supplies & Equipment Tools & Supplies	680.7002. 6110.420	12,000	14,176.12	2,176.12	Additional tools and supplies needed for vehicle and equipment repairs.
Vehicle Operating Expenses	680.7002. 6540	445,000	529,497.76	84,497.76	Due to increase in fuel costs and major vehicle repairs (two blown engines).
Building Site Expenses	680.7002. 6550	509,986	525,254.93	15,268.93	More dirt hauled than budgeted for. Utility rates increased more than anticipated.
Other Maint. & Svcs Leachate Treatment	680.7002. 6700.610	225,000	294,463.04	69,463.04	Unanticipated leachate generation was higher than previous years.
Benefits & Insurance Allowance for COLA	680.7002. 7170.010	0.00	604	604	Additional insurance costs for tub grinder that was acquired during FY24.

ITEM 25

TEL: 410-632-0686
FAX: 410-632-3003

OFFICE OF THE TREASURER
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND
21863

Phillip G. Thompson, CPA
Finance Officer

Jessica R. Wilson, CPA
Deputy Finance Officer

Quinn M. Dittrich, CPA
Enterprise Fund Controller

MEMORANDUM

TO: Weston Young, P.E., County Administrator
Candace Savage, CGFM, Deputy County Administrator
FROM: Quinn M. Dittrich, CPA, Enterprise Fund Controller
DATE: November 6, 2024
SUBJECT: Request for Public Hearing

In examining the current cash flows and rate structures of the service areas, many of them are at unsustainable rates not generating enough revenues to cover expenses. We have identified the following service areas for consideration in a rate adjustment to address this issue:

- Assateague Point
- Edgewater Acres
- Landings
- Lighthouse Sound
- Mystic Harbour
- Riddle Farm

Requesting for approval to advertise holding a Public Hearing on December 3, 2024 to amend FY25 rates for the Water and Wastewater service areas listed above.

Assateague Point

FY25 Estimated Operating Shortfall - $76,260

EDUs:

- 525 Domestic Water and Sewer
- 84 Domestic Sewer only (Snug Harbor)
- 2 Commercial Water and Sewer
- 8 Commercial Water only
- 61 Commercial Sewer only

Proposed rate increase to cover the shortfall based on annual revenue

Rate category:	Current rates:	Proposed rates:	Rate increase: %	Rate increase: $
Park trailer (Domestic)	$117.00	$134.50	14.96%	$17.50
Domestic EDU for sewer only	$179.00	$240.00	34.08%	$61.00
Commercial EDU*	$117	$267.00	198.32%	$177.50

* For water and sewer (25% water only, 75% sewer only)

Increased annual revenue generated from proposed rate changes:

Park trailer (Domestic)	30,450.00
Domestic EDU for sewer only	20,496.00
Commercial EDU	30,447.00
	$ 81,393.00

Proposed rate increase not to exceed 20%

Rate category:	Current rates:	Proposed rates:	Rate increase: %	Rate increase: $
Park trailer (Domestic)	$117.00	$140.40	20.00%	$23.40
Domestic EDU for sewer only	$179.00	$214.80	20.00%	$35.80
Commercial EDU*	$117.00	$140.40	20.00%	$17.90

* For water and sewer (25% water only, 75% sewer only)

Increased annual revenue generated from proposed rate changes:

Park trailer (Domestic)	49,140.00
Domestic EDU for sewer only	12,028.80
Commercial EDU	4,656.60
	$ 65,825.40
Intergovernmental loan based on annual revenue:	$ 10,434.60
	$ 76,260.00

Frontier Town contributes increased flows and introduces far greater substances that need treatment requiring more chemicals and processing. This is seasonal and could be examined further, but should have a higher rate due to peak quarters contributing excessively more.

The 525 Domestic Water and Sewer EDUs are supposedly seasonal trailer homes with rated 110gpd. The 84 Domestic Sewer only EDUs are Snug Harbor single-family year-round homes rated 250gpd.

This is a breakeven rate structure. A 12% increase in rate would be recommended if the service area were expected to start creating reserves.

Edgewater Acres

FY25 Estimated Operating Shortfall - $16,688

EDUs:

- 140 Domestic Water only
- 104 Domestic Water (non-metered)
- 244 Domestic Sewer (non-metered)

Proposed rate increase to cover the shortfall based on annual revenue

Rate category:	Current rates:	Proposed rates:	Rate increase: %	Rate increase: $
Domestic Water EDU	$31.20	61.67*	97.66%	$30.47
Domestic Water EDU (non-metered)	$121.00	$121.00	0.00%	$0.00
Domestic Sewer EDU (non-metered)	$184.40	$185.00*	0.33%	$0.60

* For water and sewer (25% water only, 75% sewer only)

Increased annual revenue generated from proposed rate changes:

Domestic Water EDU	17,063.20
Domestic Water EDU (non-metered)	-
Domestic Sewer EDU (non-metered)	585.60
	$ 17,648.80

Proposed rate increase not to exceed 20%

Rate category:	Current rates:	Proposed rates:	Rate increase: %	Rate increase: $
Domestic Water EDU	$31.20	$37.44	20.00%	$6.24
Domestic Water EDU (non-metered)	$121.00	$121.00	0.00%	$0.00
Domestic Sewer EDU (non-metered)	$184.40	$184.40	0.00%	$0.00

Increased annual revenue generated from proposed rate changes:

Domestic Water EDU	3,494.40
Domestic Water EDU (non-metered)	-
Domestic Sewer EDU (non-metered)	-
	$ 3,494.40
Intergovernmental loan based on annual revenue:	$ 13,193.60
	$ 16,688.00

Edgewater Acres is serviced by Artesian, a Delaware company, for Water services. Sussex County provides Wastewater services. The County maintains the pump stations.

This is a breakeven rate structure. A 12% increase in rate would be recommended if the service area were expected to start creating reserves.

Landings

FY25 Estimated Operating Shortfall - $278,032

EDUs:

- 219 Domestic Water and Sewer
- 31 Domestic Water only
- 90 Accessibility

Proposed rate increase to cover the shortfall based on annual revenue

Rate category:	Current rates:	Proposed rates:	Rate increase: %	Rate increase: $
Domestic Water and Sewer EDU*	$318.50	$627.00	96.86%	$308.50
Accessibility	$307.00	$307.00	0.00%	$0.00

* For water and sewer (25% water only, 75% sewer only)

Increased annual revenue generated from proposed rate changes:

Domestic Water and Sewer EDU	279,809.50
Accessibility	-
	$ 279,809.50

Proposed rate increase not to exceed 20%

Rate category:	Current rates:	Proposed rates:	Rate increase: %	Rate increase: $
Domestic Water and Sewer EDU*	$318.50	$382.20	20.00%	$63.70
Accessibility	$307.00	$368.40	20.00%	$61.40

* For water and sewer (25% water only, 75% sewer only)

Increased annual revenue generated from proposed rate changes:

Domestic Water and Sewer EDU	57,776.00
Accessibility	22,104.00
	-
	$ 79,880.00
Intergovernmental loan based on annual revenue:	$ 198,152.00
	$ 278,032.00

Accessibility is charged to a service area when the plant is under 80% of it's capacity and customers purchase an EDU but are not hooked up yet. As they hook up, the customer is no longer charged Accessibility, and is then charged water and wastewater fees.

This is a breakeven rate structure. A 12% increase in rate would be recommended if the service area were expected to start creating reserves.

Lighthouse Sound

FY25 Estimated Operating Shortfall - $10,744

EDUs:

- 111 Domestic Sewer only
- 19 Accessibility

Proposed rate increase to cover the shortfall based on annual revenue

Rate category:	Current rates:	Proposed rates:	Rate increase: %	Rate increase: $
Domestic Sewer EDU	$242.00	$268.00	9.70%	$26.00
Accessibility	$114.00	$114.00	0.00%	$0.00

Increased annual revenue generated from proposed rate changes:

Domestic Water and Sewer EDU	7,770.00
Accessibility	-
	-
	$ 7,770.00

Accessibility is charged to a service area when the plant is under 80% of it's capacity and customers purchase an EDU but are not hooked up yet. As they hook up, the customer is no longer charged Accessibility, and is then charged water and wastewater fees.

Lighthouse Sound has private water and public sewer. Lighthouse Sound did not have a rate increase between FY24 and FY25.

This is a breakeven rate structure. A 12% increase in rate would be recommended if the service area were expected to start creating reserves.

Mystic Harbour

FY25 Estimated Operating Shortfall - $1,156,569

EDUs:

- 742 Domestic Water and Sewer
- 1,025 Domestic Water only
- 61 Domestic Sewer only
- 241 Commercial Water and Sewer
- 549 Commercial Water only
- 346 Commercial Sewer only

Proposed rate increase to cover the shortfall based on annual revenue

Rate category:	Current rates:	Proposed rates:	Rate increase: %	$
Domestic Water and Sewer EDU*	$243.00	$320.00	31.69%	$77.00
Commercial Water and Sewer EDU*:				
1 EDU	$282.16	$1,862.26	560.00%	$1,580.10
2 EDUs	$391.55	$2,584.23	560.00%	$2,192.68
3 - 13 EDUs	$783.09	$5,168.39	560.00%	$4,385.30
14 - 24 EDUs	$1,174.64	$7,752.62	560.00%	$6,577.98
25 - 39 EDUs	$1,566.18	$10,336.79	560.00%	$8,770.61
40+ EDUs	$2,349.27	$15,505.18	560.00%	$13,155.91

* For water and sewer (25% water only, 75% sewer only)

Increased annual revenue generated from proposed rate changes:

Domestic Water and Sewer EDU	324,003.00
Commercial Water and Sewer EDU	845,780.00
	-
	$ 1,169,783.00

Proposed rate increase not to exceed 20%

Rate category:	Current rates:	Proposed rates:	Rate increase: %	$
Domestic Water and Sewer EDU*	$243.00	$291.60	20.00%	$48.60
Commercial Water and Sewer EDU*				
1 EDU	$282.16	$338.59	20.00%	$56.43
2 EDUs	$391.55	$469.86	20.00%	$78.31
3 - 13 EDUs	$783.09	$939.71	20.00%	$156.62
14 - 24 EDUs	$1,174.64	$1,409.57	20.00%	$234.93
25 - 39 EDUs	$1,566.18	$1,879.42	20.00%	$313.24
40+ EDUs	$2,349.27	$2,819.12	20.00%	$469.85

* For water and sewer (25% water only, 75% sewer only)

Increased annual revenue generated from proposed rate changes:

Domestic Water and Sewer EDU	204,437.00
Commercial Water and Sewer EDU	10,618.00
	-
	$ 215,055.00
Intergovernmental loan based on annual revenue:	$ 941,514.00
	$ 1,156,569.00

Mystic Harbour Commercial EDUs are billed on a tiered structure. It works out that the the more Commercial EDUs a customer has, the cheaper the costs per EDU are as you go up tiers. Mystic Harbour Commercial EDUs make up 37% of the EDUs currently in the service area, and account for just under half of the flows in the area. The Commercial EDUs also assumedly introduce harsher substances to the wastewater plant that require additional chemicals and treatment.

Commercial EDUs have a higher per gallon usage charge compared to the Domestic EDUs. A usage revenue adjustment is not taken into account for the above rates.

This is a breakeven rate structure. A 12% increase in rate would be recommended if the service area were expected to start creating reserves. This is a complicated service area with Domestic and Sewer rates commingling. A Rate Study would be recommended to catpure a fair and reasonable rate to charge each type of EDU.

Mystic Harbour - without commercial tiers

FY25 Estimated Operating Shortfall - $1,156,569

EDUs:

- 742 Domestic Water and Sewer
- 1,025 Domestic Water only
- 61 Domestic Sewer only
- 241 Commercial Water and Sewer
- 549 Commercial Water only
- 346 Commercial Sewer only

Proposed rate increase to cover the shortfall based on annual revenue

			Rate increase:	
Rate category:	**Current rates:**	**Proposed rates:**	**%**	**$**
Domestic Water and Sewer EDU*	$243.00	$320.00	31.69%	$77.00
Commercial Water and Sewer EDU*:		$395/EDU		
1 EDU	$282.16			
2 EDUs	$391.55			
3 - 13 EDUs	$783.09			
14 - 24 EDUs	$1,174.64			
25 - 39 EDUs	$1,566.18			
40+ EDUs	$2,349.27			

* For water and sewer (25% water only, 75% sewer only)

Increased annual revenue generated from proposed rate changes:

Domestic Water and Sewer EDU	324,003.00
Commercial Water and Sewer EDU	832,628.00
	-
	$ 1,156,631.00

Proposed rate increase not to exceed 20%

			Rate increase:	
Rate category:	**Current rates:**	**Proposed rates:**	**%**	**$**
Domestic Water and Sewer EDU*	$243.00	$291.60	20.00%	$48.60
Commercial Water and Sewer EDU*		$250/EDU		
1 EDU	$282.16			
2 EDUs	$391.55			
3 - 13 EDUs	$783.09			
14 - 24 EDUs	$1,174.64			
25 - 39 EDUs	$1,566.18			
40+ EDUs	$2,349.27			

* For water and sewer (25% water only, 75% sewer only)

Increased annual revenue generated from proposed rate changes:

Domestic Water and Sewer EDU	204,437.00
Commercial Water and Sewer EDU	462,732.00
	-
	$ 667,169.00
Intergovernmental loan based on annual revenue:	$ 489,400.00
	$ 1,156,569.00

Mystic Harbour Commercial EDUs are billed on a tiered structure. It works out that the the more Commercial EDUs a customer has, the cheaper the costs per EDU are as you go up tiers. Mystic Harbour Commercial EDUs make up 37% of the EDUs currently in the service area, and account for just under half of the flows in the area. The Commercial EDUs also assumedly introduce harsher substances to the wastewater plant that require additional chemicals and treatment.

Commercial EDUs have a higher per gallon usage charge compared to the Domestic EDUs. A usage revenue adjustment is not taken into account for the above rates.

This is a breakeven rate structure. A 12% increase in rate would be recommended if the service area were expected to start creating reserves. This is a complicated service area with Domestic and Sewer rates commingling. A Rate Study would be recommended to catpure a fair and reasonable rate to charge each type of EDU.

Newark

FY25 Estimated Operating Shortfall - $35,858

EDUs:

- 117 Domestic Water and Sewer
- 9 Domestic Water only
- 8 Commercial Water and Sewer
- 2 Commercial Water only
- 37 Commercial Sewer only (Worcester Tech)

Proposed rate increase to cover the shortfall based on annual revenue

Rate category:	Current rates:	Proposed rates:	Rate increase: %	Rate increase: $
Domestic Water and Sewer EDU*	$240.00	$314.00	30.83%	$74.00
Commercial Water and Sewer EDU*	$301.00	$301.00	0.00%	$0.00

* For water and sewer (25% water only, 75% sewer only)

Increased annual revenue generated from proposed rate changes:

Domestic Water and Sewer EDU	35,964.00
Commercial Water and Sewer EDU	-
	$ 35,964.00

Proposed rate increase not to exceed 20%

Rate category:	Current rates:	Proposed rates:	Rate increase: %	Rate increase: $
Domestic Water and Sewer EDU*	$240.00	$288.00	20.00%	$48.00
Commercial Water and Sewer EDU*	$301.00	$301.00	0.00%	$0.00

* For water and sewer (25% water only, 75% sewer only)

Increased annual revenue generated from proposed rate changes:

Domestic Water and Sewer EDU	23,328.00
Commercial Water and Sewer EDU	-
	-
	$ 23,328.00
Intergovernmental loan based on annual revenue:	$ 12,530.00
	$ 35,858.00

Newark rents water tower space to cellular companies. This revenue is intended to be used for future capital needs. Currently it is being used to assist with operations and maintenance. If this were to be solely used for capital needs, the proposed rate would need to be increased further.

This is a breakeven rate structure. A 12% increase in rate would be recommended if the service area were expected to start creating reserves.

Riddle Farm

FY25 Estimated Operating Shortfall - $384,187*

*This is assuming an operating grant is given from the General Fund to cover wastewater services

EDUs:

- 622 Domestic Water and Sewer
- 1 Domestic Water only
- 49 Commercial Water and Sewer
- 1 Commercial Water only
- 104 Accessibility

Proposed rate increase to cover the shortfall based on annual revenue

			Rate increase:	
Rate category:	**Current rates:**	**Proposed rates:**	**%**	**$**
Domestic Water and Sewer EDU*	$288.00	$443.00	53.82%	$155.00
Commercial Water and Sewer EDU*	Tiered	N/A	0.00%	$0.00
Accessibility	$150.00	$150.00	0.00%	$0.00

* For water and sewer (25% water only, 75% sewer only)

Increased annual revenue generated from proposed rate changes:

Domestic Water and Sewer EDU	385,795.00
Commercial Water and Sewer EDU	-
Accessibility	-
	$ 385,795.00

Proposed rate increase not to exceed 20%

			Rate increase:	
Rate category:	**Current rates:**	**Proposed rates:**	**%**	**$**
Domestic Water and Sewer EDU*	$288.00	$345.60	20.00%	$57.60
Commercial Water and Sewer EDU*	Tiered	N/A	0.00%	$0.00
Accessibility	$150.00	$150.00	0.00%	$0.00

* For water and sewer (25% water only, 75% sewer only)

Increased annual revenue generated from proposed rate changes:

Domestic Water and Sewer EDU	143,366.40
Commercial Water and Sewer EDU	-
Accessibility	-
	$ 143,366.40
Intergovernmental loan based on annual revenue:	$ 240,820.60
	$ 384,187.00

Accessibility is charged to a service area when the plant is under 80% of it's capacity and customers purchase an EDU but are not hooked up yet. As they hook up, the customer is no longer charged Accessibility, and is then charged water and wastewater fees.

This is a breakeven rate structure. A 12% increase in rate would be recommended if the service area were expected to start creating reserves.

MARYLAND'S Coast WORCESTER COUNTY

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

TO: Worcester County Commissioners
Weston Young, Chief Administrative Officer

FROM: Kim Reynolds, Budget Officer
Candace Savage, Deputy Chief Administrative Officer

DATE: October 25, 2024

RE: Assignment of FY2024 Fund Balance

The annual audit performed by UHY is currently underway. In order to finalize the financial statements, the use and assignment of fund balance must be determined, although minor adjustments could still be made. Our proposed designations are outlined by category on pages 2 thru 4 for review and approval. The definition of assigned fund balance are amounts that are designated by the Commissioners with *intent* to be used for a specific purpose, but are neither restricted nor committed unless done so by ordinance or resolution.

The County was fortunate to end FY24 with a $17.7M increase in fund balance of which $8.1M was previously designated for reserve, $154,875 is set aside for non-spendable prepaid expenses, and $9.5M is available for assignment. It is important to point out that the surplus is primarily attributable to the related income tax revenues as well as a better than expected return on investments.

We will be available for any questions you may have.

Attachments:
Pages 2-5 Assigned Fund Balance Request by Categories
Pages 6-8 Assigned Fund Balance Request by Project Status
Page 9 Unfunded Projects

ASSIGNED FUND BALANCE REQUEST BY CATEGORIES:

BOARD OF EDUCATION	Project Status	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Board of Education - Buckingham Elementary School (Engineering/Design)	New	631,826	-	631,826
Board of Education - Berlin Intermediate School (Engineering/Design)	New	640,209	-	640,209
Board of Education -Gymnasium Air Condition Project SHMS & PMS	New	199,650	-	199,650
Board of Education - Fire Alarm Replacement OCES	New	154,000	-	154,000
Board of Education - Roof Replacement Worcester Tech HS (partial)	New	3,430,581	-	3,430,581
Board of Education PES Roof	Approved FY23	1,704,000	1,163,000	541,000
Board of Education Admin Building (Windows/Renovations)	In Progress	222,769	100,852	121,917
Board of Education BIS Fire Alarm	In Progress	225,000	225,000	-
Board of Education Front Door Visitor Access Systems (All Schools)	In Progress	225,000	225,000	-
Board of Education HVAC Replacements (SHMS,PMS)	In Progress	37,886	548,295	(510,409)
Board of Education Maintenance (Vans)	In Progress	73,793	80,127	(6,334)
Board of Education PMS Evening Program	In Progress	85,049	85,049	-
Board of Education Pocomoke Elementary Intercom	In Progress	75,000	75,000	-
Board of Education Pocomoke Elementary RoofTop Units	In Progress	796,418	1,200,000	(403,582)
Board of Education Roof Repairs (BIS, SDHS, WT)	In Progress	175,000	175,000	-
Board of Education SHMS/CCSS Roof	In Progress	2,632,783	2,234,126	398,657
Board of Education OPEB transfer (FY24 reconciliation)	Mandated	1,261,616	1,839,569	(577,953)
Board of Education Admin Building (Paving)	Complete		50,000	(50,000)
Board of Education Playground Upgrades	Complete		227,198	(227,198)
Board of Education Security Cameras (WTHS,SHHS, PHS,OCES)	Complete		56,726	(56,726)
Total Board of Education:		**12,570,580**	**8,284,942**	**4,285,638**

BROADBAND	Project Status	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Broadband Projects	In Progress	1,000,000	1,000,000	-
Total Broadband:		**1,000,000**	**1,000,000**	**-**

COMMISSION ON AGING	Project Status	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Berlin Senior Cener Expansion Feasibility Study	New	40,000	-	40,000
Berlin COA Assembly Room HVAC Replacement	New	22,272		22,272
Commission on Aging Camera System & Keyscan Upgrade	New	25,497	-	25,497
Building HVAC - OC Senior Center HVAC Upgrades	Approved FY23	260,000	155,000	105,000
Building Improvements - Berlin & OC Senior Center New Flooring	In Progress	36,515	28,630	7,885
Snow Hill Senior Center HVAC	In Progress	131,076	150,000	(18,924)
Building Improvements - Commission on Aging Walk in Cooler/Freezer	Complete		29,044	(29,044)
Total Commission on Aging:		**515,360**	**362,674**	**152,686**

GENERAL GOVERNMENT/ONE TIME CAPITAL	Project Status	FY23 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Salisbury Airport Pledge (Matching Funds)	New	50,000	-	50,000
Advertising Campaign	New	100,000	-	100,000
Outside Legal Council	New	75,000	-	75,000
County Government Study (Needed Space Expansion)	Approved	1,200,000	1,200,000	-
Financial Software Upgrade - Tyler/Munis Merger	Approved	500,000	500,000	-
Encumbrances (FY23 unspent funds to be spent FY24)	In Progress	1,260,326	1,473,706	(213,380)
County - Other Post Employment Benefit transfer (FY24 reconcilation)	Mandated	315,404	459,892	(144,488)
IT-CountyWide Camera Upgrade/Replace (moved to General Fund FY25)	General Govt		500,000	(500,000)
Total General Government/one time capital:		**3,500,730**	**4,133,598**	**(632,868)**

HEALTH DEPARTMENT	Project Status	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Health Department & 50 Plus Center - Pocomoke Building Replace (Design)	New	704,500	-	704,500
Berlin Health Dept Conference Room HVAC Replacement	New	35,429	-	35,429
Building Improvements - Berlin Health New Flooring	Approved FY23	116,623	55,000	61,623
Building HVAC - Berlin Dental Clinic HVAC Upgrades	Approved FY23	37,500	37,500	-
Berlin Health Dept Roof Coating	Complete		230,000	(230,000)
Health Department Berlin Dental Clinic New Flooring	Complete	-	35,000	(35,000)
Pocomoke Health Dept Building Upgrades	Complete	-	500,000	(500,000)
Snow Hill Health Dept Flooring Replacement	Complete	-	345,000	(345,000)
Snow Hill Health Dept (Storage Study) Request new Pocomoke Center	Removed		125,000	(125,000)
Total Health Department:		**894,052**	**1,327,500**	**(433,448)**

LIBRARY	Project Status	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Ocean City Library Parking Lot Improvements	Approved FY23	110,000	100,000	10,000
Snow Hill Library Building Improvments (HVAC,Plumbing, Electrical)	Approved FY23	2,710,867	2,545,000	165,867
Pocomoke Library (New)	In Progress	4,988,841	4,222,159	766,682
Ocean Pines Library Sprinkler System	Complete		18,000	(18,000)
Ocean City Library Meeting Room Renovation	Complete	-	45,000	(45,000)
Ocean Pines Library Circulation & Reference Desk	Complete	-	35,000	(35,000)
Total Library:		**7,809,708**	**6,965,159**	**844,549**

PARKS,RECREATION AND NATURAL RESOURCES	Project Status	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Recreation Center Water Heater Replacement	New	10,174	-	10,174
West Ocean City Harbor - Ice Vending Machine	Approved FY23	212,700	212,700	-
Recreation Center Building HVAC Improvement	In Progress	1,524,600	1,386,000	138,600
Ocean City Inlet Dredging	Removed	-	637,744	(637,744)
Total Parks, Recreation and Natural Resources:		**1,747,474**	**2,236,444**	**(488,970)**

RESERVE:	Project Status	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Reserve Fund Transfer FY25 (July 2024)	Mandated		1,060,014	(1,060,014)
Reserve Fund Request to Increase from 12% to 15%	Reserve		7,076,706	(7,076,706)
Total Reserve:		**-**	**8,136,720**	**(8,136,720)**

PUBLIC SAFTEY	Project Status	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Animal Control Kennel HVAC Replacement	New	20,005	-	20,005
Emergency Services - WCPN North Hub	Approved FY23	56,653	51,653	5,000
Fire Tower/Training Center Upgrades/Expansion	Approved FY23	1,850,000	1,700,000	150,000
Emergency Services - Radio Coverage Enhancement	In Progress	995,000	870,000	125,000
Emergency Services Mobile Generator (FY23)	In Progress	225,000	135,000	90,000
Emergency Services - Outdoor Warning Siren Replacement	In Progress	1,272,153	1,400,000	(127,847)
Radio System IT Refresh	In Progress	2,250,000	2,000,000	250,000
Emergency Services Office Renovation	Complete	-	32,500	(32,500)
Emergency Services Tower Shelter HVAC UPS	Complete	-	81,770	(81,770)
Fire Marshal Vehicle	Complete	-	63,000	(63,000)
Jail Generator	Complete	-	174,944	(174,944)
Jail - Paided Cell Wing	Complete	-	500,000	(500,000)
Public Safety Logistical Storage Building (funding bonded)	Complete	-	39,092	(39,092)
Snow Hill Transmitter Building Replacement	Complete	-	615,000	(615,000)
Total Public Safety:		**6,668,811**	**7,662,959**	**(994,148)**

PUBLIC WORKS	Project Status	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Building Improve - Courthouse Chiller Pumps	New	67,204	-	67,204
Building Improve - Government Center Metal Roof Evaluation & New Roof	New	2,821,152	50,000	2,771,152
Building Improve - Government Center Roof Top Unit Replacements	New	99,768	-	99,768
Roads - New Well/Brine Maker & Truck Fill Station (Cut from FY25 Budget)	New	181,000	-	181,000
Recycle - Overhead Doors (Cut from FY25 Budget)	New	180,000	-	180,000
Building Improvements - Courthouse Bar Library Renovation	Approved FY23	50,000	50,000	-
Building Improvements - Courtroom 4 Feasability Study(Engineering & Desig	Approved FY23	200,000	100,000	100,000
Building Improvements - Courthouse Washington St Entrance Evaluation	Approved FY23	100,000	50,000	50,000
Parking Lot Improvements 110 Wash	Approved FY23	339,634	339,634	-
Parking Lot Upgrades/Resurfacing (Annually to Complete)	Approved FY23	409,943	200,000	209,943
Strategic Highway Safety Plan/Share Used Path 611	Approved FY23	106,693	70,000	36,693
County Building Repairs and Improvements	In Progress	450,000	450,000	-
Fire Alarm System Upgrades	In Progress	85,000	100,000	(15,000)
Isle of Wight Building Renovation	In Progress	943,000	500,000	443,000
HVAC Automation Systems Controls (various buildings)	In Progress	300,000	300,000	-
Recycle & Home Owner Convenience Upgrade-Berlin,Bishopville, Riddle	In Progress	650,000	650,000	-
Roads - Cove Landing Road Crossroad Pipe Replacement	In Progress	411,000	420,000	(9,000)
Roads Department Paving Projects	In Progress	1,551,752	1,551,752	-
Roads Building Improvements	In Progress	26,515	54,000	(27,485)
Bank Street Restroom, HVAC and Roof Improvements	Complete		75,000	(75,000)
Public Works Fuel Facility (Ocean Pines)	Complete	-	350,000	(350,000)
Public Works Equipment	Complete	-	200,000	(200,000)
Public Works North End Building	Complete		531,430	(531,430)
Public Works Storage Bldg Concrete Floor & Door Operator	Complete		41,050	(41,050)
Total Public Works:		**8,972,661**	**6,082,866**	**2,889,795**

WATER WASTEWATER	Project Status	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Water Wastewater Operations Assistance	New	9,411,187	-	9,411,187
Radio Read Water Meter Intergovernmental Loan	New	1,525,000	-	1,525,000
Riddle WWW WGC EDU Purchase	New	3,018,622	-	3,018,622
Landings Intergovernmental Loan	New	200,000	-	200,000
Ocean Pines Service Area Gum Point Road Intergovernmental Loan	New	268,000	-	268,000
Ocean Pines Service Area St Martins by the Bay Intergovernmental Loan	New	9,640	-	9,640
St Martins by the Bay Intergovernmental Loan	New	73,100	-	73,100
WWW Programable Logic Controllers Intergovernmental Loan	New	250,000	-	250,000
Newark Household Water Filters	New	58,000	-	58,000
Newark Water Treatment Plant Rehab (Earmark Match)	New	637,500	-	637,500
Water Wastewater Service Area Consolidation	New	259,691	1,060,014	(800,323)
Total Water Wastewater:		**15,710,740**	**1,060,014**	**14,650,726**

WOR-WIC COMMUNITY COLLEGE	Project Status	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Wor-Wic Applied Technology Building	Complete		225,105	(225,105)
Total WOR-WIC Community College:		**-**	**225,105**	**(225,105)**

TOTAL	**59,390,116**	**47,477,981**	**11,912,135**

ASSIGNED FUND CATEGORY	ASSIGNED FUNDS	ASSIGNED FUNDS %
Reserve (included in FY25 operating budget)	-	0.0%
Board of Education (includes OPEB $1.2M)	12,570,580	21.2%
Broadband	1,000,000	1.7%
Commission on Aging	515,360	0.9%
General Government/one time capital (includes OPEB $315k)	3,500,730	5.9%
Health Department	894,052	1.5%
Library	7,809,708	13.1%
Parks, Recreation and Natural Resources	1,747,474	2.9%
Public Safety	6,668,811	11.2%
Public Works	8,972,661	15.1%
Water Wastewater	15,710,740	26.5%
Wor-Wic	-	0.0%
TOTAL:	**59,390,116**	**100.0%**

ASSIGNED FUND BALANCE REQUEST BY PROJECT STATUS:

NEW PROJECT REQUESTS	Category	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Board of Education - Buckingham Elementary School Engineer/Design	Board of Education	631,826	-	631,826
Board of Education - Berlin Intermediate School Engineering/Design FY25/26	Board of Education	640,209		640,209
Board of Education - Gymnasium Air Condition Project SHMS & PMS	Board of Education	199,650		199,650
Board of Education - Fire Alarm Replacement OCES	Board of Education	154,000		154,000
Board of Education - Roof Replacement Worcester Tech HS (partial funds)	Board of Education	3,430,581		3,430,581
Salisbury Airport Pledge (Match)	Regional Airport	50,000		50,000
Berlin COA Assembly Room HVAC Replacement	Comm on Aging	22,272		22,272
Berlin Senior Center Expansion Feasibility Study	Comm on Aging	40,000		40,000
Commission on Aging Camera System & Key scan Upgrade	Comm on Aging	25,497		25,497
Advertising Campaign	General Govt	100,000		100,000
Outside Legal Council	General Govt	75,000		75,000
Health Dept & 50 Plus Center - Pocomoke Building Replacement (Design)	Health Dept	704,500		704,500
Berlin Health Dept Conference Room HVAC Replacement	Health Dept	35,429		35,429
Recreation Center Water Heater Replacement	Parks, Rec, and NR	10,174		10,174
Animal Control Kennel HVAC Replacement	Public Safety	20,005		20,005
Building Improve- Courthouse Chiller Pumps	Public Works	67,204		67,204
Building Improve - Government Center Metal Roof Evaluation & New Roof	Public Works	2,821,152	50,000	2,771,152
Building Improve - Government Center Roof Top Unit Replacements	Public Works	99,768		99,768
Roads - New Well/Brine Maker & Truck Fill Station (Cut from FY25 Budget)	Public Works	181,000		181,000
Recycle - Overhead Doors (Cut from FY25 Budget)	Public Works	180,000		180,000
Water Wastewater Operations Assistance	Enterprise	9,411,187		9,411,187
WWW Radio Read Water Meter Intergovernmental Loan	Enterprise	1,525,000		1,525,000
Landings Intergovernmental Loan	Enterprise	200,000		200,000
Riddle WWW WGC EDU Purchase	Enterprise	3,018,622		3,018,622
Ocean Pines Service Area Gum Point Road Intergovernmental Loan	Enterprise	268,000		268,000
Ocean Pines Service Area St Martins by the Bay Intergovernmental Loan	Enterprise	9,640		9,640
St Martins by the Bay Intergovernmental Loan	Enterprise	73,100		73,100
WWW Programable Logic Controllers Intergovernmental Loan	Enterprise	250,000		250,000
WWW Newark Household Water Filters	Enterprise	58,000		58,000
WWW Newark Water Treatment Plant Rehab (Earmark Match)	Enterprise	637,500		637,500
Water Wastewater Service Area Consolidation	Enterprise	259,691	1,060,014	(800,323)
Total New Projects Requested:		**25,199,007**	**1,110,014**	**24,088,993**

APPROVED PROJECTS	Category	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Board of Education PES Roof	Board of Education	1,704,000	1,163,000	541,000
Building HVAC - OC Senior Center HVAC Upgrades	Comm on Aging	260,000	155,000	105,000
County Government Study (Needed Space Expansion)	General Govt	1,200,000	1,200,000	-
Financial Software Upgrade - Tyler/Munis Merger	General Govt	500,000	500,000	-
Building Improvements - Berlin Health New Flooring	Health Dept	116,623	55,000	61,623
Building HVAC - Berlin Dental Clinic HVAC Upgrades	Health Dept	37,500	37,500	-
Ocean City Library Parking Lot Improvements	Library	110,000	100,000	10,000
Snow Hill Library Building Improvements(HVAC,Plumbing, Electrical)	Library	2,710,867	2,545,000	165,867
West Ocean City Harbor - Ice Vending Machine	Parks, Rec and NR	212,700	212,700	-
Emergency Services - WCPN North Hub	Public Safety	56,653	51,653	5,000
Fire Tower/Training Center Upgrades/Expansion	Public Safety	1,850,000	1,700,000	150,000
Building Improvements - Courthouse Bar Library Renovation	Public Works	50,000	50,000	-
Building Improvements - Courtroom 4 Feasibility Study(Engineering & Design)	Public Works	200,000	100,000	100,000
Building Improvements - Courthouse Washington St Entrance Evaluation	Public Works	100,000	50,000	50,000
Parking Lot Improvements 110 Wash	Public Works	339,634	339,634	-
Parking Lot Upgrades/Resurfacing (Annually to Complete)	Public Works	409,943	200,000	209,943
Strategic Highway Safety Plan/Share Used Path 611	Public Works	106,693	70,000	36,693
Total Approved Projects:		**9,964,613**	**8,529,487**	**1,435,126**

IN PROGRESS PROJECTS	Category	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Board of Education Admin Building (Windows/Renovations)	Board of Education	222,769	100,852	121,917
Board of Education BIS Fire Alarm	Board of Education	225,000	225,000	-
Board of Education Front Door Visitor Access Systems (All Schools)	Board of Education	225,000	225,000	-
Board of Education HVAC Replacements (SHMS,PMS)	Board of Education	37,886	548,295	(510,409)
Board of Education Maintenance (Vans)	Board of Education	73,793	80,127	(6,334)
Board of Education PMS Evening Program	Board of Education	85,049	85,049	-
Board of Education Pocomoke Elementary Intercom	Board of Education	75,000	75,000	-
Board of Education Pocomoke Elementary Rooftop Units	Board of Education	796,418	1,200,000	(403,582)
Board of Education Roof Repairs (BIS, SDHS, WT)	Board of Education	175,000	175,000	-
Board of Education SHMS/CCSS Roof	Board of Education	2,632,783	2,234,126	398,657
Broadband Projects	Broadband	1,000,000	1,000,000	-
Building Improvements - Berlin & OC Senior Center New Flooring	Comm on Aging	36,515	28,630	7,885
Snow Hill Senior Center HVAC	Comm on Aging	131,076	150,000	(18,924)
Encumbrances (FY23 unspent funds to be spent FY24)	General Govt	1,260,326	1,473,706	(213,380)
Pocomoke Library (New)	Library	4,988,841	4,222,159	766,682
Recreation Center Building HVAC Improvement	Parks, Rec and NR	1,524,600	1,386,000	138,600
Emergency Services - Radio Coverage Enhancement	Public Safety	995,000	870,000	125,000
Emergency Services Mobile Generator (FY23)	Public Safety	225,000	135,000	90,000
Emergency Services - Outdoor Warning Siren Replacement	Public Safety	1,272,153	1,400,000	(127,847)
Radio System IT Refresh	Public Safety	2,250,000	2,000,000	250,000
County Building Repairs and Improvements	Public Works	450,000	450,000	-
Fire Alarm System Upgrades	Public Works	85,000	100,000	(15,000)
Isle of Wight Building Renovation	Public Works	943,000	500,000	443,000
HVAC Automation Systems Controls (various buildings)	Public Works	300,000	300,000	-
Recycle & Home Owner Convenience Upgrade-Berlin, Bishopville, Riddle	Public Works	650,000	650,000	-
Roads - Cove Landing Road Crossroad Pipe Replacement	Public Works	411,000	420,000	(9,000)
Roads Department Paving Projects	Public Works	1,551,752	1,551,752	-
Roads Building Improvements	Public Works	26,515	54,000	(27,485)
Total Projects In Progress:		**22,649,476**	**21,639,696**	**1,009,780**

MANDATED PROJECTS	Category	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Board of Education OPEB transfer (FY24 reconciliation)	Board of Education	1,261,616	1,839,569	(577,953)
County - Other Post Employment Benefit transfer (FY24 reconciliation)	General Govt	315,404	459,892	(144,488)
Reserve Fund Transfer FY25 (July 2024)	Reserve		1,060,014	(1,060,014)
Total Projects Mandated:		**1,577,020**	**3,359,475**	**(1,782,455)**

COMPLETED PROJECTS	Category	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
Board of Education Admin Building (Paving)	Board of Education		50,000	(50,000)
Board of Education Playground Upgrades	Board of Education		227,198	(227,198)
Board of Education Security Cameras (WTHS,SHHS, PHS,OCES)	Board of Education		56,726	(56,726)
Building Improvements - Commission on Aging Walk in Cooler/Freezer	Comm on Aging		29,044	(29,044)
Berlin Health Dept Roof Coating	Health Dept		230,000	(230,000)
Health Department Berlin Dental Clinic New Flooring	Health Dept	-	35,000	(35,000)
Pocomoke Health Dept Building Upgrades	Health Dept	-	500,000	(500,000)
Snow Hill Health Dept Flooring Replacement	Health Dept	-	345,000	(345,000)
Ocean City Library Meeting Room Renovation	Library	-	45,000	(45,000)
Ocean Pines Library Circulation & Reference Desk	Library	-	35,000	(35,000)
Ocean Pines Library Sprinkler System	Library		18,000	(18,000)
Emergency Services Office Renovation	Public Safety	-	32,500	(32,500)
Emergency Services Tower Shelter HVAC UPS	Public Safety	-	81,770	(81,770)
Fire Marshal Vehicle	Public Safety	-	63,000	(63,000)
Jail Generator	Public Safety	-	174,944	(174,944)
Public Safety Logistical Storage Building (funding bonded)	Public Safety		39,092	(39,092)
Snow Hill Transmitter Building Replacement	Public Safety	-	615,000	(615,000)
Bank Street Restroom, HVAC and Roof Improvements	Public Works		75,000	(75,000)
Public Works Fuel Facility (Ocean Pines)	Public Works	-	350,000	(350,000)
Public Works Equipment	Public Works	-	200,000	(200,000)
Public Works North End Building	Public Works		531,430	(531,430)
Public Works Storage Bldg. Concrete Floor & Door Operator	Public Works		41,050	(41,050)
Reserve Fund Request to Increase from 12% to 15%	Reserve		7,076,706	(7,076,706)
Wor-Wic Applied Technology Building	Wor-Wic	-	225,105	(225,105)
Total Projects Complete:		**-**	**11,076,565**	**(11,076,565)**

REMOVED PROJECTS	Category	FY24 Proposed Assigned Funds	FY23 Assigned Funds	Variance/ Distribution of Surplus
IT-Countywide Camera Upgrade/Replace (moved to General Fund FY25)	General Govt		500,000	(500,000)
Snow Hill Health Dept (Storage Study) Request new Pocomoke Center	Health Dept		125,000	(125,000)
Ocean City Inlet Dredging	Parks, Rec & NR	-	637,744	(637,744)
Jail - Padded Cell Wing	Public Safety	-	500,000	(500,000)
Total Projects Removed		**-**	**1,762,744**	**(1,762,744)**

	TOTAL	**59,390,116**	**47,477,981**	**11,912,135**

ASSIGNED FUND PROJECT STATUS	FY24 PROPOSED ASSIGNED FUNDS	FY23 ASSIGNED FUNDS
NEW PROJECTS	25,199,007	1,110,014
APPROVED PROJECTS	9,964,613	8,529,487
IN PROGRESS PROJECTS	22,649,476	21,639,696
MANDATED PROJECTS	1,577,020	3,359,475
COMPLETED PROJECTS		11,076,565
REMOVED PROJECTS		1,762,744
TOTAL:	**59,390,116**	**47,477,981**

Unfunded Project Requests:

Year Requested	Small Project Assigned Fund Requests	
FY2025	Board of Education Security Cameras BES, SES, BOE	363,123
FY2025	Board of Education Security Vestibles OCES, BIS, SHMS/CCSS & PMS	170,000
FY2025	Board of Education Radios All Schools	75,000
FY2025	Board of Education BOE Bus Transportation Software	66,559
FY2025	Board of Education Exhaust Fan Replacements SDHS, BIS, SHMS/CCSS, SHES, PES, PMS	174,487
FY2025	Board of Education Ductless Split Replacement SDHS	18,397
FY2025	Board of EducationHot Water Heaters SDMS	30,000
FY2025	Board of Education New Maintenance Vehicles	125,000
FY2026/2027	Board of Education LED Lighting Multiple Schools	1,451,970
FY2025	Atlantic General Hospital - Nihon Kohden System Replacement	294,950
FY2025	Atlantic General Hospital - Trident Specimen Imaging Unit	121,430
FY2025	Atlantic General Hospital - Brevera Biopsy System	87,583
FY2025	Ocean City Health Department Interior Renovation	64,006
FY2025	Roads Six Wheel Dump Truck	280,000
FY2025	Roads Gradall XL4100-V	600,000
FY2025	Emergency Services Vehicle Conversion	7,500
FY2025	Incident Mapping Software	6,750
FY2025	Hazmat 2 Vehicle Replacement	130,000
FY2025	Sheriff Open Area Reallocation to Office Space & Interview Room	94,500
FY2025	Records Retention Policy Creation,Cleanup & Training	103,050

Year Requested	CIP Requests	
CIP FY2026	Snow Hill Library Building Improvements	376,860
CIP FY2026/2029	Public Safety Facility	40,763,160
CIP FY2026/2029	States Attorney Building Addition	6,116,278
CIP FY2027/2028	Courthouse - Courtroom 4 Expansion (Construction/Furnishings)	1,141,000
CIP FY2027/2028	Courthouse - Washington St Entrance (Construction/Equipment)	506,000
CIP FY2028	Health Dept & 50Plus Center Pocomoke Building Replacement (Construction)	8,605,800
CIP FY2027/2030	Buckingham Elementary School (Construction)	44,928,373
CIP FY2027/2031	Berlin Intermediate School (Construction)	56,290,262
CIP FY2028	Board of Education Roof Replacement Worcester Tech SH (Construction)	2,246,419
CIP FY2028/2029	Board of Education Roof Replacement Stephen Decatur High School	8,017,000
CIP FY2029/2030	Board of Education Roof Replacement Ocean City Elementary	2,974,500
CIP FY2029/2030	Wor-Wic Student Success & Wellness Center	3,781,250

MARYLAND'S Coast WORCESTER COUNTY

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: October 29, 2024
RE: DHCD Dockside Restaurant Grant

At the July 16th meeting, staff requested the commissioners send a letter to the Maryland Department of Housing and Community Development (DHCD), seeking forgiveness of the restaurant grant associated with what is now Dockside, located in Pocomoke City. The terms of the grant included job creation goals that in 12 years, and 3 different restaurant owners, have proven unrealistic.

In a letter dated October 23rd, 2024, the Community Development Block Grant (CDBG) program is now willing to close the grant under certain caveats.

We are seeking your approval to work with DHCD to pursue a lien on the Dockside property within CDBG's guidance.

Attachments
Pages 2-3 – Letter from DHCD

Maryland
DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

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

October 23, 2024

The Honorable Anthony W. Bertino, Jr.
President
Office of the County Commissioners
Worcester County
One W. Market Street, Room 1103
Snow Hill, MD 21863-1195

RE: Resolution of National Objectives
Maryland Community Development Block Grant Program
Grant Number: MD-09-ED-70 Dockside Grill

Dear President Bertino:

This letter is in response to your July 16, 2024 correspondence and the subsequent conversations with Weston Young and Lynn Wright of your staff regarding the above referenced Maryland Community Development Block Grant project. The County has requested forgiveness of the CDBG national objective job creation/retention goals outlined in the 2008 CDBG grant agreement thereby ending this grant. During the calls, Mr. Young and Ms. Wright provided an update on the County's subrecipient, Pocomoke City, and their inability to meet the job creation/retention requirements.

Based on the lack of progress with meeting the CDBG national objective for job creation/retention since the opening of the restaurant in 2012, the state CDBG program will now be willing to close the grant under the following caveats:

1. The County must place a lien on the property for a minimum of five years.

2. The State must approve the draft language of the lien document before it is executed.

3. If the building is sold during the lien period, Pocomoke City will be required to reimburse the County a portion of the sales price per CDBG formula as stipulated by the State at the time of sale.

Within 30 days, the County must advise the CDBG office of their agreement with the above mentioned conditions and the next steps/timeline (where appropriate) for meeting the stipulations. Upon receipt of the information, the State will move towards officially closing out this grant.

If you have any questions, please contact your Project Manager, Kecia Campbell at 301/429-7504.

Sincerely,

Cindy Stone
Director
Community Development Programs

Cc: Lynn Wright, County
Weston Young, County
Kecia Campbell, CDBG

MARYLAND'S Coast WORCESTER COUNTY

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

TO: Worcester County Commissioners
FROM: Candace I. Savage, Deputy Chief Administrative Officer
DATE: October 31, 2024
SUBJECT: Commissioners' Meeting Schedule and Budget Schedule for 2025

Attached, please find a proposed schedule of the County Commissioners' meeting dates for calendar year 2025 and a proposed Budget Schedule for fiscal year 2026. For informational purposes, I have also attached a copy of the schedule of holidays for 2025 in accordance with the Personnel Rules and Regulations (Section 6.1I.A).

The regularly scheduled meeting on April 15, 2025, does fall during the week of the Hurricane Conference. If the Commissioners wish to move this meeting, the second budget work session with department heads will need to be rescheduled to April 1st after the regular meeting or Wednesday April 9th.

Regarding Legislative Sessions, the Code of Public Local Laws of Worcester County, Maryland (Section CG 2-203) provides that the County Commissioners may hold regular Legislative Sessions on the 1st, 2nd or 3rd Tuesday of each month. Since the Commissioners regularly meet on the 1st and 3rd Tuesday of each month, those will be scheduled for a regular Legislative Session.

2025
WORCESTER COUNTY COMMISSIONERS' MEETING DATES

The Worcester County Commissioners have established the following meeting dates for 2025. Regular meetings are generally held on the first and third Tuesday of each month, except where such dates fall on a legal holiday or other scheduling conflict. All meetings will be held in the Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland with the open session to commence at 10:00 a.m. unless otherwise noted.

January 7, 2025	Regular Meeting
January 21, 2025	Regular Meeting
February 4, 2025	Regular Meeting
February 18, 2025	Regular Meeting
March 4, 2025	Regular Meeting
March 18, 2025	Regular Meeting
April 1, 2025	Regular Meeting
April 8, 2025	Budget Work Session - 9am-4pm Discussion with Board of Education. Commissioner Operating Budget Review with selected Departments and Agencies.
April 15, 2025	Regular Meeting – 1pm-4pm Commissioner Operating Budget Review with selected Departments and Agencies.
May 6, 2025	Regular Meeting – FY26 Budget Public Hearing
May 13, 2025	Budget Work Session - 9am-4pm - Discussion w/ Departments and Personnel Matters
May 20, 2025	Regular Meeting Budget Work Session - afternoon (1pm to 4pm)
June 3, 2025	Regular Meeting – FY26 Budget Adoption FY26 Enterprise Funds Public Hearing
June 17, 2025	Regular Meeting FY26 Water and Wastewater Service Enterprise Fund Budget Adopted FY26 Solid Waste Enterprise Fund Budget Adopted
July 1, 2025	Regular Meeting
July 15, 2025	Regular Meeting
August 5, 2025	Regular Meeting
August 19, 2025	Regular Meeting
September 2, 2025	Regular Meeting
September 16, 2025	Regular Meeting
October 7, 2025	Regular Meeting
October 21, 2025	Regular Meeting
November 4, 2025	Regular Meeting
November 18, 2025	Regular Meeting
December 2, 2025	Regular Meeting
December 16, 2025	Regular Meeting

MARYLAND'S Coast WORCESTER COUNTY

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WORCESTER COUNTY
FY2026 Budget Schedule

(As of November 6, 2024)

Wednesday, December 4, 2024	FY2026 Operating Budget Information Available for Distribution
Tuesday, January 21, 2025	Department & Agency Operating Budget finalized in New World Systems and submitted to Budget Officer
February 10, 11, 12, 2025	Departments meet with County Administrator and Budget Officer
Wednesday, February 12, 2025	Operating Budgets Submitted to County Administrator from Municipals and Ocean Pines Association Board of Education submit to County Administrator MOE for FY2026 Board of Education submit to County Administrator Non-Recurring FY2026
Tuesday, March 4, 2025	County Commissioners review requests of Municipalities & Ocean Pines Association
Tuesday, March 4, 2025	Operating Budget from Board of Education submitted to County Administrator
Tuesday, March 18, 2025	Requested FY2026 Consolidated Operating Budget to Commissioners Non-Recurring MOE Discussion–Deadline to file March 31 Maintenance of Effort Discussion - Deadline to file MOE Waiver is April 1
Tuesday, April 8, 2025	Budget work session/Discussion with Board of Education Commissioner Operating Budget Review with Selected Departments/Agencies (9-4)
Tuesday, April 15, 2025	Commissioner Operating Budget Review with Selected Departments/Agencies (1-4)
Tuesday, May 6, 2025	Requested FY2026 Operating Budget Public Hearing
Tuesday, May 13, 2025	Budget Work Session Discussion with Departments personnel matters
Tuesday, May 20, 2025	Budget Work Session (start 1:00 pm)
Tuesday, June 3, 2025	FY2026 Consolidated General Fund Operating Budget Adopted Proposed FY2026 Enterprise Funds Public Hearing at Government Center
Tuesday, June 17, 2025	FY2026 Water & Wastewater Services Enterprise Fund Budget Adopted FY2026 Solid Waste Enterprise Fund Budgets Adopted

MARYLAND'S Coast WORCESTER COUNTY

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Worcester County Government
Holiday Schedule
Calendar Year 2025

New Year's Day	**Wednesday, January 1, 2025**
Dr. Martin Luther King Jr.'s Birthday	**Monday, January 20, 2025**
Presidents' Day	**Monday, February 17, 2025**
Good Friday	**Friday, April 18, 2025**
Memorial Day	**Monday, May 26, 2025**
Juneteenth National Independence Day	**Thursday, June 19, 2025**
Independence Day	**Friday, July 4, 2025**
Labor Day	**Monday, September 1, 2025**
Columbus Day	**Monday, October 13, 2025**
Veterans' Day	**Tuesday, November 11, 2025**
Thanksgiving Day	**Thursday, November 27, 2025**
American Indian Heritage Day	**Friday, November 28, 2025**
Christmas Eve	**Wednesday, December 24, 2025**
Christmas Day	**Thursday, December 25, 2025**

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

Tri-County Council
for the Lower Eastern Shore of Maryland

31901 Tri-County Way
Suite 203
Salisbury, Maryland 21804
Phone: 410-341-8989
Fax: 410-341-8988
www.lowershore.org

October 7, 2024

Dear Mr. Young,

With the final quarter of 2024 upon us, I want to thank the Worcester County Commission for their service to the Tri-County Council over the past year. As we look forward to 2025, it is time to solicit nominations for next year.

Tri-County Council
Per the Tri-County Council Bylaws, Article V, Section 1(d), membership shall include: *Five County Commissioners of Worcester County;*

The following Commissioners currently serving as voting members are:

- Commissioner Theodore J. "Ted" Elder
- Commissioner Joseph M. Mitrecic
- Commissioner Caryn Abbott
- Commissioner Diana Purnell
- Commissioner Eric Fiori

Tri-County Council Executive Board
In 2025 Worcester County will hold the **1st Vice Chair** and **Secretary** positions on the Executive Board. The following individuals are currently serving on the 2024 Executive Board in the following positions:

- Commissioner Joseph Mitrecic– 2nd Vice Chair
- Commissioner Diana Purnell – Treasurer

I would appreciate it if the Worcester County Commission would confirm its voting members and nominees for the Executive Board positions by Tuesday, November 12, 2024.

Thank you again for the commitment and partnership from Worcester County throughout the past year, and we look forward to working together again in 2025.

Sincerely,

Gregory Padgham
Executive Director

Attachments

- 2024 TCCLES Executive Board with 2025 Nomination Template
- Bylaws of the Tri-County Council for the Lower Eastern Shore

Tri-County Council for the Lower Eastern Shore of Maryland

2024 Executive Board

Commissioner Eldon Willing – Chair, Somerset County

Councilman James Winn – 1st Vice Chair, Wicomico County

Commissioner Joseph Mitrecic – 2nd Vice Chair, Worcester County

Commissioner Randy Laird – 3rd Vice Chair, Somerset County

Councilman Jeff Merritt – Secretary, Wicomico County

Commissioner Diana Purnell – Treasurer, Worcester County

Senator Mary Beth Carozza – At-Large

Commissioner Ted Elder – Immediate Past Chair (non-voting), Worcester County

2025 Executive Board Positions for Nomination

_____	Chair, Wicomico County
_____	1st Vice Chair, Worcester County
_____	2nd Vice Chair, Somerset County
_____	3rd Vice Chair, Wicomico County
_____	Secretary, Worcester County
_____	Treasurer, Somerset County
Senator Mary Beth Carozza	At-Large
Commissioner Eldon Willing	Immediate Past Chair, Somerset County

Amended 12/10/2009

BYLAWS
OF
TRI-COUNTY COUNCIL FOR THE LOWER EASTERN SHORE OF MARYLAND

ARTICLE I

Name

The name of the organization shall be Tri-County Council for the Lower Eastern Shore of Maryland, hereby known as the Council, which said organization is a public body politic and corporate of the State of Maryland. Unless otherwise specified in these bylaws, terms used herein that are defined in the Economic Development Article of the Annotated Code of Maryland shall have the meanings specified therein.

ARTICLE II

Purpose

Section 1: The Council is a tax-exempt public body politic and corporate that shall operate as a cooperative regional planning and development agency within the area consisting of Somerset, Wicomico, and Worcester Counties to foster the physical, economic and social development of the Region and utilize effectively the assistance provided by the State or other public or private sources. It shall initiate and coordinate regional plans and projects for the development of human and economic resources of the Lower Shore. It shall also serve as a resource for the three local governments to assist them with developing of grants, conducting research, and other activities deemed appropriate by the Council.

Section 2: The Council shall perform any and all duties as required or any duties which it determines are in the best interest of the Area, as set forth in the Economic Development Article of the Annotated Code of Maryland, as amended.

ARTICLE III

Authority and Relationship to Other Agencies

Section 1: The Council obtains its authority from the public laws of Maryland as set forth in the Economic Development Article of the Annotated Code of Maryland, as amended. The Council will cooperate with any and all State departments and agencies concerned and submit for approval plans and projects of the Council in which such departments or agencies have statutory functions and responsibilities and coordinate with all of the counties. At the request of the County government, the Council may review that County's local plans, proposals for projects, and

ordinances having an impact outside the boundaries of that County and within the Region. The Council also has the authority to:

(a) Sue and be sued in contract and in tort;
(b) Complain and defend in all courts;
(c) Make and enter into all contracts or agreements necessary or incidental to the performance of its duties;
(d) Borrow money and apply for and accept advances, loans, grants, contributions and any other form of assistance from the federal government, the State, or other public body, or from any sources, public or private; and
(e) Execute any instruments and perform any acts or things necessary, convenient, or desirable for its purposes or to carry out the powers expressly given in the Economic Development Article of the Annotated Code of Maryland, as amended.

Section 2: The Council shall select and retain its own legal counsel.

Section 3: Notwithstanding Section 2 of this article, the Attorney General of Maryland may serve as legal adviser to the Council in all matters pertaining to the Council's activities.

ARTICLE IV

Seal

The corporate seal of the Council shall be in such form and shall have such inscription thereon as the Council may determine.

ARTICLE V

Membership

Section 1: The members of the organization entitled to vote shall be as follows:

(a) Five (5) County Commissioners of Somerset County;
(b) The County Executive of Wicomico County;
(c) Four (4) County Councilpersons of Wicomico County;
    (i) The County Council must provide written notification to the Council prior to its annual meeting as to which members will be serving as voting members for that year.
(d) Five County Commissioners of Worcester County;
(e) Three (3) municipal elected officials, one (1) from each County,
    (i) Appointed by their respective municipal corporations; or
    (ii) If the municipal corporations located within a County are unable to choose a municipal elected official within a reasonable period of time determined by the Council, The Eastern Shore Municipal Association shall appoint an

elected municipal official to represent the municipal corporations of that County;

(f) Members of the General Assembly representing the Region the majority of whose legislative districts are in the Region.

(g) Private individuals designated as additional members of the Council by the Executive Board.

Section 2: Other members of the General Assembly representing the Region the majority of whose legislative districts are not in the region, County Commissioners/Councilpersons who are not selected by their respective Counties as voting members, the three (3) County Administrators/Managers, one from each County, and one (1) representative from the Maryland Department of Business and Economic Development or its successors will serve as non-voting members.

Section 3: Other County staff may be added as non-voting members as determined by the Council.

Section 4: Each member of the Council shall be entitled to one (1) vote, except those members specified in Article V, Sections 2 and 3 above, who shall have no vote on any issue to come before the Council.

Section 5: A voting commissioner/councilperson or Wicomico County Executive, as defined in Section 1 a, b c, and d, may designate another commissioner/councilperson or County administrator/manager representing the same County to vote by proxy on behalf of the voting commissioner/councilperson or Wicomico County Executive when the voting commissioner/councilperson or Wicomico County Executive is absent from a meeting.

Section 6: Members of the Council shall serve without compensation.

Section 7: The members of the Council who hold membership by virtue of their elected or appointed positions shall retain their membership on the Council only during their terms of office.

Section 8: Vacancies on the Council by reason of death, resignation, change of residence, or other cause shall be filled for the duration of the term in the same manner as is provided for in the original appointment.

Section 9: At the end of a term, a member continues to serve until a successor is appointed.

Section 10: If a County commission increases its official membership to more than five (5) members, it must provide written notification to the Council prior to the annual meeting of which five (5) members will be serving as voting members for that year.

ARTICLE VI

Officers

Section 1: The officers of the organization shall be a Chairman, First Vice-Chairman, Second Vice-Chairman, Third Vice-Chairman, Secretary, and Treasurer who must be selected from among the voting members of the Council.

Section 2: Each Vice-Chairman shall be from a different County.

Section 3: The officers shall be elected for a term of one (1) year at the annual meeting of the council and shall hold office for a one (1) year period or until the next annual meeting. The Chairman may not be re-elected to serve more than one consecutive term.

Section 4: The officers and members of the Executive Board of the Council shall be elected by a majority vote of the voting members of the Council.

Section 4.1: The office of chairman shall rotate annually among the counties. Each year at the annual meeting, the chairman shall be selected from the county holding the office of first vice-chairman during the immediately preceding year.

Section 5: The offices of First, Second, and Third Vice-Chairman shall rotate annually, county by county, according to the following order: in the first year the First, Second, and Third Vice-Chairmen shall be from Somerset, Wicomico, and Worcester counties respectively; in the second year – Wicomico, Worcester, and Somerset; in the third year – Worcester, Somerset, and Wicomico; and beginning with the fourth year the process shall be repeated.

Section 6: The Executive Board shall consist of the officers of the Council, plus one (1) at-large member assuring balanced representation. There will be no more than three (3) representatives from each County on the Executive Board. For the purposes of this Section, County representation is defined as the County's municipal representative, County commissioners/councilpersons, and the Wicomico County Executive. Decisions of the Executive Board shall be subject to the ratification of the full Council.

Section 7: The newly elected officers and Executive Board shall assume their duties upon election at the annual meeting of the Council.

Section 8: The election of the Council officers will occur at the first meeting following the General Election in November. A five (5) member nominating committee made up of three (3) members of the Executive Board and two (2) members of the Council not on the Executive Board will submit a slate of officers at that meeting. Other nominations will be accepted from the floor. Once nominations are complete, elections will be held.

Section 9: The Immediate Past Chairman will be a non-voting member of the Executive Board.

ARTICLE VII

Duties of the Council and Its Officers

Section 1: The Council shall establish the general policies and procedures for the organization, adopt the annual budget, elect the officers and Executive Board members, and appoint the Executive Director of the Council.

Section 2: The Chairman Shall preside at all of the meetings of the Council and the Executive Board. The Chairman shall perform all duties pertaining to the office, including the appointment of all standing and special committees, ensuring that those committees consist of a cross-section of the Council's membership.

Section 3: The Vice-Chairmen. In the absence or temporary incapacity of the Chairman, the First Vice-Chairman shall perform the duties and exercise the powers of the Chairman. In the event of the death of the Chairman or his resignation, the First Vice-Chairman shall become the Acting Chairman, performing the duties and exercising the powers of the Chairman until the members of the Council elect a new Chairman. If the remaining term of the Chairman is greater than six (6) months, the remaining members of the Executive Board shall call a special meeting of the Council for the election of a new Chairman. The Second Vice-Chairman and the Third Vice-Chairman shall be succeeding officers to the Chairman's position in the event of incapacity, resignation or death of the Chairman and First Vice-Chairman and shall perform the duties required of the officer whom they succeed.

Section 4: The Treasurer shall receive, or cause to be received, all monies and make all disbursements of funds. The Treasurer shall be accountable for all financial transactions and be responsible for reporting on the financial condition of the Council and the end of the fiscal year. The Treasurer shall maintain all books of account and monies of the Council, have the authority to sign checks issued by the Council, keep and maintain complete and accurate accounts of all receipts and disbursements, and make reports thereof at each meeting. All financial transactions will require signatures from two of the following: Executive Director, Chairman, Treasurer, or one member to be determined by the Executive Board.

Section 5: The Secretary shall take or cause to be taken and keep the minutes of each meeting of the Council and shall have custody of and maintain all records of proceedings of the various meetings, including committee reports and all other official reports of the Council. The Secretary shall maintain a list of all members of the Council and record and keep such other records as may be required.

Section 6: The Executive Board shall have the responsibility for monitoring the implementation of Council policies and procedures by the Executive Director and for recommendation of new policies and procedures for the consideration of the Council as appropriate. The Executive Board shall have additional responsibilities and powers as may be granted to it by the Council.

ARTICLE VIII

Executive Director

Section 1: The Council shall have the power to hire an Executive Director.

Section 2: The Executive Director is the chief administrative, fiscal, and planning officer and regular technical advisor of the Council. Subject to the approval of the Executive Board, the Executive Director may make agreements with local planning agencies and economic development agencies, within the jurisdiction of the Council, with the concurrence of appropriate public officials for temporary transfer or joint use of staff employees and may contract for professional or consultative services from other governmental and private agencies. The Executive Director shall serve as the co-custodian with the Secretary of all minutes of the Council.

Section 3: The Council shall be authorized to pay to the Executive Director an established salary that is commensurate with the responsibilities of the position and contingent upon the Council's funding. The Council shall authorize the Executive Director, in accordance with the law establishing the Council, to hire employees to assist the Executive Director in carrying out the purposes of the Council as set forth in the law establishing the Council and shall authorize the Executive Director to pay established salaries to the employees within the confines of the budget available to the Council.

Section 4: The Executive Board shall designate not more than three (3) of its members to conduct an annual performance evaluation of the Executive Director to determine whether the Executive Director is meeting organizational goals and objectives that have been set by the Council. The Executive Director serves at the pleasure of the Council.

ARTICLE IX

Meetings

Section 1: The Council shall meet at least quarterly, and any special meetings of the Council may be called at the discretion of a simple majority of the Executive Board or of the Chairman of the Council at any time upon giving notice as required herein. The annual meeting of the Council shall be held as close to the beginning of the Council's Fiscal Year as is practical.

Section 2: The Executive Board shall meet as necessary.

Section 3: At all meetings of the Council there shall be a quorum when at least twelve (12) voting members of the Council are present, including at least two (2) voting members from each County. For these purposes, the members from each County are defined as the voting commissioners/councilpersons and Wicomico County Executive, their proxies, and the Counties' municipal representatives.

Section 4: The Secretary shall give written notice to the members at least fourteen (14) days in advance of all meetings of the Council and at least five (5) days in advance of all meetings of the Executive Board if practical.

Section 5: At all meetings of the Executive Board there shall be a quorum when at least four (4) members of the Executive Board are present.

ARTICLE X

Voting

The members shall be entitled to vote as previously stated in Article V entitled "Membership," and no one shall have more than one (1) vote.

ARTICLE XI

Fiscal Year

The fiscal year of the Council shall begin on the first day of July and end on the thirtieth day of June of the following year.

ARTICLE XII

Independent Audit

Beginning in Fiscal Year 2003, an independent auditor, certified in the State of Maryland, shall be retained to audit the financial records of the Council at the end of the fiscal year, whose report and findings will be presented to the Council at the next quarterly meeting.

ARTICLE XIII

Committees

The Chairman of the Council, with the approval of the Executive Board, may appoint such balanced committees as the work of the Council may from time to time require. The Chairman and the Executive Board have the express authority to appoint such committees without receiving the approval of the full Council, not withstanding Article VI Section 6 of these bylaws.

ARTICLE XIV

Governing Rules

The rules contained in Robert's Rules of Order Revised shall govern the organization in all cases to which they are applicable and where they are not inconsistent with these bylaws.

ARTICLE XV

Amendments

Amendments to these bylaws may be adopted at a meeting of the Council where a quorum is present, two-thirds or more of the voting members present approve the proposed amendments, and notice of the meeting and the text of the proposed amendments has been provided to all voting members of the Council at least fourteen (14) calendar days in advance of the meeting at which approval of the proposed amendments is requested.

MARYLAND Association of COUNTIES

TO: County Chief Administrative Officers

FROM: Michael Sanderson, Executive Director, MACo

DATE: October 25, 2024

SUBJECT: 2025 Legislative Committee Nominations – Member and Alternate

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

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

As we are nearing December and the start of the 2025 General Assembly Session, we would request that you recommend a nominee and alternate to serve on the Legislative Committee. Again, involvement on the Legislative Committee is critical as MACo strives to protect county resources and further a positive Annapolis presence.

Except in special circumstances arising in charter counties with a separate executive branch, MACo's Legislative Committee is composed of one member from each member subdivision. MACo's By-Laws require each subdivision (the 23 counties and Baltimore City) to nominate an elected official for Committee membership. These nominees are officially "elected" during the Association's Annual Business Meeting, during MACo's Winter Conference at the Hyatt Regency Chesapeake Bay Hotel Cambridge, MD on **Thursday, December 12, 2024.**

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

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

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

All meetings of the Committee will be announced in advance. Members and alternates will receive reminders and updates by email. We will provide a full schedule of meetings as it gets closer to the opening of the 2025 General Assembly Session, but prospective committee members should plan on 10:00 am – 12:00 noon weekly on Wednesdays, January 15 – March 19, 2025.

To submit your committee member and alternate, please complete the attached nomination form and return it to Amanda at agrosskrueger@mdcounties.org by **Friday, November 22, 2024**. The form lists your jurisdiction's 2024 Legislative Committee Member and Alternate for informational purposes. There is no requirement to change your member and alternate each year – you can choose to keep the same individuals as your representatives but must note that on the form.

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

Thank you for your cooperation.

CC: County Legislative Staffers
County Elected Officials Staff

MARYLAND Association of COUNTIES

Person Completing Form: _____
County: _____

PLEASE EMAIL THE COMPLETED FORM TO agrosskrueger@mdcounties.org
BY Friday, NOVEMBER 22, 2024

2025 MACo LEGISLATIVE COMMITTEE NOMINATION FORM

SUBDIVISION	2024 MEMBER	2024 ALTERNATE	PROPOSED 2025 MEMBER *(fill in for your county)*	PROPOSED 2025 ALTERNATE *(fill in for your county)*
ALLEGANY	William R. Atkinson	David J. Caporale		
ANNE ARUNDEL	Steuart Pittman Allison Pickard	Ethan Hunt Julie Hummer		
BALTIMORE CITY	Brandon M. Scott Sharon Green Middleton	Nina Themelis Odette Ramos		
BALTIMORE COUNTY	John Olszewski, Jr. Michael Ertel	Jennifer Aiosa Pat Young		
CALVERT	Catherine Grasso	Earl Hance		
CAROLINE	Larry C. Porter	Travis Breeding		
CARROLL	Ed Rothstein	Kenneth Kiler		
CECIL	Danielle Hornberger Jackie Gregory	Steven Overbay Rebecca Hamilton		
CHARLES	Reuben Collins	Thomasina Coates		
DORCHESTER	Lenny Pfeffer	Mike Detmer		
FREDERICK	Jessica Fitzwater MC Keegan-Ayer	Victoria Venable Kavonte Duckett		
GARRETT	Paul Edwards	Kevin Null		
HARFORD	Bob Cassilly Aaron Penman	Larry Richardson James Reilly		
HOWARD	Calvin Ball Christiana Rigby	Maureen Evans Arthurs David Yungmann		
KENT	Ronald H. Fithian	John F. Price		
MONTGOMERY	Marc Elrich Andrew Friedson	Rich Madaleno Laurie-Anne Sayles		
PRINCE GEORGE'S	Angela Alsobrooks Calvin Hawkins	Ron Young Wanika Fisher		
QUEEN ANNE'S	Jack Wilson	Chris Corchiarino		
ST. MARY'S	James Guy	Michael Hewitt		
SOMERSET	Darryl Webster	Ralph D. Taylor		
TALBOT	Keasha Haythe	Lynn Mielke		
WASHINGTON	John F. Barr	Jeffrey A. Cline		
WICOMICO	Julie Giordano John Cannon	Bunky Luffman Jeff Merritt		
WORCESTER	Chip Bertino	Jim Bunting		

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

A. Proceedings - General

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

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

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

RULES AND PROCEDURES OF THE MACo LEGISLATIVE COMMITTEE
as of August 21, 1993

C. Procedures - Identification of Bills for Consideration

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

D. Proceedings - Bill Consideration

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

E. Staff Responsibilities/Guidance

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

F. Procedures - Determination of Policy

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

G. Procedures - Establishment of Legislative Initiatives

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

H. Subcommittees

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

I. Affiliates

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

Approved 12/3/92
Amended 3/24/93 (Add Section B5; Change Section B5 to Section B6)
Amended 8/21/93 (Change Section B5)
Amended 11/4/93 (Change Section G.3.)

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

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

OFFICE OF THE
COUNTYCOMMISSIONERS
Worcester County
GOVERNMENT CENTER
ONEWEST MARKET STREET• ROOM 1103
SNOW HILL, MARYLAND
21863-1195

WESTONS. YOUNG, P.E.
CHIEF ADMINISTRATIVEOFFICER
CANDACEI. SAVAGE
DEPUTY ADMINISTRATIVE OFFICER
ROSCOER. LESLIE
COUNTY ATTORNEY

October 21, 2024

To: Worcester County Commissioners
From: Karen Hammer, Administrative Assistant V
SUBJECT: Upcoming Board Appointments -Terms Beginning January 1, 2024_

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

- George Solyak – Term Ending – Agricultural Reconciliation Bd.
- Maria C- Lawrence – Term Ending Dec. 2023 – Housing Review Board
- Judith Giffin – **Resigned** - Commission for Women

Commissioner Purnell – You have One (1) position open:

- Whitney Palmer -Term Ending – Not available to reappoint – LSWDB - memo attached

Commissioner Bunting - You have One (1) position open:

- Walter Maizel -Term Ending – Not available to reappoint – LSWDB - memo attached

Commissioner Abbott – **You have One (1) position open:**

- Kathleen Palmer – **Resigned** – Commission for Women

Commissioner Mitrecic – You have One (1) position open:

- Bill Paul – **Resigned** – Building Code Appeals Board

Commissioner Elder - You have filled all your positions, Thank you!

Commissioner Fiori - You have Eight (8) positions open:

- Martin Kwesko - **Resigned** - Dec. 21-Water & Sewer Advisory Council, Mystic Harbour
- Joseph Weitzell – passed - Water & Sewer Advisory Council, Mystic Harbour
- Richard Jendrek- passed- Water & Sewer Advisory Council, Mystic Harbour
- Bruce Bums -passed- Water & Sewer Advisory Council, Mystic Harbour
- Keith Swanton -Term Ended-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- Deborah Stanley – Term Ending Dec. 2023 - Water & Sewer Advisory Council, West Ocean City
- Gail Fowler – Term Ending Dec. 2023 - Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment

All Commissioners:

(5)-Adult Public Guardianship Board-
4– Terms Expiring Dec. 2023-attached summary in open session
1 - Term Expired - Ms. Wessels, (Roberta Baldwin will potentially help search for a viable replacement, if necessary).

(1)-Drug and Alcohol Abuse Council – (1Deceased) (Dr. Cragway) Replacement available, see attachment.

(2) -Local Development Council for the Ocean Downs Casino-
2- Previously Expired Terms - **Mark Wittmyer At-Large -Suggested Replacement. Expired Term** David Massey (At-Large-Business O.P.),

(3) – Property Tax Assessment Appeal Board – 1 regular member vacancy available and an alternate member vacancy available. Delegate Hartman has two recommendations.

(4) - Water and Sewer Advisory Council - Mystic Harbour 3- (Passing of Richard Jendrek, Bruce Burns and Joseph Weitzell) 1-Term Ended-Martin Kwesko

(3)- Water and Sewer Advisory Council- West Ocean City- 1 Term Ended-Dec. 21 – Keith Swanton 2 – Terms Expiring Dec. 2023, Deborah Stanley, Gail Fowler

(3 - Total): Commission for Women:

(3) Resigned -Elizabeth Rodier - (Fiori), Judith Giffin - (Bertino), Kathleen Palmer (Abbott) -

Resigned

Please see the attached email request, regarding available appointments for the Nursing, Counselor & Therapist State Board - non professionals, consumers needed.

(2) Two nominations to the Worcester County Youth Council - Madie Groves - 9th, SDHS 24-28 and Dani Shirk - 9th, SDHS 24-28

(5) Youth Council -~~F~~ive Reappointments - Mia Acuna, Brooke Berquist, Teresa Guo, Kyleigh Kruse and Gabrielle Thompson-Servant

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:

Member's Name	Representing	Years of Term(s)
Connie Wessels	Lay Person	*15-16-19, 19-22 (Term Expired)
Brandy Trader	Non-profit Soc. Service Rep.	*15-17, 17-20, 20-23
LuAnn Siler	Commission on Aging Rep.	17-20, 20-23
Jack Ferry	Professional in field of disabilities	*14-14-17-20, 20-23
Thomas Donoway	Person with physical disability	17-20, 20-23
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24
Dr. Ovais Khalid	Psychiatrist	23-26
Dr. William Greer	Physician	07-10-13-16-19-22-25
Richard Collins	Lawyer	95-16-19-22-25
Nancy Howard	Lay Person	*17-19, 19-22-25

* = Appointed to fill an unexpired term

Updated: May 16, 2023
Printed: May 24, 2023

AGRICULTURAL RECONCILIATION BOARD

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:

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

Prior Members: Since 2000

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

*= Initial terms staggered

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

BUILDING CODE APPEALS BOARD

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

Appointed by: County Commissioners

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

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

Compensation: $100 per meeting (by policy)

Meetings: As Needed

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

Staff Contact: Jennifer Keener, Director
Development Review & Permitting (410-632-1200, ext. 1123)

Current Members:

Member's Name	Nominated By	Resides	Years of Term(s)
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19-23 **Resigned**
Kevin Holland	D-1 - Abbott	Pocomoke	96-04-08-12-16-20, 20-24
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16-20, 20-24
Mike Poole	D-6 - Bunting	Bishopville	17-21, 21-25
Mark Bargar	D-4 - Elder	Berlin	14-18-22-26
Jim Wilson	D-3 - Fiori	Berlin	02-06-10-14-18-22-26
Elbert Davis	D-2 - Purnell	Snow Hill	*03-07-11-15-19-23-27

Prior Members:

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

* = Appointed to fill an unexpired term

Updated: July 2, 2024
Printed: July 5, 2024

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:

Name	Representing	Years of Term(s)
	At-Large Members	
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 Replacement Avail.
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Alyce Marzola	Knowledge of Substance Abuse Treatment	*24-25
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18-22-26
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18-22-26
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22-26
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19-23-27
Mimi Dean	Substance Abuse Prevention Provider	*18-19-23-27
Michael Trader	Knowledgeable on Substance Abuse Issues	23-27
	Ex-Officio Members	
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Crystal Duffy	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Travis Knapp	Field Supervisor	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Chasity Simpson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
Todd Ferrante	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
Hon. Melvin Jews	District Court Administrative Judge	Ex-Officio, Indefinite
Timothy Mulligan	Warden, Worcester County Jail	Ex-Officio, Indefinite

Advisory Members

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

Updated: January 16,2024
Printed: October 7, 2024

Lt. Earl W. Starner	Maryland State Police	Since 2004
Charles “Buddy” Jenkins	Business Community - Jolly Roger Amusements	
Chief Ross Buzzuro (Allen Hawk)	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
Shylia Tingle	Local Behavioral Health Authority	Since 2018

Prior Members: Since 2004

Vince Gisriel
Michael McDermott
Marion Butler, Jr.
Judge Richard Bloxom
Paula Erdie
Tom Cetola
Gary James (04-08)
Vickie Wrenn
Deborah Winder
Garry Mumford
Judge Theodore Eschenburg
Andrea Hamilton
Fannie Birckhead
Sharon DeMar Reilly
Lisa Gebhardt
Jenna Miller
Dick Stegmaier
Paul Ford
Megan Griffiths
Ed Barber
Eloise Henry-Gordy
Lt. Lee Brumley
Ptl. Noal Waters
Ptl. Vicki Fisher
Chief John Groncki
Chief Arnold Downing
Frank Pappas
Captain William Harden
Linda Busick (06-10)
Sheriff Chuck Martin
Joel Todd
Diane Anderson (07-10)
Joyce Baum (04-10)
James Yost (08-10)
Ira “Buck” Shockley (04-13)
Teresa Fields (08-13)
Frederick Grant (04-13)
Doris Moxley (04-14)
Commissioner Merrill Lockfaw
Kelly Green (08-14)
Sheila Warner - Juvenile Services
Chief Bernadette DiPino - OCPD
Chief Kirk Daugherty -SHPD
Mike Shamburek - Hudson Health
Shirleen Church - BOE
Tracy Tilghman (14-15)
Marty Pusey (04-15)
Debbie Goeller
Peter Buesgens
Aaron Dale

Garry Mumford
Sharon Smith
Jennifer Standish
Karen Johnson (14-17)
Rev. Bill Sterling (13-17)
Kat Gunby (16-18)
William McDermott
Sheriff Reggie Mason
Colleen Wareing (*06-19)
Rev. Matthew D’Amario(*18-21)
Donna Nordstron *(19-21)
Jennifer LaMade (*12-22)
Jaclyn Sturgis (*22-23)
Tina Simmons (21-24)
Spencer Lee Tracey Ex-Officio
Trudy Brown Ex-Officio
Burton Anderson Ex-Officio
William Gordy Ex-Officio
Judge Gerald Purnell Ex-Officio
Donna Bounds Ex-Officio
Jessica Sexauer

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

HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: $100 per meeting (policy)

Meetings: As Needed

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

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

Current Members:

Member's Name	Nominated By	Resides	Years of Terms(s)
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23
Felicia Green	D-2, Purnell	Ocean Pines	*21-24
Keri-Ann F. Byrd	D-1, Abbott	Pocomoke	22-25
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25
Don Furbay	D-3, Fiori	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26
Scott Tingle	D-4, Elder	Snow Hill	14-17-20-23-26

Prior Members:

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

* = Appointed to fill an unexpired term

Updated December 5, 2023
Printed: December 6, 2023

LOCAL DEVELOPMENT COUNCIL FOR THE OCEAN DOWNS CASINO

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

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

Current Members:

Member's Name	Nominated By	Represents/Resides	Years of Term(s)
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
David Massey [c]	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Jones	Ocean Downs Casino	Ocean Downs Casino	23-indefinite
Mary Beth Carozza	Indefinite	Maryland Senator	14-indefinite
Wayne A. Hartman	Indefinite	Maryland Delegate	18-indefinite
Charles Otto	Indefinite	Maryland Delegate	14-indefinite
Steve Ashcraft	Dist. 6 - Bunting	Resident - Ocean Pines	*19-20, 20-24
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24
Mayor Rick Meehan [c]	At-Large	Business - Ocean City	*09-12-16-20-24
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting [c]	At-Large	Business - Berlin	*09-10-14-18-22-26
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19-23-27
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19-23-27

Prior Members: Since 2009

J. Lowell Stoltzfus [c] (09-10)
Mark Wittmyer [c] (09-11)
John Salm [c] (09-12)
Mike Pruitt [c] (09-12)
Norman H. Conway [c] (09-14)
Michael McDermott (10-14)
Diana Purnell [c] (09-14)
Linda Dearing (11-15)
Todd Ferrante [c] (09-16)
Joe Cavilla (12-17)
James N. Mathias, Jr.[c] (09-18)
Ron Taylor [c] (09-14)
James Rosenberg (09-19)
Rod Murray [c] (*09-19)
Gary Weber (*19-21)
Charlie Dorman (12-19)
Gee Williams (09-21)
Bobbi Sample (17-23)

* = Appointed to fill an unexpired term/initial terms staggered
[c] = Charter Member

Updated: May 7, 2024
Printed: May 14, 2024

LOWER SHORE WORKFORCE DEVELOPMENT BOARD

(Previously Private Industry Council Board - PIC)

Reference: Workforce Innovation and Opportunity Act of 2014, Section 107

Appointed by: County Commissioners

Functions: Advisory/Regulatory
Provide education and job training opportunities to eligible adults, youth and dislocated workers who are residents of Somerset, Wicomico and Worcester counties.

Number/Term: 26 - 5 Worcester County, 11 At-Large (by Tri-County Council), 10 Other
2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (March, June, September, December) on the 2nd Wednesday

Special Provisions: Board must be at least 51% business membership.
Chair must be a businessperson

Staff Contact: Lower Shore Workforce Alliance
Leslie Porter-Cabell – LSWA Director (410-341-3835, ext. 2502)
American Job Center, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

Current Members (Worcester County - also members from Wicomico, Somerset and Tri-County Council):

Name	Resides/Agency	Term	Representing
Walter Maizel	Bishopville	*12-20, 20 -24	Private Business Rep.
Whitney Palmer	Berlin	*20-24	Business Rep.
Robert "Bo" Duke	Ocean City	*17-21, 21-25	Business Rep.
Alicia Warren	Berlin	22-26	Business/Healthcare Ind.
Sarah Chapman	Pocomoke	23- 27	Business Rep.

Prior Members: Since

Baine Yates
Charles Nicholson (98-00)
Gene Theroux (97-00)
Jackie Gordon (98-00)
Caren French (97-01)
Jack Smith (97-01)
Linda Busick (98-02)
Edward Lee (97-03)
Joe Mangini (97-03)
Linda Wright (99-04)
Kaye Holloway (95-04)
Joanne Lusby (00-05)
William Greenwood (97-06)
Gabriel Purnell (04-07)
Walter Kissel (03-07)
Heidi Kelley (07-08)
Bruce Morrison (05-08)
Margaret Dennis (08-12)
Ted Doukas (03-13)
Diana Nolte (06-14)
John Ostrander (07-15)
Craig Davis (13-17)
Donna Weaver (08-17)
Geoffrey Failla (15-18)
Melanie Pursel (18-*20)
Ivy Wells (20-21)(21-public appt.)
Jason Cunha (*16-23)

All At-Large Appointments made by Tri-County Council (TCC) as of 7/1/04

Updated: December 5, 2023
Printed: August 26, 2024

PROPERTY TAX ASSESSMENT APPEAL BOARD

Reference: Annotated Code of Maryland, Tax-Property Article, §TP 3-102

Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)
- Nominees must each fill out a resume to be submitted to Governor
- Nominations to be submitted 3 months before expiration of term

Function: Regulatory
- Decides on appeals concerning: real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by State law, value of agricultural easements, rejection of applications for property tax exemptions.

Number/Term: 3 regular members, 1 alternate/5-year terms
Terms Expire June 1st

Compensation: $15 per hour (maximum $90 per day), plus travel expenses

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation- Janet Rogers (410-632-1365)

Current Members:	Representing:	Term:
Steven W. Rakow	Ocean Pines	*19-22 Resigned
Richard Ramsay	Snow Hill	*21-22 -27
Martha Bennett	Berlin	19-24

Prior Members: Since 1972

Wilford Showell
E. Carmel Wilson
Daniel Trimper, III
William Smith
William Marshall, Jr.
Richard G. Stone
Milton Laws
W. Earl Timmons
Hugh Cropper
Lloyd Lewis
Ann Granados
John Spurling
Robert N. McIntyre
William H. Mitchell (96-98)
Delores W. Groves (96-99)
Mary Yenney (98-03)
Walter F. Powers (01-04)
Grace C. Purnell (96-04)
George H. Henderson, Jr. (97-06)
Joseph A. Calogero (04-09)
Joan Vetare (04-12)
Howard G. Jenkins (03-18)
Robert D. Rose (*06-17)
Larry Fry (*10-14 alt) (14-18)
Richard Thompson (*18-21alt)
Arlene Page 18-23

* = 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:

Member's Name	Resides	Years of Term(s)
Martin Kwesko	Mystic Harbour	13-17, 17-21 (Resigned)
Richard Jendrek[C]	Bay Vista I	05-10-14-18, 18-22 (deceased)
Joseph Weitzell	Mystic Harbour	05-11-15-19, 19-23 (deceased)
Bruce Burns	Deer Point	19-23 (deceased)
David Dypsky	Teal Marsh Center	*10-12-16, 16-20, 20-24
Stan Cygam	Whispering Woods	*18-20, 20-24
Matthew Kraeuter	Ocean Reef	*19-22, 23-27

Prior Members: (Since 2005)

John Pinnero[C] (05-06)
Brandon Phillips[C] (05-06)
William Bradshaw[C] (05-08)
Buddy Jones (06-08)
Lee Trice[C] (05-10)
W. Charles Friesen[C] (05-13)
Alma Seidel (08-14)
Gerri Moler (08-16)
Mary Martinez (16-18)
Carol Ann Beres (14-18)
Bob Huntt (*06-19)

[C] = Charter member - Initial Terms Staggered in 2005
* = Appointed to fill an unexpired term

Updated November 21, 2023
Printed: November 27, 2023

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:

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

Prior Members: (Since 1993)

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

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

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

Compensation: None

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

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

Contact: Coleen Colson, Chair and , Laura Morrison, Co-Chair
Worcester County Commission for Women - P.O. Box 211, Snow Hill, MD 21863

Current Members:

Member's Name	Nominated By	Resides	Years of Term(s)
Elizabeth Rodier	D-3, Fiori	Bishopville	18-21 **Resigned**
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21, 21-24
Kimberly List	D-7, Mitrecic	Ocean City	18- 21, 21-24
Gwendolyn Lehman	At-Large	OP, Berlin	*19-21, 21-24
Jocelyn Briddell	At-Large	Berlin	23-26
Coleen Colson	Dept of Social Services		19-22-25
Windy Phillips	Board of Education		19-22-25
Laura Morrison	At-Large	Pocomoke	*19-20-23-26
Crystal Bell, MPA	Health Department		*22-23-26
Judith Giffin	D-5, Bertino	Ocean Pines	*22-23-26 **Resigned**
Jeannine Jerscheid	Public Safety – Sheriff's Office		23-26
Kathleen Palmer	D-1, Abbott	Pocomoke City	23-26 **Resigned**
Sharnell Tull	At-Large	Pocomoke	23 -26
Joan Scott	D-4, Elder	Newark	23-26
Susan Ostrowski	D-6, Bunting	Berlin	24-27

Prior Members: Since 1995

Ellen Pilchard[c] (95-97)
Helen Henson[c] (95-97)
Barbara Beaubien[c] (95-97)
Sandy Wilkinson[c] (95-97)
Helen Fisher[c] (95-98)
Bernard Bond[c] (95-98)
Jo Campbell[c] (95-98)
Karen Holck[c] (95-98)
Judy Boggs[c] (95-98)
Mary Elizabeth Fears[c] (95-98)
Pamela McCabe[c] (95-98)
Teresa Hammerbacher[c] (95-98)
Bonnie Platter (98-00)
Marie Velong[c] (95-99)
Carole P. Voss (98-00)
Martha Bennett (97-00)
Patricia Ilczuk-Lavanceau (98-99)
Lil Wilkinson (00-01)
Diana Purnell[c] (95-01)
Colleen McGuire (99-01)
Wendy Boggs McGill (00-02)
Lynne Boyd (98-01)
Barbara Trader[c] (95-02)
Heather Cook (01-02)
Vyoletus Ayres (98-03)
Terri Taylor (01-03)
Christine Selzer (03)
Linda C. Busick (00-03)
Gloria Bassich (98-03)
Carolyn Porter (01-04)
Martha Pusey (97-03)
Teole Brittingham (97-04)
Catherine W. Stevens (02-04)
Hattie Beckwith (00-04)
Mary Ann Bennett (98-04)
Rita Vaeth (03-04)

* = Appointed to fill an unexpired term
c = Charter member

Updated: February 6, 2024
Printed: July 5, 2024

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 term
Terms Expire April 30th

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)
Kelcey Kengla, Worcester County Health Department - (410-632-1100, x1108)
Wendy Shirk, Worcester County Board of Education - (410-632-2880)

Current Members:

Member's Name	School Attending	Area Representing	Year(s) of Term(s)	
Wynter Robers	Snow Hill	Snow Hill	21-25	
Mary Ann Catherine Rutzler	Snow Hill	Snow Hill	21-25	
Teresa Guo	Pocomoke	Pocomoke	22-24	
Kyleigh Kruse	Pocomoke	Pocomoke	22-24	
Mia Acuna	Pocomoke	Pocomoke	22-24	
Brooke Berquist	Stephen Decatur	Bishopville	22-24	
Coilin Gallaher	Stephen Decatur	Berlin	23-25	
Tirazh Hill	Stephen Decatur	Berlin	23-25	
Gabriella Thompson-Servant	Stephen Decatur	Berlin	22-24	
Eliza Myers	Stephen Decatur	Berlin	23-26	
Sage Myers	Stephen Decatur	Berlin	23-26	
Laila Pascucci	Stephen Decatur	Berlin	23-26	
Ellie Zollinger	Stephen Decatur	Berlin	23-26	
Emily Skipper	Stephen Decatur	Berlin	24-27	
Madie Groves	Stephen Decatur	Berlin	24-28	**To Be Appt.**
Dani Shirk	Stephen Decatur	Bishopville	24-28	**To Be Appt.**

MARYLAND'S Coast WORCESTER COUNTY

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

TO: *The Salisbury Daily Times* and *OC Today Dispatch Group*
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: October 31, 2024
SUBJECT: Worcester County Notice

Please print the below Public Notice in *The Salisbury Daily Times* and *Ocean City Digest/OC Today Dispatch* on October 31, 2024. Thank you.

NOTICE OF SPECIAL LEGISLATIVE SESSION
WEDNESDAY, NOVEMBER 6, 2024
and
NOTICE OF PROPOSED CHANGE IN ZONING
NORTH SIDE OF CROPPER'S ISLAND ROAD
EAST OF US ROUTE 113 (WORCESTER HIGHWAY), NEWARK
FOURTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND

Pursuant to Section 1-113 of the Worcester County Zoning Ordinance, Rezoning Case No. 446 has been filed by Mark Cropper on behalf of Island Resort Park, Inc. and Ewell Family Revocable Trust, property owners, for an amendment to the Official Zoning Maps to change approximately 196.11 acres of land located on the northerly side of Cropper's Island Road, Newark, east of US Route 113 (Worcester Highway), in the Fourth Tax District of Worcester County, Maryland, from A-1 Agricultural District to A-2 Agricultural District. The Planning Commission has given a favorable recommendation to the rezoning application.

Pursuant to Sections 1-113 and 1-114 of the Worcester County Zoning Ordinance, the County Commissioners will hold a
PUBLIC HEARING
on
WEDNESDAY, NOVEMBER 6, 2024
AT 10:30 A.M.
IN THE COUNTY COMMISSIONERS' MEETING ROOM
WORCESTER COUNTY GOVERNMENT CENTER – ROOM 1101
ONE WEST MARKET STREET
SNOW HILL, MARYLAND 21863

At said public hearing the County Commissioners will consider the rezoning application, the staff file on Rezoning Case No. 446 and the recommendation of the Planning Commission, any proposed restrictions on the rezoning, other appropriate restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being zoned or rezoned or of the surrounding or adjacent lands and improvements, and the advisability of reserving the power and authority to approve or disapprove the design of buildings, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

Maps of the petitioned area, the staff file on Rezoning Case No. 446 and the Planning Commission's recommendation, which will be entered into record at the public hearing, are on file and available to view electronically by contacting the Department of Development, Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863 Monday through Friday from 8:00 A.M. and 4:30 P.M. (except holidays), at (410) 632-1200 as well as at www.co.worcester.md.us.

MARYLAND'S Coast WORCESTER COUNTY

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

TO: *The Salisbury Daily Times* and *OC Today Dispatch Group*
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: October 31, 2024
SUBJECT: Worcester County Public Hearing Notice

Please print the below Public Hearing Notice in *The Salisbury Daily Times* and *Ocean City Digest/OC Today Dispatch* on October 3, 2024 and October 10, 2024. Thank you.

NOTICE
OF
PROPOSED CHANGE IN ZONING

NORTH SIDE OF CROPPER'S ISLAND ROAD
EAST OF US ROUTE 113 (WORCESTER HIGHWAY), NEWARK
FOURTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND

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on
WEDNESDAY, NOVEMBER 6, 2024
AT 10:30 A.M.
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WORCESTER COUNTY GOVERNMENT CENTER – ROOM 1101
ONE WEST MARKET STREET
SNOW HILL, MARYLAND 21863

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APPROVED

WSY 09/17/24

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL:410.632.1200 / FAX: 410.632.3008
http://www.co.worcester.md.us/departments/drp

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director
Date: September 9, 2024
Re: Rezoning Case No. 446 – Island Resort Park, Inc. and Ewell Family Revocable Trust, Property Owners and Mark Cropper, Attorney

I am requesting that the Worcester County Commissioners schedule the required public hearing associated with Rezoning Case No. 446. A draft public hearing notice is attached.

Mr. Cropper, on behalf of his clients, has filed Rezoning Case No. 446, seeking to rezone approximately 196.11 acres of land shown on Tax Map 40, Parcel 241, Lot C (142.91 Acres) and Parcel 93 (53.2 Acres) currently zoned A-1 Agricultural District to A-2 Agricultural District. The property is located on Cropper's Island Road, Newark, east of US Route 113 (Worcester Highway). The case was reviewed by the Planning Commission at its meeting on September 5, 2024, and was given a favorable recommendation. Attached you will also find the Planning Commission's written Findings of Fact and Recommendation.

Please advise our department at your earliest convenience as to the public hearing date so that our department can ensure that the mandatory public notice of 15 days is met via posting on the site and mailings to adjoining property owners.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

NOTICE
OF
PROPOSED CHANGE IN ZONING

NORTH SIDE OF CROPPER'S ISLAND ROAD
EAST OF US ROUTE 113 (WORCESTER HIGHWAY), NEWARK
FOURTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND

Pursuant to Section 1-113 of the Worcester County Zoning Ordinance, Rezoning Case No. 446 has been filed by Mark Cropper on behalf of Island Resort Park, Inc. and Ewell Family Revocable Trust, property owners, for an amendment to the Official Zoning Maps to change approximately 196.11 acres of land located on the northerly side of Cropper's Island Road, Newark, east of US Route 113 (Worcester Highway), in the Fourth Tax District of Worcester County, Maryland, from A-1 Agricultural District to A-2 Agricultural District. The Planning Commission has given a favorable recommendation to the rezoning application.

Pursuant to Sections 1-113 and 1-114 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

PUBLIC HEARING
on
TUESDAY, _____
AT _____
IN THE COUNTY COMMISSIONERS' MEETING ROOM
WORCESTER COUNTY GOVERNMENT CENTER – ROOM 1101
ONE WEST MARKET STREET
SNOW HILL, MARYLAND 21863

At said public hearing the County Commissioners will consider the rezoning application, the staff file on Rezoning Case No. 446 and the recommendation of the Planning Commission, any proposed restrictions on the rezoning, other appropriate restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being zoned or rezoned or of the surrounding or adjacent lands and improvements, and the advisability of reserving the power and authority to approve or disapprove the design of buildings, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

Maps of the petitioned area, the staff file on Rezoning Case No. 446 and the Planning Commission's recommendation, which will be entered into record at the public hearing, are on file and available to view electronically by contacting the Department of Development, Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863 Monday through Friday from 8:00 A.M. and 4:30 P.M. (except holidays), at (410) 632-1200 as well as at www.co.worcester.md.us.

THE WORCESTER COUNTY COMMISSIONERS

PLANNING COMMISSION
FINDINGS OF FACT
AND
RECOMMENDATION

REZONING CASE NO. 446

APPLICANTS:

Island Resort Park, Inc.
9537 Cropper Island Road
Newark, MD 21841

Ewell Family Revocable Trust
9552 Cropper Island Road
Newark, MD 21841

ATTORNEY FOR THE APPLICANT:

Mark S. Cropper
6200 Coastal Highway, Suite 200
Ocean City, Maryland 21842

September 5, 2024

WORCESTER COUNTY PLANNING COMMISSION

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I. INTRODUCTORY DATA

A. CASE NUMBER: Rezoning Case No. 446, filed on May 31, 2024.

B. APPLICANT: Island Resort Park, Inc.
9537 Cropper Island Road
Newark, MD 21841

Ewell Family Revocable Trust
9552 Cropper Island Road
Newark, MD 21841

ATTORNEY: Mark S. Cropper
6200 Coastal Highway, Suite 200
Ocean City, Maryland 21842

C. TAX MAP/PARCEL: Tax Map 40, Parcel 241, Lot C and Tax Map 40, Parcel 93, Tax District 4

D. SIZE: On Parcel 241, Lot C, the petitioned area consists of 142.91 acres out of an approximately 151.27-acre parcel. On Parcel 93, the petitioned area consists of 53.2 acres out of an approximately 223.47-acre parcel.

E. LOCATION: Northerly side of Croppers Island Road, Newark, east of the intersection with US Route 113 (Worcester Highway).

F. CURRENT USE OF PETITIONED AREA: Parcel 241, Lot C is currently improved with a non-conforming campground. While there is a roadside stand on Parcel 93, it is not located within the petitioned portion of the property, which is currently unimproved.

G. CURRENT ZONING CLASSIFICATION: A-1 Agricultural District. No change to the RP Resource Protection District boundary is proposed.

As defined in the Zoning Code, the intent of the A-1 District is to preserve, encourage and protect the County's farms and forestry operations and their economic productivity and to ensure that agricultural and forestry enterprises will continue to have the necessary flexibility to adjust their production as economic conditions change. The Code also states, in part, that this district is also intended to protect the land base resources for the County's agricultural and forestry industries from the disruptive effects of major subdivision or nonagricultural commercialization.

H. REQUESTED ZONING CLASSIFICATION: A-2 Agricultural District.

As defined in the Zoning Code, the intent of this district is to foster the County's agricultural heritage and uses while also accommodating compatible uses of a more commercial nature that require large tracts of land. The A-2 District may also be used for limited residential development through consolidated development rights and as a place marker for future annexations only where adjacent to existing municipalities.

I. APPLICANT'S BASIS FOR REZONING: The application indicates that a mistake was made in zoning the petitioned areas A-1 Agricultural District on November 3, 2009.

J. ZONING HISTORY**:** At the time zoning was first established in 1964, the petitioned area was given an A-1 Agricultural District classification, which was retained in the subsequent 1978 and 1992 comprehensive rezonings. In 2009, a portion of the subject properties was zoned RP Resource Protection District.

K. SURROUNDING ZONING**:** Adjoining properties to the east, west and north are zoned A-1 Agricultural District and RP Resource Protection District. Properties to the south bordering both sides of Croppers Island Road are zoned R-1 Rural Residential District.

L. COMPREHENSIVE PLAN: According to the 2006 Comprehensive Plan and associated land use map, the petitioned area lies within the Agriculture Land Use Category. Pertinent objectives from the Plan have been highlighted in the staff report presented to the Planning Commission.

M. WATER AND WASTEWATER: According to the response memo from Mr. Mitchell, the subject property is served by an existing wastewater treatment plant with biological treatment and an existing drainfield with backup tilefield and sprayfield. Any proposed expansion to the campground would require expansion of the wastewater system.

N. ROAD ACCESS: The petitioned area of Parcel 241, Lot C has frontage on Croppers Island Road, a County-owned and maintained road. Parcel 93 has road frontage on Croppers Island Road, as well as US Route 113 (Worcester Highway), however the petitioned area is not proposed to extend to the highway. The Maryland Department of Transportation State Highway Administration (MDOT SHA) has no objection to the request. No comments were received from the County Roads Division of the Department of Public Works.

II. APPLICANT'S TESTIMONY BEFORE THE PLANNING COMMISSION

Mark Cropper, applicant's attorney, Gregory Wilkins, professional land surveyor, Bob Ewell, property owner, were present for the review. Submitted as Applicant's Exhibit No. 1 was a binder containing seven sections of documents. Mr. Cropper stated that the Planning Commission has reviewed most of the documents previously, except for the final item that contains a traffic impact analysis that was conducted this year by The Traffic Group. He read the findings of the report, found on page 3 of 4, which state that the analysis continues to yield a Level of Service (LOS) A, and the anticipated expansion of the rental campground by 53 sites would have a de minimis impact on the existing roadway network, consisting of Cropper's Island Road as well as the intersection with US Route 113 (Worcester Highway).

Mr. Cropper then identified all the remaining documents contained in the binder, which included the following items:

- The opinion of the Board of Zoning Appeals Case No. 65727 for the 2002 special exception that was granted for the original 92 site campground on Parcel 93.
- The opinion of the Board of Zoning Appeals Case No. 105968 for the 2008 special exception that was granted to expand the campground to a total of 167 sites, and a variance to the setback between a residential district and the campground from 1,000 feet to 500 feet.
- Island Resort Campground application for an Atlantic Coastal Bays Critical Area Growth Allocation. Mr. Cropper noted that the Growth Allocation was approved by the County Commissioners, and the only purpose for it was to facilitate the expansion of the campground by the additional 53 sites.
- The Findings of Fact from the Planning Commission to the County Commissioners with a favorable recommendation for the requested Growth Allocation.
- Meeting minutes dated January 16, 2024, from the County Commissioners approving the Critical Area Growth Allocation to support the expanded campground.
- A site plan that reflects the additional 53 sites. If the County Commissioners look favorably upon the rezoning, this will be the site plan that will be submitted to the Board of Zoning Appeals for the special exception for the expansion of the campground.
- The traffic impact analysis report prepared by The Traffic Group.

Mr. Cropper stated that the applicant would not be seeking the rezoning if they were not endeavoring to expand the campground by the 53 sites. The issue arose because of the 2009 comprehensive rezoning and updated Zoning and Subdivision Control Article, in which campgrounds were no longer a permitted use in the A-1 Agricultural District. What was previously the A-1 District was split into the A-1 District and the A-2 Agricultural District. As a result of that change, rental campgrounds are now only allowed in the A-2 District. Mr. Ewell's campground retained an A-1 Agricultural District designation, and therefore it became a legal non-conforming use. There are limitations under the non-conforming uses, wherein you can only expand the use up to 50%. Mr. Cropper contended that it was not clear what land area would be included, and therefore to avoid the debate, they have sought a rezoning for the existing

campground area and the proposed expansion area from A-1 District to A-2 District. The campground then becomes a legal conforming use, which can then be expanded without being limited by the 50% rule. The proposed expansion area would also be a legal conforming use.

The purpose for providing all the information on the Growth Allocation request was that the applicant wouldn't even be requesting a rezoning if the County Commissioners had denied the Growth Allocation request, as the campground expansion was dependent upon that approval. Mr. Cropper stated that as part of the Growth Allocation request there is a plethora of concerns that must be addressed in determining whether a use is appropriate on the specific property, which in this case is the campground expansion. He stated that the most predominant issues in the growth allocation process pertain to environmental issues, such as impacts to wetlands or buffers. The entire purpose of the growth allocation process is to determine if this use on this property warrants a change in the Critical Area designation that otherwise wouldn't be allowed. Mr. Cropper argued that the Planning Commission's favorable recommendation and the County Commissioner's approval of the growth allocation as reflected in the record therefore support the rezoning of the property to be a legal conforming use. He reiterated that the non-conforming status occurred because of the actions of the County Commissioners in 2009 in adopting the Zoning Code and Zoning Maps, and not because of the actions of the applicant. He shouldn't be limited or restricted on the expansion of the campground for an action that he did not take.

In the staff report, the issue was raised that the existing campground was on Parcel 241, but the expansion is on Parcel 93. Mr. Cropper explained that when the original campground was approved, it was all Parcel 93. When the expansion was approved in 2008, it was all Parcel 93. The newly proposed expansion is also on Parcel 93. Mr. Ewell, for estate planning purposes, created Parcel 241 from Parcel 93. Mr. Cropper argued that the expansion does not require a boundary line adjustment, but his client could do that if staff felt that was the best option. Mr. Cropper restated that the proposed rezoning is based on a mistake, and the mistake is the fact that the adoption of the 2009 Zoning Code and Zoning Maps resulted in a legal non-conformity, which limited Mr. Ewell's ability to pursue this expansion.

Mr. Cropper introduced Gregory Wilkins, professional land surveyor. He concurred with the statements that were made by Mr. Cropper. Part of the Growth Allocation process requires a finding of consistency with the Worcester County Comprehensive Plan. Since the Growth Allocation was approved specifically for the expansion of the campground for the 53 sites, it was already found that the expansion is consistent with the Comprehensive Plan, otherwise the Growth Allocation could not have been approved. Mr. Wilkins concurred.

Mr. Ewell testified that he was not aware of the mistake that was created in 2009 when the Zoning Code and Zoning Maps were being updated. He has always wanted to expand the campground without the additional burdens or restrictions. If the County Commissioners rezone the area where the existing campground is and the portion of Parcel 93 that would accommodate the expansion would cure the mistake and facilitate all expansions that they intend to make on the campground. Mr. Ewell concurred that he would not have gone through the Growth Allocation process if he had not intended to expand the campground and achieve the final phase

of this project.

Mr. Ewell hired The Traffic Group to conduct the traffic study, and he has reviewed and concurred with the findings that Cropper's Island Road can accommodate the additional traffic generated by an additional 53 sites, at a LOS A.

Mr. Cropper stated that when the project was previously before the Planning Commission during the Growth Allocation request, they had been proposing 62 sites. However, that plan would have required Mr. Ewell to seek a variance to the 1,000-foot setback from a residential zoning district, and therefore they have reduced the number of sites to 53. Should the County Commissioners approve the rezoning, Mr. Ewell acknowledges that they will still be required to seek a special exception for the expansion of the rental campground.

Mr. Barbierri clarified that the request is for the entirety of the A-1 zoned area on Parcel 241, and strictly the petitioned area of Parcel 93 as shown on the site plan exhibit. He reiterated that it does not include the area where the butcher shop/ roadside stand is located. Mr. Cropper wanted to make it very clear that they were only seeking to rezone that portion of Parcel 93 that is necessary to accommodate the campground expansion and the existing campground. There is no intention to expand the A-2 District zoning anywhere else on the property. He has stipulated to many people that they are only seeking to make the existing campground and expansion a legal conforming use. He reiterated that they have no objections to a boundary line adjustment but doesn't think it is necessary.

Relative to the traffic study, Mr. Barbierri wanted to confirm that the counts were done on Memorial Day weekend, and at that time 95% of the units were occupied. Mr. Cropper stated that it was done intentionally, so that they documented the most extensive use of Cropper's Island Road. When asked if they were ever at 100% capacity, Mr. Ewell confirmed that they were, just not that weekend. Mrs. Drew inquired about whether some individuals rented their spot for the season, and Mr. Ewell confirmed that they do, and leave their recreational vehicles on the site.

Mr. Barbierri confirmed receipt of one email from a resident noting their concerns that was submitted as part of the Planning Commission's review. Mr. Cropper noted that many of the concerns were addressed during the Growth Allocation review, namely that runoff would be addressed with the development plan and the wastewater facility will accommodate the expansion with the modifications that have been approved.

Mrs. Wimbrow stated that while not opposed to the project, she has a concern with the argument of a mistake on Parcel 93, since those sites were not anticipated at that time. Mr. Ewell always anticipated an expansion; what he didn't anticipate were the limitations and restrictions created by being converted from a legal conforming use to a legal non-conforming use. Mr. Cropper argued that such an intense use as the campground on what was A-1 zoned property was not taken into consideration during the 2009 comprehensive rezoning process. He continued, stating that to take the argument to the furthest extreme, if the County Commissioners were only

to rezone the existing campground located on Parcel 241, and not the petitioned portion of Parcel 93, then the rezoning of Parcel 241 becomes an argument for a change in the character of the neighborhood, for which they would seek another rezoning for Parcel 93. Therefore, there is no reason to go to that step.

Mrs. Wimbrow further inquired whether the applicant has confirmed that there is no additional area required beyond the proposed petitioned area to accommodate the expansion. Mr. Cropper stated that he has relied on the surveyor and engineer as the experts to verify that this will be all they would need. Mr. Wilkins confirmed that it would be sufficient.

Upon a question about whether it would be cleaner to prepare a boundary line adjustment to incorporate the petitioned area of Parcel 93, staff confirmed that it would be, as the rezoning would follow a property line rather than a zoning boundary described by metes and bounds. Mrs. Drew revisited the timeline of the subdivision of the property. At the time of the original campground development, it was all Parcel 93. In March of 2009, Mr. Ewell subdivided the campground (now Parcel 241) from the remaining lands of Parcel 93. She stated that if the rezoning were to occur, that the boundary line adjustment would be cleaner.

Mrs. Knight asked whether the traffic study reviewed speed? Mr. Cropper stated that it was strictly traffic volumes, and not speed. Mr. Wilkins verified that the digital speed sign is still there, and Mrs. Knight noted that many of the residents appreciate that sign based on feedback she has received. Furthermore, she stated that she has no problem with the change in zoning.

Following the discussion, a motion was made by Mrs. Knight, seconded by Ms. Smith, and carried unanimously to find the proposed amendment to rezone the petitioned area from A-1 Agricultural District to A-2 Agricultural District consistent with the Comprehensive Plan based on a mistake in the zoning of the property, and forward a favorable recommendation to the Worcester County Commissioners, with the condition that a boundary line adjustment be prepared to incorporate the petitioned area into Parcel 241.

III. PLANNING COMMISSION'S FINDINGS AND CONCLUSIONS

A. Regarding the definition of the neighborhood: The Planning Commission found that because the argument was based on a mistake that a definition of the neighborhood was not applicable.

B. Regarding population change: The Planning Commission concluded that there would be no change in the year-round population of Cropper's Island Road because of the campground expansion.

C. Regarding availability of public facilities: The Planning Commission found that there would be no impact upon public facilities as there is no public water and sewer infrastructure planned to serve the petitioned area, and the campground is

served by an existing wastewater treatment plant with biological treatment and an existing drainfield with backup tilefield and sprayfield.

D. Regarding present and future transportation patterns: The Planning Commission found that the petitioned area fronts on Cropper's Island Road, a County-owned and -maintained road. There were no comments provided by County Roads, and the State Highway Administration comments noted that there would be no negative impact to the state road system. The traffic impact analysis prepared by The Traffic Group was conducted on Memorial Day weekend, when 95% of the campground was occupied, to document the most extensive use of Cropper's Island Road. The analysis showed that the road is currently at a Level of Service A, and that the expansion of the campground by 53 sites would cause a de minimis impact. Based upon its review, the Planning Commission found that there will be no negative impact on the transportation patterns arising from the proposed rezoning of the petitioned area.

E. Regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: The Planning Commission found that a portion of the petitioned area is an existing campground, and the remaining petitioned area on Parcel 93 is proposed for the expansion. The environmental conditions in the area have been addressed in detail with the Growth Allocation request, which was submitted into the record as Applicant's Exhibit No. 1. Based upon its review, the Planning Commission found that the proposed rezoning of the petitioned area from A-1 Agricultural District to A-2 Agricultural District is compatible with the existing and proposed development and existing environmental conditions in the area.

F. Regarding compatibility with the Comprehensive Plan: The Planning Commission finds that the 2006 Comprehensive Plan encourages campgrounds as a means of temporary recreational housing and that their recreational uses have been important to the county's resort tradition. Specifically, the Planning Commission finds that the petitioned area is an area that is desirable for recreation, and therefore the expansion of the campground is consistent with the Comprehensive Plan and in keeping with its goals and objectives.

IV. PLANNING COMMISSION RECOMMENDATION

In consideration of its findings and testimony provided to the Commission, the Planning Commission concluded that there is a mistake in the existing zoning of the petitioned area. The Commission found that the existing campground should have been zoned A-2 Agricultural District at the time of the 2009 comprehensive rezoning. Uses such as

campgrounds and golf courses were included in this new zoning district for the express purpose of limiting the land area where the commercialized recreational uses could be permitted. While the subdivision occurred prior to the comprehensive rezoning in 2009, the Planning Commission found that it was a mistake in the existing zoning not to allow for a greater use of the parcel for a campground, even though the currently proposed expansion area on Parcel 93 was not a pre-existing approval at the time. Based upon its review, the Planning Commission concluded that the A-2 Agricultural District zoning is more desirable in terms of the objectives of the Comprehensive Plan and gave a favorable recommendation to Rezoning Case No. 446, seeking a rezoning of the petitioned area from A-1 Agricultural to A-2 Agricultural District, with the condition that a boundary line adjustment be prepared to incorporate the petitioned area into Parcel 241.

V. RELATED MATERIALS AND ATTACHMENTS

From: Jennifer Keener
To: Jennifer Keener
Subject: FW: Ewell request for Island Resort Campground
Date: Friday, September 6, 2024 12:04:14 PM

-----Original Message-----
From: RAYE SIMPSON <rayesimpson@aol.com>
Sent: Wednesday, September 4, 2024 5:09 PM
To: Matthew Laick <mlaick@co.worcester.md.us>
Cc: Kristen Tremblay <ktremblay@co.worcester.md.us>; michele brill <michele.brill@aol.com>
Subject: Re: Ewell request for Island Resort Campground

Hello Kristen and Matthew Laick
Thank you Kristen for responding so quickly and forwarding my concern to Matthew Laick.
For Matthew: As stated below, I hope you and the commission will really scrutinize the request by Mr Bob Ewell to expand the Island Resort Campground. Many residents on Cropper Island Rd, which is adjacent to this property, have expressed concern in the past against this expansion.
Concerns include:
))Already, there are over 200 campsites))Stress on our sewer systems near our wetlands))Stress on our water wells))Possible pollution of the adjacent bay))Cows in the pastures with manure next to the campground))Camp fire smoke and camp fires on dry days))More traffic on our small road. The campers have large motor homes and camper rigs. No tents. There is a lot of traffic on our road from spring to fall and the campers can't wait to get here, thus speeding over 30 mph up to 50+ mph is an issue.
Thank you for your time in reading my email.
Raye Simpson
9400 Cropper Island Rd
Newark MD 21841
410-726-3179

Sent from my iPhone

> On Sep 4, 2024, at 4:31 PM, Kristen Tremblay <ktremblay@co.worcester.md.us> wrote:
>
> Hi Raye,
>
> I hope you are doing well. I haven't been involved in their rezoning request, but Matt, cc'd here might be able to help answer your questions.
>
> Kristen M. Tremblay, AICP
> Zoning Administrator
> One West Market Street, Room 1201
> Snow Hill, MD 21863
> (410)632-1200
>
>
> -----Original Message-----
> From: RAYE SIMPSON <rayesimpson@aol.com>
> Sent: Wednesday, September 4, 2024 3:58 PM
> To: Kristen Tremblay <ktremblay@co.worcester.md.us>
> Cc: michele brill <michele.brill@aol.com>
> Subject: Ewell request for Island Resort Campground
>
> Hello Kristin Tremblay

> I understand that the Worcester County Planning Commission will be reviewing tomorrow, Sept 5, 2024, a request by Mr Bob Ewell and his attorney for a change in zoning so he can expand the Island Resort Campground.
> I hope you are one of the persons involved in this review. If not, could you please forward this to those persons who are involved.
> In my opinion, this request should not be allowed. Mr Ewell already has over 200+ campsites on Cropper Island Rd and now a butcher shop and cows in his pastures. When is enough going to be enough? Anymore expansion of this campground will put stress on our water and sewer systems already in place. In addition, this land is adjacent to the Synepuxent Bay, a critical resource area. Every summer large motor homes travel up and down this small county road at break neck speed. The campers don't give a damn about the neighborhood tranquility.
> Many residents of Cropper Island Rd have been to several meetings to express our concern about Mr Ewell's wish to expand and expand again.
> I sincerely hope that this time this request is denied.
> Raye Simpson
> 9400 Cropper Island Rd
> Newark MD 21841
> 410-726-3179
>
>
> Sent from my iPhone

STAFF REPORT

REZONING CASE NO. 446

PROPERTY OWNER: Island Resort Park, Inc.
9537 Cropper Island Road
Newark, MD 21841

Ewell Family Revocable Trust
9552 Cropper Island Road
Newark, MD 21841

ATTORNEY: Mark S. Cropper
6200 Coastal Highway, Suite 200
Ocean City, Maryland 21842

TAX MAP/PARCEL INFO: Tax Map 40, Parcel 241, Lot C and Tax Map 40, Parcel 93, Tax District 4

SIZE: On Parcel 241, Lot C, the petitioned area consists of 142.91 acres out of an approximately 151.27-acre parcel. On Parcel 93, the petitioned area consists of 53.2 acres out of an approximately 223.47-acre parcel.

LOCATION: Northerly side of Croppers Island Road, Newark, east of the intersection with US Route 113 (Worcester Highway).

CURRENT USE OF PETITIONED AREA: Parcel 241, Lot C is currently improved with a non-conforming campground. While there is a roadside stand on Parcel 93, it is not located within the petitioned portion of the property, which is currently unimproved.

CURRENT ZONING CLASSIFICATION: A-1 Agricultural District. No change to the RP Resource Protection District boundary is proposed.

As defined in the Zoning Code, the intent of the A-1 District is to preserve, encourage and protect the County's farms and forestry operations and their economic productivity and to ensure that agricultural and forestry enterprises will continue to have the necessary flexibility to adjust their production as economic conditions change. The Code also states, in part, that this district is also intended to protect the land base resources for the County's agricultural and forestry industries from the disruptive effects of major subdivision or nonagricultural commercialization.

REQUESTED ZONING CLASSIFICATION: A-2 Agricultural District.

As defined in the Zoning Code, the intent of this district is to foster the County's agricultural heritage and uses while also accommodating compatible uses of a more commercial nature that require large tracts of land. The A-2 District may also be used for limited residential

development through consolidated development rights and as a place marker for future annexations only where adjacent to existing municipalities.

APPLICANT'S BASIS FOR REZONING: The application indicates that a mistake was made in zoning the petitioned areas A-1 Agricultural District on November 3, 2009.

ZONING HISTORY: At the time zoning was first established in 1964, the petitioned area was given an A-1 Agricultural District classification, which was retained in the subsequent 1978 and 1992 comprehensive rezonings. In 2009, a portion of the subject properties was zoned RP Resource Protection District.

SURROUNDING ZONING: Adjoining properties to the east, west and north are zoned A-1 Agricultural District and RP Resource Protection District. Properties to the south bordering both sides of Croppers Island Road are zoned R-1 Rural Residential District.

IN REGARD TO THE APPLICANT'S ARGUMENT FOR MISTAKE: At the time of the 2009 comprehensive rezoning, Parcel 241, Lot C was developed as a campground with vested approvals for expansion on this same parcel. The A-2 Agricultural District was new to the 2009 Zoning Code; campgrounds were specifically removed from the A-1 district regulations and placed in the A-2 regulations. ***Therefore, the petitioned area of Parcel 241, Lot C should have received an A-2 Agricultural District zoning designation in 2009.***

However, Parcel 93 was subdivided from the campground parcel by the current property owner prior to the adoption of the 2009 comprehensive rezoning maps and has historically been used for general agricultural purposes. The applicant is seeking a rezoning for only a portion of the parcel (petitioned area) to accommodate an expansion of the campground.

The petitioned area of Parcel 93 was not part of the planned and vested campground expansions prior to the 2009 code and map adoption – per applicant's Exhibit B, the first application for the new expansion was dated October 2022 associated with a Critical Area Growth Allocation request. As a legal non-conforming use, the Zoning Code allows the applicant to seek Board of Zoning Appeals (BZA) approval for an expansion of no more than 50% of the land area, number of sites, etc. as vested prior to the 2009 code and map update. An application was received by the department, but the case was postponed prior to the public hearing with the BZA at the request of the applicant.

As the primary basis for the requested rezoning, the applicant should further explain how the staff, Planning Commission and Worcester County Commissioners made a mistake in the zoning classification of Parcel 93 in 2009, and specifically that of the petitioned area, when there were no plans for a campground expansion contemplated on this parcel at that time.

COMPREHENSIVE PLAN:

The County's Comprehensive Plan was adopted by the County Commissioners on March 7, 2006, and is intended to be a general guide for future development in the County. Whether a proposed rezoning is compatible with the recommendations of the Comprehensive Plan is one of

the criteria that is considered in all rezoning requests, as listed in Section 1-113(c)(3) of the Zoning Ordinance and as summarized at the end of this Staff Report.

According to Chapter 2 – Land Use of the Comprehensive Plan and the associated land use map, the petitioned area lies within the Agriculture Land Use Category. Regarding the Agriculture Land Use Category, the Comprehensive Plan states the following:

> "The importance of agriculture to the county cannot be overstated. Its significance is economic, cultural, environmental, and aesthetic. Agriculture is simply the bedrock of the county's way of life. . . . The county must do all it can do to preserve farming as a viable industry. This category is reserved for farming, forestry and related industries with minimal residential and other incompatible uses permitted. Large contiguous areas of productive farms and forest shall be maintained for agricultural uses. . . . Residential and other conflicting land uses, although permitted, are discouraged. . . . Also as a general policy, the practice of not rezoning agricultural land for other uses should continue." (Page 18)

Pertinent objectives cited in Chapter 2 – Land Use state the following:

2. Continue the dominance of agriculture and forestry uses throughout the county's less developed regions.
4. Provide for appropriate residential, commercial, institutional, and industrial uses.
5. Locate new development in or near existing population centers and within planned growth centers.
8. Regulate development to minimize consumption of land, while continuing the county's rural and coastal character.
9. Minimize conflicts among land uses due to noise, smoke, dust, odors, lighting, and heavy traffic.
11. Set high environmental standards for new development, especially in designated growth areas.
19. Limit rural development to uses compatible with agriculture and forestry.

(Pages 12 & 13)

Much of the surrounding area is also designated as "Agriculture" on the Land Use Plan; the only exceptions are an area designated "Existing Developed Area" that recognizes existing residences along Croppers Island Road and a portion of US 113; and land designated "Green Infrastructure" to the east along two tributaries of Newport Bay (Bassett Creek and Porter Creek).

In Chapter 5 – Housing, the Plan states: "Campgrounds provide temporary recreational housing and they have been part of the county's resort tradition. The county has enacted a variety of site, design, and occupancy standards for campgrounds and should continue to monitor their development, operation, and use for compliance. While suitable for temporary accommodations,

these uses should not be permitted to evolve into permanent housing due to health and safety issues" (Page 69).

Chapter 6 – Public Infrastructure, acknowledges the county's policy to have developers provide all on-site infrastructure relative to new development. In addition, "infrastructure costs should be borne by those who directly benefit; developers will remain responsible for the services required by new development" (Page 70). Section 3.2 of the Water Resources Element notes that cooperative campgrounds that will be served with certain larger wastewater systems can be privately owned. Island Resort Campground is served by such a system as described in Mr. Mitchell's memo.

In Chapter 7 – Transportation, the Plan states that the County's highest transportation project priority is the complete dualization of US 113, and since the Plan's adoption in 2006, this project has been completed. The subject property has frontage on US 113, but access is provided from Cropper's Island Road.

Chapter 7 includes a section on US 113 and identifies it as a Multilane and Two Lane Divided Primary Highway/Arterial Highway and contains the following recommendations (Page 85):

- Complete dualization project from Berlin to south of Snow Hill.
- Implement access control plan to maintain its status as a limited access roadway.
- Complete scenic and transportation corridor planning for remainder of US 113.

The Plan's Transportation element also states that "[t]he county's rural road system continues to have an excellent service record. Local car and truck traffic share this system with farm machinery. On-going maintenance will remain the primary need for these roads. Due to their configuration, rural roads within this plan's growth areas will require improvements to handle the expected additional traffic." (Page 80)

In this same chapter, under the heading General Recommendations – Roadways, it states the following (page 87):

1. Acceptable Levels of Service—It is this plan's policy that the minimal acceptable level of service for all roadways be LOS C. Developers shall be responsible for maintaining this standard.
3. Traffic studies--Developers should provide traffic studies to assess the effect of each major development on the LOS for nearby roadways.
4. Impacted Roads--Roads that regularly have LOS D or below during weekly peaks are considered "impacted." Areas surrounding impacted roads should be planned for minimal development (infill existing lots). Plans and funding for improving such roads should be developed.

WATER AND WASTEWATER: According to the attached response memo from Mr. Mitchell, the subject property is served by an existing wastewater treatment plant with biological

treatment and an existing drainfield with backup tilefield and sprayfield. Any proposed expansion to the campground would require expansion of the wastewater system.

The primary soil types on the petitioned area according to the Worcester County Soil Survey are MqA – Mattapex silt loam; NaA – Nassawango fine sandy loam; Ot – Othello silt loam; and SaA – Sassafras sandy loam. As illustrated on the attached soil map, the easterly portion of the petitioned area where the existing campground and wastewater system is located contains well drained soils, while the westerly portion of the petitioned area has a mix of poorly drained and very poorly drained soils, with one area of well drained soils.

EMERGENCY SERVICES: Fire and ambulance service are available from the Newark Volunteer Fire Company, located approximately 3.5 miles away. No comments were received from the fire company regarding this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately nine miles away, and the Worcester County Sheriff's Office in Snow Hill, approximately 11 miles away. No comments were received from the from the Sheriff's Office. According to the email from the Maryland State Police, they had no comment to provide.

ROADWAYS AND TRANSPORTATION: The petitioned area of Parcel 241, Lot C has frontage on Croppers Island Road, a County-owned and maintained road. Parcel 93 has road frontage on Croppers Island Road, as well as US Route 113 (Worcester Highway), however the petitioned area is not proposed to extend to the highway.

The Maryland Department of Transportation State Highway Administration (MDOT SHA) has no objection to the request. No comments were received from the County Roads Division of the Department of Public Works.

SCHOOLS: The petitioned area is within Zone 4 of the Worcester County Public School Zones and is served by the following schools: Buckingham Elementary, Berlin Intermediate, and Stephen Decatur Middle and High Schools. No comments were received from the Worcester County Board of Education (WCBOE).

CHESAPEAKE/ATLANTIC COASTAL BAYS CRITICAL AREAS: Mr. Mitchell also notes in his memorandum that the petitioned area is located within the Atlantic Coastal Bays Critical Area (ACBCA), with portions of the parcels designated as Resource Conservation Area (RCA). A locally approved Growth Allocation was granted for 33.36 acres of RCA to be reclassified as Limited Development Area (LDA) associated with the campground expansion. No comments have been received at this time from the State Critical Area Commission relative to this request.

FLOOD ZONE: The FIRM map (24047C0165H, effective July 16, 2015) indicates that the petitioned area of the property is located outside of the floodplain in Zone X (Area of Minimal Flood Hazard), with a portion located in flood zone AE with a base flood elevation of five feet.

PRIORITY FUNDING AREAS: The petitioned area is not within a designated Priority Funding Area (PFA). The closest PFA is in Newark approximately 2.5 miles southwest.

INCORPORATED TOWNS: This property is approximately five miles from the Town of Berlin.

ADDITIONAL COMMENTS RECEIVED: The following agencies submitted responses with no comment (attached):

- Email from Will Dyer, DNR.
- Email from Matt Owens, Fire Marshal and Director of Emergency Services.
- Email from Lt. Earl Starner, Maryland State Police.

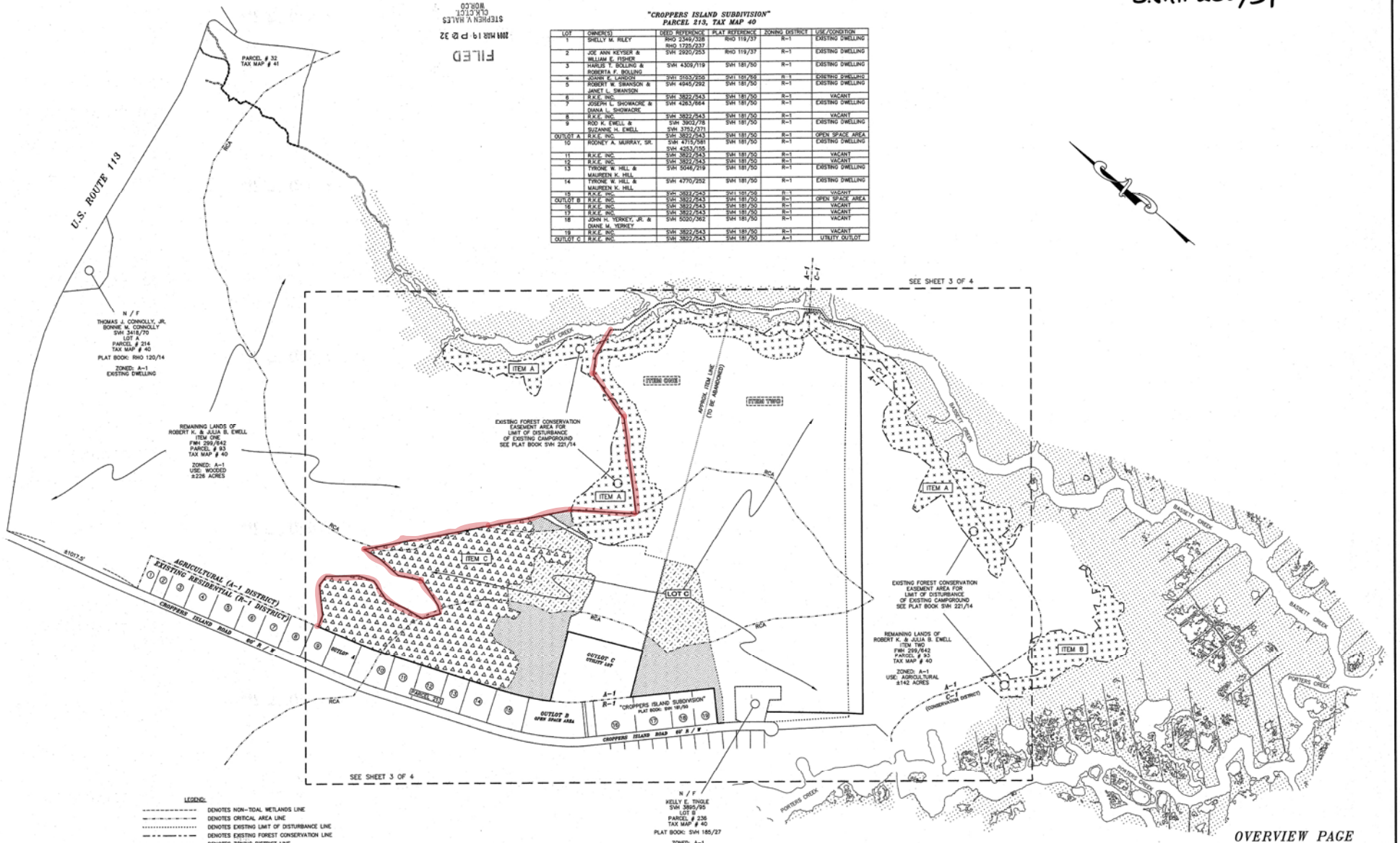
**!!!

S.V.H. 230/34

FILED
2009 MAR 19 P 2:32
STEPHEN V. HALES
CLK.CT.CT.
WOR.CO

"CROPPERS ISLAND SUBDIVISION"
PARCEL 213, TAX MAP 40

LOT	OWNER(S)	DEED REFERENCE	PLAT REFERENCE	ZONING DISTRICT	USE/CONDITION
1	SHELLY M. RILEY	RHO 2349/328 RHO 1725/237	RHO 119/37	R-1	EXISTING DWELLING
2	JOE ANN KEYSER & WILLIAM E. FISHER	SVH 2920/253	RHO 119/37	R-1	EXISTING DWELLING
3	HARLIS T. BOLLING & ROBERTA F. BOLLING	SVH 4309/119	SVH 181/50	R-1	EXISTING DWELLING
4	JOANN E. LANGER	SVH 5153/255	SVH 181/50	R-1	EXISTING DWELLING
5	ROBERT W. SWANSON & JANET L. SWANSON	SVH 4945/292	SVH 181/50	R-1	EXISTING DWELLING
6	R.K.E. INC.	SVH 3822/543	SVH 181/50	R-1	VACANT
7	JOSEPH L. SHOWACRE & DIANA L. SHOWACRE	SVH 4263/664	SVH 181/50	R-1	EXISTING DWELLING
8	R.K.E. INC.	SVH 3822/543	SVH 181/50	R-1	VACANT
9	ROD K. EWELL & SUZANNE H. EWELL	SVH 3902/78 SVH 3752/371	SVH 181/50	R-1	EXISTING DWELLING
OUTLOT A	R.K.E. INC.	SVH 3822/543	SVH 181/50	R-1	OPEN SPACE AREA
10	RODNEY A. MURRAY, SR.	SVH 4715/581 SVH 4253/155	SVH 181/50	R-1	EXISTING DWELLING
11	R.K.E. INC.	SVH 3822/543	SVH 181/50	R-1	VACANT
12	R.K.E. INC.	SVH 3822/543	SVH 181/50	R-1	VACANT
13	TYRONE W. HILL & MAUREEN K. HILL	SVH 5048/219	SVH 181/50	R-1	EXISTING DWELLING
14	TYRONE W. HILL & MAUREEN K. HILL	SVH 4770/252	SVH 181/50	R-1	EXISTING DWELLING
15	R.K.E. INC.	SVH 3822/543	SVH 181/50	R-1	VACANT
OUTLOT B	R.K.E. INC.	SVH 3822/543	SVH 181/50	R-1	OPEN SPACE AREA
16	R.K.E. INC.	SVH 3822/543	SVH 181/50	R-1	VACANT
17	R.K.E. INC.	SVH 3822/543	SVH 181/50	R-1	VACANT
18	JOHN H. YERKEY, JR. & DIANE M. YERKEY	SVH 5020/362	SVH 181/50	R-1	VACANT
19	R.K.E. INC.	SVH 3822/543	SVH 181/50	R-1	VACANT
OUTLOT C	R.K.E. INC.	SVH 3822/543	SVH 181/50	A-1	UTILITY OUTLOT



LEGEND:
- DENOTES NON-TIDAL WETLANDS LINE
- DENOTES CRITICAL AREA LINE
- DENOTES EXISTING LIMIT OF DISTURBANCE LINE
- DENOTES EXISTING FOREST CONSERVATION LINE
- DENOTES ZONING DISTRICT LINE
- DENOTES 100' BUFFER (POST INITIAL DEVELOPMENT)
- DENOTES LOT C BOUNDARY LINE
- DENOTES MARSH AREA
- DENOTES EXISTING FOREST CONSERVATION EASEMENT FOR EXISTING CAMPGROUND (SEE PLAT BOOK SVH 221/14)
- DENOTES PROPOSED FOREST CONSERVATION EASEMENT FOR LOT C.
- DENOTES FORESTED UPLAND TO BE CLEARED
- DENOTES FOREST COVER SUBJECT TO FUTURE CRITICAL AREA CLEARING REGULATIONS

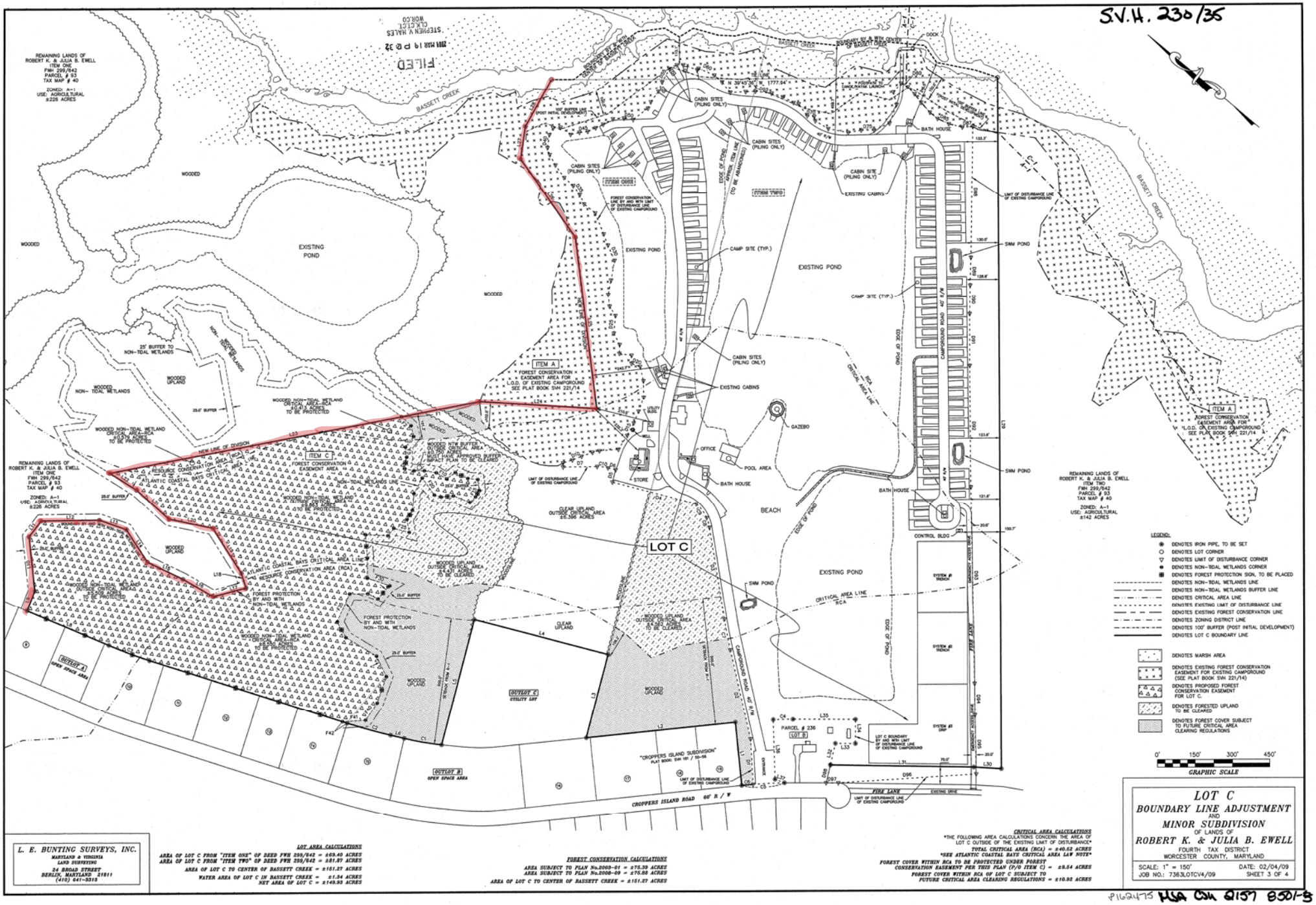
0' 300' 600' 900'
GRAPHIC SCALE

OVERVIEW PAGE

LOT C
BOUNDARY LINE ADJUSTMENT
AND
MINOR SUBDIVISION
OF LANDS OF
ROBERT K. & JULIA B. EWELL
FOURTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND
SCALE: 1" = 300' DATE: 02/04/09
JOB NO.: 7363LOTCV4/09 SHEET 2 OF 4

L. E. BUNTING SURVEYS, INC.
MARYLAND & VIRGINIA
LAND SURVEYING
24 BROAD STREET
BERLIN, MARYLAND 21811
(410) 641-3313

P1002474 HSA CSN 2157 8501-2



L. E. BUNTING SURVEYS, INC.
MARYLAND & VIRGINIA
LAND SURVEYING
24 BROAD STREET
BERLIN, MARYLAND 21811
(410) 641-3313

LOT AREA CALCULATIONS
AREA OF LOT C FROM "ITEM ONE" OF DEED FWH 299/642 = ±69.40 ACRES
AREA OF LOT C FROM "ITEM TWO" OF DEED FWH 299/642 = ±81.87 ACRES
AREA OF LOT C TO CENTER OF BASSETT CREEK = ±151.27 ACRES
WATER AREA OF LOT C IN BASSETT CREEK = ±1.34 ACRES
NET AREA OF LOT C = ±149.93 ACRES

FOREST CONSERVATION CALCULATIONS
AREA SUBJECT TO PLAN No.2003-01 = ±75.39 ACRES
AREA SUBJECT TO PLAN No.2006-09 = ±75.88 ACRES
AREA OF LOT C TO CENTER OF BASSETT CREEK = ±151.27 ACRES

CRITICAL AREA CALCULATIONS
THE FOLLOWING AREA CALCULATIONS CONCERN THE AREA OF LOT C OUTSIDE OF THE EXISTING LIMIT OF DISTURBANCE
TOTAL CRITICAL AREA (RCA) = ±40.52 ACRES
SEE ATLANTIC COASTAL BAYS CRITICAL AREA LAW NOTE
FOREST COVER WITHIN RCA TO BE PROTECTED UNDER FOREST CONSERVATION EASEMENT PER THIS PLAN (F/O ITEM C) = ±9.54 ACRES
FOREST COVER WITHIN RCA OF LOT C SUBJECT TO FUTURE CRITICAL AREA CLEARING REGULATIONS = ±10.92 ACRES

LOT C
BOUNDARY LINE ADJUSTMENT
AND
MINOR SUBDIVISION
OF LANDS OF
ROBERT K. & JULIA B. EWELL
FOURTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND
SCALE: 1" = 150' DATE: 02/04/09
JOB NO.: 736JLOTCV4/09 SHEET 3 OF 4

P1624-75 HSA CW 2157 8501-B

MARYLAND'S Coast WORCESTER COUNTY

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: Gary Pusey, Deputy Director, DDRP

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

Subject: **EP Staff Comments on Rezoning Case No. 446**
Worcester County Tax Map 40, Parcel 241 and
Worcester County Tax Map 40, Parcel 93
Reclassify approximately 142.91 acres and 53.2 acres
From A-1 Agricultural District to A-2 Agricultural District

Date: 7/19/24

This response to your request for comments is prepared for the map amendment application associated with the above referenced property. The Worcester County *Zoning and Subdivision Control Article,* Section ZS1-113(c)(3), states that the applicant must affirmatively demonstrate that there has been a substantial change in the character of the neighborhood since the last zoning of the property or that a mistake has been made in the existing zoning classification. The application argues that a mistake was made since the last Comprehensive Rezoning that was approved by the County Commissioners on November 3, 2009. The Code requires that the Commissioners find that the proposed "change in zoning" would be more desirable in terms of the objectives of the *Comprehensive Plan*.

The Department of Environmental Programs has the following comments:

1. These properties have an Agricultural land use designation in the Land Use Map in the Worcester County Comprehensive Plan (*Comprehensive Plan),* as do adjacent properties surrounding this property, save the residential properties on Croppers Island Road, which carry an Existing Developed designation. The application proposes no changes to the Resources Protection (RP) District boundary which corresponds somewhat with the Green Infrastructure Land Use Map designation that borders the shoreline areas on the creek along the northern edge of the property.
2. Parcel 93 is improved with a roadside stand and has existing well and septic. Parcel 241 is improved with an existing campground which the owners would like to expand into Parcel 93. The campground is served with an existing wastewater treatment plant with biological treatment and existing drainfield with a backup tilefield and sprayfield. These system would be expanded, as needed, to serve an expanded campground.
3. This proposed rezoning is located within the Atlantic Coastal Bays Critical Area (ACBCA). There are portions of these parcels designated as a Resource Conservation Area (RCA). A critical area growth allocation was locally approved for 33.36 acres of RCA area reclassified as Limited Development Area (LDA).
4. A field delineation of all environmental features, including, but not limited to, buffers, non-tidal wetlands, and tidal wetlands, will be required prior to our NR division being able to provide any specific project plan approvals. This is done to assure that future development will meet the requirements of the ACBCA that are in place at the time of construction.

5. All re-zonings located wholly or partially with the Critical Area require notification to the Critical Area Commission for comment and we don't have comments from them at this time. We would note, however, that we do have other campgrounds in the county that have A-2 zoning classifications.

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

Jennifer Keener

From: Jennifer Keener
Sent: Wednesday, June 12, 2024 10:29 AM
To: Jennifer Keener
Subject: Rezoning Case #446

From: Jeffrey Fritts <JFritts@mdot.maryland.gov>
Sent: Wednesday, June 12, 2024 9:37 AM
To: April Mariner <amariner@co.worcester.md.us>
Cc: Steve Orth <steven.orthfire@gmail.com>; Robert Rhode <rrhode@co.worcester.md.us>; Billy Birch <bbirch@co.worcester.md.us>; Chris Clasing <cclasing@co.worcester.md.us>; Dallas Baker <dbaker@co.worcester.md.us>; Daniel Wilson <DWilson12@mdot.maryland.gov>; Garth McCabe <garth.mccabe@usda.gov>; Kevin Lynch <klynch@co.worcester.md.us>; LHtaylor@worcesterk12.org; earl.starner@maryland.gov; Matt Owens <mowens@co.worcester.md.us>; Matthew Crisafulli <mcrisafulli@co.worcester.md.us>; Melanie Pursel <mpursel@co.worcester.md.us>; Rebecca Jones <rjones@maryland.gov>; Robert Mitchell <bmitchell@co.worcester.md.us>; Will Dyer <Will.Dyer@maryland.gov>
Subject: Rezoning Case #446

April,

After a review of rezoning case #446, SHA determined that their will be no negative impact to the surrounding State roadway network.

Thanks,

MARYLAND DEPARTME
OF TRANSPORTATION
Taking you place
STATE HIGHWAY
roads.maryland.gov

Jeff Fritts
Inspector
Access Management

410.677.4039 **office**
443.397.5063 **mobile**
Jfritts@mdot.maryland.gov

Maryland Department of Transportation
660 West Road, Salisbury, MD 21801

Jennifer Keener

From: Jennifer Keener
Sent: Thursday, July 18, 2024 9:54 AM
To: Jennifer Keener
Subject: FW: Agency Memo Case #446

From: Matt Owens <mowens@co.worcester.md.us>
Sent: Thursday, July 18, 2024 9:50 AM
To: April Mariner <amariner@co.worcester.md.us>
Subject: RE: Agency Memo Case #446

I have no comments on this rezoning request.

Thanks,

Matt

Matthew Owens, CFI, CFPS
Fire Marshal
Director of Emergency Services

(410) 632-5666(Office) | (410) 632-1311
(443) 783-0071 (Mobile) | (410) 632-5664 (Fax)
co.worcester.md.us/departments/firemarshal
mowens@co.worcester.md.us
1 West Market St - Room 1302 - Snow Hill, MD 21863

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From: April Mariner <amariner@co.worcester.md.us>
Sent: Thursday, July 18, 2024 9:11 AM
To: Robert Rhode <rrhode@co.worcester.md.us>; Steve Orth (steven.orthfire@gmail.com) <steven.orthfire@gmail.com>; Chris Clasing <cclasing@co.worcester.md.us>; Dallas Baker <dbaker@co.worcester.md.us>; Daniel Wilson <dwilson12@mdot.maryland.gov>; Garth McCabe <garth.mccabe@usda.gov>; Kevin Lynch <klynch@co.worcester.md.us>; Lou Taylor (LHtaylor@worcesterk12.org) <LHtaylor@worcesterk12.org>; Lt. Earl Starner <earl.starner@maryland.gov>; Mark Crampton <mcrampton1@mdot.maryland.gov>; Matt Owens <mowens@co.worcester.md.us>; Matthew Crisafulli <mcrisafulli@co.worcester.md.us>; Melanie Pursel <mpursel@co.worcester.md.us>; Rebecca Jones <rjones@maryland.gov>; Robert Mitchell <bmitchell@co.worcester.md.us>; Will Dyer <Will.Dyer@maryland.gov>
Subject: Agency Memo Case #446

Good Morning, just a reminder that comments are due tomorrow July 19th for the above rezoning case. If you need another copy of the packet please let me know and I will send it. If you have already sent in comments, thank you.

Jennifer Keener

From: Jennifer Keener
Sent: Thursday, July 18, 2024 2:54 PM
To: Jennifer Keener
Subject: FW: Agency Memo Case #446

From: Earl Starner -State Police- <earl.starner@maryland.gov>
Sent: Thursday, July 18, 2024 2:46 PM
To: April Mariner <amariner@co.worcester.md.us>
Subject: Re: Agency Memo Case #446

No comments from MSP.

On Thu, Jul 18, 2024 at 9:11 AM April Mariner <amariner@co.worcester.md.us> wrote:

> Good Morning, just a reminder that comments are due tomorrow July 19th for the above rezoning case. If you need another copy of the packet please let me know and I will send it. If you have already sent in comments, thank you.
>
> *April L. Mariner*
>
> Office Assistant V
>
> Development Review & Permitting
>
> Worcester County Government
>
> 1 W Market Street, Room 1201
>
> Snow Hill, MD 21863
>
> Email: amariner@co.worcester.md.us
>
> Phone: 410-632-1200 x1172
>
> Fax: 410-632-3008
>
> Website: www.co.worcester.md.us

Jennifer Keener

From: Jennifer Keener
Sent: Friday, June 14, 2024 7:48 AM
To: Jennifer Keener
Subject: FW: Rezoning Case #446

From: Will M. Dyer -DNR- <will.dyer@maryland.gov>
Sent: Thursday, June 13, 2024 12:42 PM
To: April Mariner <amariner@co.worcester.md.us>
Subject: Re: Rezoning Case #446

Hi April,

I have no issues with the proposed rezoning of Case #446, assuming relevant critical area and environmental regulations are followed.

Thank you

On Mon, Jun 10, 2024 at 9:43 AM April Mariner <amariner@co.worcester.md.us> wrote:

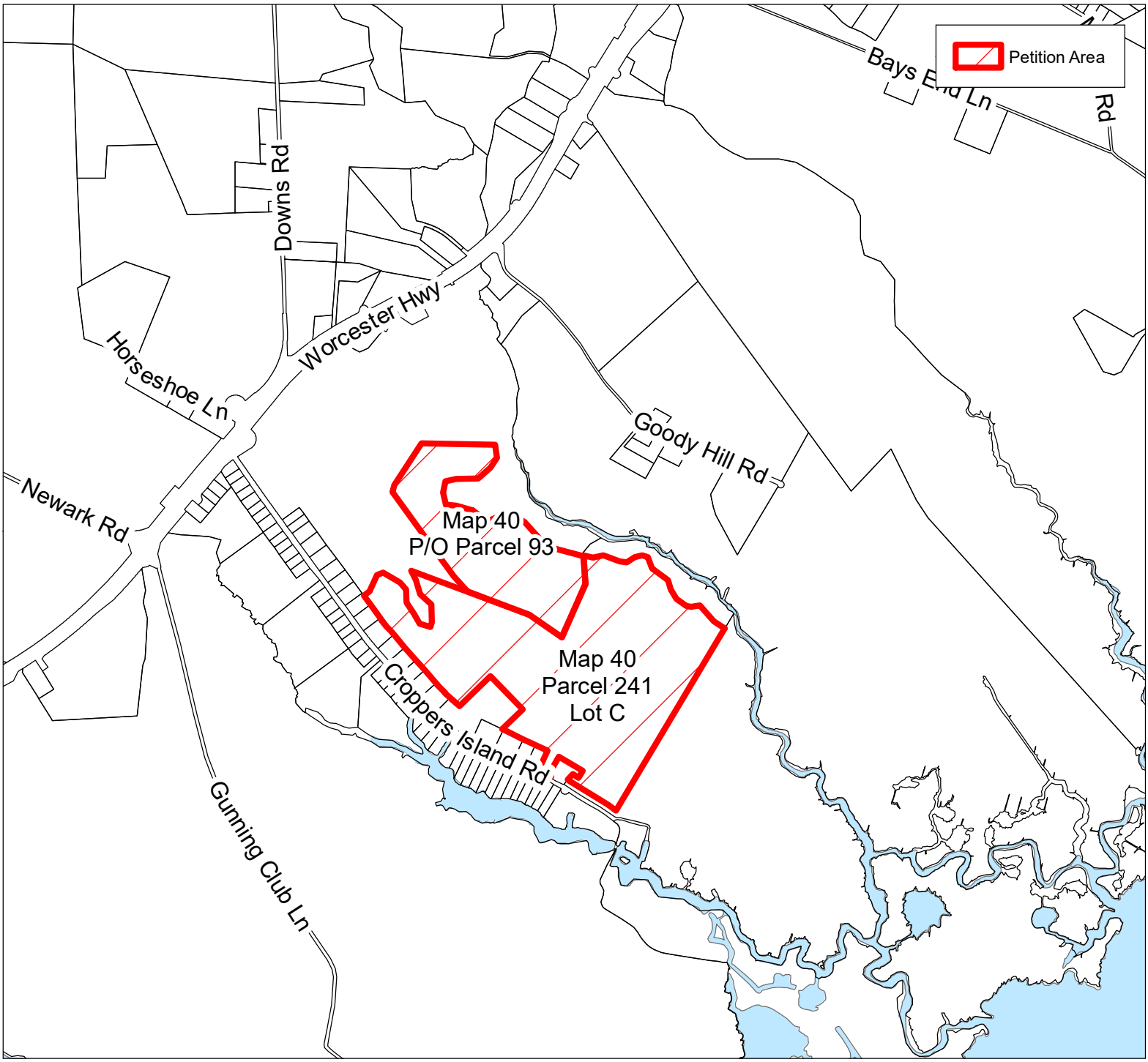
> Please find attached a request for comment for Rezoning Case #446. Thank you!
>
> *April L. Mariner*
>
> Office Assistant V
>
> Development Review & Permitting
>
> Worcester County Government
>
> 1 W Market Street, Room 1201
>
> Snow Hill, MD 21863
>
> Email: amariner@co.worcester.md.us
>
> Phone: 410-632-1200 x1172
>
> Fax: 410-632-3008
>
> Website: www.co.worcester.md.us

ITEM 32

WORCESTER COUNTY, MARYLAND

REZONING CASE NO. 446
A -1 Agricultural to A - 2 Agricultural
Tax Map: 40, Parcels 93 & 241, Lot C

LOCATION MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division

0 2,000 4,000
Feet

Prepared: June 2024
Source: County GIS Parcel Layer

Drawn By: KLH Reviewed By: JKK

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

WORCESTER COUNTY, MARYLAND

REZONING CASE NO. 446
A -1 Agricultural to A - 2 Agricultural
Tax Map: 40, Parcels 93 & 241, Lot C

ITEM 32

AERIAL MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division

0 1,000 2,000
Feet

Prepared: June 2024
Source: 2022 Aerial Imagery

Drawn By: KLH
Reviewed By: JKK

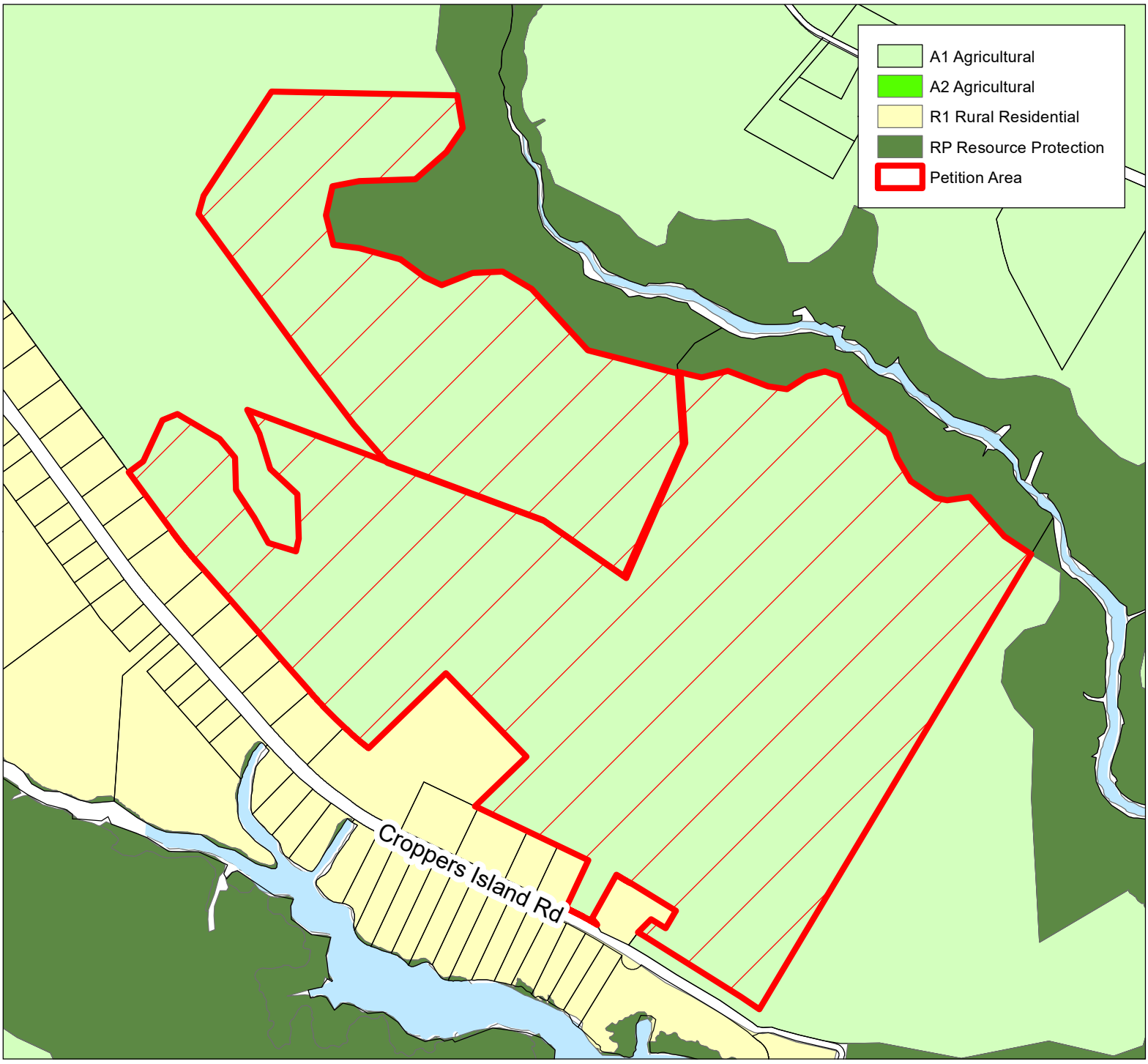
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

ITEM 32

WORCESTER COUNTY, MARYLAND

REZONING CASE NO. 446
A -1 Agricultural to A - 2 Agricultural
Tax Map: 40, Parcels 93 & 241, Lot C

ZONING MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division

0 1,000 2,000
Feet

Prepared: June 2024
Source: 2009 Official Zoning Map

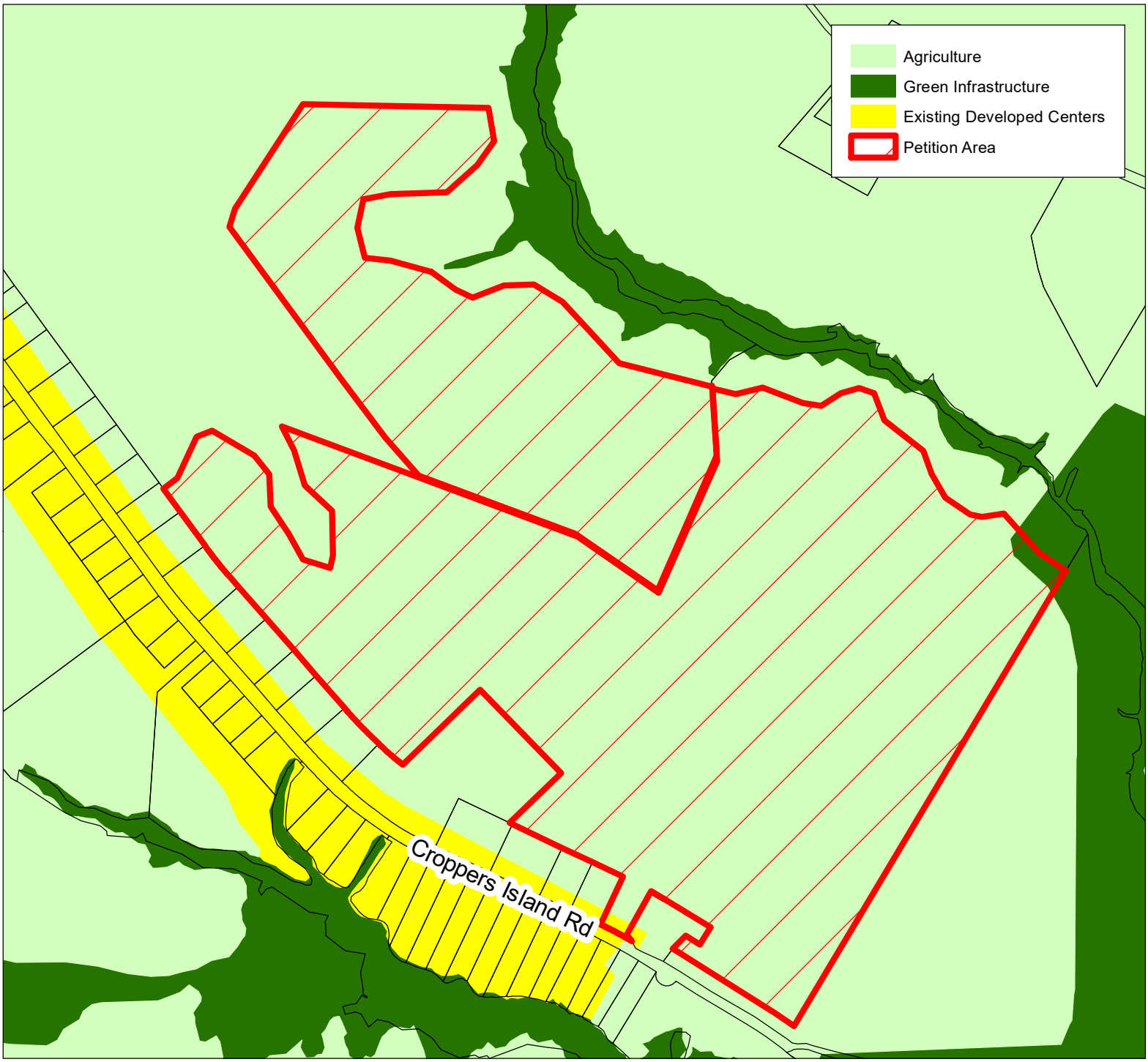
Drawn By: KLH
Reviewed By: JKK

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

WORCESTER COUNTY, MARYLAND

REZONING CASE NO. 446
A -1 Agricultural to A - 2 Agricultural
Tax Map: 40, Parcels 93 & 241, Lot C

LAND USE MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division

0 1,000 2,000
Feet

Prepared: June 2024
Source: 2006 Official Land Use Map

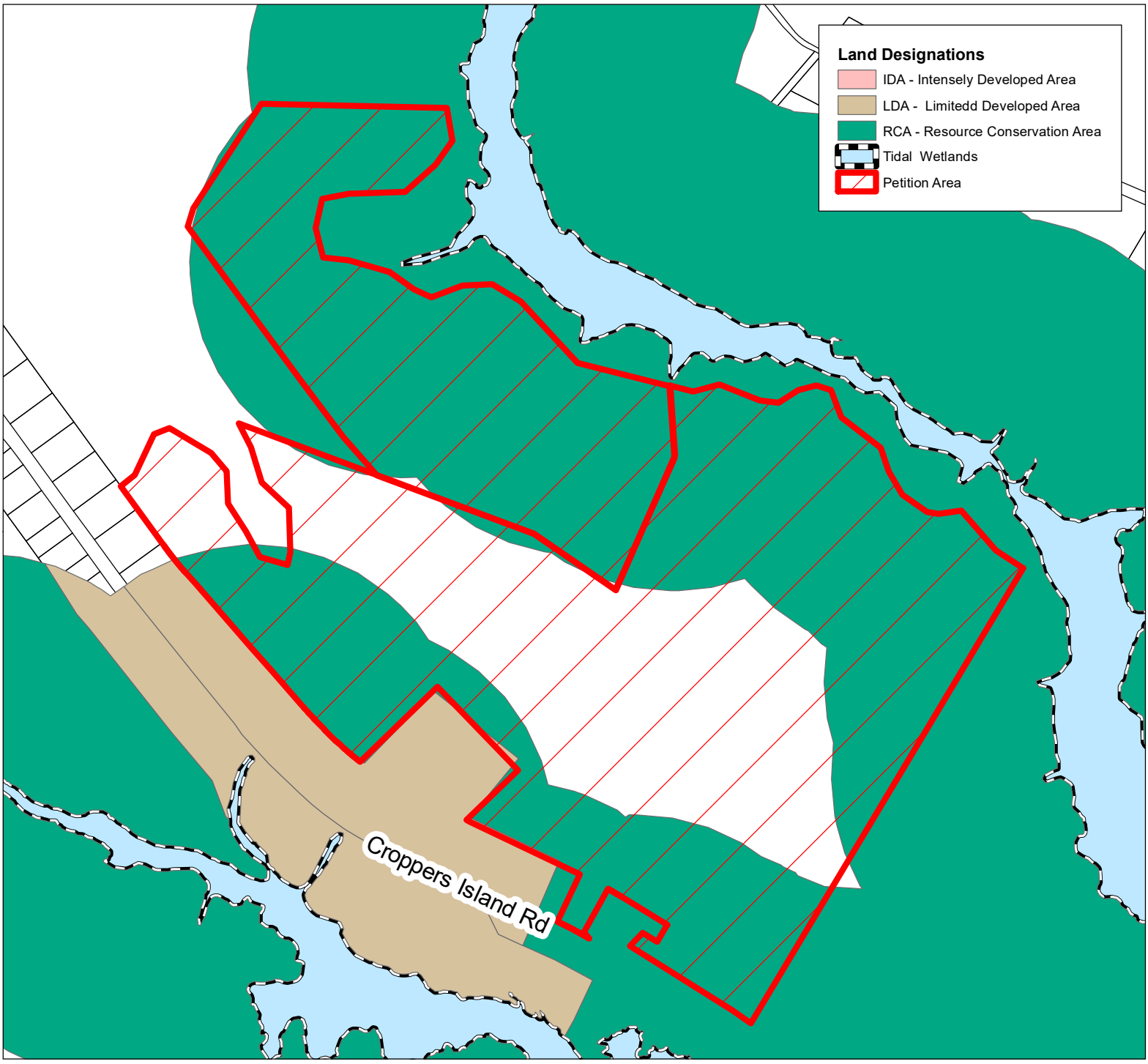
Drawn By: KLH
Reviewed By: JKK

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

WORCESTER COUNTY, MARYLAND

REZONING CASE NO. 446
A -1 Agricultural to A - 2 Agricultural
Tax Map: 40, Parcels 93 & 241, Lot C

ATLANTIC COASTAL BAY CRITICAL AREA MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division

0 1,000 2,000
Feet

Prepared: June 2024
Source: Atlantic Coastal Bay Critical Area Map

Drawn By: KLH
Reviewed By: JKK

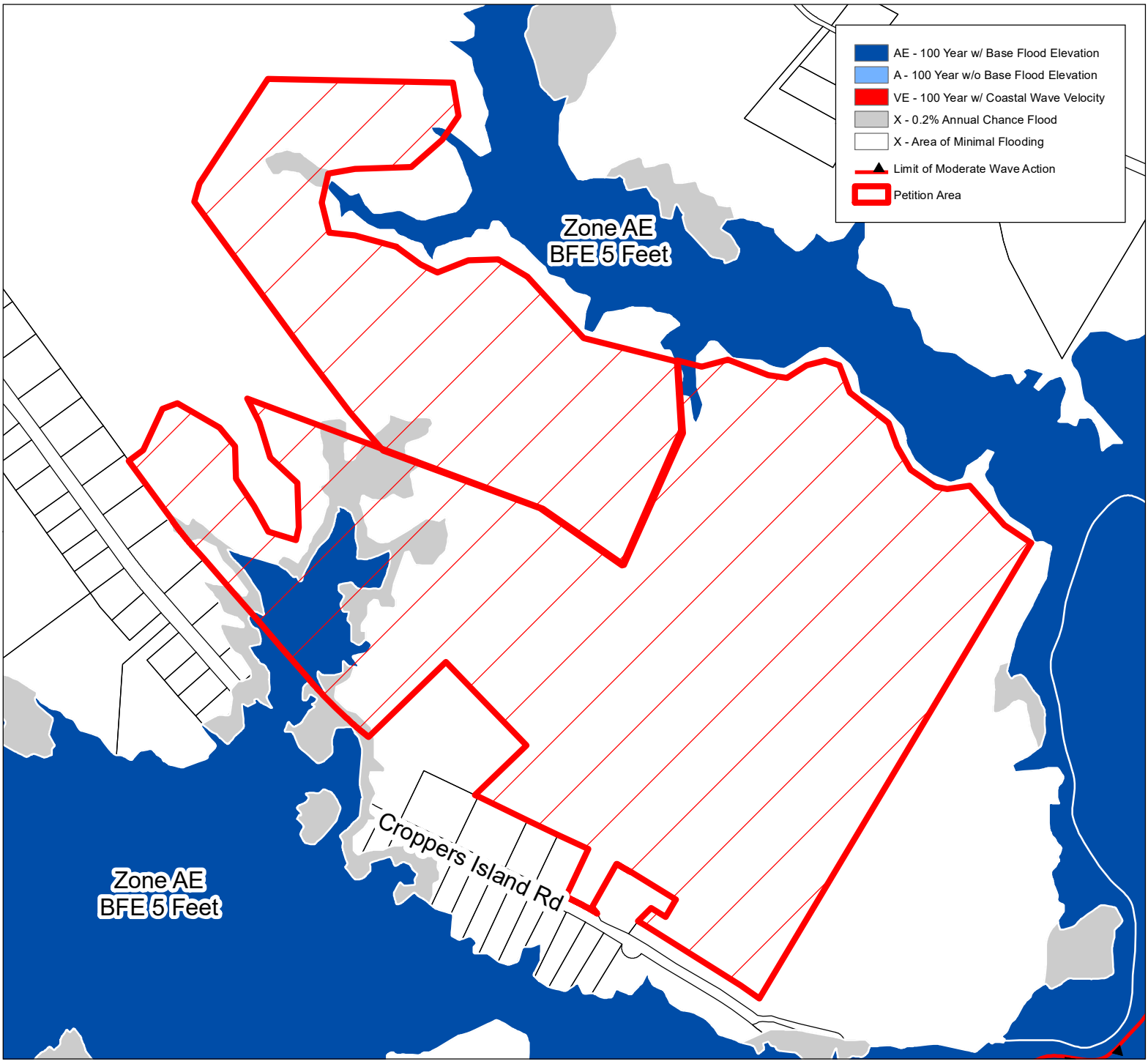
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

ITEM 32

WORCESTER COUNTY, MARYLAND

REZONING CASE NO. 446
A -1 Agricultural to A - 2 Agricultural
Tax Map: 40, Parcels 93 & 241, Lot C

FLOODPLAIN MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division

0 1,000 2,000
Feet

Prepared: June 2024
Source: 2015 FEMA Flood Insurane Rate Map

Drawn By: KLH
Reviewed By: JKK

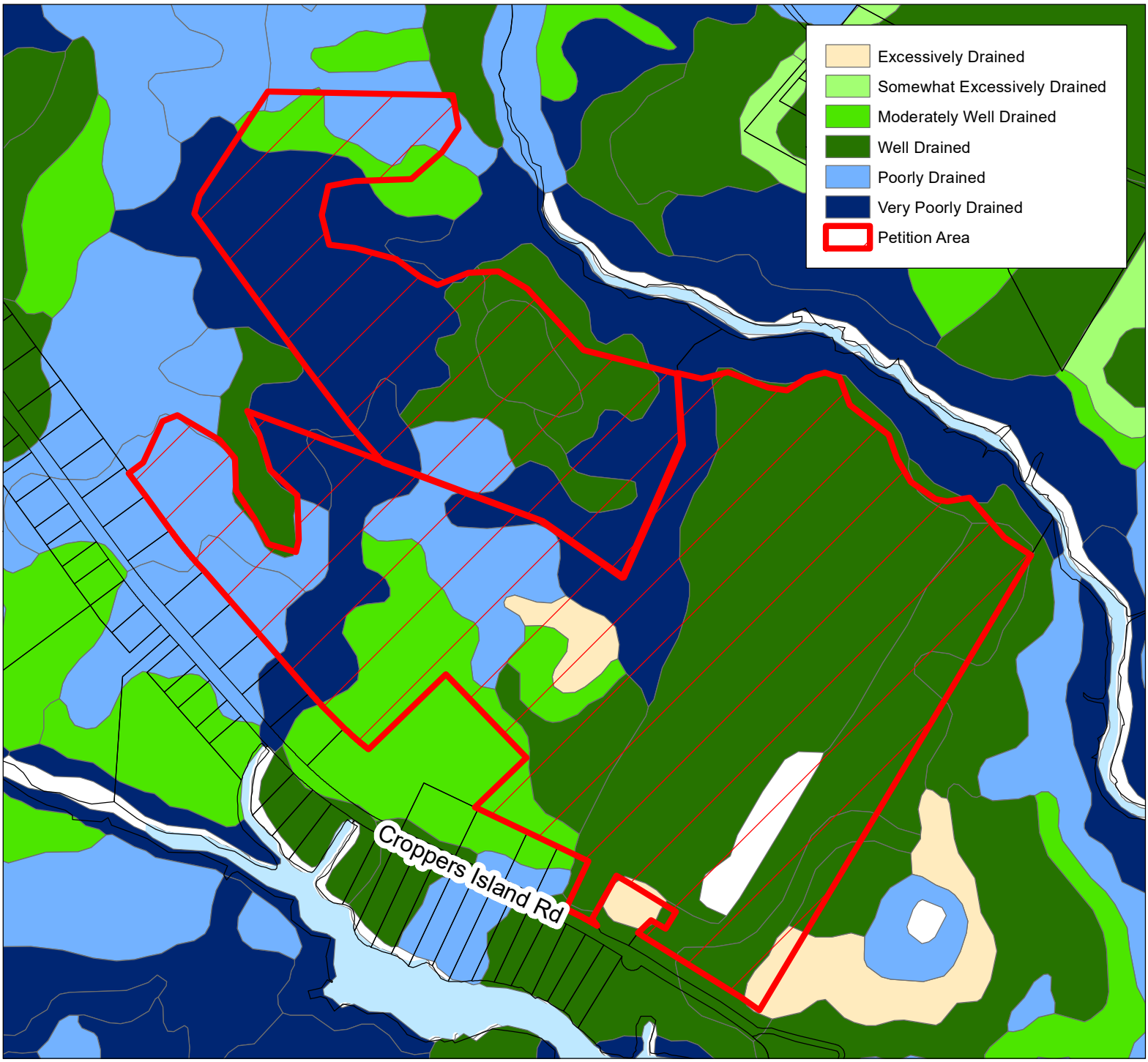
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

ITEM 32

WORCESTER COUNTY, MARYLAND

REZONING CASE NO. 446
A -1 Agricultural to A - 2 Agricultural
Tax Map: 40, Parcels 93 & 241, Lot C

SOIL MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division

0 1,000 2,000
Feet

Prepared: June 2024
Source: 2007 Soil Survey

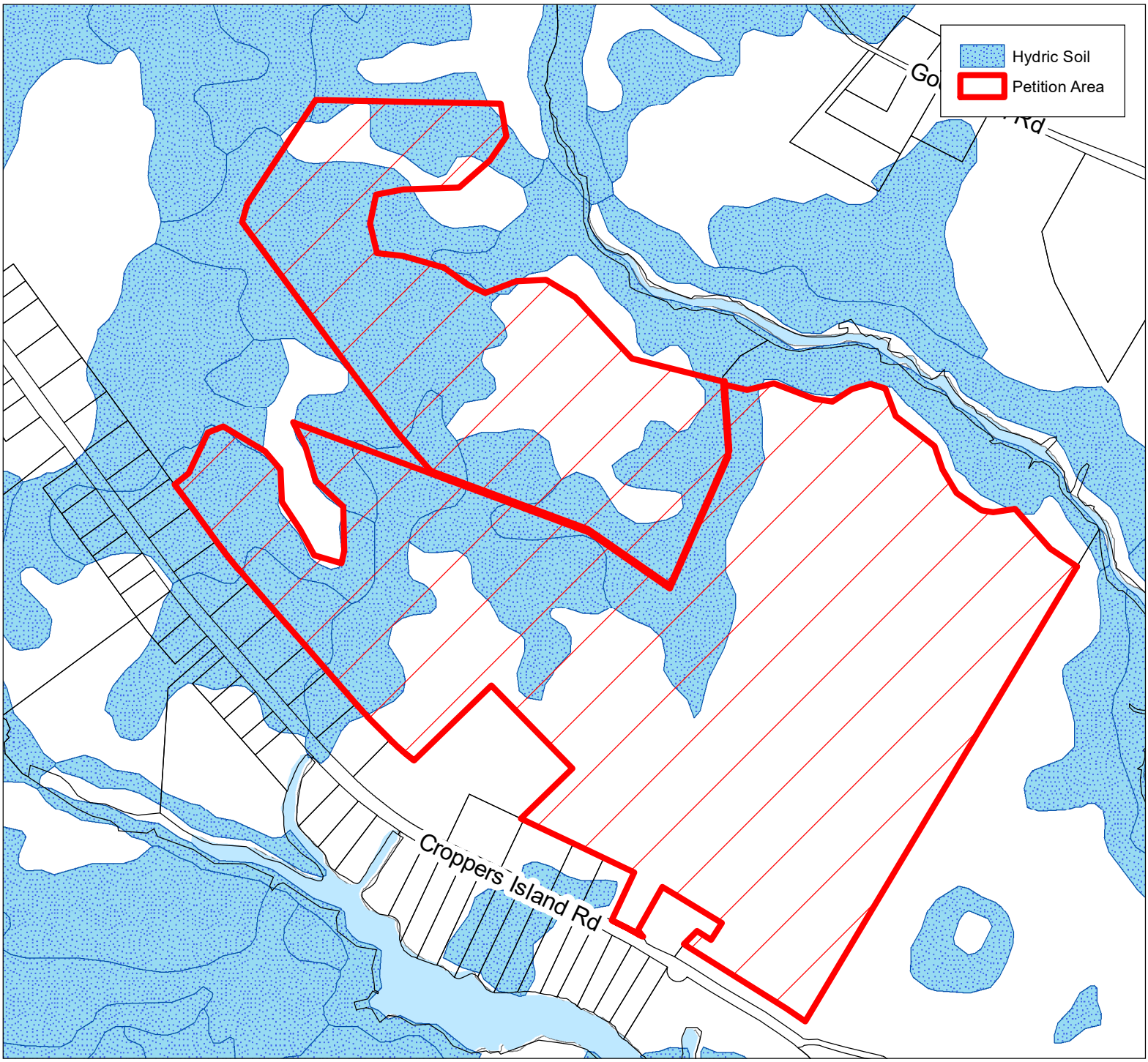
Drawn By: KLH
Reviewed By: JKK

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

WORCESTER COUNTY, MARYLAND

REZONING CASE NO. 446
A -1 Agricultural to A - 2 Agricultural
Tax Map: 40, Parcels 93 & 241, Lot C

HYDRIC SOIL MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING
Technical Services Division

0 1,000 2,000
Feet

Prepared: June 2024
Source: 2007 Soil Survey

Drawn By: KLH
Reviewed By: JKK

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

MEMORANDUM

TO: Robert Mitchell, Director, Worcester County Environmental Programs
Matthew Crisafulli, Sheriff, Worcester County Sheriff's Office
Dallas Baker, P.E., Director, Worcester County Public Works Department
Chris Classing, P.E., Deputy Director, Worcester County Public Works Department
Kevin Lynch, Roads Superintendent, Worcester County Public Works Department
Matt Owens, Director Worcester County Emergency Services & Fire Marshal
Melanie Pursel, Director of Tourism & Economic Development
Louis H. Taylor, Superintendent, Worcester County Board of Education
Mark Crampton, District Engineer, Maryland State Highway Administration
Daniel Wilson, Assistant District Engineer - Traffic, Maryland State Highway Admin.
Lt. Earl W. Starner, Commander, Barracks V, Maryland State Police
Rebecca L. Jones, Health Officer, Worcester County Health Department
Luke Marcek, Project Manager, Maryland Forest Service
Garth McCabe, District Conservationist, Worcester County NRCS
Robert Rhode, Fire Chief, Berlin Volunteer Fire Department
Steve Orth, Fire Chief, Newark Fire Department

FROM: Jennifer Keener, AICP, Director

DATE: June 10, 2024

RE: Rezoning Case No. 446 – Island Resort Park, Inc. and Ewell Family Revocable Trust, Property Owners and Mark Cropper, Attorney – Cropper Island Road, Newark, MD
(Located on the east side of Worcester Highway)

****

This application seeks to rezone approximately 196.11 acres of land shown on Tax Map 40, Parcel 241, Lot C (142.91 Acres) and Parcel 93 (53.2 Acres) from A-1 Agricultural District to A-2 Agricultural District to allow for the expansion of the current campground. There are no proposed changes to the Resources Protection (RP) District boundary. These two districts are the County's primary agricultural districts. The requested A-2 District allows additional commercial uses that are not permitted in the A-1 District, primarily by Special Exception from the Board of Zoning Appeals, such as campgrounds, marine yards for the construction and repair of watercraft, and buildings and storage yards for watercraft and recreational vehicle storage, and contractors' shops, among other uses.

For your reference I have attached a copy of the rezoning application package, location and zoning maps showing the property requested to be rezoned.

The applicant is alleging a **mistake was made during the 2009 comprehensive rezoning** as the justification for the proposed rezoning from A-1 Agricultural District to A-2 Agricultural District.

By Friday, July 19, 2024, the Planning Commission is requesting any comments, thoughts or insights that you or your designee might offer regarding past and present conditions in the delineated neighborhood, as well as the effect that this application and potential subsequent development of the site under the proposed zoning classification may have on plans, facilities, or services for which your agency is responsible. Your response is requested even if you determine that the proposed rezoning will have no effect on your agency, that the application is compatible with your agency's plans, and that your agency has or will have adequate facilities and resources to serve the property and its potential land uses**.** ***If no comments are received, we will document such and assume that you have no objection to the Planning Commission stating this information in its report to the Worcester County Commissioners.***

General Zoning Information:

The purpose and intent of the A-1 Agricultural District is "to preserve, encourage and protect the County's farms and forestry operations and their economic productivity and to ensure that agricultural and forestry enterprises will continue to have the necessary flexibility to adjust their production as economic conditions change."

The A-1 District allows uses such as agriculture, including feeding lots, dairy barns, stables, agricultural lagoons, hog houses, and noncommercial grain dryers; roadside stands offering for sale fresh agricultural products, fresh seafood and processed dairy products from locally raised livestock, operated by the property owner or tenant of the premises upon which such stand is located; minor subdivisions and single-family dwellings. For a complete list, please use the following link: https://ecode360.com/14019225

The purpose and intent of the A-2 Agricultural District is "to foster the County's agricultural heritage and uses while also accommodating compatible uses of a more commercial nature that require large tracts of land. The A-2 district may also be used for limited residential development through consolidated development rights and as a place marker for future annexations only where adjacent to existing municipalities."

The A-2 District allows additional uses such as campgrounds, marine yards for the construction and major repair of watercraft, storage yards for RV's and watercraft, and contractors shops. For a complete list, please use the following link: https://ecode360.com/14019291

If you have any questions or require further information, please do not hesitate to reach me by phone at (410) 632-1200, ext. 1123 or via email at jkkeener@co.worcester.md.us. On behalf of the Planning Commission, thank you for your attention to this matter.

Attachments

Worcester County Commissioners
Worcester County Government Center
One W. Market Street, Room 1103
Snow Hill, Maryland 21863

APPLICATION FOR AMENDMENT OF THE OFFICIAL ZONING MAP

(For Office Use Only – Please Do Not Write in this Space)

Rezoning Case No. 440

Date Received by Office of the County Commissioners _____

Date Received by Development Review and Permitting 5/31/2024

Date Reviewed by the Planning Commission September 5, 2024

I. Application: Proposals for amendments to the Official Zoning Maps may be made only by the property owner, contract purchaser, option holder, lease, or their attorney or agent of the property to be directly affected by the proposed amendment. Check applicable status below:

A. Governmental Agency: _____
B. Property Owner: _____
C. Contract Purchaser: _____
D. Option Holder: _____
E. Leasee: _____
F. Attorney for B (insert A, B, C, D or E) X
G. Agent for _____ (insert A, B, C, D or E) _____

II. Legal Description of Property

A. Tax Map/Zoning Map Number(s): 40
B. Parcel Number(s): 93 & 241
C. Lot Number(s), if applicable: C
D. Tax District Number: 4

III. Physical Description of Property

A. Located on east side of Worcester Highway (Route 113) Road, approximately 0 feet/miles to the north side of Croppers Island Road Road.

B. Consisting of a total of 374.74 acres of land. (Parcels 241 and 93)

C. Other descriptive physical features or characteristics necessary to accurately locate the petitioned area:
The subject property is presently improved with the Island Resort Campground and is proposed to be expanded by up to 53 additional lots.

D. Petitions for map amendments shall be accompanied by a plat drawn to scale showing property lines, the existing and proposed district boundaries and other such information as the Planning Commission may need in order to locate and plot the amendment on the Official Zoning Maps.

IV. Requested Change to Zoning Classification(s)

A. Existing zoning classification(s): A-1
(name and zoning district)

B. Acreage of zoning classification(s) in "A" above: Parcel 241 - 151.27 Parcel 93 - 223.47

C. Requested zoning classification(s): A-2
(name and zoning district)

* No proposed change within the RP District

D. Acreage of zoning classification(s) in "C" above: Parcel 241 - 142.91 Parcel 93 - 53.2

V. Reasons for Requested Change

The County Commissioners may grant a map amendment based upon a finding that there: (a) has been a substantial change in the character of the neighborhood where the property is located since the last zoning of the property, or (b) is a mistake in the existing zoning classification and a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.

A. Please list reasons or other information as to why the zoning change is requested, including whether the request is based upon a claim of change in the character of the neighborhood or a mistake in existing zoning:
This map amendment is based upon a mistake in existing zoning (See Exhibit "B" attached hereto and incorporated herein by reference).

VI. Filing Information and Required Signatures

A. Every application shall contain the following information:
1. If the application is made by a person other than the property owner, the application shall be co-signed by the property owner or the property owner's attorney.
2. If the applicant is a corporation, the names and mailing addresses for the officers, directors and all stockholders owning more than 20 percent of the capital stock of the corporation.
3. If the applicant is a partnership, whether a general or limited partnership, the names and mailing addresses of all partners who own more than 20 percent of the interest in the partnership.
4. If the applicant is an individual, his/her name and mailing address.
5. If the applicant is a joint venture, unincorporated association, real estate investment trust or other business trust, the names and mailing addresses of all persons holding an interest of more than 20 percent in the joint venture, unincorporated association, real estate investment trust or other business trust.

B. Signature of Applicants in Accordance with VI.A. above.

Signature(s): _____
Printed Name(s): Mark Spencer Cropper
Mailing Address: 6200 Coastal Highway, Suite 200, Ocean City, MD 21842
Phone Number: (410) 723-1400 Email: mcropper@ajgalaw.com
Date: May 31, 2024

C. Signature of Property Owner in Accordance with VI.A. above.

Signature(s): _____
Printed Name(s): _____
Mailing Address: _____
Phone Number: _____ Email: _____
Date: _____

D. Signature of Attorney in Accordance with VI.A. above.

Signature(s): _____
Printed Name(s): Mark Spencer Cropper
Mailing Address: 6200 Coastal Highway, Suite 200, Ocean City, MD 21842
Phone Number: (410) 723-1400 Email: mcropper@ajgalaw.com
Date: May 31, 2024

(Please use additional pages and attach to the application if more space is required.)

VII. General Information Relating to the Rezoning Process

A. Applications shall only be accepted from January 1st to January 31st, May 1st to May 31st, and September 1st to September 30th of any calendar year.

B. Applications for Map Amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.

C. Any officially filed amendment or other change shall first be referred by the County Commissioners to the Planning Commission for an investigation and recommendation. The Planning Commission may make such investigations as it deems appropriate or necessary and for the purpose may require the submission of pertinent information by any person concerned and may hold such public hearings as are appropriate in its judgment.

The Planning Commission shall formulate its recommendation on said amendment or change and shall submit its recommendation and pertinent supporting information to the County Commissioners within 90 days after the Planning Commission's decision of recommendation, unless an extension of time is granted by the County Commissioners.

After receiving the recommendation of the Planning Commission concerning any such amendment, and before adopting or denying same, the County Commissioners shall hold a public hearing in reference thereto in order that parties of interest and citizens shall have an opportunity to be heard. The County Commissioners shall give public notice of such hearing.

D. Where the purpose and effect of the proposed amendment is to change the zoning classification of property, the County Commissioners shall make findings of fact in each specific case, including but not limited to the following matters: population change; availability of public facilities; present and future transportation patterns; compatibility with existing and proposed development and existing environmental conditions for the area including having no adverse impact on waters included on the State's Impaired Waters List or having an established total maximum daily load requirement; the recommendation of the Planning Commission; and compatibility with the County's Comprehensive Plan. The County Commissioners may grant the map amendment based upon a finding that (a) there was a substantial change in the character of the neighborhood where the property is located since the last zoning of the property or (b) there is a mistake in the existing zoning classification and a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.

The fact that an application for a map amendment complies with all of the specific requirements and purposes set forth above shall not be deemed to create a presumption that the proposed reclassification and resulting development would in fact be compatible with the surrounding land uses and is not, in itself, sufficient to require the granting of the application.

E. No application for a map amendment shall be accepted for filing by the office of the County Commissioners if the application is for the reclassification of the whole or any part of the land for which the County Commissioners have denied reclassification within the previous 12 months as measured from the date of the County Commissioners' vote of denial. However, the County Commissioners may grant reasonable continuance for good cause or may allow the applicant to withdraw an application for map amendment at any time, provided that if the request for withdrawal is made after publication of notice of public hearing, no application for reclassification of all or any part of the land which is the subject of the application shall be allowed within 12 months following the date of such withdrawal, unless the County Commissioners specify by formal resolution that the time limitation shall not apply.

REZONING FINDINGS OF FACT FORM

Applicant shall provide information with regard to the following items:

A. Is the request for rezoning based upon a claim that there has been a change in the character of the neighborhood where the property is located since the last zoning of the property or upon a claim that there is a mistake in the existing zoning and that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan.

This map amendment is based upon a mistake in existing zoning (See Exhibit "B").

B. What is the definition of the neighborhood in which the subject property is located, as determined by the applicant.

n/a

C. Findings of Fact as to Section 1-113(c)(3) of the Zoning Code:

1. Relating to population change:

n/a

2. Relating to the availability of public facilities:

n/a

3. Relating to present and future transportation patterns:

n/a

4. Relating to the compatibility with existing and proposed development and existing environmental conditions for the area:

n/a

5. Relating to compatibility with the Comprehensive Plan:

n/a

Map Amendment Memorandum

The subject property is owned by Robert and Julia Ewell, Island Resort Park, Inc., a Maryland corporation, and/or Ewell Family Revocable Trust with Robert K. Ewell as Trustee (hereinafter collectively referred to as the "Ewells") adjacent to and north of Croppers Island Road and fronts on Basset Creek, which is a tributary of Newport Bay. The Island Resort Campground (the "Campground") was initially approved as a special exception in the A-1 Agricultural District in 2005 on Tax Map 40, Parcel 241 and has been periodically expanded, with the most recent expansion occurring in 2020 by adding 36 additional lots. This brings the total lots in the Campground to 176.

By an application dated October 2022, the Ewells sought an expansion of the Campground by 53 lots, which required an Atlantic Coastal Bays Critical Area Growth Allocation ("Growth Allocation") seeking to change 33.46 acres of Parcel 93 from Resource Conservation Area ("RCA") to Limited Development Area ("LDA"). To be clear, the existing campground is located on Parcel 241 and the expansion would be on Parcel 93. To the extent necessary, Parcels 93 and 241 would be consolidated to facilitate the Campground expansion. On or about January 16, 2024, the Worcester County Commissioners approved the Growth Allocation, which was then delivered to the State of Maryland for its concurrence.

Worcester County updated its Comprehensive Land Use Plan ("Plan") most recently in 2007 with the Comprehensive Zoning Map ("Map") and the Worcester County Zoning Code ("Code") being adopted in 2009. When that occurred, Worcester County added a new zoning classification, which is A-2 Agricultural District. But in doing so, campgrounds were removed as a special exception use in the A-1 zoning classification and were made a special exception use in only the A-2 zoning classification. Since the Campground was a legally existing use prior to 2009, it became a legal non-conforming use with the adoption of the new Code. This limits the ability of the Ewells to expand the use by no more than 50%. Had the Ewells known that this was going to occur throughout the update to the Plan and Map, they would have demanded that the zoning classification of the Campground be changed from A-1 to A-2 in 2009. By not changing the zoning classification in this manner, it restricts and limits the ability of the Ewells to expand the Campground in a manner that would be otherwise allowed and consistent with the Growth Allocation approval.

Therefore, this Map Amendment Request is to rectify the mistake that occurred in 2009 when the Code was changed with regard to the use on the subject property, but the Map was not changed to be consistent with the Code. The Ewells are only seeking to rezone from A-1 to A-2 the acreage necessary to accommodate the existing Campground and its expansion as described in the recent Growth Allocation approval. If, upon further review by the Worcester County Department of Development Review and Permitting it is determined that less acreage is needed than what has been identified in this application, the Ewells will reduce the amount of acreage accordingly.

REZONING EXHIBIT
ISLAND RESORT CAMPGROUND
LOT C (EXISTING CAMPGROUND)
&
PHASE 4 – LOTS 66 THRU 118

FOURTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND

OWNERS: (LOT C)
ISLAND RESORT PARK, INC.
9537 CROPPER'S ISLAND ROAD
NEWARK, MARYLAND 21841

TAX ID NO.:
04-010035

DEED REFERENCE:
5490/320
PARCEL # 241
TAX MAP # 40

LOT AREA
151.27 Acres

AREA TO BE REZONED TO A-2
STREETS/LOTS, OPEN SPACE (STORMWATER POND, NON-TIDAL WETLANDS) = 142.91 Acres

OPEN SPACE CALCULATIONS

AREA LOT C = 149.93 AC.
REQUIRED OPEN SPACE = 37.48 AC. (25%)
PROVIDED OPEN SPACE = 56.44 AC. (37.6%)

RP ZONING DISTRICT UTILIZED FOR OPEN SPACE
8.36 Acres

OWNERS (PHASE 4):
EWELL FAMILY REVOCABLE TRUST
9552 CROPPER'S ISLAND ROAD
NEWARK, MARYLAND 21841

TAX ID NO.:
04-001354

DEED REFERENCE:
8706/312
PARCEL # 93
TAX MAP # 40
ITEM 1

LOT AREA
223.47 Acres

AREA TO BE REZONED TO A-2
STREETS/LOTS, OPEN SPACE (STORMWATER POND, NON-TIDAL WETLANDS) = 53.20 Acres

OPEN SPACE CALCULATIONS

AREA PARCEL 40, ITEM 1 = 223.47 AC.
REQUIRED OPEN SPACE = 55.87 AC. (25%)
PROVIDED OPEN SPACE = 56.05 AC. (25.1%)

RP ZONING DISTRICT UTILIZED FOR OPEN SPACE
18.99 Acres

EXISTING ZONING: A-1 & RP
PROPOSED ZONING: A-2 & RP

REQUIREMENTS FOR CAMPGROUND USE

MIN. LOT AREA	25 ACRES
MAX. LOT AREA	100 ACRES
MIN LOT WIDTH	800'
MIN. FRONT YARD	250'
MIN. REAR YARD	100'
MIN. SIDE YARD	100'
MIN. DISTANCE TO R-1 DISTRICT	1000'

CAMPSITE SETBACKS

FRONT YARD	10'
REAR YARD	5'
LEFT SIDE YARD	7'
RIGHT SIDE YARD	3'

GENERAL NOTES:
BASED UPON THE FEDERAL EMERGENCY MANAGEMENT AGENCY FLOOD INSURANCE, RATE MAP COMMUNITY-PANEL NUMBER 24047C0185H, DATED 7/16/2015, THIS SITE LIES IN FLOOD ZONES X, X-2, & AE(EL5.0'). ALL EXISTING AND PROPOSED LOTS LIE IN FLOOD ZONE X.

PHASE 1: LOTS 1 THROUGH 93 ARE FOR RECREATIONAL VEHICLES AND LOTS C-1 THOUGH C-17 ARE FOR CABINS.
PHASE 2: LOTS 1 THROUGH 32 ARE FOR RECREATIONAL VEHICLES
PHASE 3: LOTS 33 THROUGH 65 ARE FOR RECREATIONAL VEHICLES
TOTAL LOTS: 175

THE NON-TIDAL WETLAND AREAS SHOWN ON THIS PLAT WERE DELINEATED BY RONALD DATTON, ENVIRONMENTAL CONSULTANT.

THE NON-TIDAL WETLANDS AS SHOWN HEREON WERE DELINEATED BY SPENCER ROWE, INC. AND CONFIRMED BY DEBORAH HINKLE, MDE. THE WETLANDS OF SPECIAL STATE CONCERN LINE, (WSSC), WAS TRIMMED BACK SO AS NOT TO EXCEED THE FIELD DELINEATED NON-TIDAL WETLANDS LINE.

DEVELOPMENT IN THE WETLANDS OF SPECIAL STATE CONCERN LINE, (WSSC) 100' BUFFER WILL REQUIRE A PERMIT FROM MARYLAND DEPARTMENT OF THE ENVIRONMENT.

THIS PROPERTY IS SUBJECT TO A RIGHT OF WAY RESERVED UNTO THE EWELL FAMILY OVER AND ACROSS THE ROADWAYS OF THE PROPERTY SHOWN HEREON FOR THE PURPOSE OF INGRESS AND EGRESS TO OTHER LANDS OF EWELL.

WORCESTER COUNTY BOARD OF ZONING APPEALS
PROPERTY HISTORY:

Board of Zoning Appeals Case No. 65727– Request a special exception to locate a rental campground in an A-1 Agricultural District.
Granted with following conditions:
1) No sale of borrow material shall be made by the applicant to 3rd parties;
2) The surface mine shall not be active while the campground is open to the public;
3) The surface mine shall only be allowed for the applicant's own personal

Circuit Court for Worcester County Case No. 23-C-02-000606 AA– Thomas Kloetzli, et al vs. Robert Ewell, et al
Decision of the Board of Zoning Appeals Affirmed

Board of Zoning Appeals Case No. 105988– Request a special exception to expand an existing rental campground, and a variance to reduce the ordinance prescribed setback between a rental campground and a Residential District from one thousand feet to five hundred feet.
Granted with following conditions:
1) The expansion shall not exceed 72 new campsites;
2) The applicant shall obtain all necessary and proper permits as required;
3) The applicant shall plant native shrubs and plant species in the area of the 72 new campsites.

REFERENCE PLATS:

1) "EXPANSION OF COOPERATIVE CAMPGROUND LANDS OF ROBERT K. & JULIA B. EWELL""
BY:
SOULE' & ASSOCIATES
JULY 21, 2014
PLAT BOOK: SRB 241/13

2) "ISLAND RESORT COOPERATIVE CAMPGROUND"
BY:
L.E. BUNTING SURVEYS, INC.
JUNE 24, 2010
PLAT BOOK: SVH 234/36

3) "LOT C – SUBDIVISION OF LANDS OF ROBERT K. & JULIA B. EWELL"
BY:
L.E. BUNTING SURVEYS, INC.
MAY 2, 2008
PLAT BOOK: SVH 230/33

4) "FOREST CONSERVATION EASEMENT PLAT FOR ISLAND RESORT CAMPGROUND"
BY:
L.E. BUNTING SURVEYS, INC.
AUG. 14, 2007
PLAT BOOK: SVH 221/14

WORCESTER COUNTY FOREST CONSERVATION LAW NOTE:

This site is subject to the Worcester County Forest Conservation Law. This site is subject to Forest Conservation Plan No. 03-01 & 08-02. This site has been subject to a regulated activity under the Worcester County Forest Conservation Law. Any future approval of this site for a regulated activity shall be subject to Worcester County Forest Conservation Law. A Forest Conservation Plan has been approved and is on file with the Department of Development Review and Permitting. A Perpetual Protective Agreement and Deed of Forest Conservation Easement, Worcester County, Maryland, were recorded in Plat book S.V.H 221/14 and Plat book S.V.H. 230/33 along with corresponding Perpetual Protective Agreements.

FOREST CONSERVATION EASEMENT NOTES:

1) No clearing, grading, or disturbance of existing vegetation is allowed within the Forest Conservation Easement without authorization from the Worcester County Department of Development Review & Permitting. No structures are allowed within the Forest Conservation Easement Area. Dumping, storage of materials, and site disturbance is prohibited.
2) All forest protection signs must remain in place in perpetuity around the Forest Conservation Easement area.

WORCESTER COUNTY ATLANTIC COASTAL BAYS CRITICAL AREA LAW NOTE:

This property lies within the Worcester County Atlantic Coastal Bays Critical Area. Any and all proposed development activity must meet the requirements of Title 3 (Land and Water Resources), Subtitle 1 (Atlantic Coastal Bays Critical Area) of the Worcester County Code of Public Local Laws in effect at the time of the proposed development activity. The existing campground, as defined within the limits of disturbance for Phase 1 on this plat, received site plan approval prior to the adoption of the Atlantic Coastal Bays Critical Area Ordinance; therefore, is subject to the Initial Development Exempt provisions pursuant to NR 3-101(b). Without the award of Growth Allocation, no future expansion to the campground or changes to the approved site plan for the existing campground, including lot coverage, will be allowed within the boundaries of the critical area designated Resource Conservation Area.



DENOTES OPEN SPACE

AREA TO BE REZONED FROM A-1 TO A-2

0 200 400 600

PROFESSIONAL CERTIFICATION

I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MARYLAND LICENSE NO. 21523, EXPIRATION DATE 07-13-2025.

SURVEYOR'S CERTIFICATION

I hereby certify, to the best of my knowledge and belief, that the requirements of Section 3-108 of the Real Property Article of the Annotated Code of Maryland (CURRENT)concerning the making of this plat and the setting of markers as well as all of the requirements of the County Commissioners and ordinances of the county of Worcester, Maryland regarding the platting of cooperative campgrounds within the County have been complied with.

GREGORY P. WILKINS – PRESIDENT
GREGORY P. WILKINS SURVEYOR, INC. Date

GREGORY P. WILKINS
SURVEYOR, INC.
12626 OLD BRIDGE ROAD
OCEAN CITY, MARYLAND 21842
(410)213-0222

SCALE:	1" = 200'	DATE:	05/31/2024
DRAWN BY:	GPW8	JOB NO.:	7717TEXT

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL:410.632.1200 / FAX: 410.632.3008
http://www.co.worcester.md.us/departments/drp

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director
Date: October 4, 2024
Re: Rezoning Case No. 446 – Island Resort Park, Inc. and Ewell Family Revocable Trust, Property Owners and Mark Cropper, Attorney

At their meeting on October 3, 2024, the Planning Commission revisited the condition of approval that was adopted as part of their favorable recommendation on September 5, 2024. The condition stipulated that the applicant prepare a boundary line adjustment plat to incorporate the petitioned area of Parcel 93 into Parcel 241.

Upon review of several potential boundary line options and the effect that it could potentially have on open space, setbacks and other lot requirements for the campground, Mark Cropper, on behalf of the applicant, requested that the condition be removed. He stressed that they intend to prepare the boundary line adjustment plat, so long as there are no other issues that could cause a conflict because of the subdivision activity.

The Planning Commission concurred with Mr. Cropper's request and have provided an amended recommendation that removes the previously suggested condition of approval. This information will be read into the record as part of the public hearing that is scheduled for Wednesday, November 6, 2024.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

Planning Commission

Island Resort Campground

Rezoning Case 446

1. Opinion of Worcester County Board of Zoning Appeals Case #65727 for Special Exception to Apply for Original 92 Unit Campground
2. Opinion of Worcester County Board of Zoning Appeals Case #105968 for Special Exception to expand Campground from 92 Units to 167 Units and Variance from 1000' to 500'
3. Island Resort Campground Application for Atlantic Coastal Bays Critical Area Growth Allocation
4. Findings of Fact from Worcester County Planning Commission to Worcester County Commissioners w/ Favorable Recommendation for Growth Allocation
5. 01/16/2024 Meeting Minutes from Worcester County Commissioners Approving Application for Critical Area Growth Allocation to Support Expanded Campground
6. Site Plan for Special Exception
7. Traffic Impact Analysis

THIS DOCUMENT IS PART OF
THE APPLICATION PACKET FOR
BOARD OF ZONING APPEALS
CASE NO. 105968
CONTINUATION

WORCESTER COUNTY
BOARD OF ZONING APPEALS
EXHIBIT # Protests 1/16.2 continued
CASE No. 105 968 DATE 1/16/08

IN THE MATTER OF ROBERT EWELL AND JULIA EWELL

BEFORE THE BOARD OF ZONING

APPEALS FOR WORCESTER COUNTY,

MARYLAND

Case No.: 65727

* * * * * * * * * * *

OPINION

A hearing was held before the Board of Zoning Appeals for Worcester County, Maryland on Thursday, March 14, 2002 upon the application of Robert Ewell and Julia Ewell, requesting a special exception to locate a rental campground, on a lot in an A-1 Agricultural District, pursuant to Sections ZS 1-201(c)(12), ZS 1-312 and ZS 1-116(c)(3). The property is located on the north side of Cropper Island Road, approximately one mile east of Worcester Highway, Tax Map 40, Parcel 93, in the Fourth Tax District of Worcester County, Maryland.

Kelly Henry, Zoning Administrator, presented the application to the Board.

As stated above, this case involves a special exception requesting a rental campground at this particular site. The law governing whether or not a special exception use should be granted was succinctly stated by Judge Cathell in *Mossburg v. Montgomery County*, 107 Maryland App. 1, 8 (1995), where it was stated:

> It is not whether a special exception /conditional use is compatible with permitted uses that is relevant in the administrative proceedings. The legislative body, by designating the special exception, has deemed it to be generally compatible with the other uses. In special exception cases, therefore, general compatibility is not normally a proper issue for the agency to consider. That issue has already been addressed and legislatively resolved. Moreover, it is not whether a use permitted by way of a special exception will have adverse effects (adverse effects are implied in the first instance by making such uses conditional uses or special exceptions rather than permitted uses), it is whether the adverse effects in a particular location would be greater than the adverse effects ordinarily associated with a particular use that is to be considered by the agency.... The proper question is whether those adverse effects are above and beyond, i.e., greater here than they would generally be elsewhere within the areas of the County where they may be established...

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THE APPLICATION PACKET FOR
BOARD OF ZONING APPEALS
CASE NO. #105968

THIS DOCUMENT IS PART OF
THE APPLICATION PACKET FOR
BOARD OF ZONING APPEALS
CASE NO. 10596B
CONTINUATION

The applicant, Robert Ewell, testified before the Board together with several expert witnesses. Laurence Whitlock, a landscape planner, Betty Tustin, a traffic engineer, John Bolling, another traffic engineer, Nancy Whitlock, a real estate appraiser, Spencer Rowe, a wetlands delineator and Debbie Cullen, a campground manager, testified before the Board. Their testimony demonstrated that this particular property has been operating as a surface mine pursuant to a special exception since 1975. Within the past year, several hundred dump trucks have gone up and down Cropper Island Road every working day to haul dirt for the new County landfill cell. The applicant desires to convert the surface mine operation into a campground by utilizing 20 acres of this property as the campground site with the remainder being open space. The site plan submitted by the applicant depicts a number of lakes on the site which appear to be ideal for recreational activity. There are 92 campsites located on the parcel surrounding the lake areas. Each site has its own sewer and water and two vehicle capacity. There is a bathhouse, beach area and boat landing area for canoes along Bassett Creek. The campground is 1000 feet from the nearest residential development. The applicants and their witnesses presented testimony that this proposed use would be consistent with the County's Comprehensive Plan in that the Comprehensive Plan recognizes that appropriate site reclamation of surface mine operations should be utilized. Recreational activities were viewed as an appropriate reclamation use. Additionally, evidence was presented that the proposed use would be in harmony with the general character of the neighborhood considering population density and the intensity and character of activity, traffic and parking conditions. Nancy Whitlock testified that the proposed use would not be detrimental to the economic value or development of surrounding properties in that prices of nearby real estate have gone up with a surface mine operation in existence which, in her opinion, was a more detrimental use than a campground. Betty Tustin and John Bolling testified that they conducted a traffic study and determined that the impact of the campground would be less on traffic in the area than the current surface mining operation. Finally, Spencer Rowe testified that this proposed use is the most ecologically benign permitted use and was designed with greater setbacks than those required by code.

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BOARD OF ZONING APPEALS
CASE NO. 105968
CONTINUATION

Several protestants testified in opposition to the application. Mike Gregory testified that this proposed use should be put on hold until the U.S. Route 113 expansion is completed. John Burns, the Chief Park Ranger at Assateague Island Federal Seashore, testified that the campground at Assateague Island with its crowds of patrons draws the need for public safety services through crimes and injuries. Werner Kloetzli, a professional engineer retained on behalf of the protestants, testified that the traffic generated by this commercial use was not consistent with the Comprehensive Plan, not in harmony with the general character of the neighborhood, and detrimental to the use, peaceful enjoyment, and vehicular and pedestrian traffic in the area due to the fact that the traffic to and from the campground would have to necessarily run through the residential area on Cropper Island Road. Finally, Rhonda Gregory testified that this proposed campground on Cropper Island Road could not be compared to the Frontier Town Campground on Route 611.

After duly considering the application, and the testimony and other evidence offered and presented in connection therewith, the Board made the following findings of fact and conclusions of law:

1. The proposed use will be consistent with the County's Comprehensive Plan in that the Comprehensive Plan encourages and anticipates that surface mining sites be reclaimed and that appropriate uses, such as recreational activities be utilized in these areas;
2. The proposed use will be in harmony with the general character of the neighborhood considering population density, the design, scale and bulk of any proposed new structures, the intensity and character of activity, traffic and parking conditions or the number of similar uses. The campground site will be at least 1000 feet in distance from the nearest residential area and will be appropriately supervised and maintained. The traffic study submitted by the applicant indicated that traffic congestion would be less with this particular use than the surface mining operation currently in existence;
3. The proposed use will not be detrimental to the use, peaceful enjoyment, economic value or development of surrounding properties. The evidence submitted by the applicant indicates that

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Continuance

property values have greatly expanded with the surface mining operation in existence which is a greater detrimental use than the proposed campground;

4. The proposed use will cause no objectionable noise, vibration, fumes, odors, dust, glare or physical activity and will not have detrimental effect on ground or surface water quality;

5. The proposed use will have no detrimental effect on vehicular or pedestrian traffic. The traffic study indicates that, in fact, the detrimental effect on traffic will be less with this proposed use than is currently in existence on Cropper Island Road;

6. The proposed use will not adversely affect the health, safety, morals, security or general welfare of residents, workers or visitors in the area;

7. The proposed use will not overburden existing public services and facilities in the area. In short, the adverse effects ordinarily associated with this particular use are no greater at this particular location than at any other location within the zone.

Accordingly, upon Motion made by Mr. Parks, which was seconded by Mr. Shockley, The Board passed the following resolution which was opposed by Mr. Smack:

BE IT RESOLVED, that the requested special exception be GRANTED upon the following conditions:

Once construction of the campground begins, the following conditions must be observed by the applicant:

1. No sale of borrow material shall be made by the applicant to 3rd parties;
2. The surface mine shall not be active while the campground is open to the public;
3. The surface mine shall only be allowed for the applicant's own personal use.

4/29/02
Date

Beth Gismondi
Chairperson

THIS DOCUMENT IS PART OF
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BOARD OF ZONING APPEALS
CASE NO. #105968

IN THE MATTER OF MARK CROPPER, ESQ. *

*

BEFORE THE BOARD OF ZONING *

*

APPEALS FOR WORCESTER COUNTY, MARYLAND * Case No. 105968

*

* * * * * * * * * * *

OPINION

A hearing was held before the Board of Zoning Appeals for Worcester County, Maryland on Thursday, January 16, 2008, upon the application of Mark Cropper, Esq., on the lands of Robert Ewell and Julia Ewell, requesting a special exception to expand an existing rental campground, and requesting a variance to reduce the Ordinance prescribed setback between a rental campground and a Residential District from 1,000 feet to 500 feet (a reduction of 500 feet), associated with the proposed expansion of an existing rental campground, in an A-1 Agricultural District, pursuant to Sections ZS 1-201(c)(12), ZS 1-312(b)(1)B, ZS 1-116(c)(3) and ZS 1-116(c)(4). The property is located at the eastern terminus of Cropper Island Road, approximately 4,200 feet east of the intersection of Worcester Highway (US Route 113) and Cropper Island Road, Island Resort Campground, Tax Map 40, Parcel 93, in the Fourth Tax District of Worcester County, Maryland.

Kelly Henry, Zoning Administrator, presented the application to the Board.

This case was continued on April 12, 2007 after extensive testimony in order for the Applicant to revise his site plan. The Applicant was originally requesting 167 additional campsites; now the requested expansion has been reduced to 72 additional campsites. The variance requested is to reduce the Ordinance prescribed setback between a rental campground and a residential district from 1,000 feet to 500 feet. Of the 517 acres of land available to the Applicant, only 5 acres could be utilized when factoring in the wetlands, Critical Area setbacks and this 1,000 foot zoning setback. The Department encouraged the Applicant to apply for this variance to the zoning setback in order to prevent the Applicant from applying for a variance to the Critical Area requirements.

Exh. 1

At the hearing on April12, 2007 the Applicant presented evidence that if the zoning setbacks were implemented that he would be restricted to utilizing only 5 acres out of 517 acres when the wetlands delineation and Critical Area setbacks were considered. The Applicant presented the testimony of Betty Tustin, a traffic engineer with the Traffic Group, who opined that Cropper's Island Road and U.S. Route 113 could accommodate the increase in traffic that would be generated by the expansion. The Applicant also presented the testimony of Nancy Whitlock, an expert real estate appraiser, who opined that property values of neighboring properties would not be adversely affected by the proposed expansion. The Applicant also presented evidence that there is a need for additional campsites in the northern Worcester County area. Additionally, the Applicant presented testimony that the requested expansion is consistent with the Comprehensive Plan and compatible with the surrounding area.

At the January 16, 2008 continuation hearing, the Applicant presented the testimony of Lawrence Whitlock, an expert land planner, Nancy Whitlock, expert real estate appraiser, Mickey Cornelius, expert traffic engineer, James Dieter, expert on wastewater matters, Woody Bunting, his surveyor and Chris McCabe of the Critical Area staff.

Mr. Whitlock testified that none of the proposed campsites are in the Critical Area or the wetlands and that the private wastewater facility on site will need to be expanded to accommodate the additional campsites. James Dieter testified that in his opinion, the wastewater plant could accommodate the proposed expansion.

Nancy Whitlock testified that, in her opinion, property values will not be detrimentally affected by the expansion. In fact, values had increased since the campground opened.

Mr. Bunting testified that a Forest Conservation Plan has been approved and recorded for the campground. He further testified that if the expansion were to be approved, additional forest conservation would be required which could be provided on the site.

Chris McCabe testified that the Department supports the grant of the variance to the zoning setback because the Applicant has stayed out of the Critical Area and thus has not requested a growth allocation or variance to expand into the Critical Area.

Mickey Cornelius of the Traffic Group testified that he performed a traffic study of Cropper's Island Road and Route 113 on Memorial Day weekend of 2007. His study encompassed the Friday of Memorial Day weekend through the following Wednesday. His study demonstrated that Cropper's Island Road accommodated the traffic to a level "C", which is better that State Highway Administration standards and is in fact at the level contemplated by the Comprehensive Plan.

Many residents of Cropper's Island Road appeared to protest this application. Among them were Paul Haskell, Angela Baldwin, Lynn Picato, Susan Bashore, Erin Fitzsimmons, Jerry Gunzelman, Robert Jones, Mike Gregory, Jeffrey Martins, Jacqueline Martins, Mary Ann Ross and Peggy Hagy.

The main theme espoused by the Protestants was that the campground has already created traffic safety problems on Cropper's Island Road. The road has no sidewalks, and neighbors use the road for walking, bicycling and socializing. The large campers and RV's traversing the road to the campground are believed to be a danger and a nuisance to the neighbors. There were also complaints about possible detrimental effects to Newport Bay by the proposed expansion.

After duly considering the application, and the testimony and other evidence advanced at the hearing, the Board makes the following findings of fact and conclusions of law in regard to the requested special exception:

1. The proposed expansion will be consistent with the County's Comprehensive Plan in that the Plan recognizes the value of the county as a tourist destination, to which this use caters. Additionally, the Plan envisions and encourages the expansion of existing facilities as a smart growth practice. Finally, this use emphasizes the enhancement of preserving and protecting the natural resources of this county by providing natural areas for habitat;
2. The use as proposed will be, and has been, in harmony with the general character of the neighborhood considering population density , the design, scale and bulk of any new structures, the intensity and character of activity, traffic and parking conditions or the number of similar uses. This use is in conformity with the rural character of the area and has not caused any significant problems associated with its operation;

3. The use will not be, and has not been, detrimental to the use, peaceful enjoyment, economic value or development of surrounding properties or neighborhoods and will cause no objectionable noise, vibrations, fumes, odors, dust, glare or physical activity and will not have a detrimental effect on ground or surface water quality. Property values in the neighborhood have risen since the campground opened;

4. The use will have no detrimental effect on vehicular or pedestrian traffic as the traffic study provided by the Applicant indicated that the traffic currently generated by the campground use, together with any increase, will still be at a level deemed superior to that of which the State Highway Administration would be satisfied;

5. The use will not adversely affect the health, safety, morals, security or general welfare of residents, workers or visitors in the area; and

6. The use will not overburden existing public services or facilities as no public services or facilities are used or adversely impacted by this use.

After duly considering the application, and the testimony and other evidence advanced at the hearing, the Board makes the following findings of fact and conclusions of law in regard to the requested variance:

1. Special conditions and circumstances exist which are peculiar to the land involved in that the wetlands on this 517 acre parcel, together with the Atlantic Coastal Bays Critical Area requirements an the 1,000 foot zoning setback, leave the Applicant with only 5 acres to develop his campground site, resulting in an unnecessary hardship;

2. The literal interpretation of the provisions of this Title would deprive the applicant of rights commonly enjoyed by other properties in the same zoning district, in that most A-1 zoned properties are not burdened by the Atlantic Coastal Bays Critical Area Law to the extent that this property is burdened;

3. The special conditions pertaining to this property did not result from actions of the applicant; and

4. The condition is not one that could be reasonably provided for under legislation of general applicability within the A-1 zone.

Accordingly, upon a Motion made by Mr. Belmont to approve the special exception and the variance, which was seconded by Mr. Green, the Board passed the following resolution which was opposed by Mr. Fehrer:

BE IT RESOLVED, that the requested special exception and the requested variance be GRANTED upon the following condition:

1. The expansion shall not exceed 72 new campsites;
2. The applicant shall obtain all necessary and proper permits as required; and
3. The applicant shall plant native shrubs and plant species in the area of the 72 new campsites.

2/14/08
Date

Beth Gismondi

2-14-08
Date

Louis Taylor

2-14-08
Date

Joe Fehrer

2.19.08
Date

Rodney Belmont

2-14-08
Date

Joseph Green, Jr.

*James Clubb recused himself.

WORCESTER COUNTY PLANNING COMMISSION AGENDA
Thursday October 5, 2023

Worcester County Government Center, Room 1102, One West Market St.
Snow Hill, Maryland 21863

I. Call to Order (1:00 p.m.)

II. Administrative Matters

A. Review and Approval of Minutes – September 7, 2023

B. Board of Zoning Appeals Agenda – October 12, 2023

C. Technical Review Committee Agenda – October 11, 2023

III. Sea Squared – Minor Site Plan Code Requirements Waiver Request

9,600 square foot, single story warehouse building for marine storage and an outdoor boat storage area. Located at 11206 Five-L Drive, approximately 950 feet south of the eastern intersection of Five-L Drive and Cathell Road, Tax Map 21, Parcel 267, Lot 7, Tax District 03, C-2 General Commercial District, Sea Squared, LLC, owner / JW Salm Engineering, engineer.

IV. Rezoning

Case 443 - Tax Map 16, Parcels 21 & 53, Tax District 03, 27.57 acres, A-1 Agricultural District to 25.25 Acres as A-2 Agricultural District and 2.0 acres as C-2 General Commercial District, East side of Maryland 589 (Racetrack RD) directly across from the north entrance to Ocean Pines (Ocean Parkway), William and Linda Ayres Property Owner and Hugh Cropper, IV, Attorney.

V. Atlantic Coastal Bays Critical Area - Growth Allocation Request

Island Resort Campground - Growth Allocation Request, 9537 Croppers Island Road, Newark. Tax Map 40, Parcels 93 and 241. Request to reclassify 33.46 acres from RCA to LDA. Owner Island Resort Park Inc, applicant Rauch Engineering Inc. and attorney Mark Cropper.

VI. Maryland Coastal Bays Program – Comprehensive Conservation and Management Plan (CCMP) discussion

VII. Miscellaneous

VIII. Adjournment

DEPARTMENT OF
ENVIRONMENTAL PROGRAMS

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

Worcester County

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

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

MEMORANDUM

TO: Worcester County Planning Commission

FROM: David M. Bradford, Jr. Deputy Director
Katherine Munson, Planner V

DATE: September 14, 2023

SUBJECT: Planning Commission Meeting, October 5, 2023, Growth Allocation Request
Island Resort Campground Tax Map 40, Parcel 93 & 241

The following comments are provided for the above referenced request:

The subject property for this request is identified as Tax Map 40, Parcel 93 and 241, which is located within the boundaries of the Atlantic Coastal Bays Critical Area Program (ACBCA), specifically within the Resource Conservation Area (RCA) designation. According to the Exhibits provided, a small area of the requested Growth Allocation is within the lot boundaries of Tax Map 40, Parcel 93 and 241. According to the Growth Allocation request, 33.46 acres within RCA is proposed to be reclassified as Limited Development Area (LDA). The property presently contains an active campground, support buildings, and an onsite sewage disposal system within its boundaries. These existing uses on the property, located with the Critical Area boundary, were approved prior to the implementation of the Atlantic Coastal Bays Critical Area Law, and per §NR 3- 108(c)(4), may remain in use. For your reference, attached within is a copy of the Atlantic Coastal Bays Critical Area Program map, highlighting the subject property.

This proposal is for reclassification of 33.46 acres of RCA to LDA, resulting in the proposed use of 33.46 acres of Growth Allocation. The applicant is proposing to expand the current campground within this area and include 62 new campsites. Presently, this proposed commercial use and expansion is not permissible within the RCA designation. As noted under §NR 3- 108(c)(5), "*new commercial, industrial, and institutional uses shall not be permitted in the Resource Conservation Areas.*"

As the Planning Commission is aware, Growth Allocation is the process to reclassify land use designations within the Critical Area. Under §NR 3-112 (c)(2) of the Worcester County Code of Public Local Laws (County Code), "*[a]ll applications for growth allocation shall be forwards to the Planning Commission for review and shall include comments and recommendations from the staff. The Planning*

Commission shall consider the growth allocation request prior to making a recommendation on the proposal to the County Commissioners."

General Comments:

Attached you will find copies of the Critical Area Site Plan, Report, and various other supporting documents provided by the Applicant as a part of this request.

Growth Allocation Standards §NR 3-112(b):

The Critical Area Law provides guidelines in considering Growth Allocation. Below is an analysis of the applicable guidelines for consideration of requests for reclassification to Limited Development Area (LDA).

(§NR 3-112(b)(2) **New Limited Development Area should be located adjacent to existing Limited Development Area or Intensely Developed Areas.**

Per the documents provided by the applicant, this proposed growth allocation appears to be adjacent to the existing LDA along Cropper Island Road. Also, as a part of this request they will consolidate Parcel 93 and 241 which further aids with required adjacency requirements.

(§NR 3-112(b)(4) **No more than one-half of the allocated expansion may be located in Resource Conservation Areas except as provided in Subsection(b)(9) below.**

As this request is 33.46 acres within the RCA, this acreage does not exceed one-half of the allocated expansion provisions of the Ordinance. Attached is a copy of the Summary of Growth Allocation to date of the Atlantic Coastal Bay Critical Area. Within the Atlantic Coastal Bays Critical Area Program, there are 369.18 acres available.

(§NR 3-112(b)(5) **New Intensely Developed Areas and Limited Development Areas should be located in such a manner as to minimize impacts to Habitat Protection Areas as specified in this Subtitle an in an area and in a manner that optimizes benefits to water quality.**

The Planning Commission should consider the applicant's Critical Area report and Critical Area Site Plan and testimony in determining if this guideline has been met.

- Tidal and non-tidal wetlands were originally field delineated in 2007, and again in 2010, 2015, and most recently in 2022 as a part of this proposal. This most recent delineation was used for this current concept plan development to minimize wetland impacts. The property owner proposes to avoid all wetland impacts. However, there are some impacts to non-tidal wetland buffers in the amount of 5,229 sf. No tidal wetland buffer impacts are proposed, and they maintain the required 300 ft setback for new growth allocation requests.

-The request will result in an increase of impervious surface by 4.54 acres. Applicant maintains within the Report that the stormwater management system for the development of the site will successfully address the three phase stormwater management process (concept plan, site development plan, and final stormwater management plan) for all new impervious surfaces proposed. Computational information has also been provided within the Report.

-Within the 33.46 acre growth allocation, a total of 24.33 acres are wooded with 2.79 acres proposed to be cleared. The project proposes to provide 2.93 acres of afforestation to offset this clearing. 2.29 acres of the afforestation is proposed within the 300 ft tidal setback. No proposed clearing is to occur with the 100 or 300 ft buffers. Forest Interior Dwelling Species (FIDS) management plan design guidelines will be utilized to minimize any impacts to FID species during clearing activities. Also, 21.76 acres of existing forest are proposed to be included within a Forest Conservation Easement.

- The letter from Maryland DNR Wildlife and Heritage Service regarding the presence or lack thereof of rare, threatened or endangered species is attached within the Environmental Report.

- The growth allocation request is for reclassification to LDA, there will be impervious surface limitations. Pursuant to §NR 3-107(c)(8): "*Except as otherwise provided in this subsection, for stormwater runoff, impervious areas, shall be limited to fifteen percent of the site."* The proposed reclassification will maintain a lot coverage well below the required 15% threshold and fit the LDA criteria.

(§NR 3-112(b)(7) **New Intensely Developed or Limited Development Areas in the Resource Conservation Area should be located at least three hundred feet landward of the limits of tidal wetlands or tidal waters**

As note in COMAR 27.01.02.06-3(E)(4), a new LDA within a previous RCA must be located *"at least 300 feet beyond the landward boundary of tidal wetlands or tidal waters, unless the local jurisdiction proposes, and the Commission approves, alternative measures for enhancement of water quality and habitat that provide greater benefits to the resources."*

The applicant will be providing the required 300 ft setback from tidal wetlands as shown on provided plans and within environmental report.

(§NR 3-112(b)(8) **New Intensely Developed or Limited Development Areas shall conform to all criteria of the Department for such areas, shall be so designated on the County's Atlantic Coastal Bays Critical Area Maps and shall constitute an amendment to this Program subject to review and approval by the Planning Commission, the County Commissioners and the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays**

The proposed site, should it receive Growth Allocation, will meet all Critical Area Laws with respect to the development standards of LDA found in the Natural Resources Article of the Worcester County Code of Public Local Laws. Furthermore, should this project successfully proceed through the Planning

Commission, receive County Commissioners approval, and approval from the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays, the critical area maps will be changed to reflect the new designation.

(§NR 3-112(b)(9) **If the County Commissioners are unable to utilize a portion of its growth allocation as set out in Subsections (b)(1) and (2) above within or adjacent to existing Intensely Developed or Limited Development Areas, then that portion of the allocated expansion which cannot be so located may be located in the Resource Conservation Areas in addition to the expansion allowed in Subsection (b)(4) above. An applicant shall be required to cluster any development in an area of expansion authorized under this subsection.**

Based upon information provided by the applicant and review of associated site plans, it appears that the expansion will be adjacent to the existing LDA once the two involved parcels are consolidated. Exhibit 2-8 within the provided Report illustrates this required adjacency.

ADDITIONAL FACTORS OF CONSIDERATION:

1.) **Consistency with the local jurisdictions Comprehensive Plan (Plan) and whether the proposed growth allocation would implement the goals and objectives of the plan:**

The 2006 Comprehensive Development Plan for Worcester County identifies overarching goals, including, to maintain and improve the county's rural and coastal character, protect natural resources and ecological functions, and to accommodate a planned amount of growth served by adequate public facilities. Objectives include to continue the dominance of agricultural and forestry uses throughout the county's less developed regions, minimize conflicts among land use due to noise, smoke, dust, odors, lighting and heavy traffic, and limit rural development to uses compatible with agriculture and forestry.

The location of the proposed project is designated "Agriculture" on the 2006 land use plan map. This category is "reserved for farming, forestry and related uses with minimal residential and other incompatible uses". As a general policy, the plan states that the "practice of not rezoning agricultural land for other uses should continue".

The proposed project is in close proximity to land designated Green Infrastructure. The closest other designated use is "Village": the Village of Newark, over two miles away.

The proposed expansion of 62 additional campground lots is not consistent with the Plan and would not implement the goals or objectives of the plan. A large campground is not a use consistent with maintaining the county's rural and coastal character, it is not compatible with agricultural and forestry uses and in particular may contribute to traffic conflicts impacting agricultural uses. While the proposal is not technically a "re-zoning", the use is not allowed in the A-1 zone, which conflicts with the policy stated in the comprehensive plan of not re-zoning land with an "Agriculture" designation. The

campground is an existing non-conforming use. The property is zoned A-1, Agricultural District, in which it is intended to preserve, encourage, and protect the County's farms, forestry operations and their economic productivity. This property was granted a special exception in January of 2008 by the Worcester County Board of Zoning Appeals to expand the existing campground and a variance was also granted to reduce the required setback to a residential district.

2.) For a map amendment involving a new limited development area whether the development is:

a.) To be served by a public wastewater system or septic system that uses the best available nitrogen removal technologies:
The campground is served by an advanced nutrient removal package wastewater plant with subsurface tile fields for the initial and first replacement areas with a drip irrigation system as the third replacement area. The existing system will have the existing force main extended to collect the expanded flow with both the advanced wastewater treatment plant with an additional spray irrigation field added. The effluent is proposed to be sprayed onto a proposed 15.44-acre spray field. These proposals are outlined in a Worcester County Water & Sewer Plan Amendment associated with the 62-lot expansion.

b.) Is a completion of an existing subdivision and is clustered:
No, the Island Resort Campground was originally established in 2005 on parcel 241 and has periodically expanded. The property owner also owns the adjacent parcel 93 and proposed to expand the existing campground.

3.) Uses public infrastructure where practical:

As described in the report, the site does not use public infrastructure other than the use of County roads.

4.) **Is consistent with State and Regional environmental protection policies regarding the protection of rare and threatened endangered species in need of conservation:**

As described in the report and confirmed in the letter there are no rare, threatened, or endangered species present on the site.

5.) **Impacts on priority preservation areas as defined under section 2-518 of the Agricultural Article:**

The proposed project is located within Worcester County's Priority Preservation Area (PPA). The county's farmland conservation objective is to avoid encroachment of non-agricultural development into large contiguous farming areas and to ensure that prime farmland is given the highest protection

priority. The PPA is 195,332 acres in size and the goal is that 153,000 acres will be permanently protected to ensure viability of the agricultural industry in Worcester County. Within the PPA there is minimal residential or commercial use. The Priority Preservation Area element recommends the following actions within the PPA: Continue to permit only minor subdivisions (up to 5 lots per parcel); allow compatible uses that provide additional farm income, including tourism and "value-added" facilities; focus growth near existing population centers with standards for minimum development density.

The proposed campground is not compatible with the policies stated in the PPA as this use is more intense than a minor subdivision, it is not an activity providing farm income, and the location is not near an existing population center. This use will weaken the long-term protection of the PPA, by introducing expansion of an incompatible use. As previously mentioned, the existing campground was subject granted a special exception in January of 2008 by the Worcester County Board of Zoning Appeals to expand the existing campground for the initial expansion and a variance was also granted to reduce the required setback to a residential district.

6.) **Environmental impacts associated with wastewater and stormwater management practices and wastewater and stormwater discharges to tidal waters, tidal wetlands, and tributary streams:**

As noted in the report the site will utilize an advanced nutrient removal through an engineered designed pretreatment package with an initial (existing) drainfield and drip spray replacement areas and planned treatment plant upgrades with the addition of a spray irrigation field. The site also proposes approval for a stormwater management plan that incorporates environmental site design to the maximum extent practicable by utilizing rain gardens, grass channels, and disconnects to buffers to treat the Stormwater prior to discharging into tidal wetlands and waters.

7.) **Environmental impacts associated with location in coastal hazard area or an increased risk of severe flooding attributable to the proposed development:**

This project is proposed within a minimal flood hazard zone. Flood zones on the proposed development area are X and AE as depicted on the attached National Flood Hazard Layer FIRMette map.

STATE CRITICAL AREA COMMENTS

Comments from the State Critical Area Commission Staff are attached within.

ACTION OF THE PLANNING COMMISSION:

The Planning Commission is requested to forward a favorable or unfavorable recommendation to the County Commissioners regarding the applicant's request for an award of 33.46 acres of Growth Allocation, by designating a portion of the subject critical area property as a Limited Development Area (LDA). Once the Planning Commission has made this recommendation, the applicant shall address and revise the concept plan according to any comments and/or recommendations before proceeding further. In addition,

Stormwater Concept Plan Approval, along with accompanying calculations, and a more detailed planting plan will be required by this Department prior to review by the County Commissioners. Pursuant to §NR 3-112(c)(3), the growth allocation request shall then be forwarded to the County Commissioners by the Planning Commission with a recommendation for either approval or denial.

ADDITIONAL APPROVAL STEPS:

The County Commissioners shall hold a public hearing pursuant to §ZS 1-114 of the Zoning and Subdivision Control Article on the request and any revisions to the concept Plan.

The County Commissioners may establish conditions of approval that are consistent with the intent of the Critical Area Program. Pursuant to §NR 3-112(c)(11), as a condition of approval, the County Commissioners may require that the project approved for the use of growth allocation demonstrate that it has been substantially completed within three (3) years of the date of growth allocation approval by the Commission. Substantially completed is defined as projects in which all public improvements such as roads, sewer and/or water facilities, etc. have been built and approved as required by the County Commissioners.

If the request is approved by the County Commissioners, it shall be forwarded to the State Critical Area Commission. Thereafter, the additional approval steps will be applied as set forth in §NR 3-112(c)(6) thru (10).

* * * * * * * *

Should you have any questions or need additional information, please do not hesitate to contact us at (410) 632-1220:

David Bradford – ext. 1143, dbradford@co.worcester.md.us

Katherine Munson- ext. 1302, kmunson@co.worcester.md.us

Attachments:
Applicant's Critical Area Report
Growth Allocation Summary;
Critical Area Commission Letter;
GIS Aerial Map illustrating CA boundary;
FEMA Map;
Land Use Map

cc: Bob Mitchell, Director DEP
Joy Birch, NR Planner DEP

Worcester County
Atlantic Coastal Bay Critical Area
TENTATIVE SUMMARY OF GROWTH ALLOCATION

Per §NR3-112 - Total acreage classified as RCA upon County adoption of Ordinance(11/19/02) - 16,379 acres - 5% of this area can be allocated by the County Commissioners for future growth as IDA or LDA – **819 acres.**

Refinements/Amendments since adoption of Law:

Bali-Hi RV Park (M10 P32) - 23.63 acres
St. Martin's Neck Rd. Bishopville
Resolution 02-44 passed to correct mapping
Error (RCA to IDA)

Riverview Mobile Home Park (M9 P268) - 24.32 acres
Shell Mill Rd. Bishopville
Resolution 02-44 passed to correct mapping
Error (RCA to IDA)

Peterson,et al. (M26 P132,133,134,383) - 6.32 acres
Ocean Gateway, West O.C.
Resolution No. 08-07 & 08-19 passed to correct mapping
Error (RCA to IDA)

Rios (M10 P 28, 29, 48, 249, 302) - 35.74 acres
Resolution No. 08-06 passed to correct mapping error – (Acreage out of c.a. boundary)

Tony Russo / Irving Lynch (M21 – Numerous Parcels) - 113.92 acres
Resolution No. 09-22 passed to correct mapping error)

Adjustment to RCA acreage amount (16,379 acres – 203.93 acres) = 16,175.07 – 5% of this area can be allocated by the County Commissioners for future growth as IDA or LDA = 808.75 acres.

"Interim Period" Projects:

Preliminary Plat approval prior to 6/1/02 and recorded within one year from State adoption of law (June 1, 2002):

- Equestrian Shores (M73 P123,124,125) – 79.85 acres
- Coves at Isle of Wight (M22 P410 L3&4) – 32.74 acres
- Cropper Island Estates (M40 p/oP93) - 20.30 acres
- Anderson Property (M16 P36&81) - 14.00 acres
- Figgs Landing (M73 P53) - 22.54 acres
- Melson Tract (M9 P 161) - 60.72 acres

Residential Planned Communities (RPC's) – received Step III approval and 3 of 4 State permits prior to 6/1/02:

- The Landings RPC (M33 P281) - 11.86 acres

Updated 6/1/19 – D. Bradford

RPC's, meeting above criteria, which include an inland marina (85% of total units comply with 100' buffer & remaining 15% have 50' buffer):

- Glenn Riddle PUD (M26 P1) - 122.73 acres.

SUBTOTAL = 364.74

Summary:

Acres available for allocation -	**808.75 acres**
Less "Interim Period" Projects	- 364.74 acres
Remaining Growth Allocation -	**444.01 acres**

Projects receiving Growth Allocation since adoption of Law:

Baypoint Plantation (M21 P257) - 38.0 acres
Total site area – 181.46 acres
RCA to IDA - 38 acres
Resolution 04- ___
Balance remaining RCA 143.46 acres
100 acres of which in restrictive easement

George Mount Property (M73 P28&42)
Total Site area – (8.1 acres ±)
RCA to LDA – entire parcel
Approved in 2004 with condition of confirmation of exact acreage based on State vs. Private wetland determination. ***On May 13, 2007 owner gave written request to not pursue request. On July 3, 2007, Resolution No. 07-19 was signed to revoke award of G.A. Accepted by CAC on August 1, 2007.***

Proposed YMCA (M21 P118)
Site Area 9.46 acres
RCA to IDA w/condition project must be substantially complete by **6/28/08** or growth allocation is reversed. ***No Permit issued or activity on property as of 6/28/08- acreage reverts back to RCA.***

Steen & Associates (M21 P67&74) - 32.12 acres
Total Site Area w/in CA – 55.39 (Total site 92.03ac)
RCA to LDA – 32.12 acres
Remaining RCA – 20.74 acres

Moore's Boatyard (M10 P4,171,301) - 4.71 acres
Site area – 9.34 acres
RCA to LDA – 4.71 acres

To date: Balance of acres available for Growth Allocation:	**444.01 acres**
Less Approved G.A. projects	**- 74.83 acres**
TOTAL REMAINING FOR GROWTH ALLOCATION	**369.18 acres**

Wes Moore
Governor
Aruna Miller
Lt. Governor

Erik Fisher
Chair
Katherine Charbonneau
Executive Director

STATE OF MARYLAND
CRITICAL AREA COMMISSION
CHESAPEAKE AND ATLANTIC COASTAL BAYS

August 4, 2023

Mr. David Bradford
Worcester County Department of Environmental Programs
One West Market Street – Room 1306
Snow Hill, Maryland 21863

Re: Island Resort Campground
Preliminary Review for Growth Allocation

Dear Mr. Bradford:

I am writing in response to the above referenced proposal to provide initial review and comment. It is my understanding that the Island Resort Campground is interested in expanding their facility and may seek growth allocation in order to do so. The existing campground is located on Tax Map 40 Parcel 241, which totals 151.27 acres and contains Resource Conservation Area (RCA). A portion of the campground was approved within the RCA prior to the establishment of the Atlantic Coastal Bays Critical Area Program. The proposed expansion is on Tax Map 40, Parcel 93 which is directly adjacent to Parcel 241. Parcel 93 totals 365.37 acres, which is divided into two parts, or Items. Item 1 is 223.47 acres and Item 2 is 142 acres. Currently, 173.47 acres of the property are located within the RCA. The applicant is seeking 33.46 acres of growth allocation to reclassify a portion of the RCA to Limited Development Area (LDA), in order to locate 62 new lots/campground sites and meet the 15% lot coverage limit.

Based on the information provided, we have the following comments at this time:

1. In order for the Commission to accept an application for growth allocation, the County must provide all information in accordance with the Commission's growth allocation submittal requirements (COMAR 27.01.02.06-1). The Worcester County Commissioners must determine that the growth allocation meets the strict adjacency standards listed under Natural Resources Article 8-1808.1(c)(2) and COMAR 27.01.02.06-3.E, including that the proposed growth allocation is adjacent to an existing LDA or an Intensely Developed Area (IDA). Additionally, an application for growth allocation in an RCA shall provide a 300-foot setback from tidal waters or tidal wetlands. If a 300-foot setback is not provided, the County shall propose alternative measures that enhance water quality and habitat in order to provide greater benefits to the resources.

2. Additionally, any proposed development must conform to all the standards for a Limited Development Area. This includes no disturbance to the Buffer or expanded Buffer. The site plan included with this application does not show hydric soils, however analysis on MdMERLIN indicates there are extensive hydric soils on the site. A plan showing only the field delineated Buffer, properly expanded for hydric soils and nontidal wetlands, would be necessary to ensure all development is located outside of the Buffer.

3. The application must also include information that addresses the factors to be considered found in Natural Resources Article 8-1808.1(c)(4) and COMAR 27.01.02.06-3.G. Finally, the deduction must meet the requirements for a development envelope as outlined in COMAR 27.01.02.06-4.

Our office is available to discuss the above application further if necessary. Please feel free to contact Kate Durant at Kathryn.durant@maryland.gov or 410-260-3477.

Sincerely,

Kate Charbonneau

Kate Charbonneau
Executive Director



Critical Area Boundary
Island Resort Campground
Growth Alocation Request

2022 Imagery
Map generated by the Dept. of Environmental Programs
September 14, 2023
D. Bradford

32 - 73

National Flood Hazard Layer FIRMette

FEMA

ITEM 32

75°14'48"W 38°15'30"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

75°14'11"W 38°15'1"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS
- Without Base Flood Elevation (BFE) *Zone A, V, A99*
- With BFE or Depth *Zone AE, AO, AH, VE, AR*
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD
- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile *Zone X*
- Future Conditions 1% Annual Chance Flood Hazard *Zone X*
- Area with Reduced Flood Risk due to Levee. See Notes. *Zone X*
- Area with Flood Risk due to Levee *Zone D*

OTHER AREAS
- NO SCREEN Area of Minimal Flood Hazard *Zone X*
- Effective LOMRs
- Area of Undetermined Flood Hazard *Zone D*

GENERAL STRUCTURES
- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

OTHER FEATURES
- 20.2 / 17.5 Cross Sections with 1% Annual Chance / Water Surface Elevation
- Coastal Transect
- Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

MAP PANELS
- Digital Data Available
- No Digital Data Available
- Unmapped

N

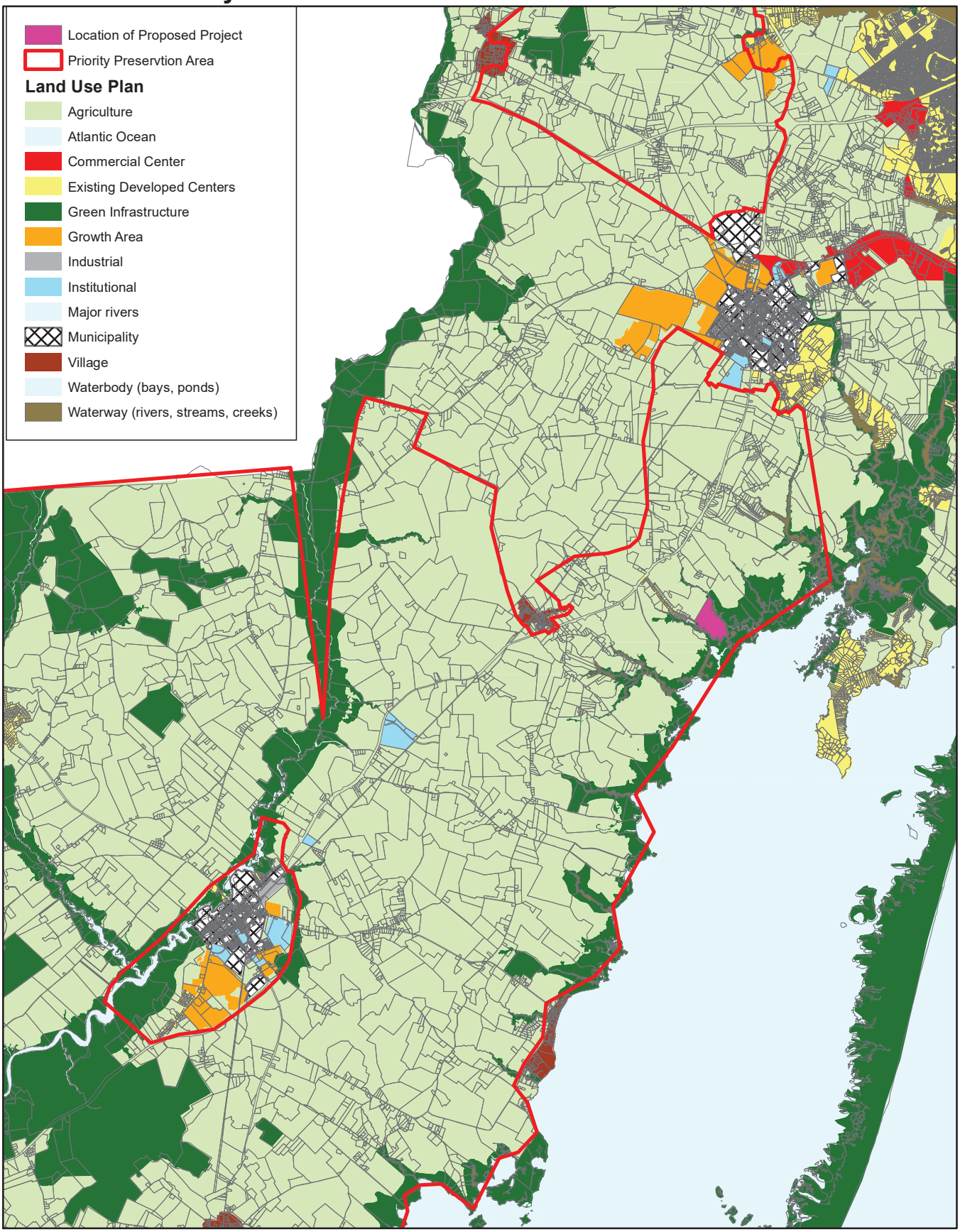
The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 9/14/2023 at 2:53 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Island Resort Campground: 2006 Land Use Plan/Priority Preservation Area
Worcester County



September 14, 2023

0 1.25 2.5 5 Miles

Worcester County Environmental Programs

MARYLAND COASTAL BAYS PROGRAM
8219 Stephen Decatur Highway
Berlin, Maryland 21811
(410) 213-2297 - PHONE
(410) 213-2574 – FAX
mcbp@mdcoastalbays.org
www.mdcoastalbays.org

August 10, 2023

Mr. Jerry Barbierri, Chair
Worcester County Planning Commission
c/o Jennifer Keener
1 West Market Street, Room 1201
Snow Hill, MD 21863

Dear Mr. Barbierri:

We are writing to begin a discussion about coordination of the update of the county Comprehensive Plan with the update of the Maryland Coastal Bays Comprehensive Conservation and Management Plan (CCMP), and the resources available to the county that can support the preparation of the Comprehensive Plan.

The Maryland Coastal Bays Program (MCBP) is one of 28 EPA-funded National Estuary Programs (NEP) across the country restoring and protecting "estuaries of National significance." MCBP has had long-time partnerships that include Worcester County, as well as the National Park Service, the towns of Berlin and Ocean City, state and federal agencies and other organizations.

The health of Maryland's coastal bays is vital to quality of life of the county's citizens and to the economic health of Worcester County's tourism industry. Maryland's coastal bays watershed, 175 square miles of land that drains to the bays, is situated entirely in Worcester County, supporting abundant wildlife and a wealth of aquatic resources unique to the mid-Atlantic region. There are numerous rare and threatened plant and animal species, forests, and wetlands vital to migratory songbirds and waterfowl, as well as numerous important commercial and recreational fin and shellfish species. (Although the watershed is only a portion of the county, our policy recommendations will benefit the entire county, if implemented county-wide).

The work of the MCBP and partners is directed by the Comprehensive Conservation and Management Plan (CCMP), a consensus-based strategy originally produced in 1999, updated in 2015, and currently undergoing review and revision again, with a target completion date of December 2024. Worcester County is a key partner in the process of CCMP development and implementation.

As the county considers a vision for land use for the next 20 years, we must continue to work together to protect and restore the health and increase the resiliency of the coastal bays. The CCMP is an easy-to-use resource for the development of the Comprehensive Plan. Specifically, we ask that the following county actions/issues identified in the current CCMP be addressed in the revised Comprehensive Plan. (The action item/s in the CCMP is in parentheses):

1. Impervious surfaces degrade water quality. Any watershed over 10% impervious is likely to experience permanent watershed degradation. Watershed level analyses should be carried out to evaluate the impact of existing and new development on waterways. (WQ 1.4.2, 3.1.1)
2. Nutrients from septic systems can contribute to degraded water quality. Worcester County has done an excellent job minimizing on-site system use county-wide, as over 80% of the population is served by sewer. This is an incredible accomplishment. This trend should be maintained by directing development mainly to areas that can be served with central sewer service, and to continue to focus on spray irrigation or similar technologies to minimize nutrient impacts. Sea level rise is likely to increase the risk of contamination from septic systems, as groundwater rises. (WQ 1.6.1, 1.6.3)
3. Shorelines and floodplains are becoming an increasingly hazardous location for residential buildings. The potential consequences of storm inundation and sea level rise should be studied and considered as part of the development of the new comprehensive plan. New development should be minimized in vulnerable areas. Existing development in vulnerable areas may need retrofits or other actions to reduce risk. (RN 1.1.1; CE 2.2.1, CE 2.2.4)
4. Stormwater runoff impacts water quality and many older developments need support to improve management of stormwater to reduce flood risk and impacts to water quality. (WQ 1.4.1-1.4.3)
5. Innovative ditch management and maintenance is important for water quality and for reducing flooding, especially in areas where land use is changing. (WQ 1.5.8)
6. Citizens should have adequate open space and natural areas to enjoy/appreciate nature, as well as walkable/bikeable access, even in highly developed areas. (FW 3.3.8; CE 2.1.2, CE 2.2.5)
7. It's important to note that the cost of community services studies demonstrates that residential development does not pay for itself. Maintaining strong A-1 zoning is critical for this reason. (CE 2.1.3)
8. Land protection continues to be a vitally important aspect of Worcester County's planning. The Land Preservation, Parks and Recreation Plan identifies the Chincoteague and Newport watersheds, as well as headwaters generally, as key land protection targets, and identifies a goal of protection of 1,000 acres annually. The Priority Preservation Area (adopted in 2010) also identifies much of the coastal bays watershed as targeted for permanent protection. The goals identified in these documents should also be reflected in the new Comprehensive Plan. (FW 2.2.7, 3.3.11)

The CCMP and Worcester County's Comprehensive Plan significantly overlap in purpose. Land use has a profound impact on the health of the bays. It's important that these two documents are reviewed and updated, that there is strong communication to ensure consistency. MCBP will continue to advocate for and to educate the public regarding this throughout the process. There are significant threats that face the coastal bays including water quality degradation due to nutrient over-enrichment, loss of islands and tidal wetlands, loss of sea grass beds, and loss of another natural habitat. Climate change, including sea level rise, more severe storms, and prolonged severe heat, present additional challenges.

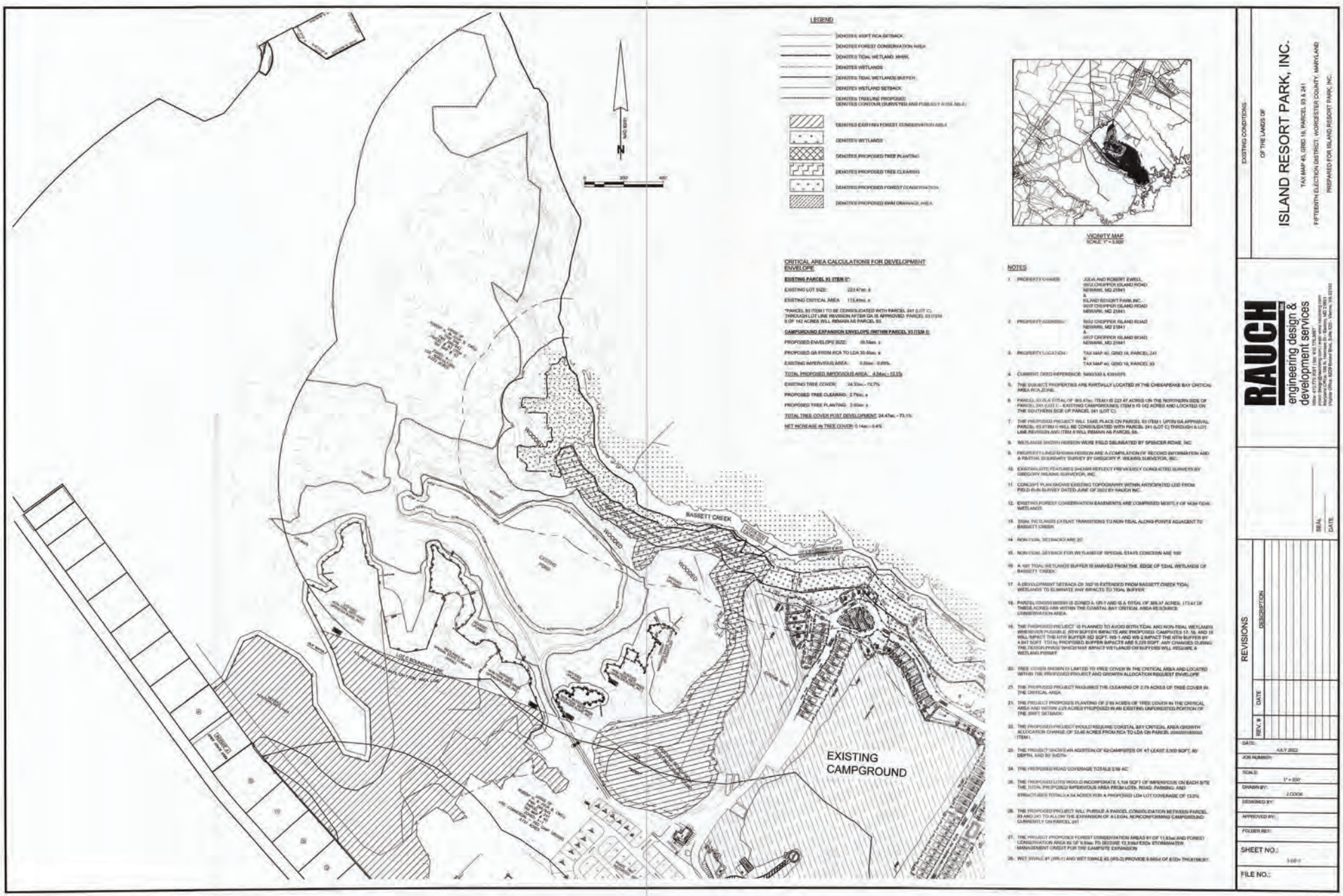
Our staff would be happy to further discuss the content of the CCMP with the Planning Commission as well as potential educational outreach to the public that would be valuable during this important review and revision process.

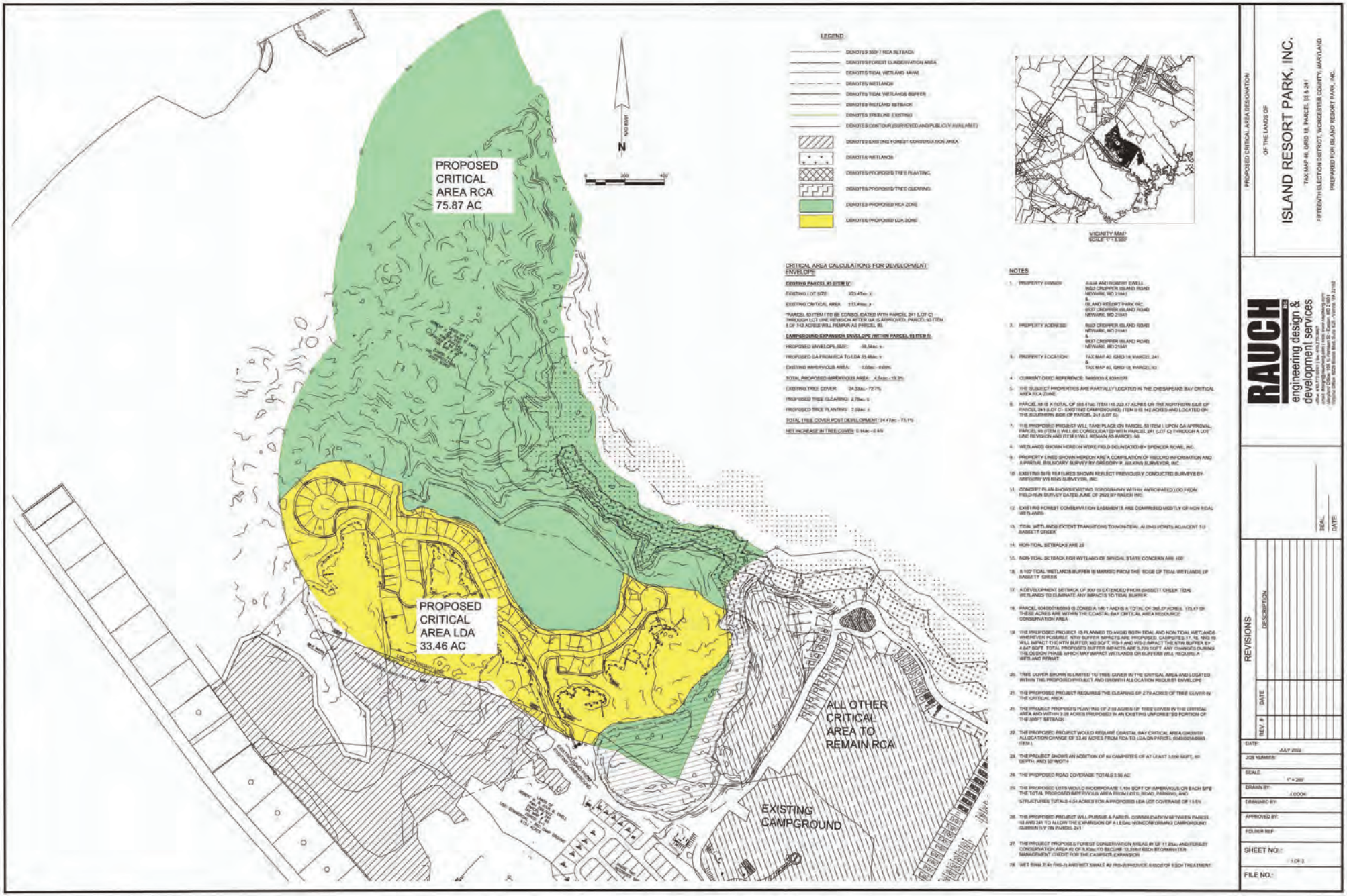
Thank you,

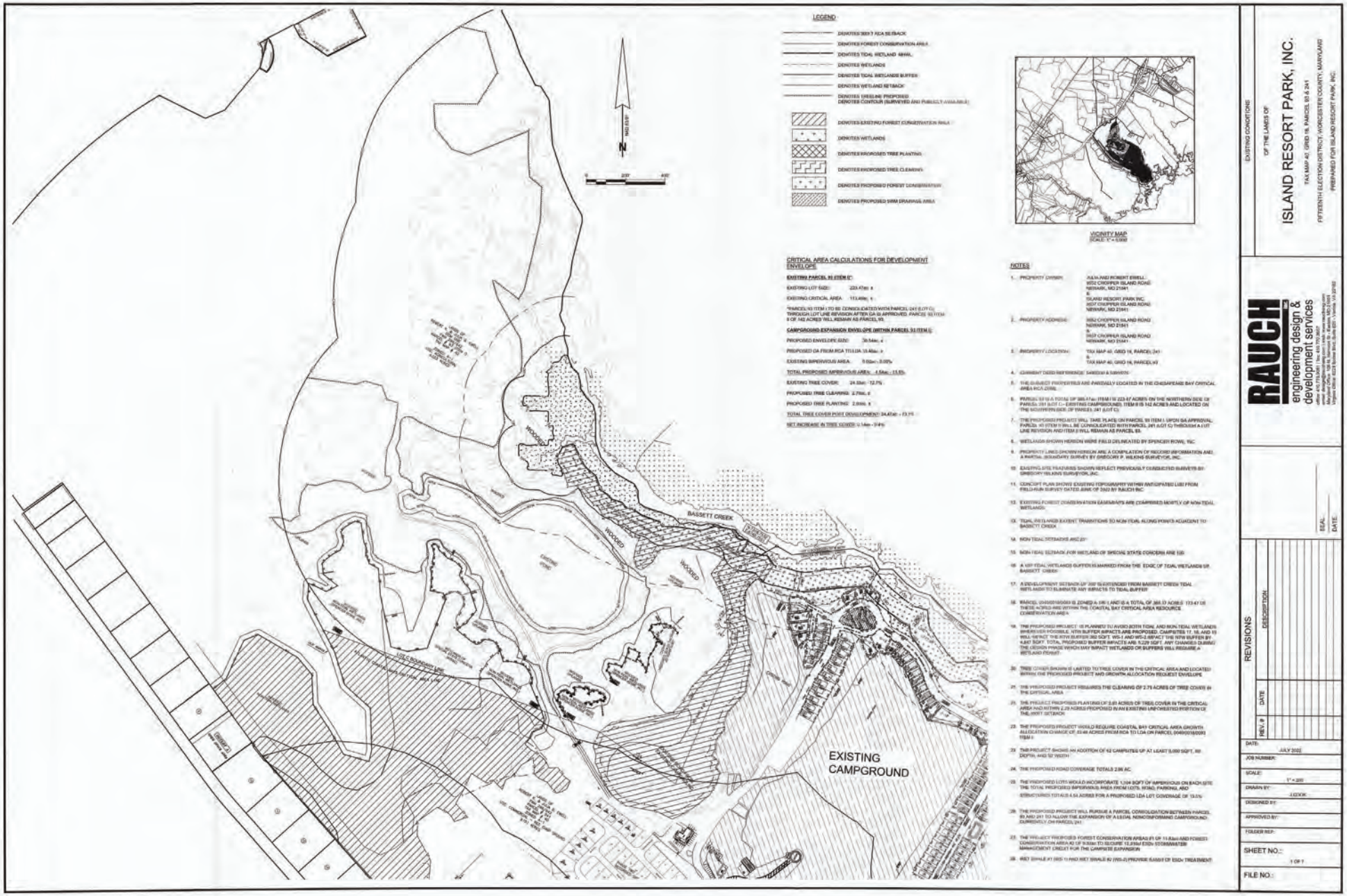
Kevin Smith
Executive Director

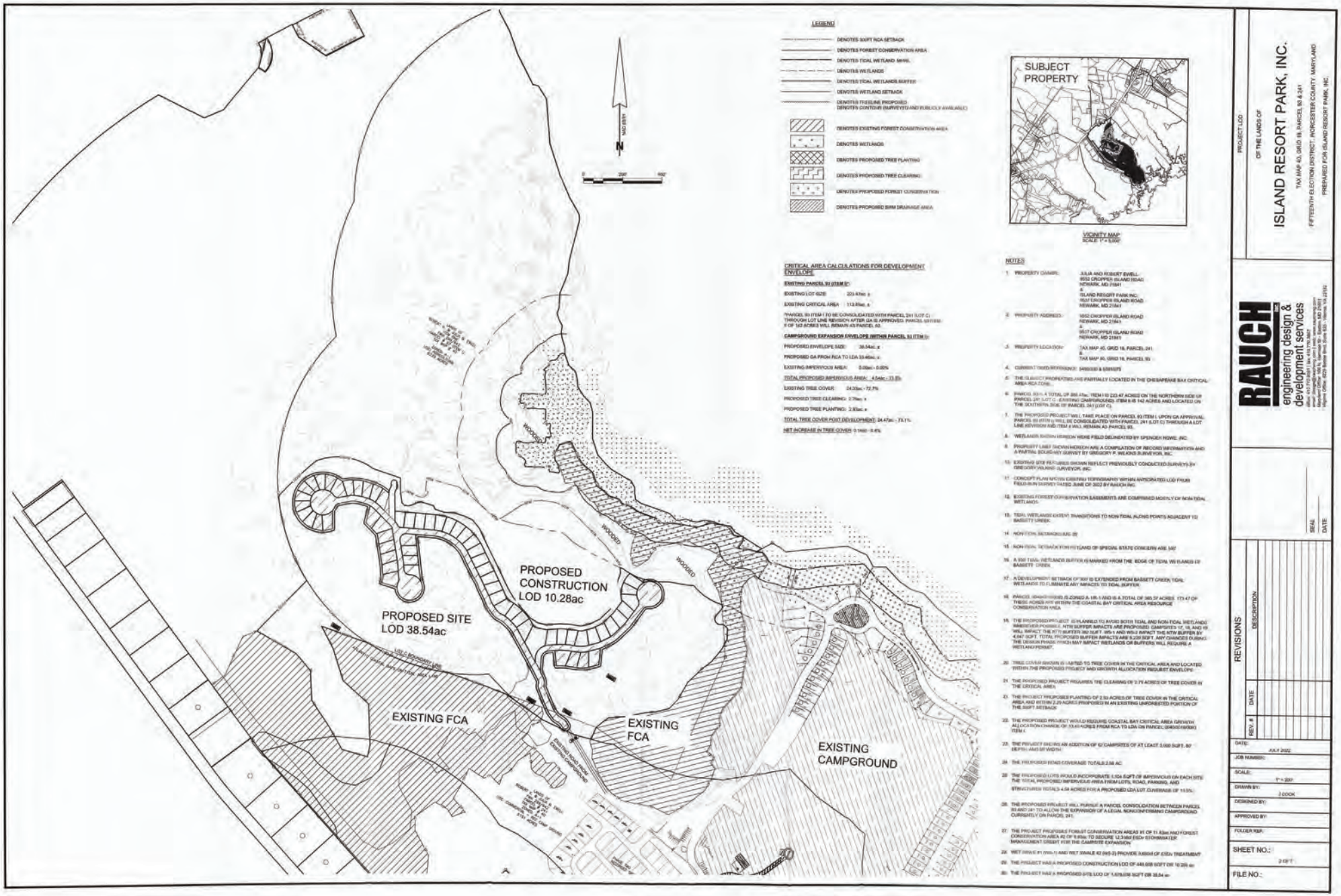
Steve Taylor
Maryland Coastal Bays Foundation Board President

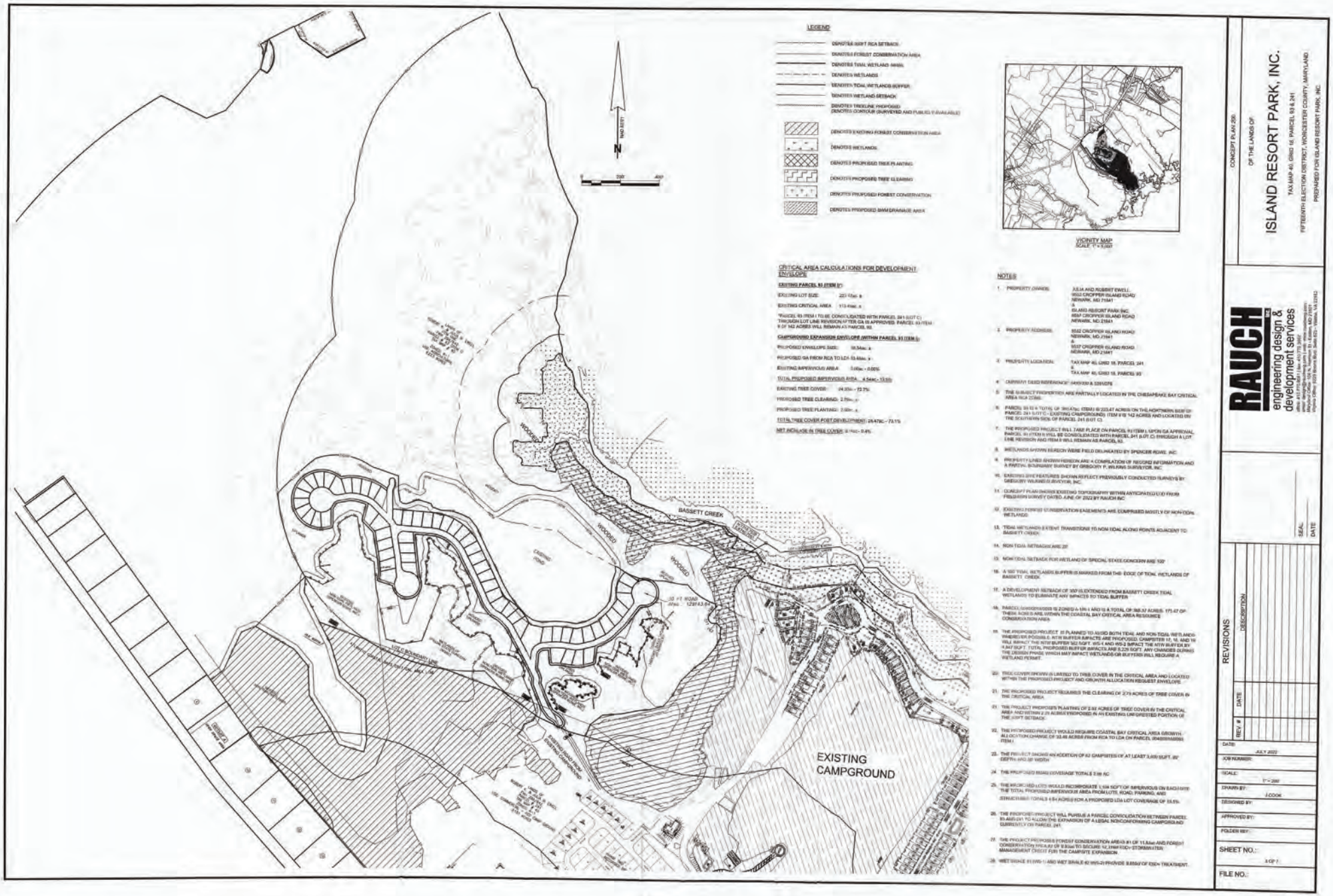
cc: Eric Fiori, County Commissioner for Worcester County
Robert Mitchell, Director, Environmental Programs

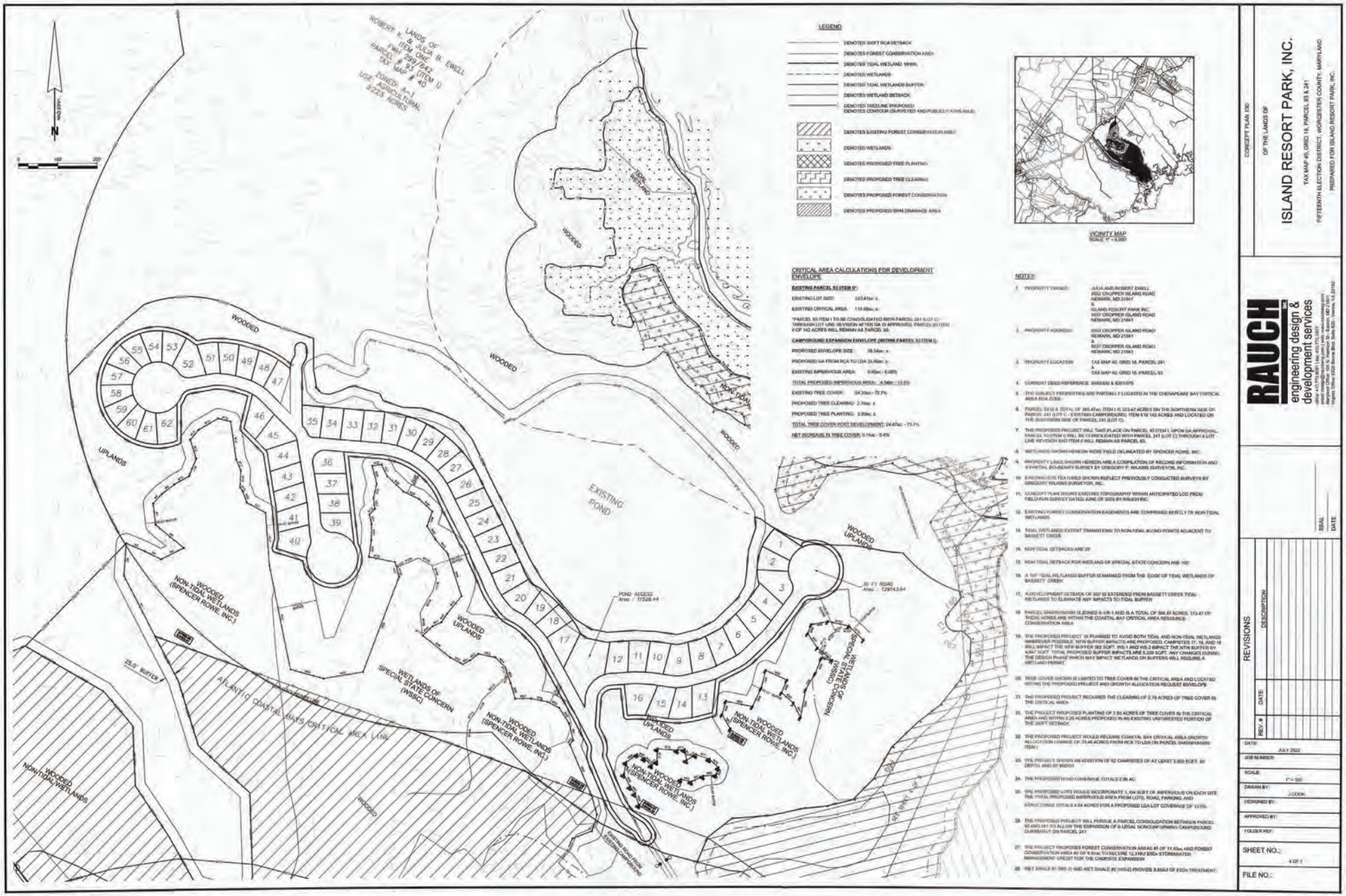

LEGEND
DENOTES 100FT RCA SETBACK
DENOTES FOREST CONSERVATION AREA
DENOTES TIDAL WETLAND MHW
DENOTES WETLANDS
DENOTES TIDAL WETLANDS BUFFER
DENOTES WETLAND SETBACK
DENOTES TREELINE PROPOSED
DENOTES CONTOUR (SURVEYED AND PUBLICLY AVAILABLE)
DENOTES EXISTING FOREST CONSERVATION AREA
DENOTES WETLANDS
DENOTES PROPOSED TREE PLANTING
DENOTES PROPOSED TREE CLEARING
DENOTES PROPOSED FOREST CONSERVATION
DENOTES PROPOSED SWM DRAINAGE AREA
N
0
200'
400'
VICINITY MAP
SCALE: 1" = 3,000'
CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE
EXISTING PARCEL 93 ITEM II*:
EXISTING LOT SIZE: 223.47ac ±
EXISTING CRITICAL AREA: 113.49ac. ±
*PARCEL 93 ITEM I TO BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH LOT LINE REVISION AFTER GA IS APPROVED. PARCEL 93 ITEM II OF 142 ACRES WILL REMAIN AS PARCEL 93.
CAMPGROUND EXPANSION ENVELOPE (WITHIN PARCEL 93 ITEM II:
PROPOSED ENVELOPE SIZE: 59.54ac. ±
PROPOSED GA FROM RCA TO LDA 33.49ac. ±
EXISTING IMPERVIOUS AREA: 0.00ac - 0.00%
TOTAL PROPOSED IMPERVIOUS AREA: 4.24ac – 13.3%
EXISTING TREE COVER: 24.33ac – 72.7%
PROPOSED TREE CLEARING: 2.79ac. ±
PROPOSED TREE PLANTING: 2.60ac. ±
TOTAL TREE COVER POST DEVELOPMENT: 24.47ac. – 73.1%
NET INCREASE IN TREE COVER: 0.14ac – 0.4%
NOTES
1. PROPERTY OWNER: JUDA AND ROBERT EWELL, 9502 CROPPER ISLAND ROAD, NEWARK, MD 21841 & ISLAND RESORT PARK INC., 9507 CROPPER ISLAND ROAD NEWARK, MD 21841
2. PROPERTY ADDRESS: 9502 CROPPER ISLAND ROAD NEWARK, MD 21841 & 9507 CROPPER ISLAND ROAD NEWARK, MD 21841
3. PROPERTY LOCATION: TAX MAP 40, GRID 18, PARCEL 241 & TAX MAP 40, GRID 18, PARCEL 93
4. CURRENT DEED REFERENCE: 5460/330 & 4369/679.
5. THE SUBJECT PROPERTIES ARE PARTIALLY LOCATED IN THE CHESAPEAKE BAY CRITICAL AREA RCA ZONE.
6. PARCEL 93 IS A TOTAL OF 363.47ac. ITEM I IS 223.47 ACRES ON THE NORTHERN SIDE OF PARCEL 241 (LOT C – EXISTING CAMPGROUND). ITEM II IS 142 ACRES AND LOCATED ON THE SOUTHERN SIDE OF PARCEL 241 (LOT C).
7. THE PROPOSED PROJECT WILL TAKE PLACE ON PARCEL 93 ITEM I, UPON GA APPROVAL. PARCEL 93 ITEM II WILL BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH A LOT LINE REVISION AND ITEM II WILL REMAIN AS PARCEL 93.
8. WETLANDS SHOWN HEREON WERE FIELD DELINEATED BY SPENCER ROWE, INC.
9. PROPERTY LINES SHOWN HEREON ARE A COMPILATION OF RECORD INFORMATION AND A PARTIAL BOUNDARY SURVEY BY GREGORY P. WILKINS SURVEYOR, INC.
10. EXISTING SITE FEATURES SHOWN REFLECT PREVIOUSLY CONDUCTED SURVEYS BY GREGORY WILKINS SURVEYOR, INC.
11. CONCEPT PLAN SHOWS EXISTING TOPOGRAPHY WITHIN ANTICIPATED LOD FROM FIELD RUN SURVEY DATED JUNE OF 2022 BY RAUCH INC.
12. EXISTING FOREST CONSERVATION EASEMENTS ARE COMPRISED MOSTLY OF NON-TIDAL WETLANDS
13. TIDAL WETLANDS EXTENT TRANSITIONS TO NON-TIDAL ALONG POINTS ADJACENT TO BASSETT CREEK
14. NON-TIDAL SETBACKS ARE 25'
15. NON-TIDAL SETBACK FOR WETLANDS OF SPECIAL STATE CONCERN ARE 100'
16. A 100' TIDAL WETLANDS BUFFER IS MARKED FROM THE EDGE OF TIDAL WETLANDS OF BASSETT CREEK.
17. A DEVELOPMENT SETBACK OF 300' IS EXTENDED FROM BASSETT CREEK TIDAL WETLANDS TO ELIMINATE ANY IMPACTS TO TIDAL BUFFER
18. PARCEL 03/03/0180093 IS ZONED A- RN-1 AND IS A TOTAL OF 363.37 ACRES. 173.67 OF THESE ACRES ARE WITHIN THE COASTAL BAY CRITICAL AREA RESOURCE CONSERVATION AREA.
19. THE PROPOSED PROJECT IS PLANNED TO AVOID BOTH TIDAL AND NON-TIDAL WETLANDS WHEREVER POSSIBLE. 50'TH BUFFER IMPACTS ARE PROPOSED. CAMPSITES 17, 18, AND 19 WILL IMPACT THE 50'TH BUFFER 352 SQFT. WS-1 AND WS-2 IMPACT THE 50'TH BUFFER BY 4,947 SQFT. TOTAL PROPOSED BUFFER IMPACTS ARE 5,229 SQFT. ANY CHANGES DURING THE DESIGN PHASE WHICH MAY IMPACT WETLANDS OR BUFFERS WILL REQUIRE A WETLAND PERMIT
20. TREE COVER SHOWN IS LIMITED TO TREE COVER IN THE CRITICAL AREA AND LOCATED WITHIN THE PROPOSED PROJECT AND GROWTH ALLOCATION REQUEST ENVELOPE
21. THE PROPOSED PROJECT REQUIRES THE CLEARING OF 2.79 ACRES OF TREE COVER IN THE CRITICAL AREA
21. THE PROJECT PROPOSES PLANTING OF 2.60 ACRES OF TREE COVER IN THE CRITICAL AREA AND WITHIN 2.25 ACRES PROPOSED IN AN EXISTING UNFORESTED PORTION OF THE 300FT SETBACK
22. THE PROPOSED PROJECT WOULD REQUIRE COASTAL BAY CRITICAL AREA GROWTH ALLOCATION CHANGE OF 33.49 ACRES FROM RCA TO LDA ON PARCEL (03/03/0180093 (ITEM I).
23. THE PROJECT SHOWS AN ADDITION OF 62 CAMPSITES OF 4T LEAST 3,000 SQFT., 60' DEPTH, AND 50' WIDTH
24. THE PROPOSED ROAD COVERAGE TOTALS 2.59 AC
25. THE PROPOSED LOTS WOULD INCORPORATE 1,104 SQFT OF IMPERVIOUS ON EACH SITE THE TOTAL PROPOSED IMPERVIOUS AREA FROM LOTS, ROAD, PARKING, AND STRUCTURES TOTALS 4.54 ACRES FOR A PROPOSED LDA LOT COVERAGE OF 13.5%
26. THE PROPOSED PROJECT WILL PURSUE A PARCEL CONSOLIDATION BETWEEN PARCEL 93 AND 241 TO ALLOW THE EXPANSION OF A LEGAL NONCONFORMING CAMPGROUND CURRENTLY ON PARCEL 241
27. THE PROJECT PROPOSES FOREST CONSERVATION AREAS 91 OF 11.83ac AND FOREST CONSERVATION AREA 92 OF 9.30ac TO SECURE 12.33ac ESDv STORMWATER MANAGEMENT CREDIT FOR THE CAMPSITE EXPANSION
28. WET SWALE #1 (WS-1) AND WET SWALE #2 (WS-2) PROVIDE 5,665cf OF ESDv TREATMENT.
EXISTING CAMPGROUND
BASSETT CREEK
WOODED
EXISTING POND
OLD BOUNDARY LINE
HEAD OF TIDAL WETLANDS PER FIELD RUN SURVEY
TREELINE
EXISTING CONDITIONS
OF THE LANDS OF
ISLAND RESORT PARK, INC.
TAX MAP 40, GRID 18, PARCEL 93 & 241
FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND
PREPARED FOR ISLAND RESORT PARK, INC.
RAUCH
engineering design & development services
REVISIONS
REV. #
DATE
DESCRIPTION
SEAL
DATE:
DATE: JULY 2022
JOB NUMBER:
SCALE: 1" = 200'
DRAWN BY: J.COOK
DESIGNED BY:
APPROVED BY:
FOLDER REF:
SHEET NO.:
FILE NO.:

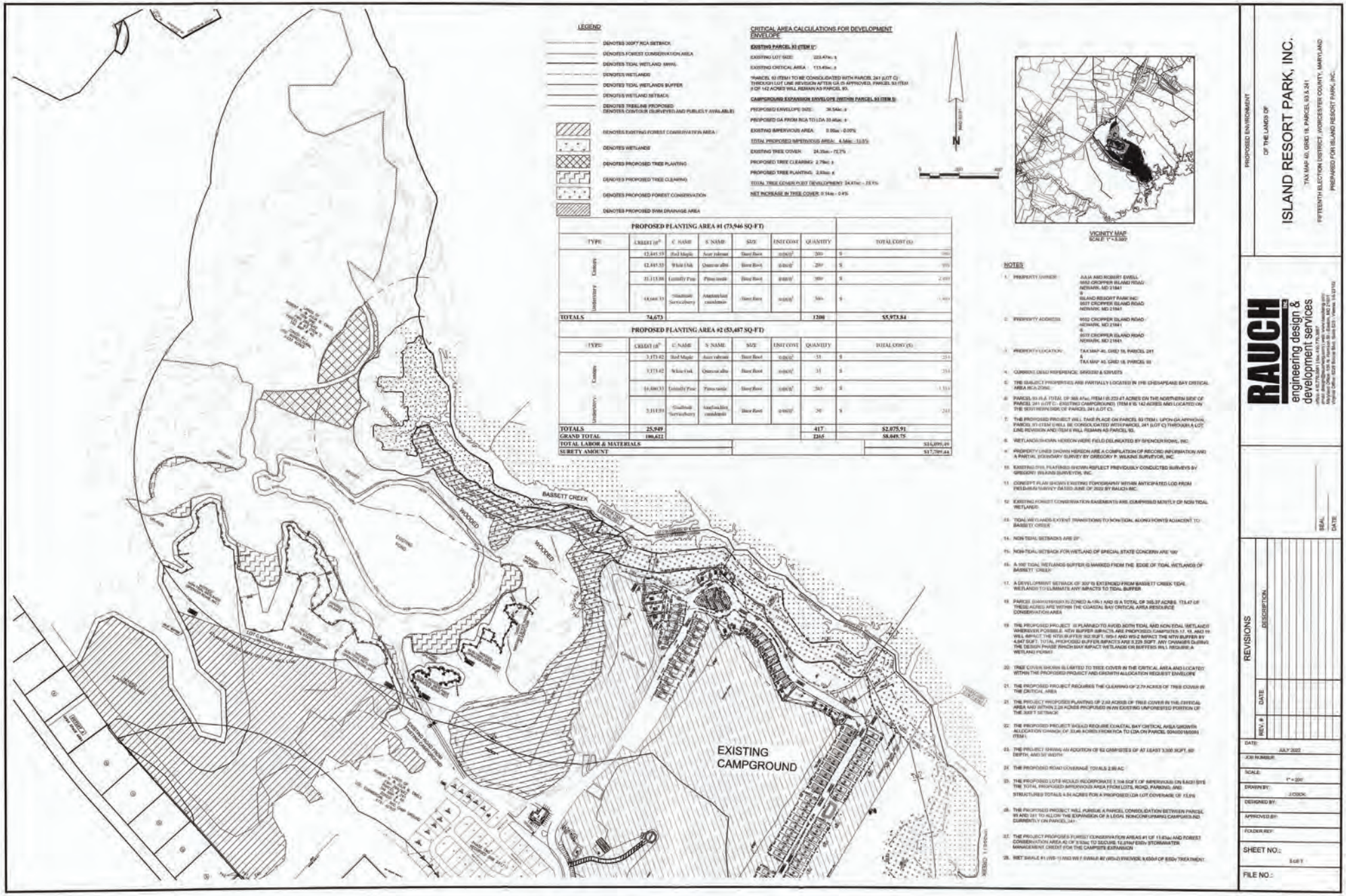

PROPOSED CRITICAL AREA RCA 75.87 AC
PROPOSED CRITICAL AREA LDA 33.46 AC
ALL OTHER CRITICAL AREA TO REMAIN RCA
EXISTING CAMPGROUND
LEGEND
VICINITY MAP
CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE
NOTES
PROPOSED CRITICAL AREA DESIGNATION
OF THE LANDS OF
ISLAND RESORT PARK, INC.
TAX MAP 46, GRID 18, PARCEL 93 & 241
FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND
PREPARED FOR ISLAND RESORT PARK, INC.
RAUCH
engineering design & development services
REVISIONS
DESCRIPTION
DATE
REV. #
SEAL
DATE:
MAY 2022
JOB NUMBER:
SCALE:
1" = 200'
DRAWN BY:
J. COOK
CHANGED BY:
APPROVED BY:
FOLDER REF:
SHEET NO.:
1 OF 2
FILE NO.:


LEGEND
DENOTES 300'? RCA SETBACK
DENOTES FOREST CONSERVATION AREA
DENOTES TIDAL WETLAND 48MHL
DENOTES WETLANDS
DENOTES TIDAL WETLANDS BUFFER
DENOTES WETLAND SETBACK
DENOTES TREELINE PROPOSED
DENOTES CONTOUR (SURVEYED AND PUBLICLY AVAILABLE)
DENOTES EXISTING FOREST CONSERVATION AREA
DENOTES WETLANDS
DENOTES PROPOSED TREE PLANTING
DENOTES PROPOSED TREE CLEARING
DENOTES PROPOSED FOREST CONSERVATION
DENOTES PROPOSED SWM DRAINAGE AREA
VICINITY MAP
SCALE: 1" = 1,000'
CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE
EXISTING PARCEL 93 (ITEM I):
EXISTING LOT SIZE: 223.47ac ±
EXISTING CRITICAL AREA: 113.46ac ±
*PARCEL 93 ITEM I TO BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH LOT LINE REVISION AFTER GA IS APPROVED. PARCEL 93 ITEM II OF 142 ACRES WILL REMAIN AS PARCEL 93.
CAMPGROUND EXPANSION ENVELOPE (WITHIN PARCEL 93 ITEM I):
PROPOSED ENVELOPE SIZE: 39.54ac. ±
PROPOSED GA FROM RCA TO LDA: 39.46ac. ±
EXISTING IMPERVIOUS AREA: 5.02ac+/- 5.09%
TOTAL PROPOSED IMPERVIOUS AREA: 6.54ac+/- 11.6%
EXISTING TREE COVER: 24.32ac+/- 12.7%
PROPOSED TREE CLEARING: 2.75ac. ±
PROPOSED TREE PLANTING: 2.0ac. ±
TOTAL TREE COVER POST DEVELOPMENT: 24.47ac+/- 13.1%
NET INCREASE IN TREE COVER: 0.14ac+/- 0.4%
NOTES
1. PROPERTY OWNER: JULIA AND ROBERT EWELL 9552 CHOPPER ISLAND ROAD NEWARK, MD 21841 & ISLAND RESORT PARK INC. 9557 CHOPPER ISLAND ROAD NEWARK, MD 21841
2. PROPERTY ADDRESS: 9552 CHOPPER ISLAND ROAD NEWARK, MD 21841 & 9557 CHOPPER ISLAND ROAD NEWARK, MD 21841
3. PROPERTY LOCATION: TAX MAP 40, GRID 16, PARCEL 241 & TAX MAP 40, GRID 16, PARCEL 93
4. CURRENT DEED REFERENCE: 5490/324 & 5490/329
5. THE SUBJECT PROPERTIES ARE PARTIALLY LOCATED IN THE CHESAPEAKE BAY CRITICAL AREA RCA ZONE.
6. PARCEL 93 IS A TOTAL OF 365.47ac. ITEM I IS 223.47 ACRES ON THE NORTHERN SIDE OF PARCEL 241 (LOT C – EXISTING CAMPGROUND). ITEM II IS 142 ACRES AND LOCATED ON THE SOUTHERN SIDE OF PARCEL 241 (LOT C).
7. THE PROPOSED PROJECT WILL TAKE PLACE ON PARCEL 93 ITEM I. UPON GA APPROVAL, PARCEL 93 ITEM I WILL BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH A LOT LINE REVISION AND ITEM II WILL REMAIN AS PARCEL 93.
8. WETLANDS SHOWN HEREON WERE FIELD DELINEATED BY SPENCER ROWE, 'RC.
9. PROPERTY LINES SHOWN HEREON ARE A COMPILATION OF RECORD INFORMATION AND A PARTIAL BOUNDARY SURVEY BY GREGORY P. WILKINS SURVEYOR, INC.
10. EXISTING SITE FEATURES SHOWN REFLECT PREVIOUSLY CONDUCTED SURVEYS BY GREGORY WILKINS SURVEYOR, INC.
11. CONCEPT PLAN SHOWS EXISTING TOPOGRAPHY WITHIN ANTICIPATED LOD FROM FIELD RUN SURVEY DATED JUNE OF 2022 BY RAUCH INC.
12. EXISTING FOREST CONSERVATION EASEMENTS ARE COMPRISED MOSTLY OF NON-TIDAL WETLANDS.
13. TIDAL WETLANDS EXTENT TRANSITIONS TO NON-TIDAL ALONG POINTS ADJACENT TO BASSETT CREEK.
14. NON-TIDAL SETBACKS ARE 25'.
15. NON-TIDAL SETBACK FOR WETLAND OF SPECIAL STATE CONCERN ARE 100.
16. A 100' TIDAL WETLANDS BUFFER IS MARKED FROM THE EDGE OF TIDAL WETLANDS OR BASSETT CREEK.
17. A DEVELOPMENT SETBACK OF 200' IS EXTENDED FROM BASSETT CREEK TIDAL WETLANDS TO ELIMINATE ANY IMPACTS TO TIDAL BUFFER
18. PARCEL 03/00/0160/0093 IS ZONED A-1/R-1 AND IS A TOTAL OF 365.0 ACRES. 113.47 OF THESE ACRES ARE WITHIN THE COASTAL BAY CRITICAL AREA RESOURCE CONSERVATION AREA
19. THE PROPOSED PROJECT IS PLANNED TO AVOID BOTH TIDAL AND NON-TIDAL WETLANDS WHEREVER POSSIBLE. NTW BUFFER IMPACTS ARE PROPOSED. CAMPSITES 17, 18, AND 19 WILL IMPACT THE NTW BUFFER 382 SQFT. WS-1 AND WS-2 IMPACT THE NTW BUFFER BY 4,847 SQFT. TOTAL PROPOSED BUFFER IMPACTS ARE 5,229 SQFT. ANY CHANGES DURING THE DESIGN PHASE WHICH MAY IMPACT WETLANDS OR BUFFERS WILL REQUIRE A WETLAND PERMIT
20. TREE COVER SHOWN IS LIMITED TO TREE COVER IN THE CRITICAL AREA AND LOCATED WITHIN THE PROPOSED PROJECT AND GROWTH ALLOCATION REQUEST ENVELOPE
21. THE PROPOSED PROJECT REQUIRES THE CLEARING OF 2.75 ACRES OF TREE COVER IN THE CRITICAL AREA
22. THE PROJECT PROPOSES PLANTING OF 2.0 ACRES OF TREE COVER IN THE CRITICAL AREA AND WITHIN 2.29 ACRES PROPOSED IN AN EXISTING UNFORESTED PORTION OF THE 300FT SETBACK
23. THE PROPOSED PROJECT WOULD REQUIRE COASTAL BAY CRITICAL AREA GROWTH ALLOCATION CHANGE OF 43.46 ACRES FROM RCA TO LDA ON PARCEL 03/00/0160/0093 ITEM I
24. THE PROJECT SHOWS AN ADDITION OF 42 CAMPSITES UP AT LEAST 3,000 SQFT. IN DEPTH, AND 52' WIDTH
25. THE PROPOSED ROAD COVERAGE TOTALS 2.86 AC.
26. THE PROPOSED LOTS WOULD INCORPORATE 1,334 SQFT OF IMPERVIOUS ON EACH LOT. THE TOTAL PROPOSED IMPERVIOUS AREA FROM LOTS, ROAD, PARKING, AND STRUCTURES TOTALS 4.54 ACRES FOR A PROPOSED LDA LOT COVERAGE OF 13.0%
28. THE PROPOSED PROJECT WILL PURSUE A PARCEL CONSOLIDATION BETWEEN PARCEL 93 AND 241 TO ALLOW THE EXPANSION OF A LEGAL NONCONFORMING CAMPGROUND CURRENTLY ON PARCEL 241
29. THE PROJECT PROPOSES FOREST CONSERVATION AREAS (1 OF 11.8ac+/-AND FOREST CONSERVATION AREA #2 OF 9.3ac+/- TO SECURE 13.2ac+/- ESD+ STORMWATER MANAGEMENT CREDIT FOR THE CAMPSITE EXPANSION
30. WET SWALE #1 (WS-1) AND WET SWALE #2 (WS-2) PROVIDE 6.6ac/d OF ESD+ TREATMENT
EXISTING CAMPGROUND
BASSETT CREEK
WOODED
WETLANDS
LOD
CRITICAL AREA LINE
EXISTING CONDITIONS
OF THE LANDS OF
ISLAND RESORT PARK, INC.
TAX MAP 40, GRID 16, PARCEL 93 & 241
FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND
PREPARED FOR ISLAND RESORT PARK, INC.
RAUCH
engineering design & development services
REVISIONS
REV. #
DATE
DESCRIPTION
SEAL:
DATE:
DATE: JULY 2022
JOB NUMBER:
SCALE: 1" = 200'
DRAWN BY: JJ/DDK
DESIGNED BY:
APPROVED BY:
FOLDER REF:
SHEET NO.: 1 OF 1
FILE NO.:


LEGEND
DENOTES 300FT RCA SETBACK
DENOTES FOREST CONSERVATION AREA
DENOTES TIDAL WETLAND MHWL
DENOTES WETLANDS
DENOTES TIDAL WETLANDS BUFFER
DENOTES WETLAND SETBACK
DENOTES TREELINE PROPOSED
DENOTES CONTOUR (SURVEYED AND PUBLICLY AVAILABLE)
DENOTES EXISTING FOREST CONSERVATION AREA
DENOTES WETLANDS
DENOTES PROPOSED TREE PLANTING
DENOTES PROPOSED TREE CLEARING
DENOTES PROPOSED FOREST CONSERVATION
DENOTES PROPOSED SWM DRAINAGE AREA
SUBJECT PROPERTY
VICINITY MAP
SCALE: 1" = 5,000'
PROPOSED SITE LOD 38.54ac
PROPOSED CONSTRUCTION LOD 10.28ac
EXISTING FCA
EXISTING FCA
EXISTING CAMPGROUND
WOODED
CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE
EXISTING PARCEL 93 (ITEM I):
EXISTING LOT SIZE: 223.47ac ±
EXISTING CRITICAL AREA: 113.65ac. ±
*PARCEL 93 ITEM I TO BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH LOT LINE REVISION AFTER GA IS APPROVED. PARCEL 93 ITEM II OF 142 ACRES WILL REMAIN AS PARCEL 93.
CAMPGROUND EXPANSION ENVELOPE (WITHIN PARCEL 93 ITEM I):
PROPOSED ENVELOPE SIZE: 38.54ac. ±
PROPOSED GA FROM RCA TO LDA 53.46ac. ±
EXISTING IMPERVIOUS AREA: 0.00ac - 0.00%
TOTAL PROPOSED IMPERVIOUS AREA: 4.54ac. - 11.8%
EXISTING TREE COVER: 24.20ac - 72.7%
PROPOSED TREE CLEARING: 2.79ac. ±
PROPOSED TREE PLANTING: 2.83ac. ±
TOTAL TREE COVER POST DEVELOPMENT: 24.47ac. - 73.1%
NET INCREASE IN TREE COVER: 0.1400 - 0.4%
NOTES
1. PROPERTY OWNER: JULIA AND ROBERT EWELL 9532 CROPPER ISLAND ROAD NEWARK, MD 21841 & ISLAND RESORT PARK INC. 9537 CROPPER ISLAND ROAD NEWARK, MD 21841
2. PROPERTY ADDRESS: 9532 CROPPER ISLAND ROAD NEWARK, MD 21841 & 9537 CROPPER ISLAND ROAD NEWARK, MD 21841
3. PROPERTY LOCATION: TAX MAP 45, GRID 16, PARCEL 241 & TAX MAP 50, GRID 16, PARCEL 93
4. CURRENT ZONED REVISIONS: 24960389 & 25910375
5. THE SUBJECT PROPERTIES ARE PARTIALLY LOCATED IN THE CHESAPEAKE BAY CRITICAL AREA RCA ZONE.
6. PARCEL 93 - A TOTAL OF 366.47ac. ITEM I IS 223.47 ACRES ON THE NORTHERN SIDE OF PARCEL 241 (LOT C - EXISTING CAMPGROUND). ITEM II IS 142 ACRES AND LOCATED ON THE SOUTHERN SIDE OF PARCEL 241 (LOT C).
7. THE PROPOSED PROJECT WILL TAKE PLACE ON PARCEL 93 ITEM I. UPON GA APPROVAL PARCEL 93 ITEM I WILL BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH A LOT LINE REVISION AND ITEM II WILL REMAIN AS PARCEL 93.
8. WETLANDS SHOWN HEREON WERE FIELD DELINEATED BY SPENCER ROWE, INC.
9. PROPERTY LINES SHOWN HEREON ARE A COMPILATION OF RECORD INFORMATION AND A PARTIAL BOUNDARY SURVEY BY GREGORY P. WILKINS SURVEYOR, INC.
10. EXISTING SITE FEATURES SHOWN REFLECT PREVIOUSLY CONDUCTED SURVEYS BY GREGORY WILKINS SURVEYOR, INC.
11. CONCEPT PLAN NOTES: EXISTING TOPOGRAPHY WITHIN ANTICIPATED LOD FROM FIELD RUN SURVEY DATED JUNE OF 2022 BY RAUCH INC.
12. EXISTING FOREST CONSERVATION EASEMENTS ARE COMPRISED MOSTLY OF NON-TIDAL WETLANDS.
13. TIDAL WETLANDS EXTENT TRANSITIONS TO NON-TIDAL ALONG POINTS ADJACENT TO BASSETT CREEK.
14. NONTIDAL SETBACK(S): 25'
15. NON-TIDAL SETBACK FOR HYDRANT OF SPECIAL STATE CONCERN ARE 100'
16. A 100' TIDAL WETLANDS BUFFER IS MARKED FROM THE EDGE OF TIDAL WETLANDS OF BASSETT CREEK.
17. A DEVELOPMENT SETBACK OF 300' IS EXTENDED FROM BASSETT CREEK TIDAL WETLANDS TO ELIMINATE ANY IMPACTS TO TIDAL BUFFER.
18. PARCEL 93 HAS BEEN ZONED A-1/R-1 AND IS A TOTAL OF 366.37 ACRES. 173.47 OF THESE ACRES ARE WITHIN THE COASTAL BAY CRITICAL AREA RESOURCE CONSERVATION AREA.
19. THE PROPOSED PROJECT IS PLANNED TO AVOID BOTH TIDAL AND NON-TIDAL WETLANDS WHENEVER POSSIBLE. NTW BUFFER IMPACTS ARE PROPOSED. CAMPSITES 17, 18, AND 19 WILL IMPACT THE NTW BUFFER (80 SQFT WS-1 AND WS-2 IMPACT THE NTW BUFFER BY 4,947 SQFT. TOTAL PROPOSED BUFFER IMPACTS ARE 5,220 SQFT. ANY CHANGES DURING THE DESIGN PHASE WHICH MAY IMPACT WETLANDS OR BUFFERS, WILL REQUIRE A WETLAND PERMIT.
20. TREE COVER SHOWN IS LIMITED TO TREE COVER IN THE CRITICAL AREA AND LOCATED WITHIN THE PROPOSED PROJECT AND GROWTH ALLOCATION REQUEST ENVELOPE.
21. THE PROPOSED PROJECT REQUIRES THE CLEARING OF 2.79 ACRES OF TREE COVER IN THE CRITICAL AREA.
22. THE PROJECT PROPOSES PLANTING OF 2.83 ACRES OF TREE COVER IN THE CRITICAL AREA AND WITHIN 2.29 ACRES PROPOSED IN AN EXISTING UNFORESTED PORTION OF THE 300FT SETBACK.
23. THE PROPOSED PROJECT WOULD REQUIRE COASTAL BAY CRITICAL AREA GROWTH ALLOCATION CHANGE OF 53.46 ACRES FROM RCA TO LDA ON PARCEL 93 ITEM I.
24. THE PROJECT ENDS AN ADDITION OF 67 CAMPSITES OF AT LEAST 3,000 SQFT, 80' DEPTH, AND 50' WIDTH.
25. THE PROPOSED ROAD COVERAGE TOTALS 2.56 AC.
26. THE PROPOSED LOTS WOULD INCORPORATE 1,500 SQFT OF IMPERVIOUS ON EACH SITE. THE TOTAL PROPOSED IMPERVIOUS AREA FROM LOTS, ROAD, PARKING, AND STRUCTURES TOTALS 4.54 ACRES FOR A PROPOSED LDA LOT COVERAGE OF 11.5%.
28. THE PROPOSED PROJECT WILL PURSUE A PARCEL CONSOLIDATION BETWEEN PARCEL 93 AND 241 TO ALLOW THE EXPANSION OF A LEGAL NONCONFORMING CAMPGROUND CURRENTLY ON PARCEL 241.
27. THE PROJECT PROPOSES FOREST CONSERVATION AREAS #1 OF 11.83ac AND FOREST CONSERVATION AREA #2 OF 9.60ac TO SECURE 12.31ac FEDV STORMWATER MANAGEMENT CREDIT FOR THE CAMPSITE EXPANSION.
28. WET SWALE #1 (WS-1) AND WET SWALE #2 (WS-2) PROVIDE 0.65ac OF ESDv TREATMENT.
29. THE PROJECT HAS A PROPOSED CONSTRUCTION LOD OF 448,008 SQFT OR 10.28± ac.
30. THE PROJECT HAS A PROPOSED SITE LOD OF 1,678,978 SQFT OR 38.54 ac.
PROJECT LOD
OF THE LANDS OF
ISLAND RESORT PARK, INC.
TAX MAP 45, GRID 16, PARCEL 93 & 241
FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND
PREPARED FOR ISLAND RESORT PARK, INC.
RAUCH INC.
engineering design & development services
SEAL
DATE
REVISIONS
REV. #
DESCRIPTION
DATE
DATE: JULY 2022
JOB NUMBER:
SCALE: 1" = 200'
DRAWN BY: J COOK
DESIGNED BY:
APPROVED BY:
FOLDER R&R:
SHEET NO.: 2 OF 7
FILE NO.:


LEGEND
VICINITY MAP
SCALE: 1" = 5,000'
CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE
NOTES
BASSETT CREEK
EXISTING CAMPGROUND
CONCEPT PLAN 2(B)
OF THE LANDS OF
ISLAND RESORT PARK, INC.
TAX MAP 40, GRID 16, PARCEL 93 & 241
FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND
PREPARED FOR ISLAND RESORT PARK, INC.
RAUCH
engineering design & development services
REVISIONS
DESCRIPTION
DATE
REV. #
SEAL
DATE:
JULY 2022
JOB NUMBER:
SCALE:
1" = 200'
DRAWN BY:
J.COOK
DESIGNED BY:
APPROVED BY:
FOLDER REF:
SHEET NO.:
1 OF 1
FILE NO.:


LEGEND
DENOTES 30FT RCA SETBACK
DENOTES FOREST CONSERVATION AREA
DENOTES TIDAL WETLAND
DENOTES WETLANDS
DENOTES TIDAL WETLANDS BUFFER
DENOTES WETLAND SETBACK
DENOTES TREELINE PROPOSED
DENOTES CONTOUR (SURVEYED AND PUBLICLY AVAILABLE)
DENOTES EXISTING FOREST CONSERVATION AREA
DENOTES WETLANDS
DENOTES PROPOSED TREE PLANTING
DENOTES PROPOSED TREE CLEARING
DENOTES PROPOSED FOREST CONSERVATION
DENOTES PROPOSED SWM DRAINAGE AREA
VICINITY MAP
SCALE: 1" = 5,000'
CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE
EXISTING PARCEL 93 (ITEM 5)*:
EXISTING LOT SIZE: 223.47ac± ±
EXISTING CRITICAL AREA: 1.59.69ac± ±
*PARCEL 93 ITEM I TO BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH LOT LINE REVISION AFTER GA IS APPROVED. PARCEL 93 ITEM II OF 142 ACRES WILL REMAIN AS PARCEL 93.
CAMPGROUND EXPANSION ENVELOPE (WITHIN PARCEL 93 ITEM I):
PROPOSED ENVELOPE SIZE: 38.54ac± ±
PROPOSED GA FROM RCA TO LDA 33.49ac± ±
EXISTING IMPERVIOUS AREA: 0.00ac± / 0.00%
TOTAL PROPOSED IMPERVIOUS AREA: 4.54ac± / 13.6%
EXISTING TREE COVER: 24.33ac± / 72.7%
PROPOSED TREE CLEARING: 2.79ac± ±
PROPOSED TREE PLANTING: 2.93ac± ±
TOTAL TREE COVER POST DEVELOPMENT: 24.47ac± / 73.1%
NET INCREASE IN TREE COVER: 0.14ac± / 0.4%
NOTES:
1. PROPERTY OWNER: JULIA AND ROBERT EWELL 9552 CROPPER ISLAND ROAD NEWARK, MD 21841 & ISLAND RESORT PARK INC. 9537 CROPPER ISLAND ROAD NEWARK, MD 21841
2. PROPERTY ADDRESS: 9552 CROPPER ISLAND ROAD NEWARK, MD 21841 & 9537 CROPPER ISLAND ROAD NEWARK, MD 21841
3. PROPERTY LOCATION: TAX MAP 40, GRID 18, PARCEL 241 & TAX MAP 40, GRID 18, PARCEL 93
4. CURRENT DEED REFERENCE: 5492/533 & 5261/075
5. THE SUBJECT PROPERTIES ARE PARTIALLY LOCATED IN THE CHESAPEAKE BAY CRITICAL AREA RCA ZONE.
6. PARCEL 93 IS A TOTAL OF 265.47ac± ITEM I IS 223.47 ACRES ON THE NORTHERN SIDE OF PARCEL 241 (LOT C - EXISTING CAMPGROUND). ITEM II IS 142 ACRES AND LOCATED ON THE SOUTHERN SIDE OF PARCEL 241 (LOT C).
7. THE PROPOSED PROJECT WILL TAKE PLACE ON PARCEL 93 ITEM I, UPON GA APPROVAL. PARCEL 93 ITEM I WILL BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH A LOT LINE REVISION AND ITEM II WILL REMAIN AS PARCEL 93.
8. WETLANDS SHOWN HEREON WERE FIELD DELINEATED BY SPENCER ROWE, INC.
9. PROPERTY LINES SHOWN HEREON ARE A COMPILATION OF RECORD INFORMATION AND A PARTIAL BOUNDARY SURVEY BY GREGORY P. WILKINS SURVEYOR, INC.
10. EXISTING SITE FEATURES SHOWN REFLECT PREVIOUSLY CONDUCTED SURVEYS BY GREGORY WILKINS SURVEYOR, INC.
11. CONCEPT PLAN SHOWS EXISTING TOPOGRAPHY WITHIN ANTICIPATED LOD FROM FIELD RUN SURVEY DATED JUNE OF 2022 BY RAUCH INC.
12. EXISTING FOREST CONSERVATION EASEMENTS ARE COMPRISED MOSTLY OF NON-TIDAL WETLANDS.
13. TIDAL WETLANDS EXTENT TRANSITIONS TO NON-TIDAL ALONG POINTS ADJACENT TO BASSETT CREEK.
14. NON-TIDAL SETBACKS ARE 25'
15. NON-TIDAL SETBACK FOR WETLAND OF SPECIAL STATE CONCERN ARE 100'
16. A 50' TIDAL WETLANDS BUFFER IS MARKED FROM THE EDGE OF TIDAL WETLANDS OF BASSETT CREEK.
17. A DEVELOPMENT SETBACK OF 200' IS EXTENDED FROM BASSETT CREEK TIDAL WETLANDS TO ELIMINATE ANY IMPACTS TO TIDAL BUFFER
18. PARCEL 0040/01060080 IS ZONED A-1/R-1 AND IS A TOTAL OF 88.37 ACRES. 1/3 (1.47 OF THESE ACRES ARE WITHIN THE COASTAL BAY CRITICAL AREA RESOURCE CONSERVATION AREA
19. THE PROPOSED PROJECT IS PLANNED TO AVOID BOTH TIDAL AND NON-TIDAL WETLANDS WHEREVER POSSIBLE. NTW BUFFER IMPACTS ARE PROPOSED. CAMPSITES 17, 16, AND 15 WILL IMPACT THE NTW BUFFER 383 SQFT. WS-1 AND WS-2 IMPACT THE NTW BUFFER BY 4,847 SQFT. TOTAL PROPOSED BUFFER IMPACTS ARE 5,229 SQFT. ANY CHANGES DURING THE DESIGN PHASE WHICH MAY IMPACT WETLANDS OR BUFFERS WILL REQUIRE A WETLAND PERMIT.
20. TREE COVER SHOWN IS LIMITED TO TREE COVER IN THE CRITICAL AREA AND LOCATED WITHIN THE PROPOSED PROJECT AND GROWTH ALLOCATION REQUEST ENVELOPE
21. THE PROPOSED PROJECT REQUIRES THE CLEARING OF 2.79 ACRES OF TREE COVER IN THE CRITICAL AREA
22. THE PROJECT PROPOSES PLANTING OF 2.93 ACRES OF TREE COVER IN THE CRITICAL AREA AND WITHIN 2.20 ACRES PROPOSED IN AN EXISTING UNFORESTED PORTION OF THE 300FT SETBACK
23. THE PROPOSED PROJECT WOULD REQUIRE COASTAL BAY CRITICAL AREA GROWTH ALLOCATION CHANGE OF 33.48 ACRES FROM RCA TO LDA ON PARCEL 0040/01060080 ITEM I
24. THE PROJECT SPANS AN ADDITION OF 52 CAMPSITES OF AT LEAST 3,000 SQFT. BY DEPTH AND 97' WIDTH
25. THE PROPOSED ROAD COVERAGE TOTALS 2.56 AC
26. THE PROPOSED LOTS WOULD INCORPORATE 1,164 SQFT OF IMPERVIOUS ON EACH SITE. THE TOTAL PROPOSED IMPERVIOUS AREA FROM LOTS, ROAD, PARKING, AND STRUCTURES TOTALS 4.54 ACRES FOR A PROPOSED LDA LOT COVERAGE OF 13.5%
28. THE PROPOSED PROJECT WILL PURSUE A PARCEL CONSOLIDATION BETWEEN PARCEL 93 AND 241 TO ALLOW THE EXPANSION OF A LEGAL NONCONFORMING CAMPGROUND CURRENTLY ON PARCEL 241
27. THE PROJECT PROPOSES FOREST CONSERVATION AREAS #1 OF 11.63ac AND FOREST CONSERVATION AREA #2 OF 9.9ac TO SECURE 12.31RU EQU ESTORMWATER MANAGEMENT CREDIT FOR THE CAMPSITE EXPANSION
28. WET SWALE #1 (WS-1) AND WET SWALE #2 (WS-2) PROVIDE 9.86AD OF ESDv TREATMENT.
CONCEPT PLAN FOR
OF THE LANDS OF
ISLAND RESORT PARK, INC.
TAX MAP 40, GRID 18, PARCEL 93 & 241
FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND
PREPARED FOR ISLAND RESORT PARK, INC.
RAUCH
engineering design & development services
REVISIONS
REV. #
DATE
DESCRIPTION
SEAL
DATE
DATE: JULY 2022
JOB NUMBER:
SCALE: 1" = 100'
DRAWN BY: J.COOK
DESIGNED BY:
APPROVED BY:
FOLDER REF:
SHEET NO.: 4 OF 7
FILE NO.:
ROBERT K. & JULIA B. EWELL LANDS OF ITEM ONE DEED REF. 5492/533 PARCEL # 93 (ITEM I) TAX MAP # 40
ZONED: A-1 USE: AGRICULTURAL 223.5 ACRES
WOODED
UPLANDS
EXISTING POND
NON-TIDAL WETLANDS
WOODED UPLANDS
POND ACCESS Area: 11528.44
50' FT ROAD Area: 12974.53.64
WETLANDS OF SPECIAL STATE CONCERN (WSSC)
WOODED NON-TIDAL WETLANDS (SPENCER ROWE, INC.)
25.0' BUFFER
ATLANTIC COASTAL BAYS CRITICAL AREA LINE
INFIELD
EXISTING ROAD (GRAVEL CAMPGROUND)



PROPOSED PLANTING AREA #1 (73,946 SQ-FT)

TYPE	CREDIT (ft^2)	C. NAME	S. NAME	SIZE	UNIT COST	QUANTITY	TOTAL COST ($)
Canopy	12,445.33	Red Maple	Acer rubrum	Bare Root	0.00$/ft^2$	200	$ -
Canopy	12,445.33	White Oak	Quercus alba	Bare Root	0.00$/ft^2$	200	$ -
Canopy	11,113.00	Loblolly Pine	Pinus taeda	Bare Root	0.00$/ft^2$	300	$ -
Understory	14,666.33	Shadbush Serviceberry	Amelanchier canadensis	Bare Root	0.00$/ft^2$	500	$ -
TOTALS	74,673					1200	$5,973.84

PROPOSED PLANTING AREA #2 (53,487 SQ-FT)

TYPE	CREDIT (ft^2)	C. NAME	S. NAME	SIZE	UNIT COST	QUANTITY	TOTAL COST ($)
Canopy	3,173.62	Red Maple	Acer rubrum	Bare Root	0.00$/ft^2$	53	$ -
Canopy	3,173.62	White Oak	Quercus alba	Bare Root	0.00$/ft^2$	53	$ -
Canopy	16,000.33	Loblolly Pine	Pinus taeda	Bare Root	0.00$/ft^2$	265	$ -
Understory	3,111.83	Shadbush Serviceberry	Amelanchier canadensis	Bare Root	0.00$/ft^2$	50	$ -
TOTALS	25,949					417	$2,075.91
GRAND TOTAL	100,622					1665	$8,049.75
TOTAL LABOR & MATERIALS							$16,099.49
SURETY AMOUNT							$17,709.44

NOTES

1. PROPERTY OWNER: JULIA AND ROBERT EWELL, 9002 CROPPER ISLAND ROAD, NEWARK, MD 21841 & ISLAND RESORT PARK INC. 9507 CROPPER ISLAND ROAD NEWARK, MD 21841
2. PROPERTY ADDRESS: 9502 CROPPER ISLAND ROAD NEWARK, MD 21841 & 9507 CROPPER ISLAND ROAD NEWARK, MD 21841
3. PROPERTY LOCATION: TAX MAP 40, GRID 18, PARCEL 241 & TAX MAP 40, GRID 18, PARCEL 93
4. CURRENT DEED REFERENCE: 5490/220 & 5291/075
5. THE SUBJECT PROPERTIES ARE PARTIALLY LOCATED IN THE CHESAPEAKE BAY CRITICAL AREA RCA ZONE.
6. PARCEL 93 IS A TOTAL OF 368.47ac. ITEM I (8.223.47 ACRES ON THE NORTHERN SIDE OF PARCEL 241 (LOT C- EXISTING CAMPGROUND) (ITEM 9 IS 142 ACRES AND LOCATED ON THE SOUTHERN SIDE OF PARCEL 241 (LOT C).
7. THE PROPOSED PROJECT WILL TAKE PLACE ON PARCEL 93 ITEM I. UPON GA APPROVAL PARCEL 93 ITEM 9 WILL BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH A LOT LINE REVISION AND ITEM 9 WILL REMAIN AS PARCEL 93.
8. WETLANDS SHOWN HEREON WERE FIELD DELINEATED BY SPENCER ROWE, INC.
9. PROPERTY LINES SHOWN HEREON ARE A COMPILATION OF RECORD INFORMATION AND A PARTIAL BOUNDARY SURVEY BY GREGORY P. WILKINS SURVEYOR, INC.
10. EXISTING SITE FEATURES SHOWN REFLECT PREVIOUSLY CONDUCTED SURVEYS BY GREGORY WILKINS SURVEYOR, INC.
11. CONCEPT PLAN SHOWS EXISTING TOPOGRAPHY WITHIN ANTICIPATED LOD FROM FIELD RUN SURVEY DATED JUNE OF 2022 BY RAUCH INC.
12. EXISTING FOREST CONSERVATION EASEMENTS ARE COMPRISED MOSTLY OF NON-TIDAL WETLANDS.
13. TIDAL WETLANDS EXTENT TRANSITIONS TO NON-TIDAL ALONG POINTS ADJACENT TO BASSETT CREEK
14. NON-TIDAL SETBACKS ARE 25'.
15. NON-TIDAL SETBACK FOR WETLAND OF SPECIAL STATE CONCERN ARE 100'.
16. A 100' TIDAL WETLANDS BUFFER IS MARKED FROM THE EDGE OF TIDAL WETLANDS OF BASSETT CREEK.
17. A DEVELOPMENT SETBACK OF 300' IS EXTENDED FROM BASSETT CREEK TIDAL WETLANDS TO ELIMINATE ANY IMPACTS TO TIDAL BUFFER.
18. PARCEL (SUBDIVISION) IS ZONED A-1(R-1) AND IS A TOTAL OF 368.37 ACRES. 173.47 OF THESE ACRES ARE WITHIN THE COASTAL BAY CRITICAL AREA RESOURCE CONSERVATION AREA
19. THE PROPOSED PROJECT IS PLANNED TO AVOID BOTH TIDAL AND NON-TIDAL WETLANDS WHEREVER POSSIBLE. NEW BUFFER IMPACTS ARE PROPOSED: CAMPSITES 17, 18, AND 19 WILL IMPACT THE NTW BUFFER 302.8SQFT, WS-1 AND WS-2 IMPACT THE NTW BUFFER BY 4,847 SQFT. TOTAL PROPOSED BUFFER IMPACTS ARE 5,229 SQFT. ANY CHANGES DURING THE DESIGN PHASE WHICH MAY IMPACT WETLANDS OR BUFFERS WILL REQUIRE A WETLAND PERMIT
20. TREE COVER SHOWN IS LIMITED TO TREE COVER IN THE CRITICAL AREA AND LOCATED WITHIN THE PROPOSED PROJECT AND GROWTH ALLOCATION REQUEST ENVELOPE
21. THE PROPOSED PROJECT REQUIRES THE CLEARING OF 2.79 ACRES OF TREE COVER IN THE CRITICAL AREA
21. THE PROJECT PROPOSES PLANTING OF 2.68 ACRES OF TREE COVER IN THE CRITICAL AREA AND WITHIN 2.26 ACRES PROPOSED IN AN EXISTING UNFORESTED PORTION OF THE 300FT SETBACK
22. THE PROPOSED PROJECT SHOULD REQUIRE COASTAL BAY CRITICAL AREA GROWTH ALLOCATION CHANGE OF 33.46 ACRES FROM RCA TO LDA ON PARCEL 93/40/0018/0093 ITEM I.
23. THE PROJECT SHOWS AN ADDITION OF 62 CAMPSITES OF AT LEAST 3,300 SQFT, 60' DEPTH, AND 50' WIDTH
24. THE PROPOSED ROAD COVERAGE TO ALS 2.95 AC
25. THE PROPOSED LOTS WOULD INCORPORATE 1,104 SQFT OF IMPERVIOUS ON EACH SITE THE TOTAL PROPOSED IMPERVIOUS AREA FROM LOTS, ROAD, PARKING, AND STRUCTURES TOTALS 4.84 ACRES FOR A PROPOSED LDA LOT COVERAGE OF 13.0%
26. THE PROPOSED PROJECT WILL PURSUE A PARCEL CONSOLIDATION BETWEEN PARCEL 93 AND 241 TO ALLOW THE EXPANSION OF A LEGAL NONCONFORMING CAMPGROUND CURRENTLY ON PARCEL 241
27. THE PROJECT PROPOSES FOREST CONSERVATION AREAS #1 OF 11.63ac AND FOREST CONSERVATION AREA #2 OF 3.93ac TO SECURE 12.37ac# ESD1 STORMWATER MANAGEMENT CREDIT FOR THE CAMPSITE EXPANSION
28. WET SWALE #1 (WS-1) 602 WET SWALE #2 (WS-2) PROVIDE 9,450sf OF ESDv TREATMENT

PROPOSED ENVIRONMENT

OF THE LANDS OF

ISLAND RESORT PARK, INC.

TAX MAP 40, GRID 18, PARCEL 93 & 241

FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND

PREPARED FOR ISLAND RESORT PARK, INC.

RAUCH INC. engineering design & development services

office: 410.749.2551 (fax: 410.749.2687)
Maryland Office: 108 N. Harrison St. | Easton, MD 21601
Virginia Office: 4310 Prince St. | Suite 201 | Ocean City, MD 21842

SEAL:

DATE:

REVISIONS

REV. #	DATE	DESCRIPTION

DATE: JULY 2022

JOB NUMBER:

SCALE: 1" = 200'

DRAWN BY: J.COOK

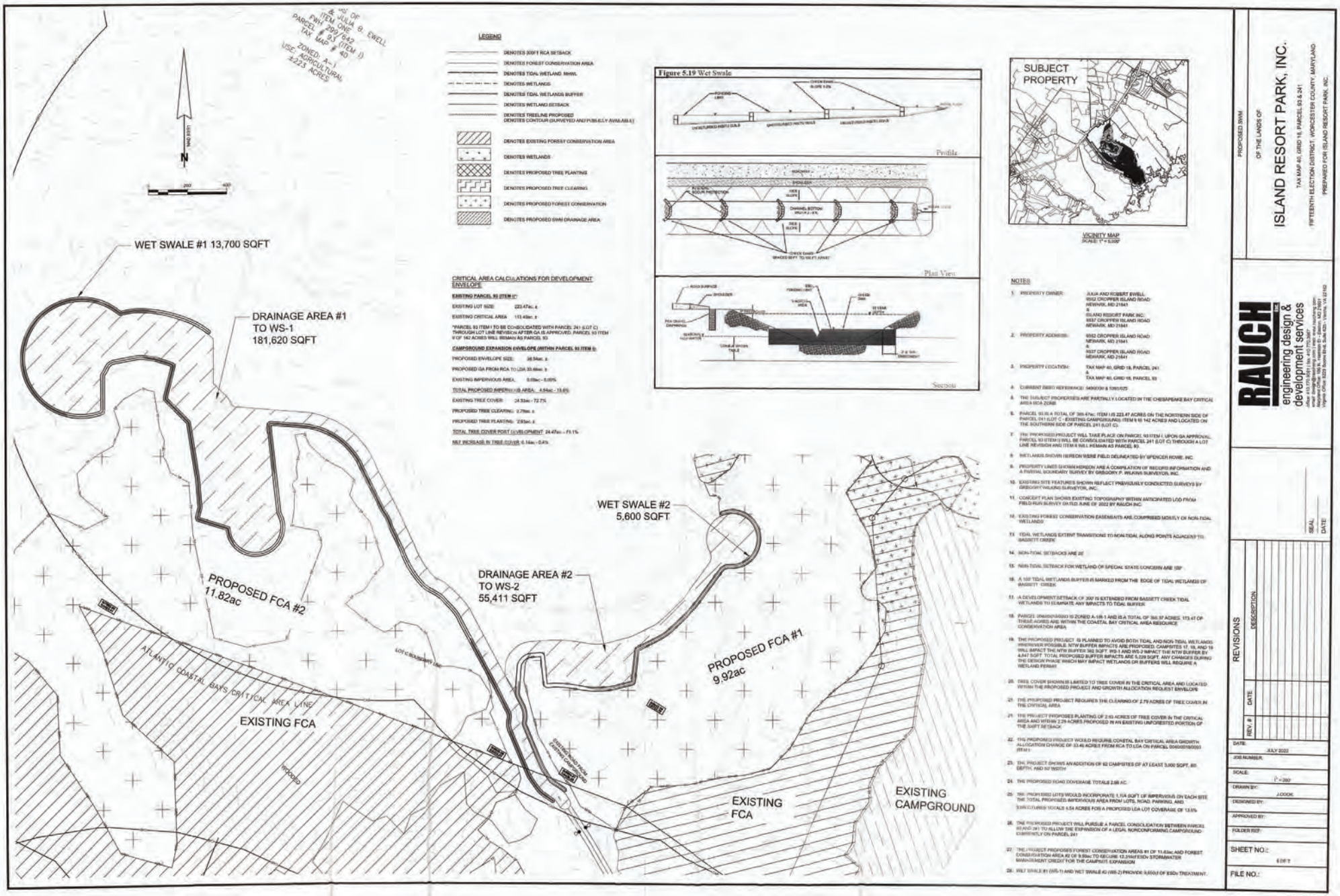
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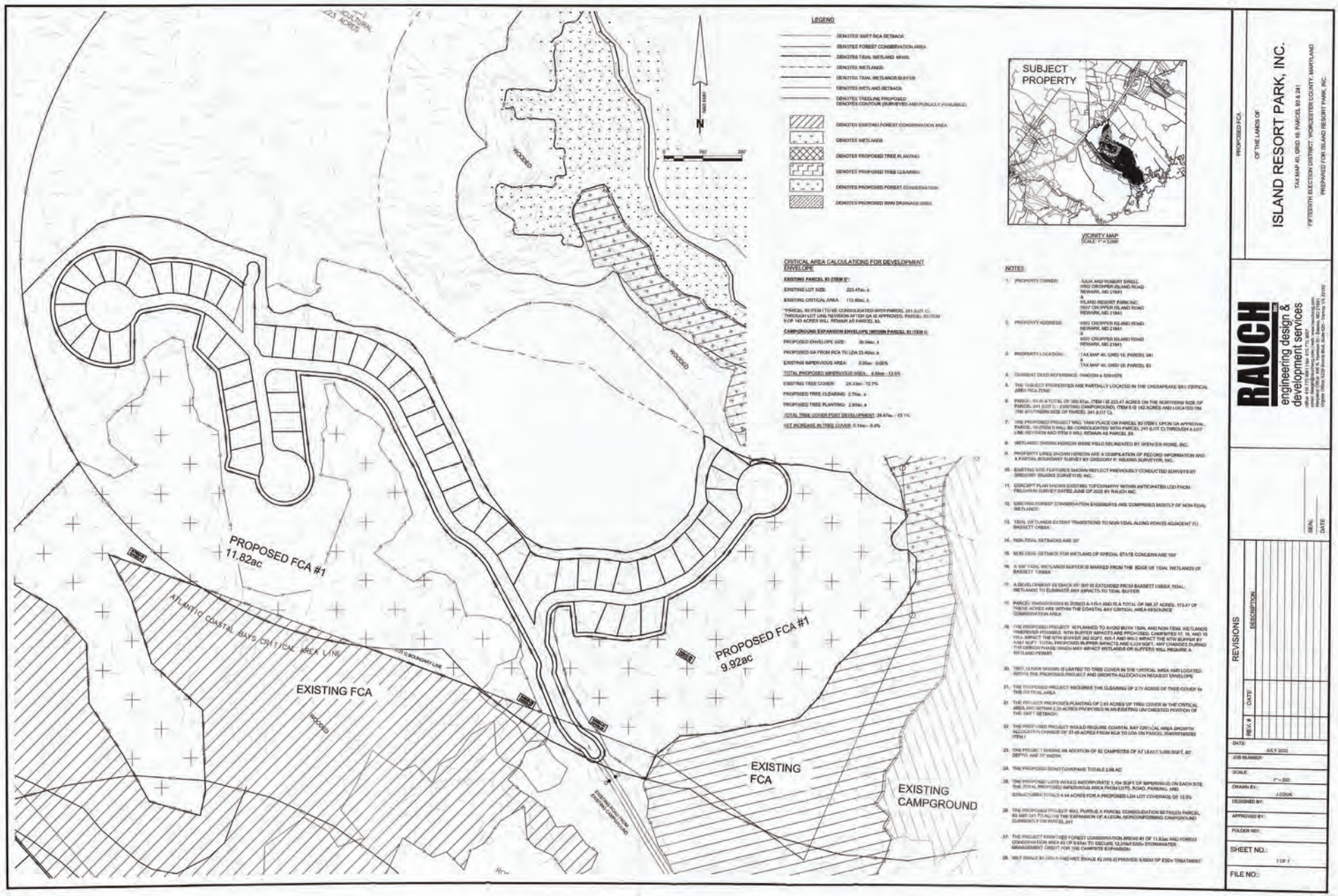
APPROVED BY:

FOLDER REF:

SHEET NO.: 1 OF 1

FILE NO.:


WET SWALE #1 13,700 SQFT
DRAINAGE AREA #1
TO WS-1
181,620 SQFT
PROPOSED FCA #2
11.82ac
WET SWALE #2
5,600 SQFT
DRAINAGE AREA #2
TO WS-2
55,411 SQFT
PROPOSED FCA #1
9.92ac
EXISTING FCA
EXISTING CAMPGROUND
ATLANTIC COASTAL BAYS CRITICAL AREA LINE
LEGEND
Figure 5.19 Wet Swale
Profile
Plan View
Section
SUBJECT PROPERTY
VICINITY MAP
CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE
NOTES
PROPOSED SWM
OF THE LANDS OF
ISLAND RESORT PARK, INC.
TAX MAP 40, GRID 18, PARCEL 93 & 241
FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND
PREPARED FOR ISLAND RESORT PARK, INC.
RAUCH INC.
engineering design & development services
REVISIONS
DESCRIPTION
DATE
REV. #
SEAL
DATE
DATE: JULY 2022
JOB NUMBER:
SCALE: 1" = 200'
DRAWN BY: JJOOR
DESIGNED BY:
APPROVED BY:
FOLDER REF:
SHEET NO.: 6 OF 7
FILE NO.:


AGRICULTURAL
23 ACRES
WOODED
WOODED
PROPOSED FCA #1
11.82ac
PROPOSED FCA #1
9.92ac
ATLANTIC COASTAL BAYS CRITICAL AREA LINE
100' BOUNDARY LINE
EXISTING FCA
WOODED
EXISTING
FCA
EXISTING
CAMPGROUND
EXISTING ROAD FROM
EXISTING CAMPGROUND
LEGEND
DENOTES 300FT RCA SETBACK
DENOTES FOREST CONSERVATION AREA
DENOTES TIDAL WETLAND MHWL
DENOTES WETLANDS
DENOTES TIDAL WETLANDS BUFFER
DENOTES WETLAND SETBACK
DENOTES TREELINE PROPOSED
DENOTES CONTOUR (SURVEYED AND PUBLICLY AVAILABLE)
DENOTES EXISTING FOREST CONSERVATION AREA
DENOTES WETLANDS
DENOTES PROPOSED TREE PLANTING
DENOTES PROPOSED TREE CLEARING
DENOTES PROPOSED FOREST CONSERVATION
DENOTES PROPOSED SWM DRAINAGE AREA
SUBJECT PROPERTY
VICINITY MAP
SCALE: 1" = 1,000'
CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE
EXISTING PARCEL 93 (ITEM I):
EXISTING LOT SIZE: 223.47ac. ±
EXISTING CRITICAL AREA: 113.49ac. ±
**PARCEL 93 (ITEM I) TO BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH LOT LINE REVISION AFTER GA IS APPROVED. PARCEL 93 ITEM II OF 142 ACRES WILL REMAIN AS PARCEL 93.
CAMPGROUND EXPANSION ENVELOPE (WITHIN PARCEL 93 ITEM I):
PROPOSED ENVELOPE SIZE: 39.54ac. ±
PROPOSED GA FROM RCA TO LDA: 23.46ac. ±
EXISTING IMPERVIOUS AREA: 0.00ac. 0.00%
TOTAL PROPOSED IMPERVIOUS AREA: 4.54ac - 13.5%
EXISTING TREE COVER: 24.33ac - 72.7%
PROPOSED TREE CLEARING: 2.71ac. ±
PROPOSED TREE PLANTING: 2.91ac. ±
TOTAL TREE COVER POST DEVELOPMENT: 24.47ac. - 73.1%
NET INCREASE IN TREE COVER: 0.14ac - 0.4%
NOTES
1. PROPERTY OWNER: JULIA AND ROBERT BWELL 9562 CROPPER ISLAND ROAD NEWARK, MD 21841 & ISLAND RESORT PARK INC. 9537 CROPPER ISLAND ROAD NEWARK, MD 21841
2. PROPERTY ADDRESS: 9562 CROPPER ISLAND ROAD NEWARK, MD 21841 & 9537 CROPPER ISLAND ROAD NEWARK, MD 21841
3. PROPERTY LOCATION: TAX MAP 40, GRID 18, PARCEL 241 & TAX MAP 40, GRID 05 PARCEL 93
4. CURRENT DEED REFERENCE: 5400/339 & 5391/076
5. THE SUBJECT PROPERTIES ARE PARTIALLY LOCATED IN THE CHESAPEAKE BAY CRITICAL AREA RCA ZONE
6. PARCEL 93 IS AT TOTAL OF 260.41ac. ITEM I IS 223.47 ACRES ON THE NORTHERN SIDE OF PARCEL 241 (LOT C) - EXISTING CAMPGROUND). ITEM II IS 142 ACRES AND LOCATED ON THE SOUTHERN SIDE OF PARCEL 241 (LOT C).
7. THE PROPOSED PROJECT WILL TAKE PLACE ON PARCEL 93 ITEM I, UPON GA APPROVAL. PARCEL 93 ITEM II WILL BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH A LOT LINE REVISION AND ITEM II WILL REMAIN AS PARCEL 93.
8. WETLANDS SHOWN HEREON WERE FIELD DELINEATED BY SPENCER ROWE, INC.
9. PROPERTY LINES SHOWN HEREON ARE A COMPILATION OF RECORD INFORMATION AND A PARTIAL BOUNDARY SURVEY BY GREGORY P. WILKINS SURVEYOR, INC.
10. EXISTING SITE FEATURES SHOWN REFLECT PREVIOUSLY CONDUCTED SURVEYS BY GREGORY WILKINS SURVEYOR, INC.
11. CONCEPT PLAN SHOWS EXISTING TOPOGRAPHY WITHIN ANTICIPATED LOD FROM FIELDWORK SURVEY DATED JUNE OF 2022 BY RAUCH INC.
12. EXISTING FOREST CONSERVATION EASEMENTS ARE COMPRISED MOSTLY OF NON-TIDAL WETLANDS.
13. TIDAL WETLANDS EXTENT TRANSITIONS TO NON-TIDAL ALONG PONDS ADJACENT TO BASSETT CREEK.
14. NON-TIDAL SETBACKS ARE 25'
15. NON-TIDAL SETBACK FOR WETLAND OF SPECIAL STATE CONCERN ARE 100'
16. A 100' TIDAL WETLANDS BUFFER IS MARKED FROM THE EDGE OF TIDAL WETLANDS OF BASSETT CREEK
17. A DEVELOPMENT SETBACK OF 300' IS EXTENDED FROM BASSETT CREEK TIDAL WETLANDS TO ELIMINATE ANY IMPACTS TO TIDAL BUFFER
18. PARCEL 09405015S003 IS ZONED A-1/R-1 AND IS A TOTAL OF 368.37 ACRES. 173.47 OF THESE ACRES ARE WITHIN THE COASTAL BAY CRITICAL AREA RESOURCE CONSERVATION AREA
19. THE PROPOSED PROJECT IS PLANNED TO AVOID BOTH TIDAL AND NON-TIDAL WETLANDS WHEREVER POSSIBLE. NTW BUFFER IMPACTS ARE PROPOSED. CAMPSITES 17, 18, AND 19 WILL IMPACT THE NTW BUFFER (462 SQFT). WS-1 AND WS-2 IMPACT THE NTW BUFFER BY 4,567 SQFT. TOTAL PROPOSED BUFFER IMPACTS ARE 5,029 SQFT. ANY CHANGES DURING THE DESIGN PHASE WHICH MAY IMPACT WETLANDS OR BUFFERS WILL REQUIRE A WETLAND PERMIT.
20. TREE COVER SHOWN IS LIMITED TO TREE COVER IN THE CRITICAL AREA AND LOCATED WITHIN THE PROPOSED PROJECT AND GROWTH ALLOCATION REQUEST ENVELOPE
21. THE PROPOSED PROJECT REQUIRES THE CLEARING OF 2.71 ACRES OF TREE COVER IN THE CRITICAL AREA
22. THE PROJECT PROPOSES PLANTING OF 2.93 ACRES OF TREE COVER IN THE CRITICAL AREA AND WITHIN 2.29 ACRES PROVIDED IN AN EXISTING UNFORESTED PORTION OF THE 300FT SETBACK
23. THE PROPOSED PROJECT WOULD REQUIRE COASTAL BAY CRITICAL AREA GROWTH ALLOCATION CHANGE OF 23.46 ACRES FROM RCA TO LDA ON PARCEL 09405015S003 ITEM I
24. THE PROJECT SHOWS AN ADDITION OF 82 CAMPSITES OF AT LEAST 3,000 SQFT, 60' DEPTH, AND 70' WIDTH
25. THE PROPOSED ROAD COVERAGE TOTALS 2.68 AC
26. THE PROPOSED LOTS WOULD INCORPORATE 1.15± SQFT OF IMPERVIOUS ON EACH SITE. THE TOTAL PROPOSED IMPERVIOUS AREA FROM LOTS, ROAD, PARKING, AND STRUCTURES TOTALS 4.54 ACRES FOR A PROPOSED LDA LOT COVERAGE OF 13.5%
28. THE PROPOSED PROJECT WILL PURSUE A PARCEL CONSOLIDATION BETWEEN PARCEL 93 AND 241 TO ALLOW THE EXPANSION OF A LEGAL NONCONFORMING CAMPGROUND CURRENTLY ON PARCEL 241
27. THE PROJECT PROVIDES FOREST CONSERVATION AREAS #1 OF 11.83ac AND FOREST CONSERVATION AREA #2 OF 9.93ac TO DECUIRE 12.1%# ESD\ STORMWATER MANAGEMENT CREDIT FOR THE CAMPSITE EXPANSION
28. WS-7 SWALE #1 (WS-1-1 AND WET SWALE #2 (WS-2) PROVIDE 9.60CF OF ESDv TREATMENT
PROPOSED FCA
OF THE LANDS OF
ISLAND RESORT PARK, INC.
TAX MAP 40, GRID 18, PARCEL 93 & 241
FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND
PREPARED FOR ISLAND RESORT PARK, INC.
RAUCH
engineering design & development services
REVISIONS
REV. #
DATE
DESCRIPTION
SEAL
DATE
DATE: 4/4/2022
JOB NUMBER:
SCALE: 1" = 200'
DRAWN BY: J.COOK
DESIGNED BY:
APPROVED BY:
FOLDER REF:
SHEET NO.: 1 OF 1
FILE NO.:

RAUCH inc.
Engineering | Survey | Architecture | Environmental

Atlantic Coastal Bays Critical Area Property
Environmental Growth Allocation Report

At
"Island Resort Campground"
9537 Croppers Island Road, Newark, MD 21841
Worcester County, MD

For
Island Resort Park, Inc.
&
Robert and Julia Ewell

October 2022

106 N. Harrison St – Easton, MD 21601
email: design@raucheng.com | web: www.raucheng.com
phone: 410.770.9081

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INTRODUCTION

Representatives of RAUCH inc. visited the subject property known as Island Resorts Campground in May 2021 and in June of 2022 to document the existing features and conditions of the property and evaluate the potential impacts of the award of LDA growth allocation in accordance with COMAR 27.01.02.06-1 and 27.01.02.06-2. On-site information-gathering efforts combined with State and Federal informational maps and resources were used to compile this environmental report.

PROJECT LOCATION, DESCRIPTION, AND SUBDIVISION HISTORY

The area of this review and assessment was conducted on property known as island resort campground located on the southeast side of U.S. route 113, Newark, Maryland – identified as parcels 93 and 241 on tax map no. 40, Worcester County, Maryland hereafter the "subject property". Worcester County Assessment Reference Information is attached in the Appendix.

The site is adjacent to Croppers Island Road and fronted by Bassett Creek which is a tributary of the Newport Bay (Watershed 021301050683), and located in the Critical Area Zone RCA in Worcester County, MD. Parcel 93 consists of 365.37 acres divided into a 223.47-acre Item I (Lot C) and a 142-acre Item II (EXHIBIT 1-1). The parcel contains 173.47 acres of designated Resource Conservation Area (RCA) which limits the density and use of the RCA designated land. Parcel 241, the location of the existing campground, is 151.27 acres and is directly adjacent and connects to parcel 93.
The area of this review and assessment was conducted on Map 40 Grid 18 Parcel 93 and Map 40 Grid 18 Parcel 241 in Worcester County, Maryland, hereafter the "subject property". Worcester County Assessment Reference Information is attached in the Appendix.

The site is adjacent to Croppers Island Road and fronted by Bassett Creek which is a tributary of the Newport Bay (Watershed 021301050683) and located in the Critical Area Zone RCA in Worcester County, MD. Parcel 93 consists of 365.37 acres divided into a 223.47-acre Item I (Lot C) and a 142-acre Item II (EXHIBIT 1-1). The parcel contains 173.47 acres of designated Resource Conservation Area (RCA) which limits the density and use of the RCA designated land. Parcel 241, the location of the existing campground, is 151.27 acres and is directly adjacent and connects to parcel 93.

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The Island Resort Campground was originally established in 2005 on parcel Map/Grid/Parcel: 0040/0018/0241 (EXHIBIT1-2). The campground has periodically expanded with its existing land-use, density, and zoning regulations. The most recent expansion approval in 2020 added 36 lots on Map/Grid/Parcel: 0040/0018/0241 bringing the total lot count to 176. Owner Robert Ewell owns adjacent property Map/Grid/Parcel: 0040/0018/0093 and proposes to expand the Island Resort Campground to this property zoned A-1/R-1.

TIMELINE AND HISTORY OF PROPERTY KNOWN AS ISLAND RESORT CAMPGROUND

This original (PARENT) parcel consisted of approximately 500 acres according to the deed to the current owners Robert & Julia Ewell dated January 20, 1970 from Evelyn N. Bassett, widow; recorded among the land records of Worcester County in Liber 299 folio 642 which transferred the lands via two tracts consisting of 321.66 acres and 180 acres excepting that portion already conveyed out to Ocean Investments, Inc. by deed dated February 3, 1967 and recorded in Liber 216 folio 322 which created Croppers Island Road (see also Plat FWH No. 8 folio 1).

Out-conveyances/transfers and other major property changes after the initial acquisition were found as follows:

DESCRIPTION	RECORDING / DATE	SOURCE
1. Deed to Porter Creek Corporation	**July 2, 1971**	**Deed 314 - 596**
2. Subdivision Plat Lots 1 & 2	**October, 1987**	**Plat Book 119 - 37**
3. Subdivision Plat Lot A	**June, 1988**	**Plat Book 120 – 14**
4. Wor Co Appeal Case # 65727 for campground	**Mar 14, 2002**	**Notes on Plat 234 – 36**
5. Conf. of Board of Appeals Case in Circ. Court	**Apr 08, 2003**	**Notes on Plat 234 - 36**
6. Subdiv. Plat Lots 3-16 & Outlots A, B, & C	**Apr 14, 2003**	**Plat Book 181 - 50**
7. Subdivision Plat Lot B	**Sep 25, 2003**	**Plat Book 185 - 27**
8. Beginning and construction of campground	**Circa 2005**	**(Based on Google Earth)**
9. Original Forest Cons Plan	**Aug 24, 2007**	**Plat Book 221 - 14**
10. Rev Plat creating Lot C (Tax Parc. 241)	**Mar 19, 2009**	**Plat Book 230 – 33**
11. Plat of campground to convert to co-op	**Jun 30, 2010**	**Plat Book 234 – 36**
12. Expansion Plan of Campground for (Phase 2)	**Jan 08, 2015**	**Plat Book 241 – 13**

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EXPANSION

Island Resort Park Inc. proposes to expand their campground by 62 lots onto Map/Grid/Parcel: 0040/0018/0093 (Item I) zoned A-1/R-1. Proposed force main will be extended to the expansion area to collect and transport wastewater. The property owner will increase the on-site wastewater treatment capacity via an expanded wastewater treatment plant and spray irrigation on an agricultural field on the same Map/Grid/Parcel: 0040/0018/0093 (Exhibit 7-8). In June of 2022, Island Resort Park, Inc. received conditional approval of a Worcester County Water and Sewer Plan Amendment which outlined the water and sewer needs in facilitating the 62-lot expansion. The approval was conditional on a growth allocation application being submitted in July of 2022 to reclassify the proposed development envelope as LDA in accordance with § NR3:I-NR3:I-12(e).

ZONING

Campground use is not an approved land use for A-1/R-1 zoning designation. However, the campground is considered a legal non-conforming use due to the campground's existence prior to the zoning use change regarding campgrounds in the A-1 zone. Worcester County code allows for expansion of legal non-conforming uses via a variance process § ZS1:III-ZS1:III-18(e)(4). In order to facilitate the expansion of the non-conforming use, Parcel 93 (Item I/Lot C) will be consolidated with Parcel 241 which houses the existing campground (EXHIBIT 5-1). Parcel 93 Item II, located to the South of Parcel 241, will remain a separate parcel from the consolidated campground parcel. The partial consolidation of parcel 93 and parcel 241will utilize the existing out-lots to the current parcel 241. Out-lots currently serving Parcel 241 will serve the entire Parcel 241 post-consolidation. This consolidation and lot line revision will be pursued prior to the physical expansion of the campground and within 12 months of approval of the Water and Sewer Plan Amendment and the Critical Areas Growth Allocation Application. Consolidation will not be pursued if the growth allocation request and the water and sewer plan amendment are not approved.

GROWTH ALLOCATION

33.46 acres of parcel 93 are requested to be reclassified from RCA to LDA. The development will fit LDA criteria and will maintain lot coverage under 15% in accordance with § NR3:II-NR3:II-05(c)(7). The proposed LDA reclassification also requires adjacency to existing LDA or IDA lands per § NR3: I-NR3: I-12(b). EXHIBIT 2-8 demonstrates the adjacency of Parcel 93 and 241 to LDA parcels along Croppers Island Road. Additionally, portions of the overall growth allocation request do occur on both parcel 241 and parcel 93 (EXHIBIT 6-2). This further

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demonstrates the immediate adjacency of parcel 241 and the proposed adjacency of the expansion area of parcel 93 once consolidated with Parcel 241. Upon the completion of the growth allocation, the campground will expand its overall capacity to help meet tourism demand to Worcester County in areas adjacent to the Atlantic Coast and popular tourist destinations in the vicinity like Ocean City.

JURISDICTIONAL OBJECTIVES

As stated in the Worcester County Comprehensive Plan, the County has growth and planning objectives for development within the County. This proposed expansion helps further the following objectives listed in the Comprehensive Plan:

1. Maintain and enhance the county's livability[1]
    a. This project helps to facilitate demand for tourist living space
2. Provide adequate public health, safety, social, recreation, and waste disposal services[1]
    a. The expansion will provide for recreation, safety, wastewater treatment, and trash removal for its occupants
3. Facilitate the county's economic activity[1]
    a. The project helps to draw tourism to the County and surrounding local municipalities
4. Provide for adequate housing opportunities for all income and age groups[1]
    a. Campgrounds facilitate tourism without adding additional demand on existing residential areas. This frees up residential structures for long-term living arrangements and helps divert short term rentals to the campground
5. Continue the viability of the agriculture and forestry industries[1]
    a. Island Resort Campground occupies an agriculturally zoned parcel and campgrounds were considered a use-by-right for agriculturally zoned districts at the time of its establishment and is maintained as a legal non-conforming use.
6. Accommodate planned future growth through designated "growth centers" with development standards designed to minimize environmental and habitat disruption[1]
    a. The expansion of Island Resort Campground will utilize all development standards to minimize environmental and habitat disruption in coordination to the relevant regulatory agencies

[1] (2006). Worcester County Comprehensive Plan. P. Commission, Worcester County. Pg. 8

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ENVIRONMENTAL CONSIDERATIONS

TOPOGRAPHY

USGS topographical maps of the area have 5’ contours. The highest elevation contours on the property are the 30’ and 40” contours running almost parallel to the Northern most property line and adjacent to the Worcester Highway (EXHIBIT 2-1 and EXHIBIT 2-2). The lowest elevation contour on the property is 5’ contour encompassing the area near the mean high-water line on the Northeast side of the parcel adjacent to Bassett Creek and along the shore of the existing pond located on the property. In general, the subject property has topography that falls in a Northwest to Southeast direction. Field-run topography was conducted on the Subject Property in June of 2022 and confirm the USGS topographical data (EXHIBIT 7-1).

Use of growth allocation will allow expansion of the existing campground within the Critical Area.

WETLANDS

There are several Wetlands of Special State Concern (WSSC) shown on the property by Maryland Department of Natural Resource (MD-DNR) as per their mapping on the MERLIN online website (EXHIBIT 2-3). The nontidal wetlands are often associated with perennial and intermittent streams within wooded drainage basins. The wetlands on the project site are adjacent to the Northern most pond on parcel 241 expanding over the property line onto parcel 93 (EXHIBIT 7-1). Additionally, a second wetland area is located on the Southeastern most portion of the property adjacent to Porter Creek, located to the South of the subject property, and extending North onto the Subject Property (EXHIBIT 7-1). Nontidal wetlands border the tidal wetlands at the bottom of the slope on the Southwestern edge of the tidal gut of Bassett Creek (EXHIBIT 7-1). These areas are vegetated with plants surviving in the existing very low salinity conditions. Common plant species include Arrow arum, Cattails, Phragmites, Soft Rush, and Sweet Pepperbush near the upland transition. Wetlands existing on the subject property have been shown on the Growth Allocation concept plan.

Existing tidal and non-tidal wetlands were field delineated by L.E. Bunting Surveys Inc. in 2007 and 2010, by Soule Associates P.C. in 2015, and by Spencer Rowe Inc in 2022. Spencer Rowe’s delineation proved to be the most comprehensive and showed wetlands not identified in past delineations (EXHIBIT 5-2). The wetlands area for delineation shown was initiated based on an

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early concept plan. This early plan shows impacts to wetlands. That plan has been modified in light of the wetlands delineation performed and is shown in the proposed concept plans. This most recent and extensive wetland delineation was used to develop the concept design for the campground and to minimize wetland impacts. The Property Owner proposes to avoid all wetland impacts. The proposed expansion does impact wetland buffers identified on the property and a non-tidal wetland buffer disturbance permit must be acquired for 5,229 ft^2 of buffer disturbance.

The National Wetlands Inventory maps generally agree with these field observations. The application that is being made for growth allocation to reclassify 33.46 acres of RCA to LDA contains areas directly adjacent to tidal and non-tidal wetlands and does encroach into tidal wetland buffers but does not propose any wetland disturbance. This growth allocation application will pose no significant impacts to these mapped areas.

SOILS

The 33.46-acre proposed area is comprised of approximately 36.2% Type A/D soils, 29.3% Type B/D soils, 18.3% Type A soils, and 16.3% Type B soils (EXHIBIT 9-1). All of the soils within the project area are hydric with the exception of Rosedale Loamy Sand and Hambrook Sandy Loam located to the South and East of the existing pond and Northwest of the existing forest conservation area and wetlands which overlap parcel 241 and 93 property lines. Due to the extensive amount of hydric soils on the subject property (EXHIBIT 2-4) and the flat terrain, significant surface erosion is not expected from water generating sources. These include but are not limited to down spouts, sump pumps, foundation drains, and impervious surfaces around the existing buildings. Any stormwater management must address all sources of water from any proposed improvements. Additionally, due to the relative flat topography of the subject property, sediment release from any new proposed construction can be sufficiently contained with the installation of silt fence.

VEGETATION

The NWI maps identify estuarine wetlands at the base of the slope on the East side of the parcel, which is confirmed by the site visits. Also see the section on “WETLANDS” as it relates to existing vegetation.

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Extensive woodland exists on site (EXHIBIT 7-1). Within the proposed 33.46-acre growth allocation area, 24.33 acres are wooded. 2.79 acres are proposed to be cleared. Common tree species observed in this area are Red Maple, Loblolly Pine, Mulberry, and Sweetgum. Common herbaceous species that exist in this area are Poison ivy, English Ivy, Greenbriar, and several upland weed species. Vegetative species are thoroughly identified in the Forest Stand Delineation performed at the Subject Property in June of 2022 (EXHIBIT 8-1). The remainder of the forested areas outside of the development envelope and the proposed critical area envelope will remain. Per NR 3-116 of Worcester County Code, the proposed site must "Maintain or increase" tree cover within the LDA envelope. The project proposes afforestation of 2.93 unforested acres to the north of the development envelope. 2.29 of those acres are proposed within the 300ft setback in accordance with § NR3:I-NR3:I-12(e)(3) and 1:1 mitigated afforestation as referenced in COMAR 27.01.02.04 can be implemented (EXHIBIT 7-5). No tree clearing is proposed within the 100-foot buffer or the 300-foot tidal waterway setback. This consideration maintains wildlife corridors, habitats, and maintains watershed water quality integrity.

SUBMERGED AQUATIC VEGETATION

No submerged aquatic vegetation was observed or known to occur in Bassett Creek in the area immediately surrounding the Subject Property. All information obtained on known SAV locations was obtained from the MERLIN environmental navigator website. No SAV impacts have occurred in the land area proposed in this application for growth allocation.

SHELLFISH

No shellfish, specifically mussels, were observed in the area of Bassett Creek immediately surrounding the Subject Property. It should be noted however that this area of Bassett Creek has been designated as Maryland Coastal Bay Mussel Habitat. All information on known shellfish waters was obtained from the MERLIN environmental navigator website. No shellfish impacts have occurred in the land area proposed in this application for growth allocation and none are anticipated as a result of the proposed project.

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FINFISH

Small Rockfish were observed breaking the water surface along Bassett Creek the area of Bassett Creek immediately surrounding the parcel is known and mapped as Maryland Finfish Tidal Adult Habitat (EXHIBIT 2-5).

Watersheds with streams where anadromous and semi-anadromous fish spawn are particularly vulnerable to landscape disturbances that could result in physical, chemical, or biological degradation. This suggests that extra care be taken in clearing and grading in the vicinity of these streams. These watersheds may also contain important opportunities for conservation activities of both governmental and private sector organizations.

No discharges should occur that would affect any surface water.

All information on known finfish waters was obtained from publicly available geo data from the State of Maryland. No finfish impacts occurred in the land area proposed in this application for growth allocation.

AMPHIBIANS AND REPTILES

The subject Property has two areas that are identified as part of Maryland's Sensitive Species Project Review Areas: Group 3, ID # = 591 (204 acres) and Group 2, ID # = 1222 (237 acres). The proposed project occurs entirely within Group 2, ID # = 1222 (EXHIBIT 2-6). For the subject property, the Maryland Amphibian and Reptile Atlas (MARA) project was completed and has documented twenty-three (23) reptile and amphibian species that have been accepted or confirmed as occurring in or near the project site.

Those species are documented as the Eastern Mud Turtle, the Eastern Box Turtle, the Painted Turtle, the Northern Red-Bellied Cooter, the Eastern Snapping Turtle, the Common Five-lined Skink, the Northern Water Snake, the Red-bellied Watersnake, the Eastern Gartersnake, the Ring-necked Snake, the Eastern Wormsnake, the Northern Rough Greensnake, the Northern Black Racer, the Eastern Ratsnake, the Eastern Kingsnake, the Eastern Redbacked Salamander, the Fowler's Toad, the New Jersey Chorus Frog, the Spring Peeper, the Green Tree Frog, the Southern Leopard Frog, the Northern Green Frog, and the American Bull Frog (EXHIBIT 2-7).

The Atlas will further identify area goals identifying impacts of concern to species present. Development activities that would contribute to water chemical makeup, temperature, or clarity

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can be addressed through environmental site design to the maximum extent practical (ESD to the MEP). All information on known Amphibians and Reptiles was obtained from the Maryland Amphibian and Reptile Atlas (MARA).

WATERFOWL AND SHOREBIRDS

There are no recognized waterfowl areas within the Subject Property. There are no recognized Coastal Bay Shorebird areas within the Subject Property. There were no waterfowl or shorebirds observed during the site visit.

Regardless of the presence of waterfowl, all proposed impacts will set back 300 feet from tidal shoreline (Bassett Creek) and 25 feet from non-tidal shoreline (Pond) and will still allow for waterfowl and coastal shorebirds to freely access the area. All information on known waterfowl and coastal shorebirds was obtained from the MERLIN environmental navigator website. No waterfowl or coastal shorebird impacts will occur as a result of the approval of this growth allocation.

WILDLIFE

Wildlife onsite is typical of the area which include deer, raccoon, rabbit, groundhog, and Forest Interior Dwelling (bird) Species (FIDS). Any impact that would occur to the wildlife would be reflective of any proposed structures and the construction associated with it; i.e., woodland habitat loss (tree clearing), increased noise, vehicles, and pets. The development of this project will follow the Site Design Guidelines for FIDS to minimize the FIDS impact of the proposed 2.79 acres of tree clearing. The preliminary design utilizes all possible existing clearings, preserves wildlife corridors, is largely limited to the perimeter of the forest, and roadways are designed at less than 30’ in width. Additionally, the final proposed project will incorporate other measures such as limiting relevant development/tree-clearing to outside of the breeding season of April-August, maintaining a 300-foot setback from Bassett Creek, and landscaping with native vegetation. No colonial nesting birds were observed at the site.

All information on known wildlife was obtained from the MERLIN environmental navigator website. No wildlife impacts occurred in the land area proposed in this application for growth allocation.

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RARE, THREATENED, AND ENDANGERED (RTE) SPECIES

A request has been made to the Maryland Department of Natural Resources for information of any threats to RTE species. No rare, threatened or endangered species are supported on the project site (EXHIBIT 4-3). No species of concern were observed during the site visits and available Worcester County and USFWS did not identify known species of concern (EXHIBIT 4-2). No RTE impacts will occur in the land area proposed in this application for growth allocation. However, special attention will be paid to the habitats of special concern in the area and agency input and coordination will be a central focus of this project's attempt to avoid, minimize, and mitigate impacts. To this end, the Property Owners and their representatives through Spencer Rowe, Inc. have coordinated with Deborah Hinkle at MDE to identify and avoid impacts to an endangered bog fern species located in the identified wetlands of special state concern on site.

STORMWATER MANAGEMENT

The growth allocation as requested by this application for the increase in the amount of LDA will result in an increase of 4.54 acres of impervious surfaces. Due to the increase in impervious surface proposed, stormwater management features are proposed in this project. Due to the high groundwater and the significant presence of A/D and B/D hydric soils, stormwater management will consist largely of wet swales. The ESDv required for the proposed site is 21,814 ft^3.Per § NR3:I-NR3:I-06(c)(4)B, There is no 10% nutrient reduction required as the proposed growth allocation is not IDA. ESD to the MEP on this site has been met through A combination of proposed forest conservation and best management practices.

FOREST CONSERVATION AREAS

21.76 acres of existing forest containing wetlands and environmentally sensitive areas are proposed to be a Forest Conservation Area (FCA) (EXHIBIT 7-7). This FCA is adjacent to the proposed expansion and is included in the site LOD. The proposed FCAs are adjacent to existing forest conservation areas on Parcel 241 and Parcel 93 (EXHIBIT 5-3(a)(b)). The proposed 21.76 acres of forest conservation area generates 12,316 cf of ESDv credit.

WET SWALES

The remaining 9,498 ft^3 of ESDv required is treated through wet swales (EXHIBIT 7-6). Wet Swale #1 (WS-1) is designed to utilize a 4-foot bed and 3:1 slopes. WS-1 provides a surface area of 13,700 ft^2 with 6" of ponding and 6" of freeboard. WS-1 generates 6,850 ft^3 of ESDv credit.

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Wet Swale #2 (WS-2) is designed to utilize a 4-foot bed and 3:1 slopes. WS-2 provides a surface area of 5,600 ft^2 with 6" of ponding and 6" of freeboard. This practice generates 2,800 ft^3 of ESDv credit and fully satisfies the remaining stormwater management requirements for the proposed project. Verified with the Maryland ESD Spreadsheet and the Maryland Stormwater Design Manual, the stormwater will be treated and will not negatively impact the watershed water quality or cause excessive runoff (EXHIBIT 3-1).

AGENCY CORRESPONDENCE

MARYLAND DEPARTMENT OF PLANNING

The project has been submitted to MDP Clearinghouse for State-level intergovernmental review. The clearinghouse review has yielded comments which conclude the project Consistent with Qualifying Comments and Contingent Upon Certain Actions (Exhibit 3-1). A list of agencies which participated in this review are as follows:

1. Maryland Department of Planning
2. Department of Natural Resources
3. Maryland Historical Trust
4. Maryland Department of Agriculture
5. Department of Transportation

DEPARTMENT OF NATURAL RESOURCES

DNR was contacted directly in addition to the MDP clearinghouse review in order to consult early on this project with respect to the significant sensitive habitat areas on the property. Specifically, the number of reptiles and amphibians listed on the site are of special concern to DNR and the project should work with DNR to minimize and mitigate and potential impacts. This more in-depth and focused review by DNR has not yielded a full set of comments and recommendations at this time.

US FISH AND WILDLIFE SERVICE

US Fish and Wildlife Service was consulted via the USFWS environmental review process. The review yielded a preliminary result of 0 threatened, endangered, or candidate species on the species list for the proposed project site. Additionally, there are no refuge lands within the project area (EXHIBIT 4-2).

US ARMY CORPS OF ENGINEERS

The US Army Corps of Engineers was contacted to provide preliminary comments and recommendations regarding the proposed project due to the proximity of the project to tidal waterways. Emails from US Army Corps of Engineers confirmed that comments on the project would be issued if and when the project submits permit applications during the design phase.

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SUMMARY AND EVALUATION OF POTENTIAL IMPACTS

Based on information obtained and reported above, the following potential impacts and recommendations are noted:

A. Existing tidal and non-tidal wetlands were field delineated by Spencer Rowe Inc. in 2022. This survey shows consistent boundaries for existing wetlands which have been avoided and preserved by the Property Owner through each proposed expansion of the campground. This most recent and extensive wetland delineation was used to develop the concept design for the campground and to minimize wetland impacts. The Property Owner proposes to avoid all wetland impacts. The proposed expansion does impact wetland buffers identified on the property and a non-tidal wetland buffer disturbance permit must be acquired for 5,229 ft^2 of buffer disturbance. The Property Owner will continue to work with AHJs to minimize environmental resource impacts during the expansion process.

B. Wildlife and Vegetation will be impacted as a result of this project. Mitigation of impacts must be implemented and coordinated with relevant regulatory agencies.

1. FIDS impact must be addressed and mitigated or avoided
2. Impacts to Sensitive Species Project Review Area Group 2, ID # = 1222 must be addressed, mitigated, and coordinated with DNR
4. A forest conservation plan should be developed for the proposed FCAs.

C. Grading and disturbance of soils must be controlled with silt fences. This will suffice in SEC practices due to the flat topography.

D. High groundwater and hydric soils limits the ability to use ESD practices. Wet swales will be the predominant stormwater management structure to address and treat runoff from new impervious areas in conjunction with proposed forest conservation areas.

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EXHIBITS

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VA office | 8229 Boone Blvd, Suite 625 – Vienna, VA 22182
email: design@raucheng.com | web: www.raucheng.com
phone: 410.770.9081 | fax: 410.770.3667

Real Property Data Search ( )
Search Result for WORCESTER COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Special Tax Recapture: AGRICULTURAL TRANSFER TAX

Account Identifier: **District -** 04 **Account Number -** 001354

Owner Information

Owner Name:	EWELL JULIA B & EWELL ROBERT K	**Use:** **Principal Residence:**	AGRICULTURAL YES
Mailing Address:	9552 CROPPER ISLAND RD NEWARK MD 21841	**Deed Reference:**	/05391/ 00075

Location & Structure Information

Premises Address:	9552 CROPPERS ISLAND RD NEWARK 21841-0000	**Legal Description:**	ITM I 223.4743 ACS II 142.00 AC E/S R-113 BNDRY LN ADJ ETC R EWELL

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	Plat Ref:
0040	0018	0093	4010053.24	0000				2020	230033	

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
1995	2,054 SF		365.4700 AC	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
1 1/2	YES	STANDARD UNIT	SIDING/4		2 full	1 Attached	

Value Information

	Base Value	Value As of 01/01/2020	Phase-in Assessments As of 07/01/2021	 As of 07/01/2022
Land:	201,000	165,000		
Improvements	159,800	164,200		
Total:	360,800	329,200	329,200	329,200
Preferential Land:	52,000	52,000		

Transfer Information

Seller: CLIVE J BASSETT EST	**Date:** 01/27/1971	**Price:** $0
Type: NON-ARMS LENGTH OTHER	**Deed1:** SVH /05391/ 00075	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2021	07/01/2022
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Special Tax Recapture: AGRICULTURAL TRANSFER TAX

Homestead Application Information

Homestead Application Status: Approved 12/31/2012

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**

Real Property Data Search ( )
Search Result for WORCESTER COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Special Tax Recapture: None

Account Identifier: **District -** 04 **Account Number -** 010035

Owner Information

Owner Name:	ISLAND RESORT PARK INC	**Use:**	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	9537 CROPPER ISLAND RD NEWARK MD 21841-2111	**Deed Reference:**	/05490/ 00330

Location & Structure Information

Premises Address:	9537 CROPPERS ISLAND RD NEWARK 21841-0000	**Legal Description:**	LT C 151.27AC CAMPGD CROPPERS ISLAND RD BNDRY LN ADJ ETC R EWELL

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	230033
0040	0018	0241	14081.24	0000		C		2020	Plat Ref:	241/ 13

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
2005	2,892 SF		151.2700 AC	000000

Stories	Basement Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
	RETAIL STORE /	C3				

Value Information

	Base Value	Value As of 01/01/2020	Phase-in Assessments As of 07/01/2021	As of 07/01/2022
Land:	756,300	756,300		
Improvements	1,555,900	2,193,900		
Total:	2,312,200	2,950,200	2,737,533	2,950,200
Preferential Land:	0	0		

Transfer Information

Seller: EWELL JULIA B & ROBERT K	**Date:** 06/14/2010	**Price:** $0
Type: NON-ARMS LENGTH OTHER	**Deed1:** SVH /05490/ 00330	**Deed2:**
Seller: EWELL JULIA B & ROBERT K	**Date:** 06/14/2010	**Price:** $0
Type: NON-ARMS LENGTH OTHER	**Deed1:** SVH /05490/ 00315	**Deed2:**
Seller: EWELL JULIA B & ROBERT K	**Date:** 06/14/2010	**Price:** $0
Type: NON-ARMS LENGTH OTHER	**Deed1:** FWH /00299/ 00642	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2021	07/01/2022
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

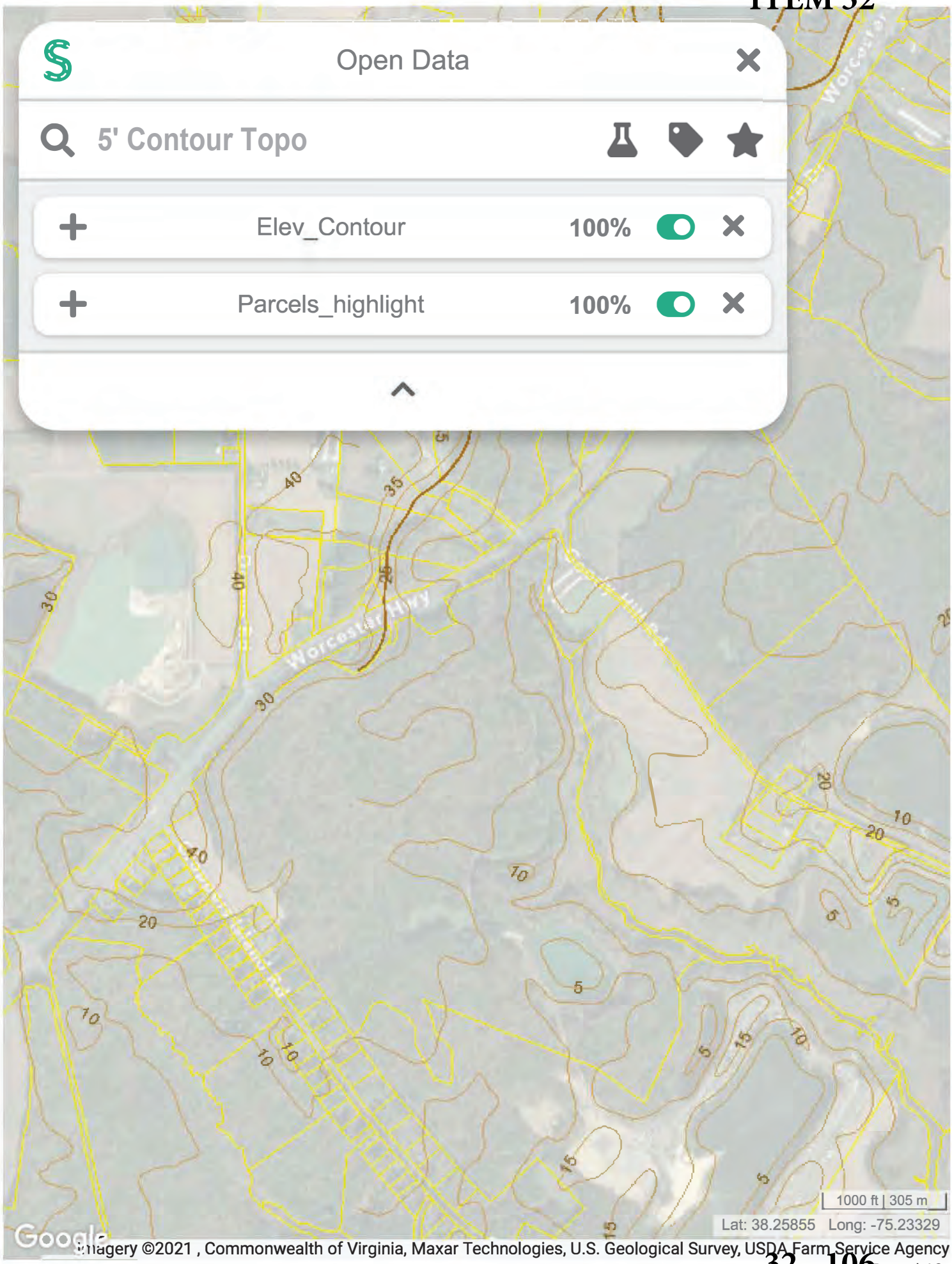
Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

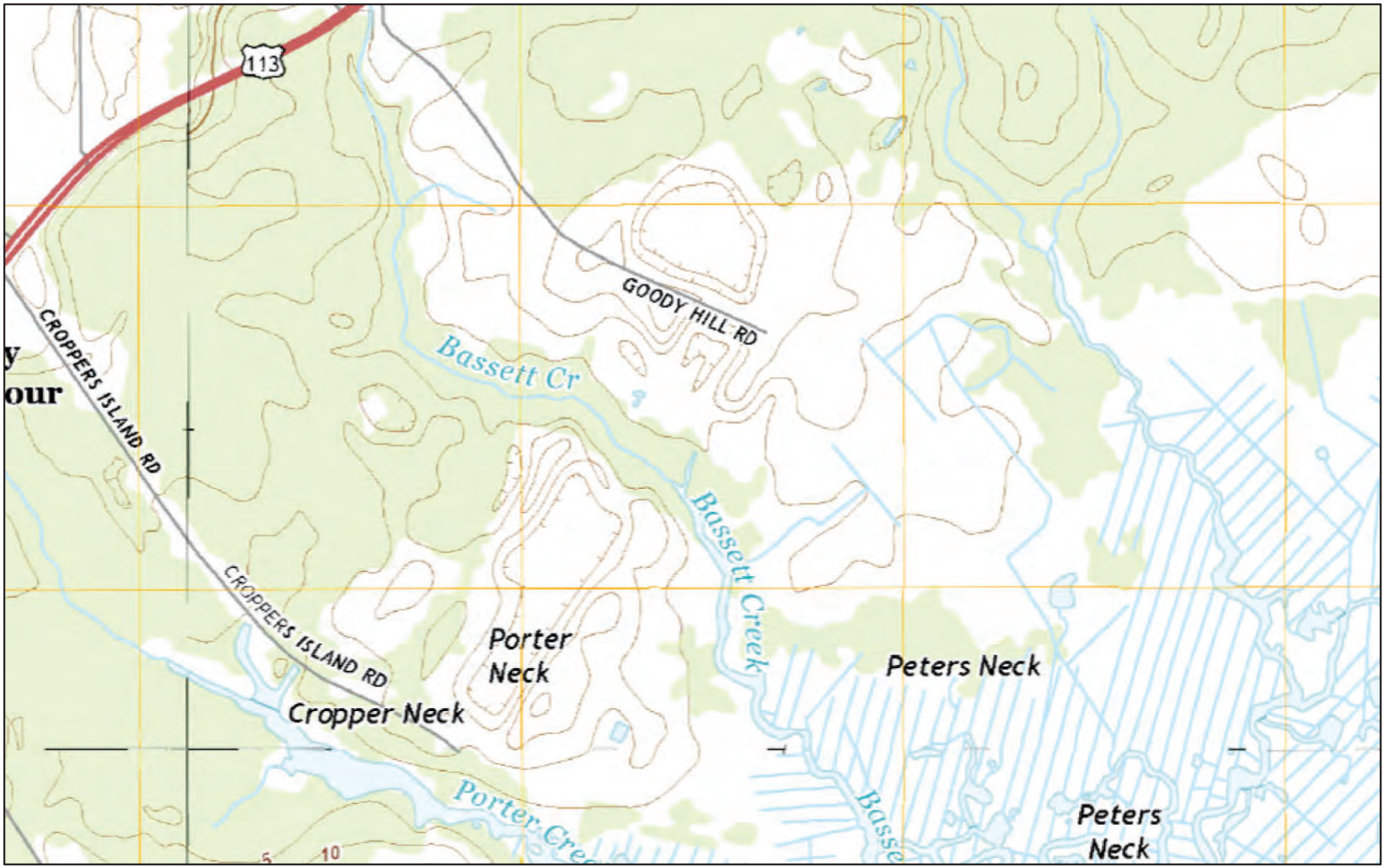
Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**


Open Data
5' Contour Topo
Elev_Contour 100%
Parcels_highlight 100%
Worcester Hwy
1000 ft | 305 m
Lat: 38.25855 Long: -75.23329
Google
Imagery ©2021 , Commonwealth of Virginia, Maxar Technologies, U.S. Geological Survey, USDA Farm Service Agency

MERLIN Maryland's Environmental Resources and Land Information Network

EXHIBIT 2-2: USGS TOPOGRAPHY MAP



6/9/2021, 3:01:32 PM

Maryland USGS Topographic Quadrangles

1:18,056

0 0.1 0.2 0.4 mi

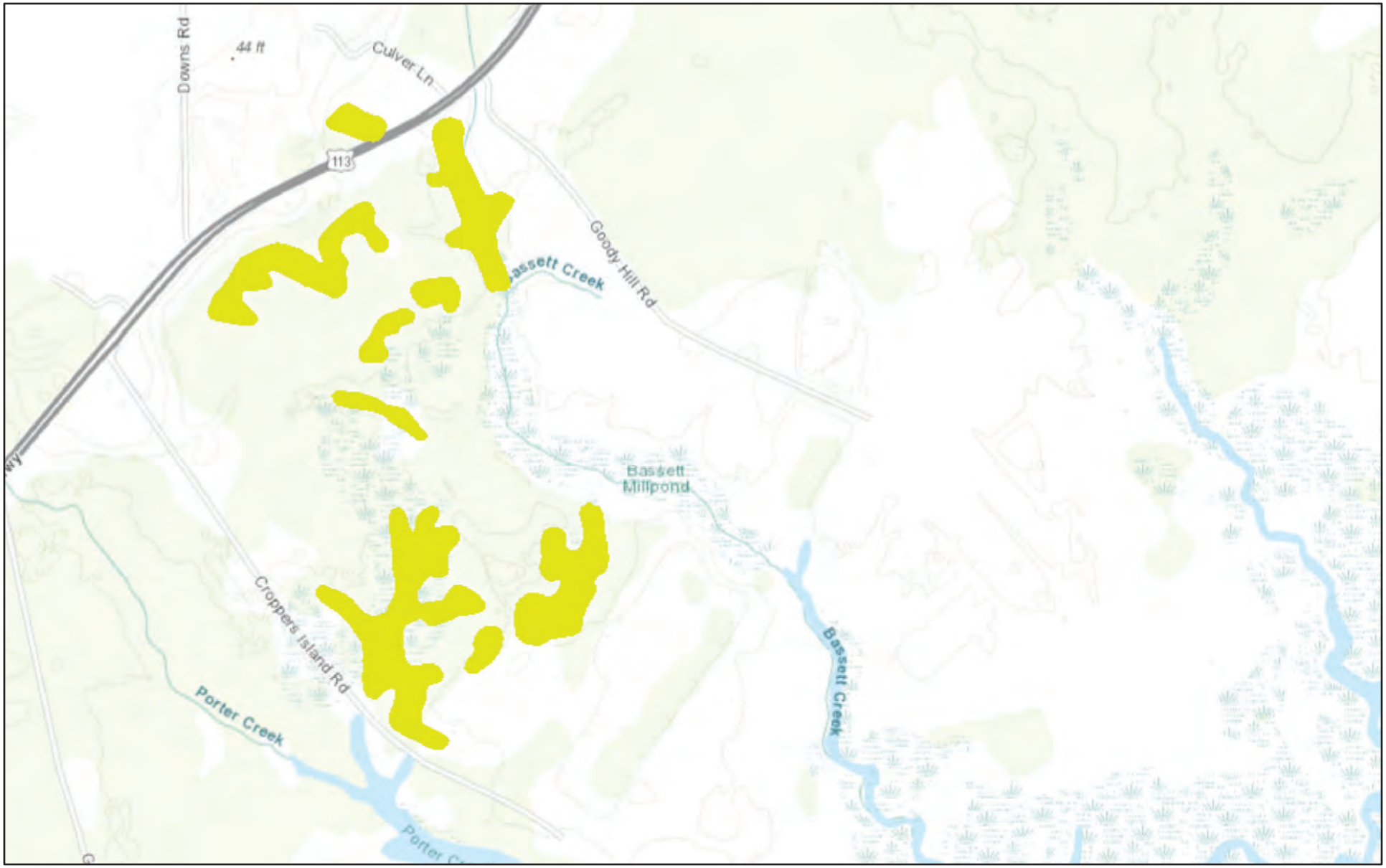
0 0.17 0.35 0.7 km

MD iMAP, USGS, VITA, Esri, HERE, Garmin, INCREMENT P, USGS, METI/

VITA, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA | MD iMAP | MD iMAP, DoIT | MD iMAP, USDA | MD iMAP, USGS | MD iMAP, COMMERCE, DHCD, MDP, MHT, MDOT, MDOT SHA, USDOT, FHWA, DoIT | MD iMAP, MDP, MHT | MD

MERLIN Maryland's Environmental Resources and Land Information Network

EXHIBIT 2-3: DNR WETLANDS OF SPECIAL STATE CONCERN



6/9/2021, 3:14:06 PM

Wetlands - Linear - Special State Concern

Wetlands - Polygon - Special State Concern

1:18,056

0 0.1 0.2 0.4 mi

0 0.17 0.35 0.7 km

MD iMAP, DNR, USFW, VITA, Esri, HERE, Garmin, INCREMENT P, USGS,

Maryland Department of Natural Resources

VITA, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA | MD iMAP | MD iMAP, DoIT | MD iMAP, USDA | MD iMAP, USGS | MD iMAP, COMMERCE, DHCD, MDP, MHT, MDOT, MDOT SHA, USDOT, FHWA, DoIT | MD iMAP, MDP, MHT | MD


Site Plan
Open Data
Search (parcels, utilities, imagery, etc)
Parcels_highlight
100%
Hydric Soils
50%
http://geodata.md.gov/imap/rest/services/Geoscient…
HD
Hydric
Not Hydric
Partially Hydric
500 ft | 152 m
Lat: 38.26451 Long: -75.23609
Google
Imagery ©2021 , Commonwealth of Virginia, Maxar Technologies, U.S. Geological Survey, USDA Farm Service Agency

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My Map

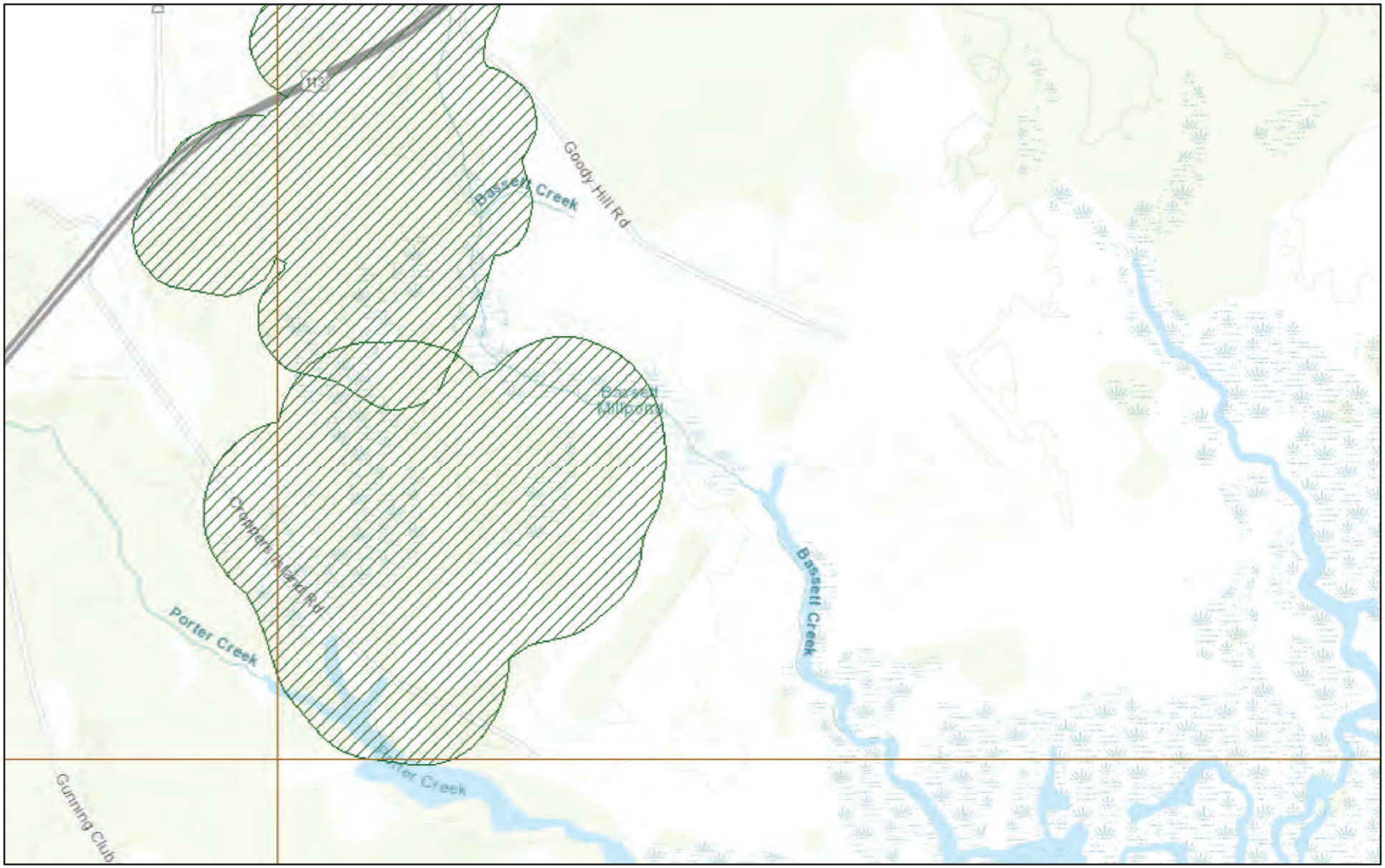
EXHIBIT 2-5: MARYLAND FINFISH TIDAL ADULT HABITAT



Esri, NASA, NGA, USGS, FEMA | Esri Community Maps Contributors, VITA, Esri, HERE, Garmin, SafeGraph, INCREMENT P, METI/NASA, USGS, EPA, NPS, US Census Bureau, USDA | MD iMap, DNR

MERLIN Maryland's Environmental Resources and Land Information Network

EXHIBIT 2-6: SENSITIVE SPECIES PROJECT REVIEW AREAS



6/9/2021, 2:38:55 PM

1:18,056

0 0.1 0.2 0.4 mi

0 0.17 0.35 0.7 km

Sensitive Species Project Review Areas

Coastal Bays Shorebirds

MD Amphibian and Reptile Atlas Grid

Waterfowl Areas

MD iMAP, DNR, VITA, Esri, HERE, Garmin, INCREMENT P, USGS, METI/

Maryland Department of Natural Resources

VITA, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA | MD iMAP | MD iMAP, DoIT | MD iMAP, USDA | MD iMAP, USGS | MD iMAP, COMMERCE, DHCD, MDP, MHT, MDOT, MDOT SHA, USDOT, FHWA, DoIT | MD iMAP, MDP, MHT | MD

Department of Natural Resources
Maryland Amphibian and Reptile Atlas (MARA) Database

strSelection: SystemStats
User Id:
Role(s):

- MARA Project
  - Home
  - Getting Started
  - Project Contacts
  - Block Locator
  - Project Status
    - Project Maps
      - Species Count By Quad
      - Species Count By QuadBlock
      - Distribution Per Quad
      - Distribution Per QuadBlock
  - Login

Project Status

Database Status Summary

Statewide	(no filters)	DB Logistics Species Summary	
Select a county:	Worcester then click:	Block Stats (A&C) Quad Stats ☑ Only items w/Data	DB Logistics Species Stats Sighting Details
Select a quad:	Berlin then click:	Quad Stats	
Select a quadblock:	Berlin, SW then click:	Block Stats	

Quad Block Stats Query Complete.

Quad Block Summary Table: Reported Species (C=Confirmed; A=Accepted; P=Pending/Under Review; X=Unconfirmed/Rejected)

CountyName	QuadName	BlockName	SpeciesCategory	SpeciesCommonName	SightingStatus
Worcester	Berlin	SW	Turtle	Eastern Mud Turtle	C
Worcester	Berlin	SW	Turtle	Eastern Box Turtle	C
Worcester	Berlin	SW	Turtle	Painted Turtle	C
Worcester	Berlin	SW	Turtle	Northern Red-bellied Cooter	A
Worcester	Berlin	SW	Turtle	Eastern Snapping Turtle	C
Worcester	Berlin	SW	Lizard	Common Five-lined Skink *	C
Worcester	Berlin	SW	Snake	Northern Watersnake	C
Worcester	Berlin	SW	Snake	Red-bellied Watersnake *	C
Worcester	Berlin	SW	Snake	Eastern Gartersnake	A
Worcester	Berlin	SW	Snake	Common Ribbonsnake *	P
Worcester	Berlin	SW	Snake	Ring-necked Snake	C
Worcester	Berlin	SW	Snake	Eastern Wormsnake	C
Worcester	Berlin	SW	Snake	Northern Rough Greensnake	C

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Worcester	Berlin	SW	Snake	Northern Black Racer	C
Worcester	Berlin	SW	Snake	Eastern Ratsnake	C
Worcester	Berlin	SW	Snake	Eastern Kingsnake	C
Worcester	Berlin	SW	Salamander	Eastern Redbacked Salamander	A
Worcester	Berlin	SW	Salamander	Southern Two-lined Salamander *	X
Worcester	Berlin	SW	Frog & Toad	Fowler's Toad	C
Worcester	Berlin	SW	Frog & Toad	New Jersey Chorus Frog	A
Worcester	Berlin	SW	Frog & Toad	Spring Peeper	A
Worcester	Berlin	SW	Frog & Toad	Green Treefrog	A
Worcester	Berlin	SW	Frog & Toad	Cope's Gray Treefrog *	X
Worcester	Berlin	SW	Frog & Toad	Southern Leopard Frog	C
Worcester	Berlin	SW	Frog & Toad	Northern Green Frog	A
Worcester	Berlin	SW	Frog & Toad	American Bullfrog	C

EXHIBIT 2-8: CRITICAL AREA PROXIMITY

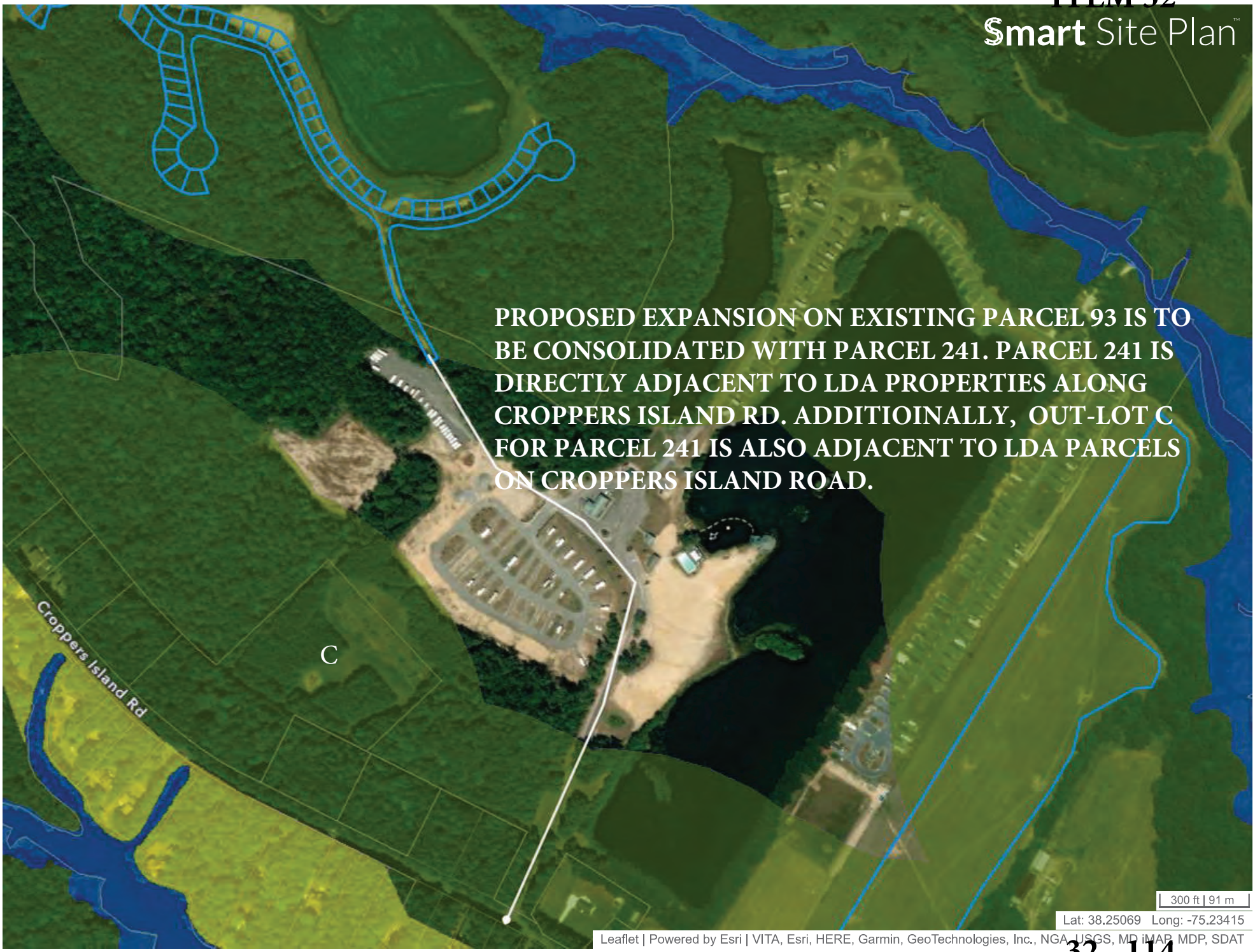


EXHIBIT 3-1: STORMWATER ESD SPREADSHEET SUMMARY

VERSION 4.2

Maryland ESD Calculations and 10% Phosphorus Removal

Project Name:	**Island Resorts**
Date:	**28-Jul-22**

data input cells

calculation cells

Step 1: Complete ESD Implementation Checklist

Check all of the Following ESD Practices That Were Implemented at Site	*Yes - No - N/A*
Environmental Mapping Was Conducted at Site Prior to Layout	*YES*
Natural Areas Were Conserved (e.g., forests, wetlands, steep slopes, floodplains)	*YES*
Stream, Wetland and Shoreline Buffers Were Reserved	*YES*
Disturbance of Permeable Soils Was Minimized	*YES*
Natural Flow Paths Were Maintained Across the Site	*YES*
Building Layout Was Fingerprinted to Reduce Clearing and Grading at Site	*YES*
Site Grading Promoted Sheetflow From Impervious Areas to Pervious Ones	*YES*
Site Design Was Evaluated to Reduce Creation of Needless Impervious Cover	*YES*
Site Design Was Evaluated to Maximize Disconnection of Impervious Cover	*YES*
Site Design Was Evaluated to Identify Potential Hotspot Generating Area for Stormwater Treatment	*YES*
Erosion and Sediment Control Practices and Post Construction Stormwater Management Practices Were Integrated into a Comprehensive Plan	*YES*
Tree PlantingWas Used at the Site to Convert Turf Areas into Forest	*YES*

Step 2: Calculate Site Imperviousness and Water Quality Volume, WQv (for redevelopment)

Site Area, A (acres)	38.54
Existing Impervious Surface Area (acres)	0.00

Proposed Impervious Surface Area (acres)	4.54				
Rainfall Depth, P (in)	1.0				
Existing Imperviousness, I_{pre}	0.0%				
Proposed Imperviousness, I_{post}	11.8%				
Water Quality Calculation for Redevelopment Only					
Required Treatment Area (acres)	0.00				
Runoff Coefficient, Rv	0.95				
Water Quality Volume, WQv (cf)	**0**				

Step 4: Calculate Environmental Site Design (ESD) Rainfall Target, P_E

Development Category (for ESD)	**New Development**				
% Soil Type A	11%		RCN Soil Type A	46.71	
% Soil Type B	11%		RCN Soil Type B	65.71	
% Soil Type C	0%		RCN Soil Type C	76.71	
% Soil Type D	78%		RCN Soil Type D	82.35	
Target Pre-Developed Condition, RCN_{woods}	70.37727	Post-Developed Condition, RCN		76.66	
Soil Type A ESD Rainfall Target, P_E (in)	1.00				
Soil Type B ESD Rainfall Target, P_E (in)	1.00				
Soil Type C ESD Rainfall Target, P_E (in)	0.00				
Soil Type D ESD Rainfall Target, P_E (in)	1.00				
Maximum P_E (in)	2.7				
Site ESD Rainfall Target, P_E (in)	1.00				
ESD Runoff Depth, Q_E (in)	0.16				

ESD Runoff Volume, ESDv (cf)	21,814
Total area in forest conservation (acres)	21.76
Treatment volume from forest conservation (cf)	12,316
Total Treatment Volume (cf)	9,498

Calculation Summary	0.5 acre site .25 acres to .38 acres
Critical Area 10% Calculations	50% to 75%
Removal Requirement, RR (lbs P / yr)	**-2.63**
after non-structural and micro-scale BMPs (Steps 5 and 6)	
Total Load Reduction (lbs P / year)	1.93
Total Load Reduction Remaining (lbs P / yr)	**0.00**
after structural practices (Step 9)	
Total Load Reduction (lbs P / year)	1.93
Total Load Reduction Remaining (lbs P / yr)	**0.00**

MDE's ESD to the MEP Calculations

ESD Runoff Volume, ESDv (cf)	21,814.00
Total Treatment Volume (cf)	9,497.57
WQv or ESDv Treated (cf) using ESD practices and inovative site planning	9,650.00
PE achieved (inches)	0.44
Entire ESDv Treated Through ESD Practices?	YES
ESDv Remaining? (cf)	0.00
If ESDV is not fully treated, is ESD to MEP achieved?	YES
Redevelopment WQv Requirements Met Through ESD Practices?	N/A
WQv Remaining? (cf)	0.00
New Development WQv Requirements Met Through ESD Practices?	NO
WQv Remaining? (cf)	12164.11
WQv Requirement Met through structural practices?	NO
WQv Remaining (cf)	12164.11
CPv Requirement Met through structural practices?	YES
CPv Remaining (cf)	0.00

Entire ESDv Treated Through Environmental Site Design? YES

Total Treatment Volume: 9,498
Volume Treated: 9,650

M-8

	Direct drainage				Indirect drainage					
Micro-Scale Practices	Contributing Drainage Area (sf)	% Imperviou s Cover ---------- RV	To fully treat sub area - ------ PE required ------- WQV required	Max available WQv or ESDv from CDA (cf)	Area of upstream catchment (sf)	WQv or ESDv from Up-Gradient Practices (cf)	Total catchmen t area ------ Total ESDv to practice	Practice Specific Parameter(s)		WQV or ESDv provided (cf)
		30%	1.29				181,620	Surface Area (sf)	Ponding Depth (ft)	
Wet Swales M8-1	181,620	0.32	6230	13,077	0	0	13077	13,700	0.5	6,850
		30%	1.29				55,411	Surface Area (sf)	Ponding Depth (ft)	
Wet Swales M8-2	55,411	0.32	1901	3,990	0	0	3990	5,600	0.5	2,800
			1.00				0	Surface Area (sf)	Ponding Depth (ft)	
Wet Swales M8-3		0.05	0	0	0	0	0			0
			1.00				0	Surface Area (sf)	Ponding Depth (ft)	
Wet Swales M8-4		0.05	0	0	0	0	0			0
			1.00				0	Surface Area (sf)	Ponding Depth (ft)	
Wet Swales M8-5		0.05	0	0	0	0	0			0
			1.00				0	Surface Area (sf)	Ponding Depth (ft)	
Wet Swales M8-6		0.05	0	0	0	0	0			0
			1.00				0	Surface Area (sf)	Ponding Depth (ft)	
Wet Swales M8-7		0.05	0	0	0	0	0			0
			1.00				0	Surface Area (sf)	Ponding Depth (ft)	
Wet Swales M8-8&9		0.05	0	0	0	0	0			0
			1.00				0	Surface Area (sf)	Ponding Depth (ft)	
Wet Swales M8-10&11		0.05	0	0	0	0	0			0
			1.00				0	Surface Area (sf)	Ponding Depth (ft)	
Wet Swales		0.05	0	0	0	0	0			0
			1.00				0	Surface Area (sf)	Ponding Depth (ft)	
Wet Swales		0.05	0	0	0	0	0			0
			1				0	Surface Area (sf)	Ponding Depth (ft)	
Wet Swales		0.05	0	0	0	0	0			0
Total	237,031			17,066		0				9,650

Larry Hogan, Governor
Boyd Rutherford, Lt. Governor

Robert S. McCord, Secretary
Sandy Schrader, Deputy Secretary

Maryland
DEPARTMENT OF PLANNING

June 29, 2021

Mr. James Cook
Project Facilitator,
Rauch, Inc.
106 N. Harrison Street
Easton, MD 21601

STATE CLEARINGHOUSE RECOMMENDATION

State Application Identifier: **MD20210607-0492**
Applicant: Rauch, Inc.
Project Description: Island Resort Park Inc. Newark, Maryland Campground Lot Expansion and Wastewater Project
Project Location: Worcester County
Approving Authority: Privately Funded
Recommendation: **Consistent with Qualifying Comments**

Dear Mr. Cook:

In accordance with Presidential Executive Order 12372 and Code of Maryland Regulation 34.02.01.04-.06, the State Clearinghouse has coordinated the intergovernmental review of the referenced project. This letter constitutes the State process review and recommendation. This recommendation is valid for a period of three years from the date of this letter.

Review comments were requested from the Maryland Departments of Natural Resources, Transportation, and the Environment; Worcester County; and the Maryland Department of Planning including the Maryland Historical Trust.

The Maryland Departments of Natural Resources, and Transportation; and the Maryland Historical Trust found this project to be consistent with their plans, programs, and objectives.

The Maryland Historical Trust has determined that the project will have "no effect" on historic properties and that the federal and/or State historic preservation requirements have been met.

301 West Preston Street - Suite 1101 - Baltimore - Maryland - 21201
Tel: 410.767.4500 - Toll Free: 1.877.767.6272 - TTY users: Maryland Relay - Planning.Maryland.gov

The Maryland Department of Environment (MDE); Worcester County; and the Maryland Department of Planning found this project to be generally consistent with their plans, programs, and objectives, but included certain qualifying comments summarized below.

MDE commented:

1. Construction, renovation and/or demolition of buildings and roadways must be performed in conformance with State regulations pertaining to ""Particulate Matter from Materials Handling and Construction"" (COMAR 26.11.06.03D), requiring that during any construction and/or demolition work, reasonable precaution must be taken to prevent particulate matter, such as fugitive dust, from becoming airborne.

2. During the duration of the project, soil excavation/grading/site work will be performed; there is a potential for encountering soil contamination. If soil contamination is present, a permit for soil remediation is required from MDE's Air and Radiation Management Administration. Please contact the New Source Permits Division, Air and Radiation Management Administration at (410) 537-3230 to learn about the State's requirements for these permits.

3. The applicant is reminded that a Water and Sewerage Plan Amendment approval should be secured prior to applying for discharge permits or construction permits.

4. Any above ground or underground petroleum storage tanks, which may be utilized, must be installed and maintained in accordance with applicable State and federal laws and regulations. Underground storage tanks must be registered and the installation must be conducted and performed by a contractor certified to install underground storage tanks by the Land and Materials Administration in accordance with COMAR 26.10. Contact the Oil Control Program at (410) 537-3442 for additional information.

5. Any solid waste including construction, demolition and land clearing debris, generated from the subject project, must be properly disposed of at a permitted solid waste acceptance facility, or recycled if possible. Contact the Solid Waste Program at (410) 537-3315 for additional information regarding solid waste activities and contact the Resource Management Program at (410) 537-3314 for additional information regarding recycling activities.

6. The Resource Management Program should be contacted directly at (410) 537-3314 by those facilities which generate or propose to generate or handle hazardous wastes to ensure these activities are being conducted in compliance with applicable State and federal laws and regulations. The Program should also be contacted prior to construction activities to ensure that the treatment, storage or disposal of hazardous wastes and low-level radioactive wastes at the facility will be conducted in compliance with applicable State and federal laws and regulations.

7. The proposed project may involve rehabilitation, redevelopment, revitalization, or property acquisition of commercial, industrial property. Accordingly, MDE's Brownfields Site Assessment and Voluntary Cleanup Programs (VCP) may provide valuable assistance to you in this project. These programs involve environmental site assessment in accordance with accepted industry and financial institution standards for property transfer. For specific information about these programs and eligibility, please Land Restoration Program at (410) 537-3437.

8. Borrow areas used to provide clean earth back fill material may require a surface mine permit. Disposal of excess cut material at a surface mine may requires site approval. Contact the Mining Program at (410) 537-3557 for further details.

Worcester County commented that this project is generally consistent provided that the applicant applies for and receives all necessary local and state approvals before beginning any type of land development or construction on any part of the project.

The Maryland Department of Planning has commented that as noted within the applicant's "Campground Lot Expansion and Wastewater Project - Proposal Description", this proposal will require approval from the MD Critical Area Commission and Worcester County Government (for Growth Allocation under the County and State Critical Area provisions) and the MD Department of Environment (for a Worcester County Water and Sewer Plan amendment).

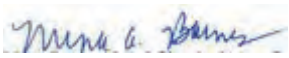
Any statement of consideration given to the comments should be submitted to the approving authority, with a copy to the State Clearinghouse.

The State Application Identifier Number must be placed on any correspondence pertaining to this project. The State Clearinghouse must be kept informed if the approving authority cannot accommodate the recommendation.

Please remember, you must comply with all applicable state and local laws and regulations. If you need assistance or have questions, contact the State Clearinghouse staff person noted above at 410-767-4490 or through e-mail at rita.pritchett@maryland.gov. **Also please complete the attached form and return it to the State Clearinghouse as soon as the status of the project is known.** ***Any substitutions of this form must include the State Application Identifier Number.*** **This will ensure that our files are complete.**

Thank you for your cooperation with the MIRC process.

Sincerely,



Myra Barnes, Lead Clearinghouse Coordinator

MB:RP
Enclosure(s)
cc: Ian Beam - MDOT
Amanda Redmiles - MDE
Tony Redman - DNR
Edward Tudor - WRCS
Tracey Gordy - MDPLL
Beth Cole - MHT

21-0492_CRR.CLS.docx

United States Department of the Interior

FISH AND WILDLIFE SERVICE
Chesapeake Bay Ecological Services Field Office
177 Admiral Cochrane Drive
Annapolis, MD 21401-7307
Phone: (410) 573-4599 Fax: (410) 266-9127
http://www.fws.gov/chesapeakebay/
http://www.fws.gov/chesapeakebay/endsppweb/ProjectReview/Index.html

In Reply Refer To: June 08, 2021
Consultation Code: 05E2CB00-2021-SLI-1512
Event Code: 05E2CB00-2021-E-03639
Project Name: Island Resorts Campground Lot Expansion

Subject: List of threatened and endangered species that may occur in your proposed project location or may be affected by your proposed project

To Whom It May Concern:

The enclosed species list identifies threatened, endangered, proposed and candidate species, as well as proposed and final designated critical habitat, that may occur within the boundary of your proposed project and/or may be affected by your proposed project. This species list fulfills the requirements of the U.S. Fish and Wildlife Service (Service) under section 7(c) of the Endangered Species Act (Act) of 1973, as amended (16 U.S.C. 1531 *et seq.*).

New information based on updated surveys, changes in the abundance and distribution of species, changed habitat conditions, or other factors could change this list. Please feel free to contact us if you need more current information or assistance regarding the potential impacts to federally proposed, listed, and candidate species and federally designated and proposed critical habitat. Please note that under 50 CFR 402.12(e) of the regulations implementing section 7 of the Act, the accuracy of this species list should be verified after 90 days. This verification can be completed formally or informally as desired. The Service recommends that verification be completed by visiting the ECOS-IPaC website at regular intervals during project planning and implementation for updates to species lists and information. An updated list may be requested through the ECOS-IPaC system by completing the same process used to receive the enclosed list.

The purpose of the Act is to provide a means whereby threatened and endangered species and the ecosystems upon which they depend may be conserved. Under sections 7(a)(1) and 7(a)(2) of the Act and its implementing regulations (50 CFR 402 *et seq.*), Federal agencies are required to utilize their authorities to carry out programs for the conservation of threatened and endangered species and to determine whether projects may affect threatened and endangered species and/or designated critical habitat.

A Biological Assessment is required for construction projects (or other undertakings having similar physical impacts) that are major Federal actions significantly affecting the quality of the human environment as defined in the National Environmental Policy Act (42 U.S.C. 4332(2)(c)). For projects other than major construction activities, the Service suggests that a biological evaluation similar to a Biological Assessment be prepared to determine whether the project may affect listed or proposed species and/or designated or proposed critical habitat. Recommended contents of a Biological Assessment are described at 50 CFR 402.12.

If a Federal agency determines, based on the Biological Assessment or biological evaluation, that listed species and/or designated critical habitat may be affected by the proposed project, the agency is required to consult with the Service pursuant to 50 CFR 402. In addition, the Service recommends that candidate species, proposed species and proposed critical habitat be addressed within the consultation. More information on the regulations and procedures for section 7 consultation, including the role of permit or license applicants, can be found in the "Endangered Species Consultation Handbook" at:

http://www.fws.gov/endangered/esa-library/pdf/TOC-GLOS.PDF

Please be aware that bald and golden eagles are protected under the Bald and Golden Eagle Protection Act (16 U.S.C. 668 *et seq.*), and projects affecting these species may require development of an eagle conservation plan (http://www.fws.gov/windenergy/eagle_guidance.html). Additionally, wind energy projects should follow the wind energy guidelines (http://www.fws.gov/windenergy/) for minimizing impacts to migratory birds and bats.

Guidance for minimizing impacts to migratory birds for projects including communications towers (e.g., cellular, digital television, radio, and emergency broadcast) can be found at: http://www.fws.gov/migratorybirds/CurrentBirdIssues/Hazards/towers/towers.htm; http://www.towerkill.com; and http://www.fws.gov/migratorybirds/CurrentBirdIssues/Hazards/towers/comtow.html.

We appreciate your concern for threatened and endangered species. The Service encourages Federal agencies to include conservation of threatened and endangered species into their project planning to further the purposes of the Act. Please include the Consultation Tracking Number in the header of this letter with any request for consultation or correspondence about your project that you submit to our office.

Attachment(s):

- Official Species List
- USFWS National Wildlife Refuges and Fish Hatcheries
- Wetlands

Official Species List

This list is provided pursuant to Section 7 of the Endangered Species Act, and fulfills the requirement for Federal agencies to "request of the Secretary of the Interior information whether any species which is listed or proposed to be listed may be present in the area of a proposed action".

This species list is provided by:

Chesapeake Bay Ecological Services Field Office
177 Admiral Cochrane Drive
Annapolis, MD 21401-7307
(410) 573-4599

Project Summary

Consultation Code: 05E2CB00-2021-SLI-1512
Event Code: 05E2CB00-2021-E-03639
Project Name: Island Resorts Campground Lot Expansion
Project Type: DEVELOPMENT
Project Description: Island Resort Park Inc. proposes to expand their campground by 119 lots onto Map/Grid/Parcel:
0040/0018/0093 zoned A-1/R-1 and expand their on-site wastewater treatment capacity via a wastewater
treatment plant and spray irrigation on an agricultural field on the same Map/Grid/Parcel:
0040/0018/0093 currently zoned A-1/R-1 and campground use is an approved land use for this zoning
designation. This parcel of 365.37 acres contains 173.47 acres of designated Resource Conservation
Area (RCA) which limits the density and use of the RCA designated land. The purpose of this
application is to request MDE Clearinghouse review for this project in order to facilitate an application
to the Critical Area Commission for a growth allocation change from Resource Conservation Area to
Limited Development Area and to provide concurrence of agency goals with the proposed expansion
project. This project is privately funded.

Project Location:

Approximate location of the project can be viewed in Google Maps: https://www.google.com/maps/@38.2574748,-75.2421855708287,14z



Counties: Worcester County, Maryland

Endangered Species Act Species

There is a total of 0 threatened, endangered, or candidate species on this species list.

Species on this list should be considered in an effects analysis for your project and could include species that exist in another geographic area. For example, certain fish may appear on the species list because a project could affect downstream species.

IPaC does not display listed species or critical habitats under the sole jurisdiction of NOAA Fisheries[1], as USFWS does not have the authority to speak on behalf of NOAA and the Department of Commerce.

See the "Critical habitats" section below for those critical habitats that lie wholly or partially within your project area under this office's jurisdiction. Please contact the designated FWS office if you have questions.

---

1. NOAA Fisheries, also known as the National Marine Fisheries Service (NMFS), is an office of the National Oceanic and Atmospheric Administration within the Department of Commerce.

Critical habitats

THERE ARE NO CRITICAL HABITATS WITHIN YOUR PROJECT AREA UNDER THIS OFFICE'S JURISDICTION.

USFWS National Wildlife Refuge Lands And Fish Hatcheries

Any activity proposed on lands managed by the National Wildlife Refuge system must undergo a 'Compatibility Determination' conducted by the Refuge. Please contact the individual Refuges to discuss any questions or concerns.

THERE ARE NO REFUGE LANDS OR FISH HATCHERIES WITHIN YOUR PROJECT AREA.

Wetlands

Impacts to NWI wetlands and other aquatic habitats may be subject to regulation under Section 404 of the Clean Water Act, or other State/Federal statutes.

For more information please contact the Regulatory Program of the local U.S. Army Corps of Engineers District.

Please note that the NWI data being shown may be out of date. We are currently working to update our NWI data set. We recommend you verify these results with a site visit to determine the actual extent of wetlands on site.

FRESHWATER FORESTED/SHRUB WETLAND

- PFO1/4B
- PFO1E

FRESHWATER POND

- PUBHx

MARYLAND DEPARTMENT OF NATURAL RESOURCES

Larry Hogan, Governor
Boyd Rutherford, Lt. Governor
Jeannie Haddaway-Riccio, Secretary
Allan Fisher, Acting Deputy Secretary

August 9, 2021

Mr. James Cook
Rauch, Inc.
106 N. Harrison Street
Easton, MD 21601

RE: Environmental Review for Island Resorts - Existing Campground Expansion, Tax Map 40, Parcel 93, off Croppers Island Road, Worcester County, Maryland.

Dear Mr. Cook:

The Wildlife and Heritage Service has determined that there are areas of the project site which are mapped as Wetlands of Special State Concern (WSSC). WSSCs are regulated by Maryland Department of the Environment (MDE), so your project may require review by MDE for any necessary permits associated with these wetlands.

There is a wetland complex that overlaps the southern portion of Parcel 93 and is designated as a WSSC. This WSSC is known as Porter Neck Bog and is known to support two state-listed endangered plants. The Wildlife and Heritage Service supports protection measures afforded WSSCs for this wetland complex. Protection recommendations include maintaining hydrology, maintaining or improving water quality, and avoiding the introduction or spread of invasive vegetation into this important listed species' habitat.

In 2007 Wildlife and Heritage staff conducted a site visit and determined that the WSSC complex on the northern portion of Parcel 93 known as Ironshire Swamp did not support any rare, threatened or endangered species. It drains to Bassett Creek which does not harbor any rare species. The Wildlife and Heritage Service does not have any protection recommendations in regard to this northern WSSC.

Also, our remote analysis suggests that the forested area on this property contains Forest Interior Dwelling Bird habitat. Populations of many bird species which depend on this type of forested habitat are declining in Maryland and throughout the eastern United States. The conservation of this habitat is mandated within the Chesapeake Bay Critical Area and must be addressed by the project plan. Specifically, if FIDS habitat is present, the following guidelines should be incorporated into the project plan (as applicable):

1. Restrict development to nonforested areas.
2. If forest loss or disturbance is unavoidable, concentrate or restrict development to the following areas:
   a. the perimeter of the forest (i.e., within 300 feet of existing forest edge)
   b. thin strips of upland forest less than 300 feet wide
   c. small, isolated forests less than 50 acres in size
   d. portions of the forest with low quality FIDS habitat, (i.e., areas that are already heavily fragmented, relatively young, exhibit low structural diversity, etc.)
3. Maximize the amount if forest "interior" (forest area >300 feet from the forest edge) within each forest tract (i.e., minimize the forest edge:area ratio). Circular forest tracts are ideal and square tracts are better than rectangular or long, linear forests.
4. Minimize forest isolation. Generally, forests that are adjacent, close to, or connected to other forests provide higher quality FIDS habitat than more isolated forests.

5. Limit forest removal to the "footprint" of houses and to that which is necessary for the placement of roads and driveways.
6. Minimize the number and length of driveways and roads.
7. Roads and driveways should be as narrow and as short as possible; preferably less than 25 and 15 feet, respectively
8. Maintain forest canopy closure over roads and driveways.
9. Maintain forest habitat up to the edges of roads and driveways; do not create or maintain mowed grassy berms.
10. Maintain or create wildlife corridors.
11. Do not remove or disturb forest habitat during April-August, the breeding season for most FIDS. This seasonal restriction may be expanded to February-August if certain early nesting FIDS (e.g., Barred Owl) are present.
12. Landscape homes with native trees, shrubs and other plants and/or encourage homeowners to do so.
13. Encourage homeowners to keep pet cats indoors or, if taken outside, kept on a leash or inside a fenced area.
14. In forested areas reserved from development, promote the development of a diverse forest understory by removing livestock from forested areas and controlling white-tailed deer populations. Do not mow the forest understory or remove woody debris and snags.
15. Afforestation efforts should target a) riparian or streamside areas that lack woody vegetative buffers, b) forested riparian areas less than 300 feet wide, and c) gaps or peninsulas of nonforested habitat within or adjacent to existing FIDS habitat.

The Critical Area Commission's document "A Guide to the Conservation of Forest Interior Dwelling Birds in the Chesapeake Bay Critical Area" provides details on development standards and information about mitigation for projects where impacts to FIDS habitat cannot be totally avoided. Mitigation plantings for impacts to FIDS habitat may be required under the local government's Critical Area Program. The amount of mitigation required is generally based in whether the guidelines listed above are followed.

Please be sure to let us know if the limits of proposed disturbance or overall site boundaries change and we will provide you with an updated evaluation. Thank you for allowing us the opportunity to review this project. If you should have any further questions regarding this information, please contact me at (410) 260-8573.

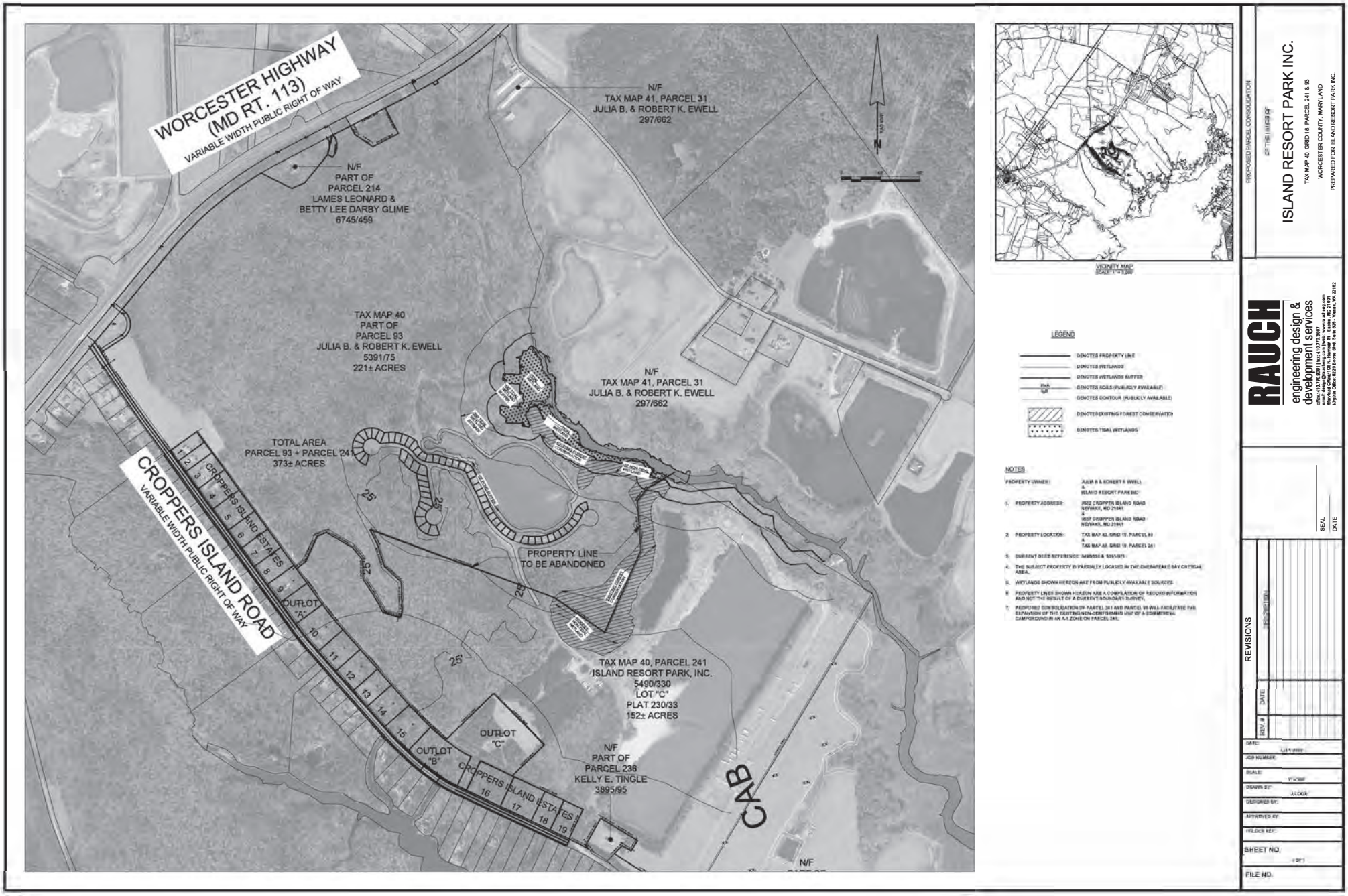
Sincerely,

Lori A. Byrne

Lori A. Byrne,
Environmental Review Coordinator
Wildlife and Heritage Service
MD Dept. of Natural Resources

ER# 2021.0909.wo
Cc: D. Limpert, DNR
C. Jones, CAC

EXHIBIT 5-1: PROPOSED LOT LINE REVISION



VICINITY MAP
SCALE: 1" = 1,200'

LEGEND

- DENOTES PROPERTY LINE
- DENOTES WETLANDS
- DENOTES WETLANDS BUFFER
- DENOTES ROAD (PUBLICLY AVAILABLE)
- DENOTES CONTOUR (PUBLICLY AVAILABLE)
- DENOTES EXISTING FOREST CONSERVATION
- DENOTES TIDAL WETLANDS

NOTES

PROPERTY OWNER: JULIA B & ROBERT K EWELL & ISLAND RESORT PARK INC

1. PROPERTY ADDRESS: 9602 CROPPER ISLAND ROAD NEWARK, MD 21841 & WEST CROPPER ISLAND ROAD NEWARK, MD 21841
2. PROPERTY LOCATION: TAX MAP 40, GRID 19, PARCEL 93 & TAX MAP 40, GRID 19, PARCEL 241
3. CURRENT DEED REFERENCE: 5490/330 & 5391/075
4. THE SUBJECT PROPERTY IS PARTIALLY LOCATED IN THE CHESAPEAKE BAY CRITICAL AREA.
5. WETLANDS SHOWN HEREON ARE FROM PUBLICLY AVAILABLE SOURCES.
6. PROPERTY LINES SHOWN HEREON ARE A COMPILATION OF RECORD INFORMATION AND NOT THE RESULT OF A CURRENT BOUNDARY SURVEY.
7. PROPOSED CONSOLIDATION OF PARCEL 241 AND PARCEL 93 WILL FACILITATE THE EXPANSION OF THE EXISTING NON-CONFORMING USE OF A COMMERCIAL CAMPGROUND IN AN A-1 ZONE ON PARCEL 241.

PROPOSED PARCEL CONSOLIDATION
OF THE LANDS OF
ISLAND RESORT PARK INC.
TAX MAP 40, GRID 16, PARCEL 241 & 93
WORCESTER COUNTY, MARYLAND
PREPARED FOR ISLAND RESORT PARK INC.

RAUCH
engineering design & development services

REVISIONS
REV. # | DATE

SEAL
DATE

DATE: JULY 2022
JOB NUMBER:
SCALE: 1"=200'
DRAWN BY: JLC/DA
DESIGNED BY:
APPROVED BY:
WSSC#s REF:
SHEET NO. 1 OF 1
FILE NO.

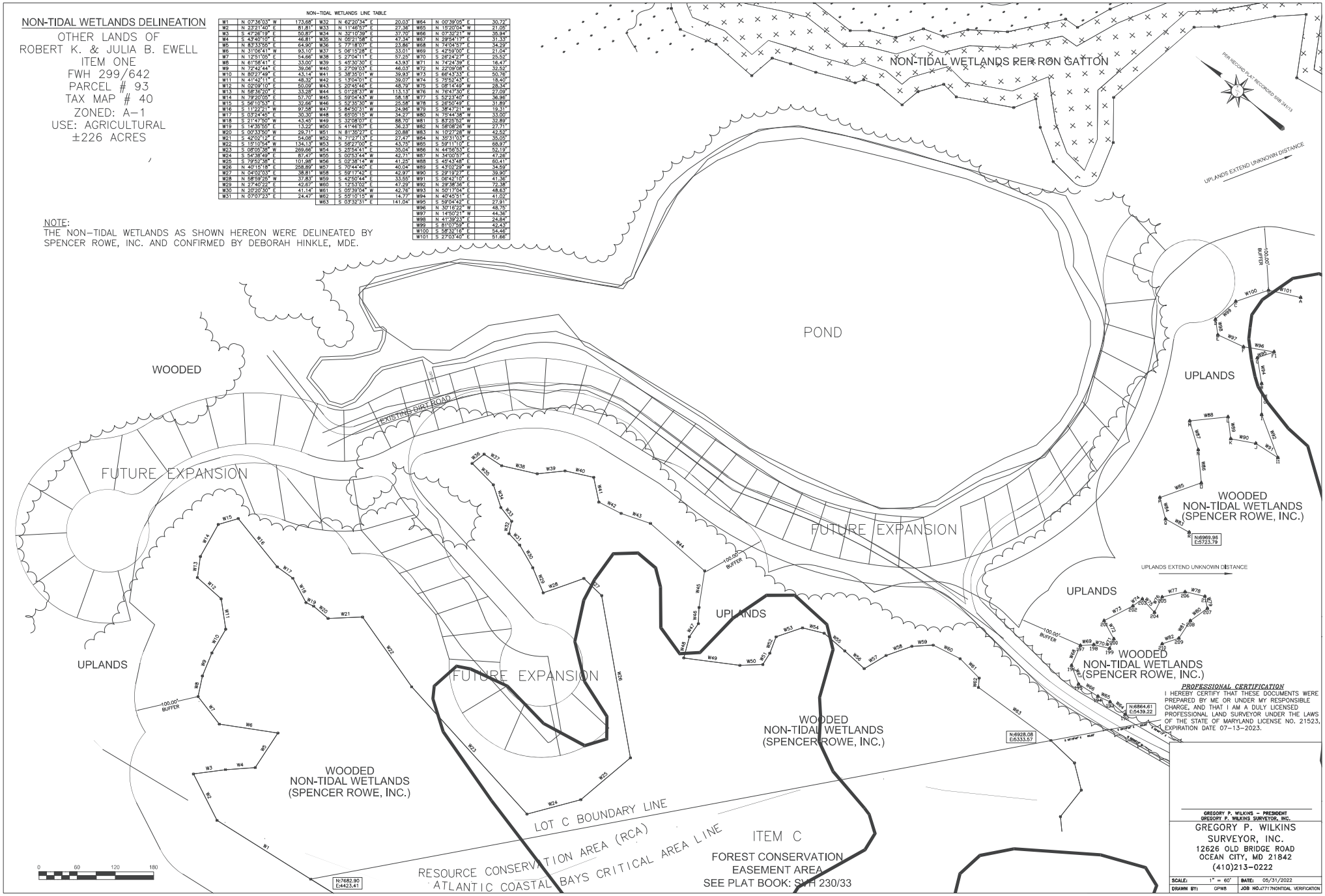
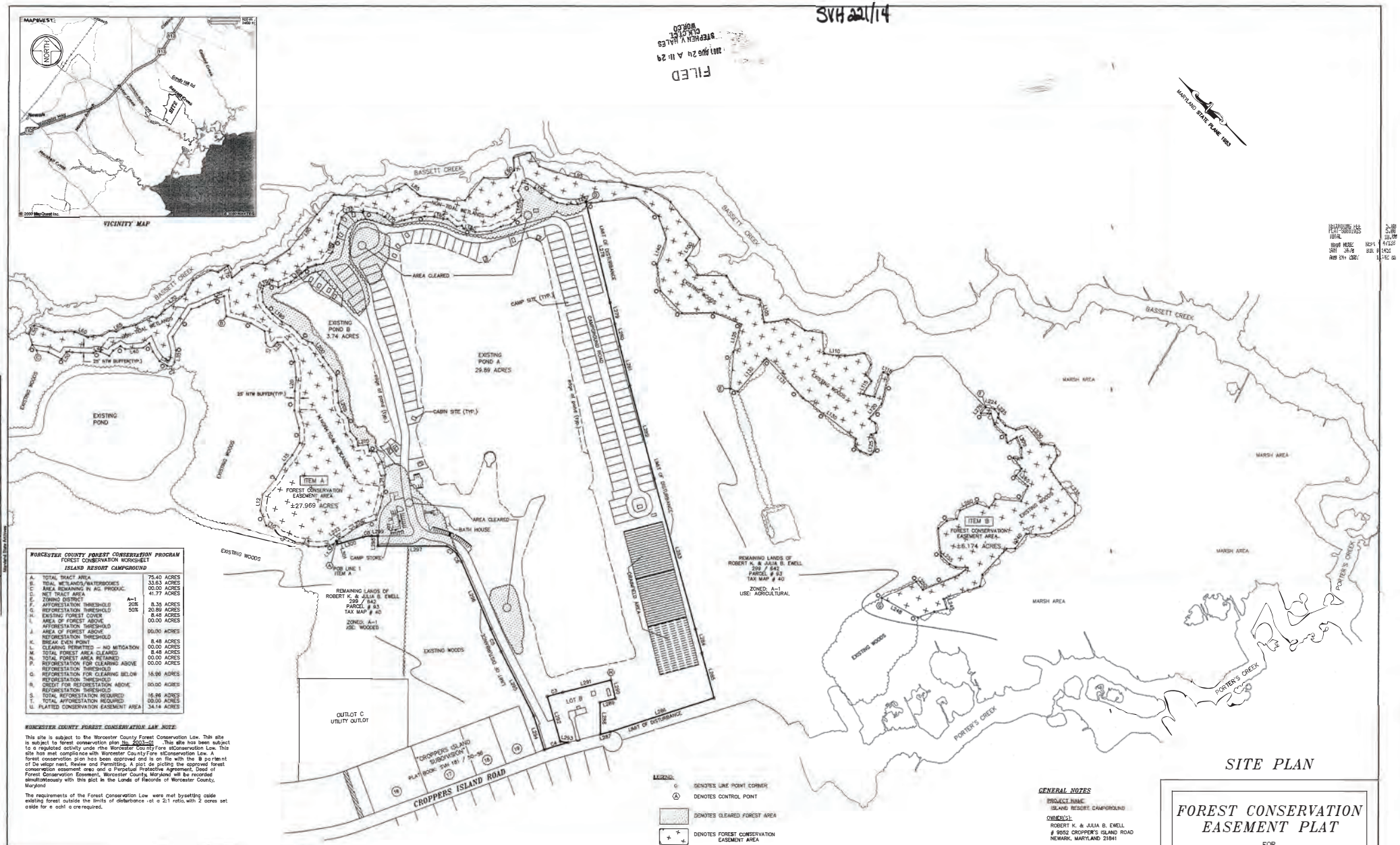

NON-TIDAL WETLANDS DELINEATION
OTHER LANDS OF
ROBERT K. & JULIA B. EWELL
ITEM ONE
FWH 299/642
PARCEL # 93
TAX MAP # 40
ZONED: A-1
USE: AGRICULTURAL
±226 ACRES
NOTE:
THE NON-TIDAL WETLANDS AS SHOWN HEREON WERE DELINEATED BY SPENCER ROWE, INC. AND CONFIRMED BY DEBORAH HINKLE, MDE.
NON-TIDAL WETLANDS LINE TABLE
W1 N 07°36'03" W 173.68'
W2 N 23°21'40" E 81.81'
W3 S 47°26'19" E 50.87'
W4 S 43°40'10" E 46.81'
W5 N 83°33'55" E 64.90'
W6 N 31°06'41" W 93.10'
W7 N 12°51'05" E 54.66'
W8 N 61°58'41" E 33.00'
W9 N 72°42'44" E 39.06'
W10 N 80°27'49" E 43.14'
W11 N 41°42'11" E 48.32'
W12 N 02°09'10" E 50.09'
W13 N 58°36'20" E 33.28'
W14 N 79°20'05" E 57.70'
W15 S 56°10'53" E 32.66'
W16 S 11°22'21" W 97.58'
W17 S 03°24'45" E 30.30'
W18 S 21°47'50" W 43.45'
W19 S 14°35'50" E 13.22'
W20 S 00°33'50" W 28.71'
W21 S 42°02'12" E 54.08'
W22 S 15°10'54" W 134.13'
W23 S 08°05'38" W 269.66'
W24 S 54°38'49" E 87.47'
W25 S 79°52'38" E 101.98'
W26 N 40°16'18" E 258.89'
W27 N 04°02'03" E 38.81'
W28 N 58°59'25" W 37.83'
W29 N 27°40'22" E 42.67'
W30 N 20°20'30" E 41.14'
W31 N 07°07'23" E 24.47'
W32 N 62°20'34" E 20.03'
W33 N 11°46'57" E 27.36'
W34 N 32°10'39" E 37.70'
W35 N 05°21'58" E 47.34'
W36 S 77°18'07" E 23.86'
W37 S 06°15'28" E 33.01'
W38 S 27°04'11" E 57.25'
W39 S 45°30'30" E 43.93'
W40 S 27°09'03" E 46.03'
W41 S 38°35'01" W 39.93'
W42 S 13°04'01" E 39.07'
W43 S 20°45'46" E 48.79'
W44 S 01°28'37" W 113.13'
W45 S 59°04'43" W 58.18'
W46 S 52°35'30" W 25.58'
W47 S 84°50'31" W 24.96'
W48 S 65°05'15" W 34.27'
W49 S 32°08'07" E 88.70'
W50 S 41°46'57" E 36.23'
W51 N 81°35'27" E 20.88'
W52 N 71°27'13" E 27.47'
W53 S 58°27'00" E 43.75'
W54 S 27°54'41" E 35.04'
W55 S 00°53'44" W 42.71'
W56 S 02°38'14" W 41.25'
W57 S 70°44'40" E 40.04'
W58 S 59°17'42" E 42.97'
W59 S 42°50'44" E 33.55'
W60 S 12°53'02" E 47.29'
W61 S 05°39'04" W 42.76'
W62 S 55°10'15" W 14.77'
W63 S 03°32'31" E 141.04'
W64 N 00°39'05" E 30.72'
W65 N 15°20'04" W 21.05'
W66 N 07°32'21" W 35.94'
W67 N 29°54'17" E 31.33'
W68 N 74°04'57" E 34.22'
W69 S 42°59'00" E 21.04'
W70 S 26°24'27" E 25.52'
W71 N 74°24'39" E 16.47'
W72 N 22°09'08" E 32.52'
W73 S 66°43'33" E 50.76'
W74 S 75°50'43" E 18.40'
W75 S 08°14'49" W 28.34'
W76 N 76°47'50" E 27.09'
W77 S 52°23'40" E 36.96'
W78 S 26°50'49" E 31.89'
W79 S 38°47'21" W 19.31'
W80 N 75°44'38" W 33.00'
W81 S 83°25'52" W 32.89'
W82 N 58°08'26" W 27.71'
W83 N 10°27'28" W 42.53'
W84 N 35°31'03" E 35.05'
W85 S 59°11'10" E 68.97'
W86 N 44°56'53" E 52.19'
W87 N 34°00'57" E 47.26'
W88 S 45°43'48" E 60.41'
W89 S 43°02'29" W 34.59'
W90 S 29°19'27" E 39.90'
W91 S 06°42'10" E 41.36'
W92 N 29°38'36" E 72.38'
W93 N 50°17'04" E 48.63'
W94 N 40°40'51" E 41.02'
W95 S 58°04'42" E 27.91'
W96 N 30°16'22" W 48.75'
W97 N 14°50'21" W 44.36'
W98 N 41°39'23" E 24.84'
W99 S 81°07'59" E 42.43'
W100 S 58°32'16" E 54.46'
W101 S 27°03'40" E 51.66'
NON-TIDAL WETLANDS PER RON GATTON
TBR RECORD PLAT RECORDED SEB 34/19
UPLANDS EXTEND UNKNOWN DISTANCE
POND
WOODED
EXISTING DIRT ROAD
FUTURE EXPANSION
FUTURE EXPANSION
FUTURE EXPANSION
UPLANDS
UPLANDS
UPLANDS
UPLANDS EXTEND UNKNOWN DISTANCE
100.00' BUFFER
100.00' BUFFER
100.00' BUFFER
WOODED
NON-TIDAL WETLANDS
(SPENCER ROWE, INC.)
WOODED
NON-TIDAL WETLANDS
(SPENCER ROWE, INC.)
WOODED
NON-TIDAL WETLANDS
(SPENCER ROWE, INC.)
WOODED
NON-TIDAL WETLANDS
(SPENCER ROWE, INC.)
N:6909.96
E:5723.79
N:6884.61
E:5439.22
N:6928.08
E:5333.57
N:7682.90
E:4423.41
LOT C BOUNDARY LINE
RESOURCE CONSERVATION AREA (RCA)
ATLANTIC COASTAL BAYS CRITICAL AREA LINE
ITEM C
FOREST CONSERVATION
EASEMENT AREA
SEE PLAT BOOK: SWH 230/33
0 60 120 180
PROFESSIONAL CERTIFICATION
I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED BY ME OR UNDER MY RESPONSIBLE CHARGE, AND THAT I AM A DULY LICENSED PROFESSIONAL LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MARYLAND LICENSE NO. 21523, EXPIRATION DATE 07-13-2023.
GREGORY P. WILKINS - PRESIDENT
GREGORY P. WILKINS SURVEYOR, INC.
GREGORY P. WILKINS
SURVEYOR, INC.
12626 OLD BRIDGE ROAD
OCEAN CITY, MD 21842
(410)213-0222
SCALE: 1" = 60'
DATE: 05/31/2022
DRAWN BY: GPWS
JOB NO.:7717NONTIDAL VERIFICATION

EXHIBIT 5-3: EXISTING FOREST CONSERVATION - A

ITEM 32

SVH 221/14



WORCESTER COUNTY FOREST CONSERVATION PROGRAM
FOREST CONSERVATION WORKSHEET
ISLAND RESORT CAMPGROUND

A.	TOTAL TRACT AREA	75.40 ACRES
B.	TOTAL WETLANDS/WATERBODIES	33.63 ACRES
C.	AREA REMAINING IN AG. PRODUC.	00.00 ACRES
D.	NET TRACT AREA	41.77 ACRES
E.	ZONING DISTRICT	A-1
F.	AFFORESTATION THRESHOLD	20% 8.35 ACRES
G.	REFORESTATION THRESHOLD	50% 20.89 ACRES
H.	EXISTING FOREST COVER	8.48 ACRES
I.	AREA OF FOREST ABOVE AFFORESTATION THRESHOLD	00.00 ACRES
J.	AREA OF FOREST ABOVE REFORESTATION THRESHOLD	00.00 ACRES
K.	BREAK EVEN POINT	8.48 ACRES
L.	CLEARING PERMITTED - NO MITIGATION	00.00 ACRES
M.	TOTAL FOREST AREA CLEARED	8.48 ACRES
N.	TOTAL FOREST AREA RETAINED	00.00 ACRES
P.	REFORESTATION FOR CLEARING ABOVE REFORESTATION THRESHOLD	00.00 ACRES
Q.	REFORESTATION FOR CLEARING BELOW REFORESTATION THRESHOLD	16.98 ACRES
R.	CREDIT FOR REFORESTATION ABOVE REFORESTATION THRESHOLD	00.00 ACRES
S.	TOTAL REFORESTATION REQUIRED	16.96 ACRES
T.	TOTAL AFFORESTATION REQUIRED	00.00 ACRES
U.	PLATTED CONSERVATION EASEMENT AREA	34.14 ACRES

WORCESTER COUNTY FOREST CONSERVATION LAW NOTE:

This site is subject to the Worcester County Forest Conservation Law. This site is subject to forest conservation plan No. 2003-01 . This site has been subject to a regulated activity unde rthe Worcester CountyFore stConservation Law. This site has met compliance with Worcester CountyFore stConservation Law. A forest conservation pl an has been approved and is on file with the B partment of De velopr nent, Review and Permitting. A plat de picting the approved forest conservation easement area and a Perpetual Protective Agreement, Deed of Forest Conservation Easement, Worcester County, Maryland will be recorded simultaneously with this plat in the Lands of Records of Worcester County, Maryland

The requirements of the Forest Conservation Law were met bysetting aside existing forest outside the limits of disturbance -at a 2:1 ratio,with 2 acres set aside for e achl a cre required.

LEGEND:

- DENOTES LINE POINT CORNER
- DENOTES CONTROL POINT
- DENOTES CLEARED FOREST AREA
- DENOTES FOREST CONSERVATION EASEMENT AREA
- DENOTES FOREST PROTECTION SIGN

THE FOLLOWING STRUCTURES ARE NOT ALLOWED WITHIN THE FOREST CONSERVATION EASEMENT: FENCES, SHEDS, GAZEBOS, GARAGES, PLAYGROUND EQPMENT, SWIMMING POOLS, CABINS, ETC

THE REMOVAL OF VEGETATION WITHIN THE FOREST PROTECTION AREA IS LIMITED TO HAZARDOUS TREES, INVASIVE VEGETATION, DEAD LIMBS OR BRANCHES

THIS PROPERTY IS SITUATED WITHIN FLOOD HAZARD ZONES A12, B, & C, AS SHOWN ON FIRM MAP# 240083-0095-C, DATED 8 -16 -92

0' 200' 400' 600'
GRAPHIC SCALE

GENERAL NOTES

PROJECT NAME:
ISLAND RESORT CAMPGROUND

OWNER(S):
ROBERT K. & JULIA B. EWELL
9852 CROPPER'S ISLAND ROAD
NEWARK, MARYLAND 21841

DEED REFERENCE:
FWH 299/642
PARCEL # 93
TAX MAP # 40, 41 & 50

PROPERTY ZONED: A-1

WATERSHED:
OCEAN/COASTAL

SUBWATERSHED:
2130105
NEWPORT BAY DRAINAGE

APPROVED BY:

ROBERT K. EWELL DATE: 8-14-07

JULIA B. EWELL DATE: 8/14/07

L. E. BUNTING SURVEYS, INC.
MARYLAND & VIRGINIA
LAND SURVEYING
24 BROAD STREET
BERLIN, MARYLAND 21811
(410) 641-3313

STATE OF MARYLAND
LAWRENCE E. BUNTING, JR.
No. 135
PROPERTY LINE SURVEYOR

L. E. BUNTING, JR. 8/14/07 DATE

SITE PLAN

FOREST CONSERVATION EASEMENT PLAT
FOR
ISLAND RESORT CAMPGROUND
FOURTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND

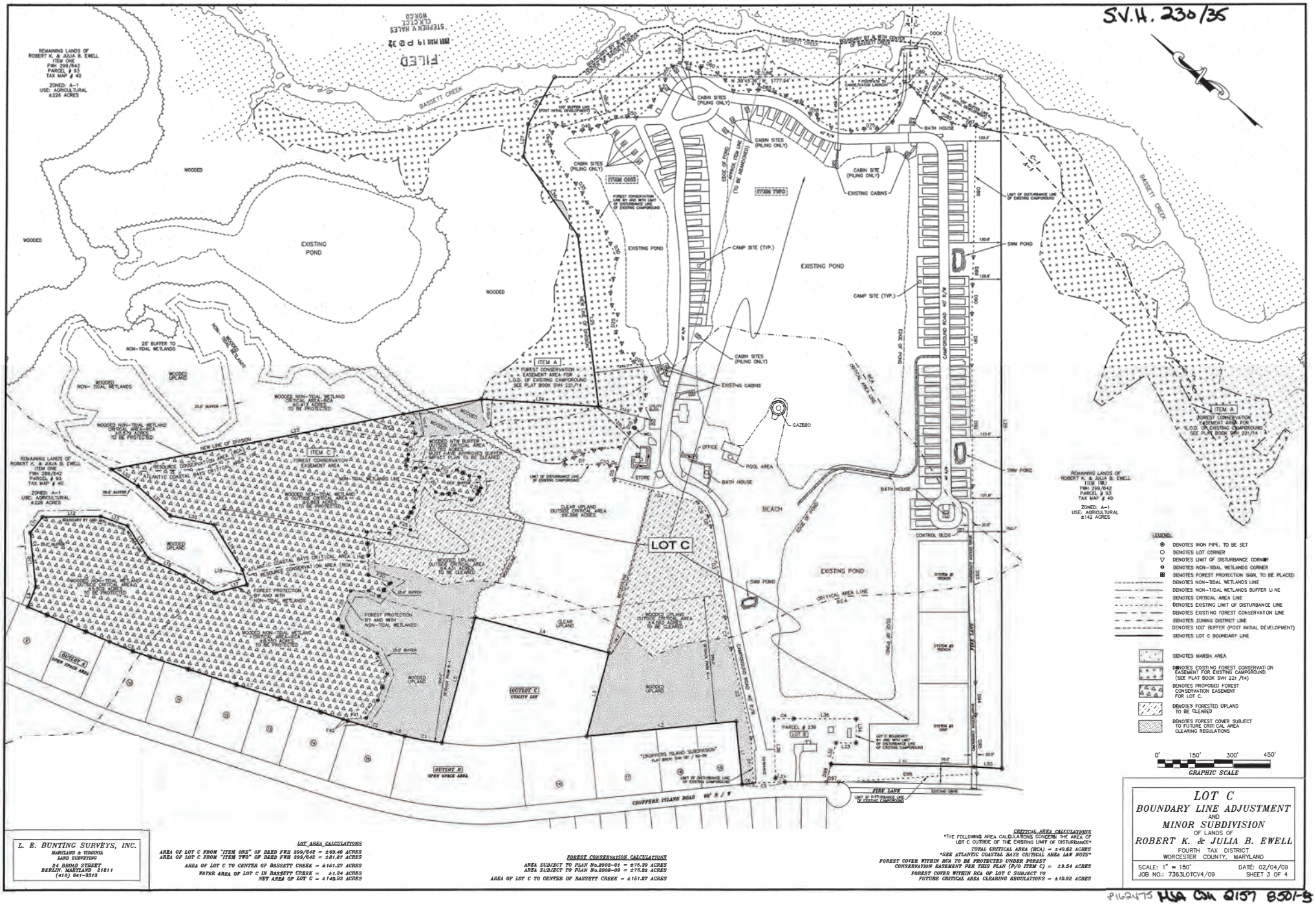
SCALE: 1" = 200' DATE: 08/09/07
JOB NO.: 7363FCP2/07 REV. 08/14/07

SHEET 1 OF 2

WORCESTER COUNTY CIRCUIT COURT (Plat Book) Plat Book SVH 221, pic. 14-15, MSA_C2157_7840, Date Archived: 10/21/2014 11:31:00 AM

Plat 14 MSA C2157 7840-1

32 - 134



L. E. BUNTING SURVEYS, INC.
MARYLAND & VIRGINIA
LAND SURVEYING
24 BROAD STREET
BERLIN, MARYLAND 21811
(410) 641-3313

LOT AREA CALCULATIONS

AREA OF LOT C FROM "ITEM ONE" OF DEED FWH 299/642 = ±69.40 ACRES
AREA OF LOT C FROM "ITEM TWO" OF DEED FWH 299/642 = ±81.87 ACRES
AREA OF LOT C TO CENTER OF BASSETT CREEK = ±151.27 ACRES
WATER AREA OF LOT C IN BASSETT CREEK = ±1.34 ACRES
NET AREA OF LOT C = ±149.93 ACRES

FOREST CONSERVATION CALCULATIONS

AREA SUBJECT TO PLAN No.2003-01 = ±75.39 ACRES
AREA SUBJECT TO PLAN No.2005-09 = ±75.88 ACRES
AREA OF LOT C TO CENTER OF BASSETT CREEK = ±151.27 ACRES

CRITICAL AREA CALCULATIONS

THE FOLLOWING AREA CALCULATIONS CONCERN THE AREA OF LOT C OUTSIDE OF THE EXISTING LIMIT OF DISTURBANCE
TOTAL CRITICAL AREA (BCA) = ±40.62 ACRES
SEE ATLANTIC COASTAL BAYS CRITICAL AREA LAW NOTE
FOREST COVER WITHIN BCA TO BE PROTECTED UNDER FOREST CONSERVATION EASEMENT PER THIS PLAN (P/O ITEM C) = ±9.54 ACRES
FOREST COVER WITHIN BCA OF LOT C SUBJECT TO FUTURE CRITICAL AREA CLEARING REGULATIONS = ±10.98 ACRES

LOT C
BOUNDARY LINE ADJUSTMENT
AND
MINOR SUBDIVISION
OF LANDS OF
ROBERT K. & JULIA B. EWELL
FOURTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND
SCALE: 1" = 150' DATE: 02/04/09
JOB NO.: 7363LOTCV4/09 SHEET 3 OF 4

P162475 NSA CSM 0157 8501-3

EXHIBIT 6-1: EXISTING CRITICAL AREA CLASSIFICATION

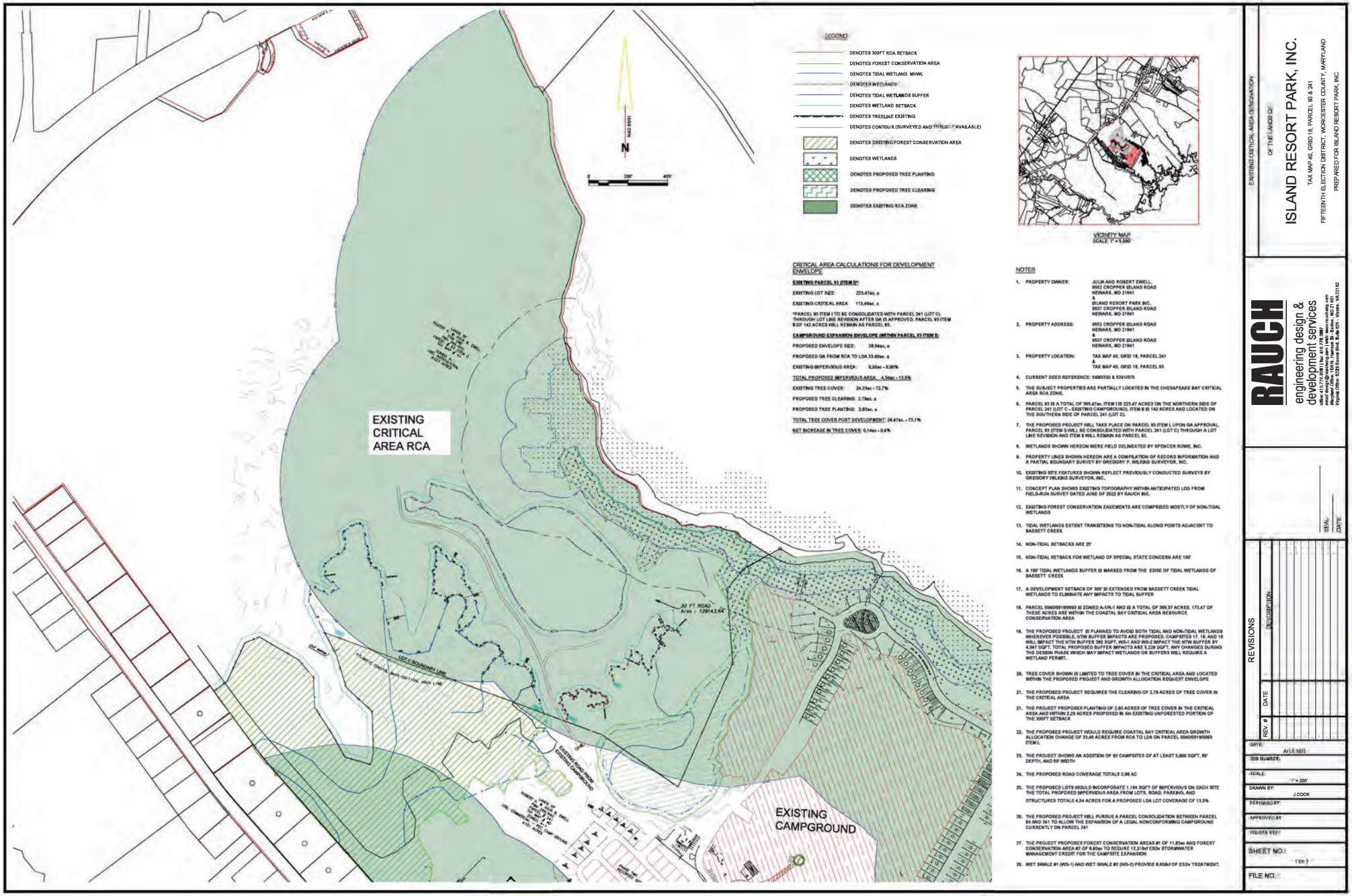


EXHIBIT 6-2: PROPOSED CRITICAL AREA CLASSIFICATION

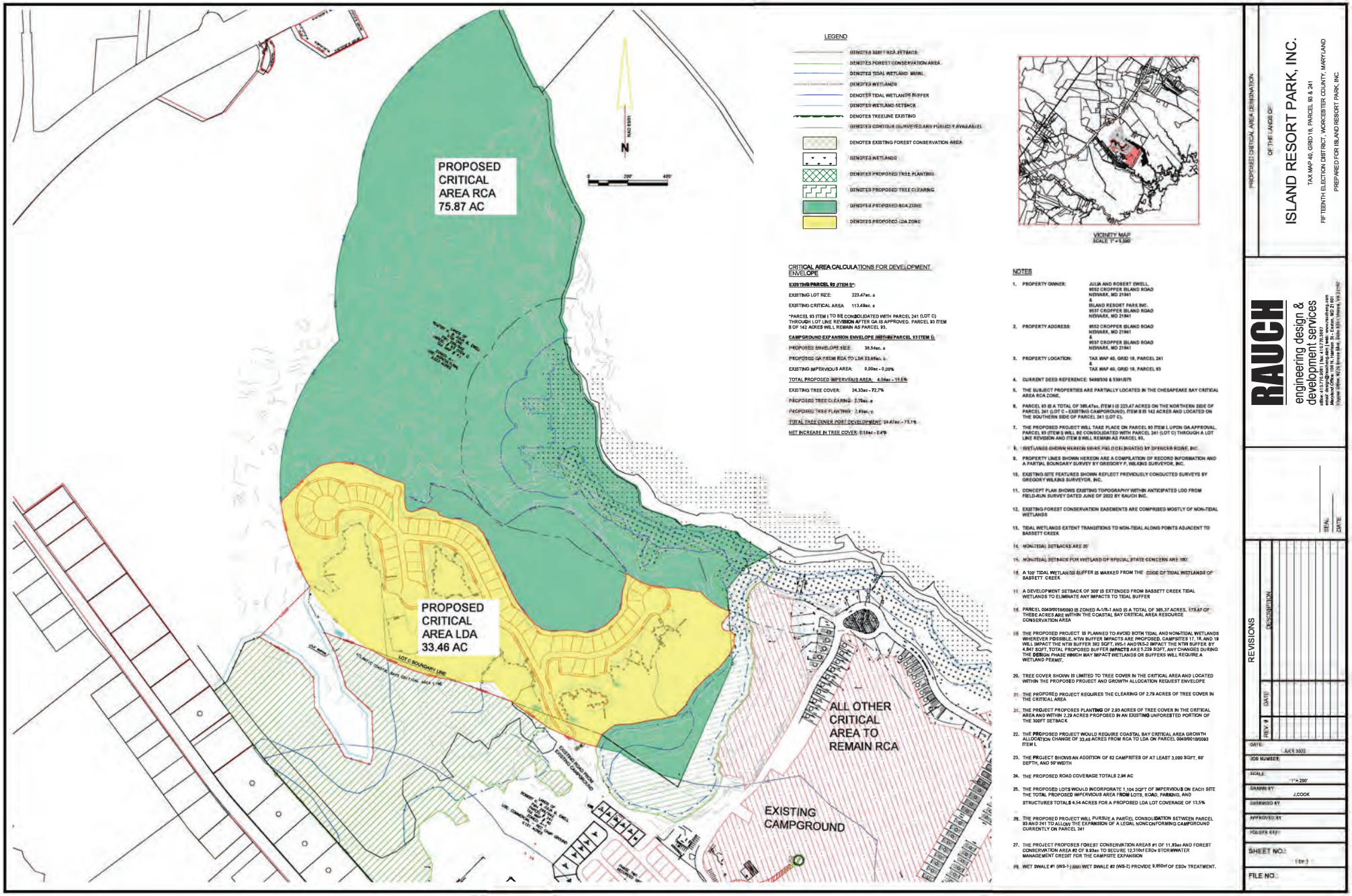
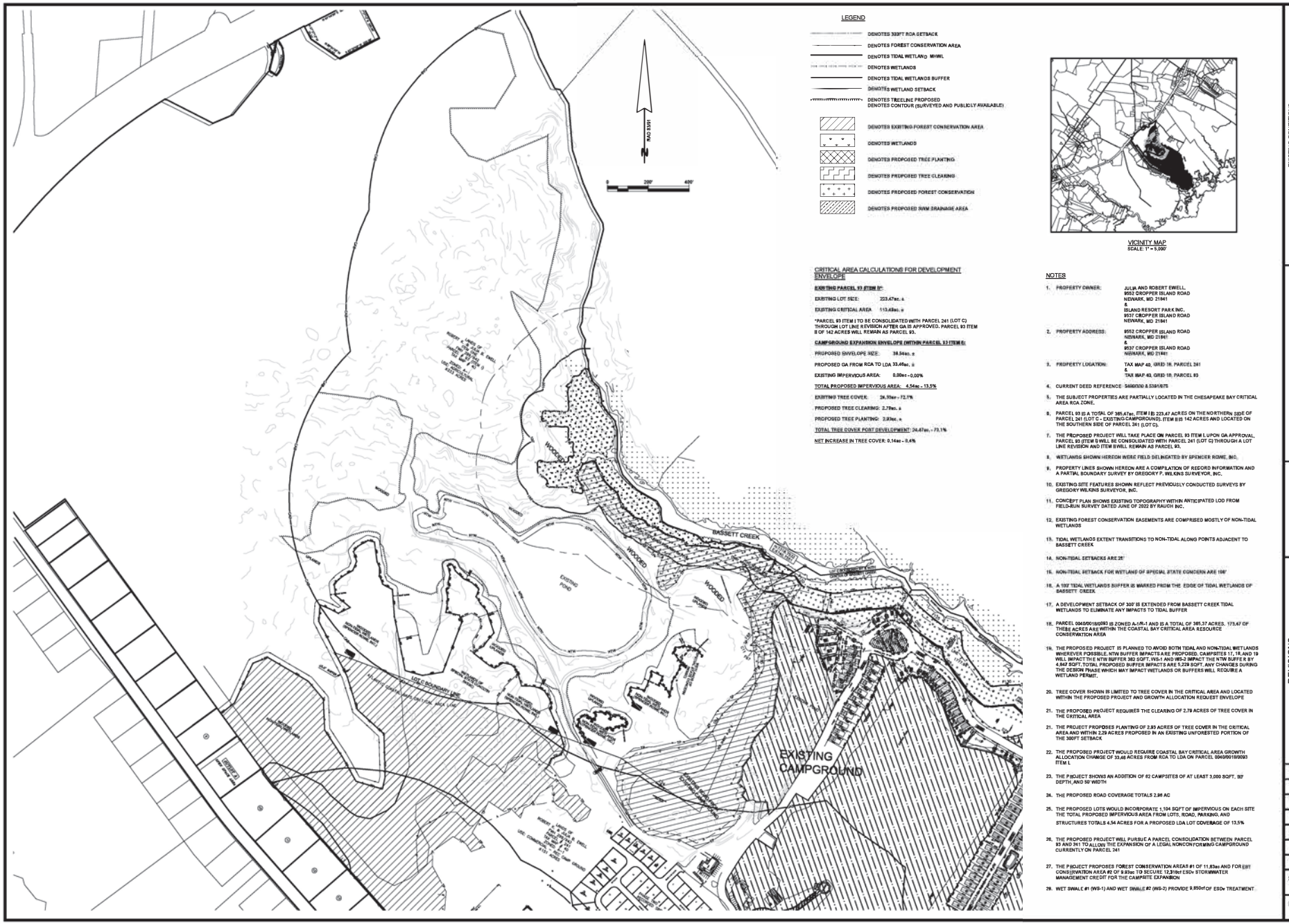


EXHIBIT 7-1: EXISTING CONDITIONS



EXISTING CONDITIONS

OF THE LANDS OF

ISLAND RESORT PARK, INC.

TAX MAP 40, GRID 18, PARCEL 93 & 241

FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND

PREPARED FOR ISLAND RESORT PARK, INC.

RAUCH INC.
engineering design & development services
office 410.roch.0811 | fax 410.roch.0881
email: design@rauchinc.com | web: www.rauchinc.com
Maryland Office 5 Research Place, Suite A, Salisbury, MD 21228
Virginia Office 8229 Boone Blvd, Suite 525 - Vienna, VA 22182

SEAL:

DATE

REVISIONS

REV #	DATE	DESCRIPTION

DATE: JULY 2022

JOB NUMBER:

SCALE: 1" = 200'

DRAWN BY: J.COOK

DESIGNED BY:

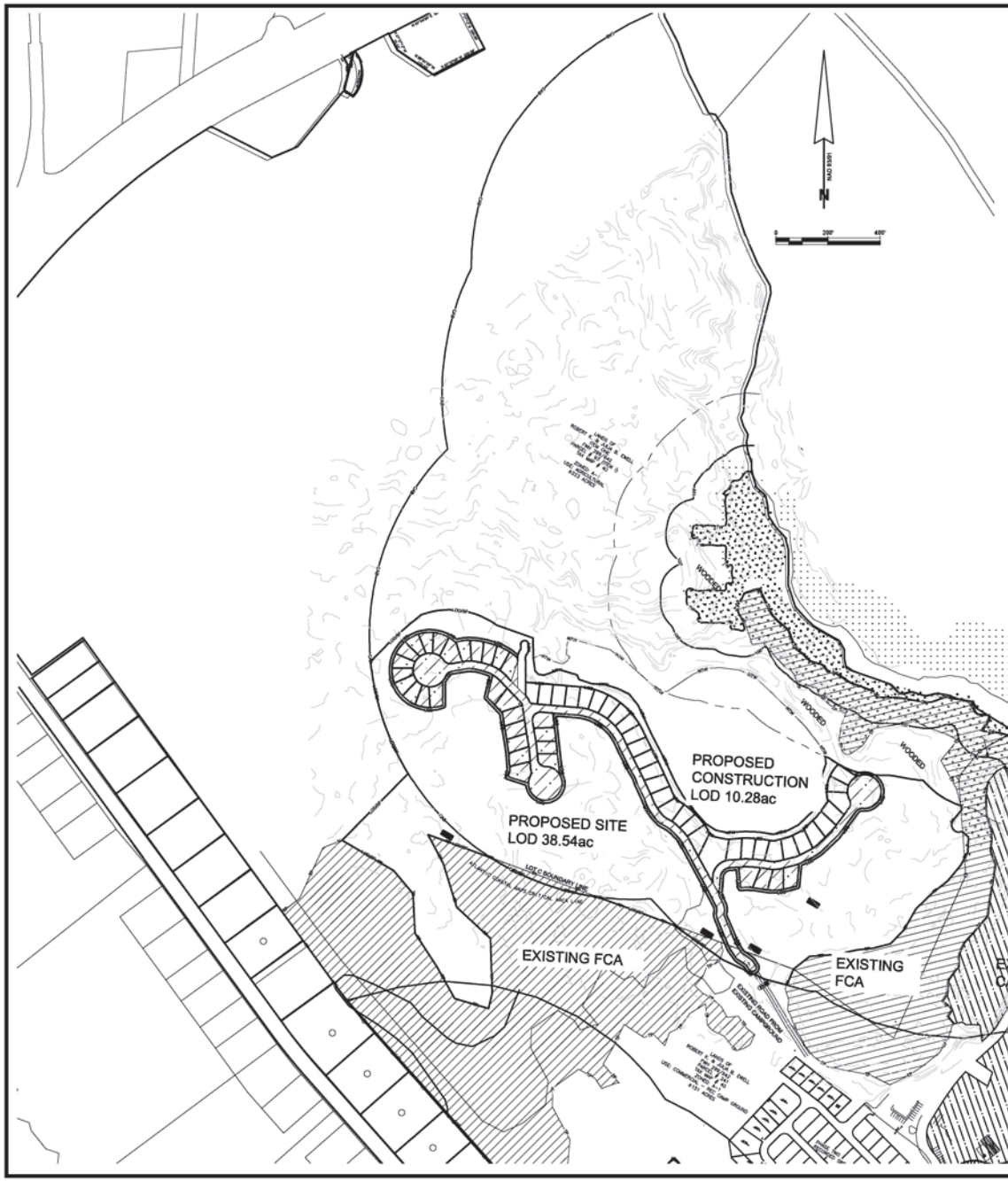
APPROVED BY:

FOLDER REF:

SHEET NO.: 1 OF 9

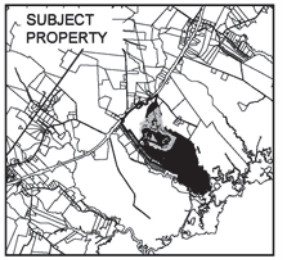
FILE NO.:

EXHIBIT 7-2: PROJECT LIMITS OF DISTURBANCE



LEGEND

- DENOTES 300FT RCA SETBACK
- DENOTES FOREST CONSERVATION AREA
- DENOTES TIDAL WETLAND MHWL
- DENOTES WETLANDS
- DENOTES TIDAL WETLANDS BUFFER
- DENOTES WETLAND SETBACK
- DENOTES TREELINE PROPOSED
  DENOTES CONTOUR (SURVEYED AND PUBLICLY AVAILABLE)
- DENOTES EXISTING FOREST CONSERVATION AREA
- DENOTES WETLANDS
- DENOTES PROPOSED TREE PLANTING
- DENOTES PROPOSED TREE CLEARING
- DENOTES PROPOSED FOREST CONSERVATION
- DENOTES PROPOSED SWM DRAINAGE AREA



VICINITY MAP
SCALE: 1" = 5,000'

CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE

EXISTING PARCEL 93 (ITEM II)*:

EXISTING LOT SIZE: 223.47ac±

EXISTING CRITICAL AREA 113.49ac±

*PARCEL 93 ITEM I TO BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH LOT LINE REVISION AFTER GA IS APPROVED. PARCEL 93 ITEM II OF 142 ACRES WILL REMAIN AS PARCEL 93.

CAMPGROUND EXPANSION ENVELOPE (WITHIN PARCEL 93 ITEM II):

PROPOSED ENVELOPE SIZE: 38.54ac±

PROPOSED GA FROM RCA TO LDA 33.48ac±

EXISTING IMPERVIOUS AREA: 0.00ac± – 0.00%

TOTAL PROPOSED IMPERVIOUS AREA: 4.54ac± – 13.8%

EXISTING TREE COVER: 24.33ac± – 72.7%

PROPOSED TREE CLEARING: 2.79ac±

PROPOSED TREE PLANTING: 2.83ac±

TOTAL TREE COVER POST DEVELOPMENT: 24.47ac± – 73.1%

NET INCREASE IN TREE COVER: 0.14ac± – 0.4%

NOTES

1. PROPERTY OWNER: JULIA AND ROBERT EWELL, 9052 CROPPER ISLAND ROAD NEWARK, MD 21841 & ISLAND RESORT PARK INC, 9537 CROPPER ISLAND ROAD NEWARK, MD 21841
2. PROPERTY ADDRESS: 9052 CROPPER ISLAND ROAD NEWARK, MD 21841 & 9537 CROPPER ISLAND ROAD NEWARK, MD 21841
3. PROPERTY LOCATION: TAX MAP 40, GRID 18, PARCEL 241 & TAX MAP 40, GRID 18, PARCEL 93
4. CURRENT DEED REFERENCE: 5489/0330 & 5391/075
5. THE SUBJECT PROPERTIES ARE PARTIALLY LOCATED IN THE CHESAPEAKE BAY CRITICAL AREA RCA ZONE.
6. PARCEL 93 IS A TOTAL OF 395.47ac. ITEM I IS 223.47 ACRES ON THE NORTHERN SIDE OF PARCEL 241 (LOT C – EXISTING CAMPGROUND), ITEM II IS 142 ACRES AND LOCATED ON THE SOUTHERN SIDE OF PARCEL 241 (LOT C).
7. THE PROPOSED PROJECT WILL TAKE PLACE ON PARCEL 93 ITEM I, UPON GA APPROVAL. PARCEL 93 (ITEM I) WILL BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH A LOT LINE REVISION AND ITEM II WILL REMAIN AS PARCEL 93.
8. WETLANDS SHOWN HEREON WERE FIELD DELINEATED BY SPENCER ROWE, INC.
9. PROPERTY LINES SHOWN HEREON ARE A COMPILATION OF RECORD INFORMATION AND A PARTIAL BOUNDARY SURVEY BY GREGORY P. WILKINS SURVEYOR, INC.
10. EXISTING SITE FEATURES SHOWN REFLECT PREVIOUSLY CONDUCTED SURVEYS BY GREGORY WILKINS SURVEYOR, INC.
11. CONCEPT PLAN SHOWS EXISTING TOPOGRAPHY WITHIN ANTICIPATED LOD FROM FIELD-RUN SURVEY DATED JUNE OF 2022 BY RAUCH INC.
12. EXISTING FOREST CONSERVATION EASEMENTS ARE COMPRISED MOSTLY OF NON-TIDAL WETLANDS
13. TIDAL WETLANDS EXTENT TRANSITIONS TO NON-TIDAL ALONG POINTS ADJACENT TO BASSETT CREEK
14. NON-TIDAL SETBACKS ARE 25'
15. NON-TIDAL SETBACK FOR WETLAND OF SPECIAL STATE CONCERN ARE 100'
16. A 100' TIDAL WETLANDS BUFFER IS MARKED FROM THE EDGE OF TIDAL WETLANDS OF BASSETT CREEK
17. A DEVELOPMENT SETBACK OF 300' IS EXTENDED FROM BASSETT CREEK TIDAL WETLANDS TO ELIMINATE ANY IMPACTS TO TIDAL BUFFER
18. PARCEL 0040/0018/0093 IS ZONED A-I/R-1 AND IS A TOTAL OF 395.37 ACRES, 173.47 OF THESE ACRES ARE WITHIN THE COASTAL BAY CRITICAL AREA RESOURCE CONSERVATION AREA
19. THE PROPOSED PROJECT IS PLANNED TO AVOID BOTH TIDAL AND NON-TIDAL WETLANDS WHEREVER POSSIBLE, NTW BUFFER IMPACTS ARE PROPOSED, CAMPSITES 17, 18, AND 19 WILL IMPACT THE NTW BUFFER 382 SQFT, WS-1 AND WS-2 IMPACT THE NTW BUFFER BY 4,847 SQFT, TOTAL PROPOSED BUFFER IMPACTS ARE 5,229 SQFT, ANY CHANGES DURING THE DESIGN PHASE WHICH MAY IMPACT WETLANDS OR BUFFERS WILL REQUIRE A WETLAND PERMIT.
20. TREE COVER SHOWN IS LIMITED TO TREE COVER IN THE CRITICAL AREA AND LOCATED WITHIN THE PROPOSED PROJECT AND GROWTH ALLOCATION REQUEST ENVELOPE
21. THE PROPOSED PROJECT REQUIRES THE CLEARING OF 2.79 ACRES OF TREE COVER IN THE CRITICAL AREA
21. THE PROJECT PROPOSES PLANTING OF 2.83 ACRES OF TREE COVER IN THE CRITICAL AREA AND WITHIN 2.29 ACRES PROPOSED IN AN EXISTING UNFORESTED PORTION OF THE 300FT SETBACK.
22. THE PROPOSED PROJECT WOULD REQUIRE COASTAL BAY CRITICAL AREA GROWTH ALLOCATION CHANGE OF 33.48 ACRES FROM RCA TO LDA ON PARCEL 0040/0018/0093 ITEM I.
23. THE PROJECT SHOWS AN ADDITION OF 82 CAMPSITES OF AT LEAST 3,000 SQFT, 80' DEPTH, AND 50' WIDTH
24. THE PROPOSED ROAD COVERAGE TOTALS 2.98 AC
25. THE PROPOSED LOTS WOULD INCORPORATE 1,184 SQFT OF IMPERVIOUS ON EACH SITE THE TOTAL PROPOSED IMPERVIOUS AREA FROM LOTS, ROAD, PARKING, AND STRUCTURES TOTALS 4.54 ACRES FOR A PROPOSED LDA LOT COVERAGE OF 13.8%
26. THE PROPOSED PROJECT WILL PURSUE A PARCEL CONSOLIDATION BETWEEN PARCEL 93 AND 241 TO ALLOW THE EXPANSION OF A LEGAL NONCONFORMING CAMPGROUND CURRENTLY ON PARCEL 241
27. THE PROJECT PROPOSES FOREST CONSERVATION AREAS #1 OF 11.83ac AND FOREST CONSERVATION AREA #2 OF 9.83ac TO SECURE 12,316sf ESDv STORMWATER MANAGEMENT CREDIT FOR THE CAMPSITE EXPANSION
28. WET SWALE #1 (WS-1) AND WET SWALE #2 (WS-2) PROVIDE 8,856sf OF ESDv TREATMENT.
29. THE PROJECT HAS A PROPOSED CONSTRUCTION LOD OF 448,008 SQFT OR 10.285 ac
30. THE PROJECT HAS A PROPOSED SITE LOD OF 1,679,038 SQFT OR 38.54 ac

PROJECT LOD

OF THE LANDS OF

ISLAND RESORT PARK, INC.

TAX MAP 40, GRID 18, PARCEL 93 & 241

FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND

PREPARED FOR ISLAND RESORT PARK, INC.

RAUCH INC.
engineering design & development services
office: 410.772.2287 | fax: 410.213.0387
email: design@rauchinc.com | web: www.rauchinc.com
Maryland Office: 5 Harbor Rock Way, Suite 450 – Stevensville, MD 21666
Virginia Office: 8229 Boone Blvd, Suite 625 – Vienna, VA 22182

SEAL

DATE

REVISIONS

REV. #	DATE	DESCRIPTION

DATE: JULY 2022
JOB NUMBER:
SCALE: 1" = 200'
DRAWN BY: J.COOK
DESIGNED BY:
APPROVED BY:
FOLDER REF:
SHEET NO.: 2 OF 9
FILE NO.:

EXHIBIT 7-3: CONCEPT PLAN 200 SCALE



LEGEND

- DENOTES 300FT RCA SETBACK
- DENOTES FOREST CONSERVATION AREA
- DENOTES TIDAL WETLAND MHWL
- DENOTES WETLANDS
- DENOTES TIDAL WETLANDS BUFFER
- DENOTES WETLAND SETBACK
- DENOTES TREELINE PROPOSED
  DENOTES CONTOUR (SURVEYED AND PUBLICLY AVAILABLE)
- DENOTES EXISTING FOREST CONSERVATION AREA
- DENOTES WETLANDS
- DENOTES PROPOSED TREE PLANTING
- DENOTES PROPOSED TREE CLEARING
- DENOTES PROPOSED FOREST CONSERVATION
- DENOTES PROPOSED SWM DRAINAGE AREA



VICINITY MAP
SCALE: 1" = 5,000'

CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE

EXISTING PARCEL 93 ITEM II*:

EXISTING LOT SIZE: 223.47ac. ±

EXISTING CRITICAL AREA 113.49ac. ±

*PARCEL 93 ITEM I TO BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH LOT LINE REVISION AFTER GA IS APPROVED. PARCEL 93 ITEM II OF 142 ACRES WILL REMAIN AS PARCEL 93.

CAMPGROUND EXPANSION ENVELOPE (WITHIN PARCEL 93 ITEM I):

PROPOSED ENVELOPE SIZE: 38.54ac. ±

PROPOSED GA FROM RCA TO LDA 33.49ac. ±

EXISTING IMPERVIOUS AREA: 0.00ac - 0.00%

TOTAL PROPOSED IMPERVIOUS AREA: 4.54ac - 13.5%

EXISTING TREE COVER: 24.33ac - 72.7%

PROPOSED TREE CLEARING: 2.79ac. ±

PROPOSED TREE PLANTING: 2.95ac. ±

TOTAL TREE COVER POST DEVELOPMENT: 24.47ac. - 73.1%

NET INCREASE IN TREE COVER: 0.14ac - 0.4%

NOTES

1. PROPERTY OWNER: JULIA AND ROBERT EWELL, 9552 CROPPER ISLAND ROAD NEWARK, MD 21841 & ISLAND RESORT PARK INC. 9537 CROPPER ISLAND ROAD NEWARK, MD 21841
2. PROPERTY ADDRESS: 9552 CROPPER ISLAND ROAD NEWARK, MD 21841 & 9537 CROPPER ISLAND ROAD NEWARK, MD 21841
3. PROPERTY LOCATION: TAX MAP 40, GRID 18, PARCEL 241 & TAX MAP 40, GRID 18, PARCEL 93
4. CURRENT DEED REFERENCE: 5490/330 & 5391/075
5. THE SUBJECT PROPERTIES ARE PARTIALLY LOCATED IN THE CHESAPEAKE BAY CRITICAL AREA RCA ZONE.
6. PARCEL 93 IS A TOTAL OF 365.47ac. ITEM I IS 223.47 ACRES ON THE NORTHERN SIDE OF PARCEL 241 (LOT C - EXISTING CAMPGROUND). ITEM II IS 142 ACRES AND LOCATED ON THE SOUTHERN SIDE OF PARCEL 241 (LOT C).
7. THE PROPOSED PROJECT WILL TAKE PLACE ON PARCEL 93 ITEM I. UPON GA APPROVAL, PARCEL 93 (ITEM I) WILL BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH A LOT LINE REVISION AND ITEM II WILL REMAIN AS PARCEL 93.
8. WETLANDS SHOWN HEREON WERE FIELD DELINEATED BY SPENCER ROWE, INC.
9. PROPERTY LINES SHOWN HEREON ARE A COMPILATION OF RECORD INFORMATION AND A PARTIAL BOUNDARY SURVEY BY GREGORY P. WILKINS SURVEYOR, INC.
10. EXISTING SITE FEATURES SHOWN REFLECT PREVIOUSLY CONDUCTED SURVEYS BY GREGORY WILKINS SURVEYOR, INC.
11. CONCEPT PLAN SHOWS EXISTING TOPOGRAPHY WITHIN ANTICIPATED LOD FROM FIELD-RUN SURVEY DATED JUNE OF 2022 BY RAUCH INC.
12. EXISTING FOREST CONSERVATION EASEMENTS ARE COMPRISED MOSTLY OF NON-TIDAL WETLANDS
13. TIDAL WETLANDS EXTENT TRANSITIONS TO NON-TIDAL ALONG POINTS ADJACENT TO BASSETT CREEK
14. NON-TIDAL SETBACKS ARE 25'
15. NON-TIDAL SETBACK FOR WETLAND OF SPECIAL STATE CONCERN ARE 100'
16. A 100' TIDAL WETLANDS BUFFER IS MARKED FROM THE EDGE OF TIDAL WETLANDS OF BASSETT CREEK
17. A DEVELOPMENT SETBACK OF 300' IS EXTENDED FROM BASSETT CREEK TIDAL WETLANDS TO ELIMINATE ANY IMPACTS TO TIDAL BUFFER
18. PARCEL 0040/0018/0093 IS ZONED A-1/R-1 AND IS A TOTAL OF 365.37 ACRES. 173.47 OF THESE ACRES ARE WITHIN THE COASTAL BAY CRITICAL AREA RESOURCE CONSERVATION AREA
19. THE PROPOSED PROJECT IS PLANNED TO AVOID BOTH TIDAL AND NON-TIDAL WETLANDS WHEREVER POSSIBLE. NTW BUFFER IMPACTS ARE PROPOSED. CAMPSITES 17, 18, AND 19 WILL IMPACT THE NTW BUFFER 382 SQFT, WS-1 AND WS-2 IMPACT THE NTW BUFFER BY 4,847 SQFT. TOTAL PROPOSED BUFFER IMPACTS ARE 5,229 SQFT. ANY CHANGES DURING THE DESIGN PHASE WHICH MAY IMPACT WETLANDS OR BUFFERS WILL REQUIRE A WETLAND PERMIT.
20. TREE COVER SHOWN IS LIMITED TO TREE COVER IN THE CRITICAL AREA AND LOCATED WITHIN THE PROPOSED PROJECT AND GROWTH ALLOCATION REQUEST ENVELOPE
21. THE PROPOSED PROJECT REQUIRES THE CLEARING OF 2.79 ACRES OF TREE COVER IN THE CRITICAL AREA
21. THE PROJECT PROPOSES PLANTING OF 2.95 ACRES OF TREE COVER IN THE CRITICAL AREA AND WITHIN 2.29 ACRES PROPOSED IN AN EXISTING UNFORESTED PORTION OF THE 300FT SETBACK
22. THE PROPOSED PROJECT WOULD REQUIRE COASTAL BAY CRITICAL AREA GROWTH ALLOCATION CHANGE OF 33.49 ACRES FROM RCA TO LDA ON PARCEL 0040/0018/0093 ITEM I.
23. THE PROJECT SHOWS AN ADDITION OF 62 CAMPSITES OF AT LEAST 3,000 SQFT, 60' DEPTH, AND 50' WIDTH
24. THE PROPOSED ROAD COVERAGE TOTALS 2.96 AC
25. THE PROPOSED LOTS WOULD INCORPORATE 1,104 SQFT OF IMPERVIOUS ON EACH SITE THE TOTAL PROPOSED IMPERVIOUS AREA FROM LOTS, ROAD, PARKING, AND STRUCTURES TOTALS 4.54 ACRES FOR A PROPOSED LDA LOT COVERAGE OF 13.5%
26. THE PROPOSED PROJECT WILL PURSUE A PARCEL CONSOLIDATION BETWEEN PARCEL 93 AND 241 TO ALLOW THE EXPANSION OF A LEGAL NONCONFORMING CAMPGROUND CURRENTLY ON PARCEL 241
27. THE PROJECT PROPOSES FOREST CONSERVATION AREAS #1 OF 11.83ac AND FOREST CONSERVATION AREA #2 OF 9.93ac TO SECURE 12,316cf ESDv STORMWATER MANAGEMENT CREDIT FOR THE CAMPSITE EXPANSION
28. WET SWALE #1 (WS-1) AND WET SWALE #2 (WS-2) PROVIDE 9,850cf OF ESDv TREATMENT.

CONCEPT PLAN 200

OF THE LANDS OF

ISLAND RESORT PARK, INC.

TAX MAP 40, GRID 18, PARCEL 93 & 241

FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND

PREPARED FOR ISLAND RESORT PARK, INC.

RAUCH INC.
engineering design & development services
office 410.770.2811 | fax 410.770.2817
email design@rauchinc.com | web www.rauchinc.com
P.O. Box 1 | 10451 Mill Run Circle, Suite 400 | Owings Mills, MD 21117
Virginia Office 8229 Boone Blvd, Suite 625 - Vienna, VA 22182

SEAL:

DATE:

REVISIONS

REV #	DATE	DESCRIPTION

DATE: JULY 2022

JOB NUMBER:

SCALE: 1" = 200'

DRAWN BY: J.COOK

DESIGNED BY:

APPROVED BY:

FOLDER REF:

SHEET NO.: 3 OF 9

FILE NO.:

EXHIBIT 7-4: CONCEPT PLAN 100 SCALE

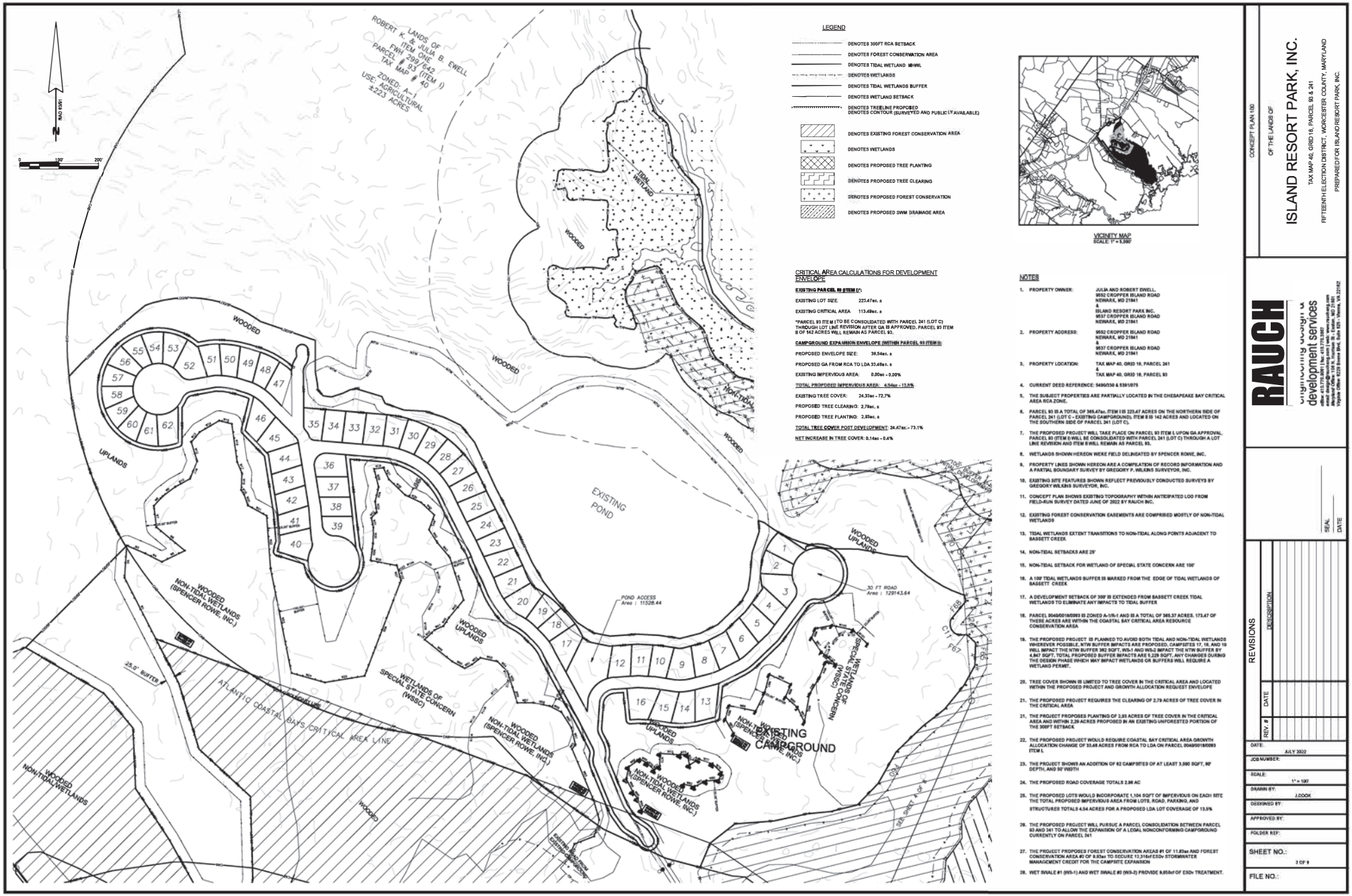


EXHIBIT 7-5: PROPOSED ENVIRONMENT

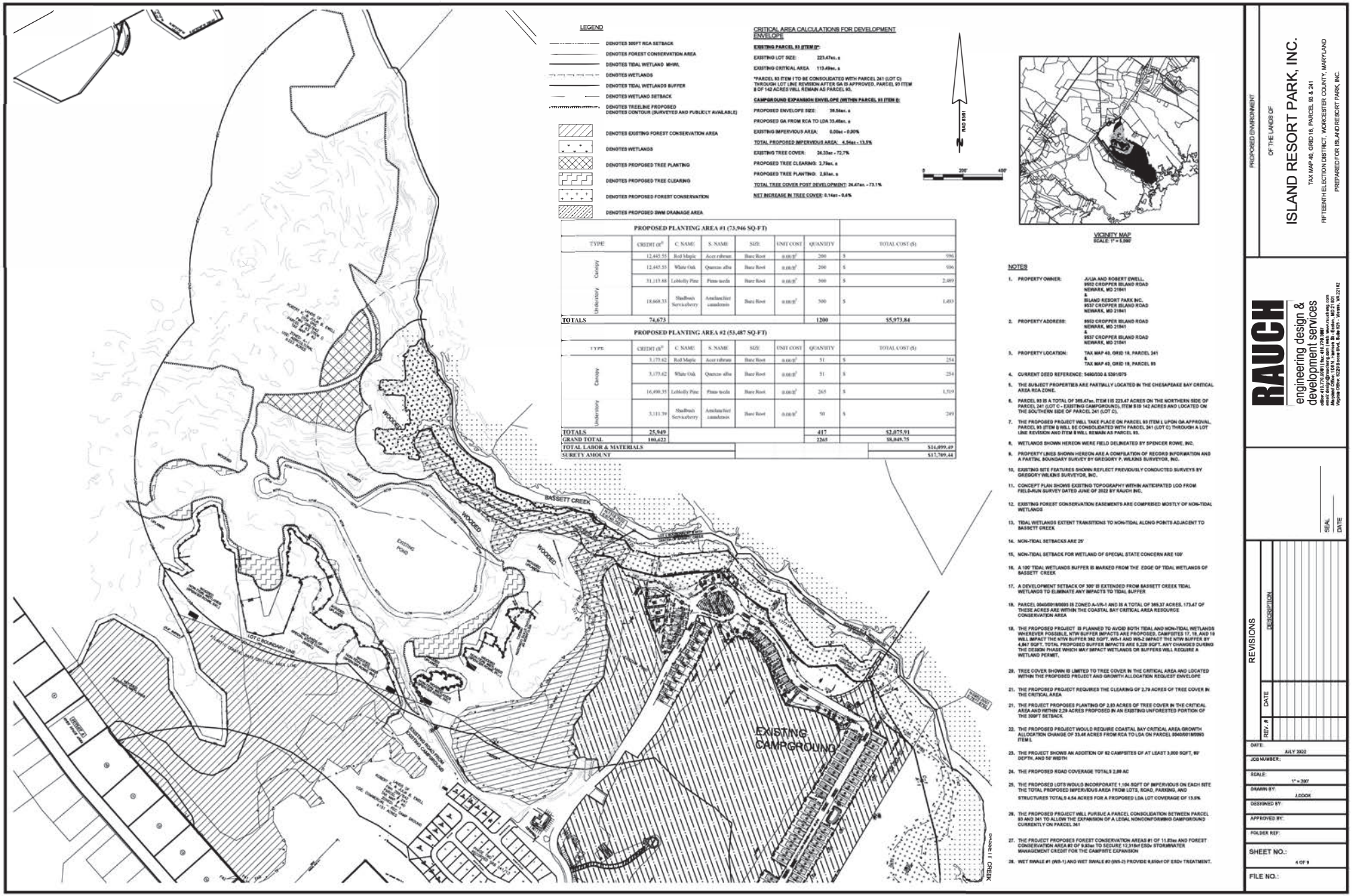


EXHIBIT 7-6: PROPOSED STORMWATER MANAGEMENT

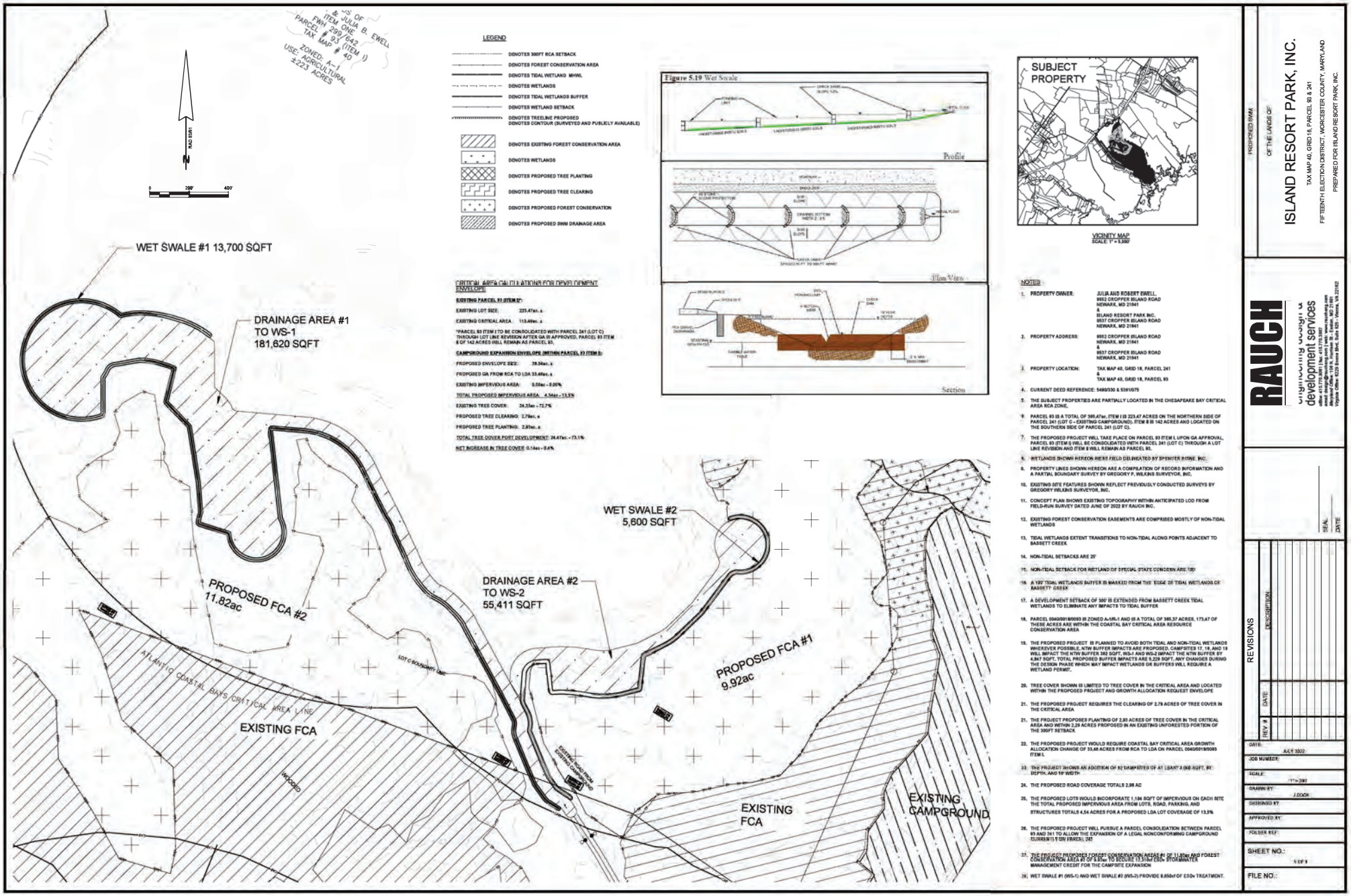
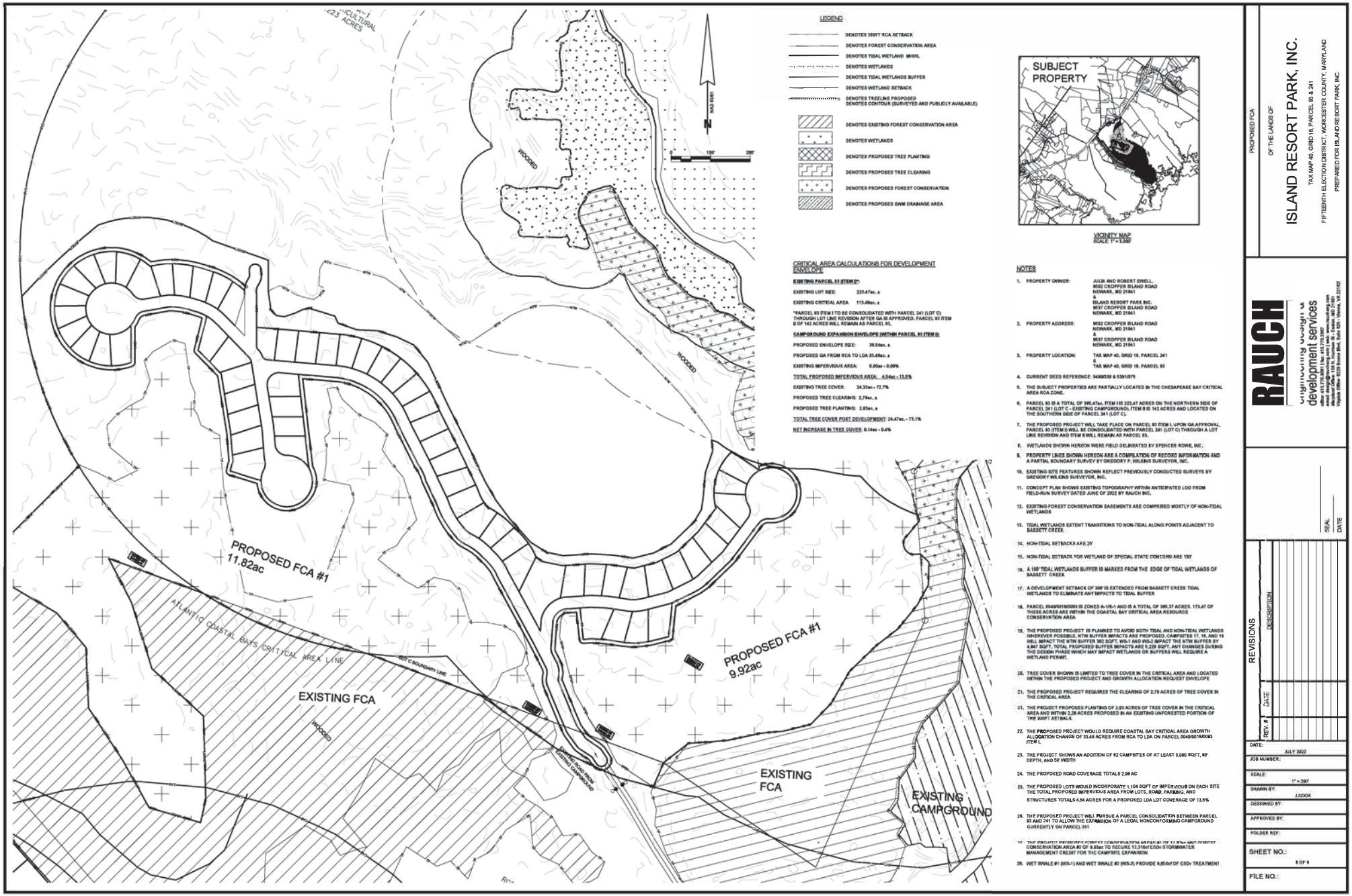


EXHIBIT 7-7: PROPOSED FOREST CONSERVATION



LEGEND

- DENOTES 200FT RCA SETBACK
- DENOTES FOREST CONSERVATION AREA
- DENOTES TIDAL WETLAND MHW
- DENOTES WETLANDS
- DENOTES TIDAL WETLANDS BUFFER
- DENOTES WETLAND SETBACK
- DENOTES TREELINE PROPOSED
  DENOTES CONTOUR (SURVEYED AND PUBLICLY AVAILABLE)
- DENOTES EXISTING FOREST CONSERVATION AREA
- DENOTES WETLANDS
- DENOTES PROPOSED TREE PLANTING
- DENOTES PROPOSED TREE CLEARING
- DENOTES PROPOSED FOREST CONSERVATION
- DENOTES PROPOSED SWM DRAINAGE AREA

VICINITY MAP
SCALE: 1" = 5,000'

CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE

EXISTING PARCEL 93 (ITEM B)*:

EXISTING LOT SIZE: 223.47ac. ±

EXISTING CRITICAL AREA 113.49ac. ±

*PARCEL 93 ITEM II TO BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH LOT LINE REVISION AFTER GA IS APPROVED. PARCEL 93 ITEM II OF 142 ACRES WILL REMAIN AS PARCEL 93.

CAMPGROUND EXPANSION ENVELOPE (WITHIN PARCEL 93 ITEM I):

PROPOSED ENVELOPE SIZE: 39.54ac. ±

PROPOSED GA FROM RCA TO LDA 33.49ac. ±

EXISTING IMPERVIOUS AREA: 0.20ac ± 0.50%

TOTAL PROPOSED IMPERVIOUS AREA: 4.54ac ± 13.5%

EXISTING TREE COVER: 24.33ac ± 72.7%

PROPOSED TREE CLEARING: 2.79ac. ±

PROPOSED TREE PLANTING: 2.83ac. ±

TOTAL TREE COVER POST DEVELOPMENT: 24.47ac. ± 73.1%

NET INCREASE IN TREE COVER: 0.14ac ± 0.4%

NOTES

1. PROPERTY OWNER: JULIA AND ROBERT EWELL
   9552 CROPPER ISLAND ROAD
   NEWARK, MD 21841
   &
   ISLAND RESORT PARK INC.
   9537 CROPPER ISLAND ROAD
   NEWARK, MD 21841
2. PROPERTY ADDRESS: 9552 CROPPER ISLAND ROAD
   NEWARK, MD 21841
   &
   9537 CROPPER ISLAND ROAD
   NEWARK, MD 21841
3. PROPERTY LOCATION: TAX MAP 40, GRID 18, PARCEL 241
   &
   TAX MAP 40, GRID 18, PARCEL 93
4. CURRENT DEED REFERENCE: 5490/330 & 5391/075
5. THE SUBJECT PROPERTIES ARE PARTIALLY LOCATED IN THE CHESAPEAKE BAY CRITICAL AREA RCA ZONE.
6. PARCEL 93 IS A TOTAL OF 365.47ac±. ITEM I IS 223.47 ACRES ON THE NORTHERN SIDE OF PARCEL 241 (LOT C - EXISTING CAMPGROUND), ITEM II IS 142 ACRES AND LOCATED ON THE SOUTHERN SIDE OF PARCEL 241 (LOT C).
7. THE PROPOSED PROJECT WILL TAKE PLACE ON PARCEL 93 ITEM I, UPON GA APPROVAL. PARCEL 93 (ITEM I) WILL BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH A LOT LINE REVISION AND ITEM II WILL REMAIN AS PARCEL 93.
8. WETLANDS SHOWN HEREON WERE FIELD DELINEATED BY SPENCER ROWE, INC.
9. PROPERTY LINES SHOWN HEREON ARE A COMPILATION OF RECORD INFORMATION AND A PARTIAL BOUNDARY SURVEY BY GREGORY P. WILKINS SURVEYOR, INC.
10. EXISTING SITE FEATURES SHOWN REFLECT PREVIOUSLY CONDUCTED SURVEYS BY GREGORY WILKINS SURVEYOR, INC.
11. CONCEPT PLAN SHOWS EXISTING TOPOGRAPHY WITHIN ANTICIPATED LOD FROM FIELD-RUN SURVEY DATED JUNE OF 2022 BY RAUCH INC.
12. EXISTING FOREST CONSERVATION EASEMENTS ARE COMPRISED MOSTLY OF NON-TIDAL WETLANDS
13. TIDAL WETLANDS EXTENT TRANSITIONS TO NON-TIDAL ALONG POINTS ADJACENT TO BASSETT CREEK
14. NON-TIDAL SETBACKS ARE 25'
15. NON-TIDAL SETBACK FOR WETLAND OF SPECIAL STATE CONCERN ARE 100'
16. A 100' TIDAL WETLANDS BUFFER IS MARKED FROM THE EDGE OF TIDAL WETLANDS OF BASSETT CREEK
17. A DEVELOPMENT SETBACK OF 300' IS EXTENDED FROM BASSETT CREEK TIDAL WETLANDS TO ELIMINATE ANY IMPACTS TO TIDAL BUFFER
18. PARCEL 0040/0018/0093 IS ZONED A-1/R-1 AND IS A TOTAL OF 365.37 ACRES. 173.47 OF THESE ACRES ARE WITHIN THE COASTAL BAY CRITICAL AREA RESOURCE CONSERVATION AREA
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21. THE PROPOSED PROJECT REQUIRES THE CLEARING OF 2.79 ACRES OF TREE COVER IN THE CRITICAL AREA
21. THE PROJECT PROPOSES PLANTING OF 2.83 ACRES OF TREE COVER IN THE CRITICAL AREA AND WITHIN 2.29 ACRES PROPOSED IN AN EXISTING UNFORESTED PORTION OF THE 300FT SETBACK.
22. THE PROPOSED PROJECT WOULD REQUIRE COASTAL BAY CRITICAL AREA GROWTH ALLOCATION CHANGE OF 33.49 ACRES FROM RCA TO LDA ON PARCEL 0040/0018/0093 ITEM I.
23. THE PROJECT SHOWS AN ADDITION OF 62 CAMPSITES OF AT LEAST 3,000 SQFT, 60' DEPTH, AND 50' WIDTH
24. THE PROPOSED ROAD COVERAGE TOTALS 2.99 AC
25. THE PROPOSED LOTS WOULD INCORPORATE 1,104 SQFT OF IMPERVIOUS ON EACH SITE THE TOTAL PROPOSED IMPERVIOUS AREA FROM LOTS, ROAD, PARKING, AND STRUCTURES TOTALS 4.54 ACRES FOR A PROPOSED LDA LOT COVERAGE OF 13.5%
28. THE PROPOSED PROJECT WILL PURSUE A PARCEL CONSOLIDATION BETWEEN PARCEL 93 AND 241 TO ALLOW THE EXPANSION OF A LEGAL NONCONFORMING CAMPGROUND CURRENTLY ON PARCEL 241
29. WET SWALE #1 (WS-1) AND WET SWALE #2 (WS-2) PROVIDE 6,854sf of ESDv TREATMENT.

PROPOSED FCA

OF THE LANDS OF

ISLAND RESORT PARK, INC.

TAX MAP 40, GRID 18, PARCEL 93 & 241

FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND

PREPARED FOR ISLAND RESORT PARK, INC.

RAUCH
engineering, surveying & development services
office: 410.roch.eng1 | fax: 410.roch.fax1
email: design@rauchinc.com | web: www.rauchinc.com
Maryland Office: 6200 Coastal Highway, Suite 200 - Ocean City, MD 21842
Virginia Office: 8229 Boone Blvd, Suite 625 - Vienna, VA 22182

SEAL:

DATE:

REVISIONS

REV. #	DATE	DESCRIPTION

DATE: JULY 2022

JOB NUMBER:

SCALE: 1" = 200'

DRAWN BY: J.COOK

DESIGNED BY:

APPROVED BY:

FOLDER REF:

SHEET NO.: 8 OF 9

FILE NO.:

EXHIBIT 7-8: PROPOSED SPRAY IRRIGATION

ITEM 32



SPRAY IRRIGATION MAP

WORCESTER COUNTY, MD

ROBERT AND JULIA EWELL

MAP 40 GRID 18 PARCEL 93

PREPARED FOR: ISLAND RESORT CAMP GROUND

DRAWN BY KAK

SCALE 1"= 300'

DATE 1.26.2021

SHEET NO

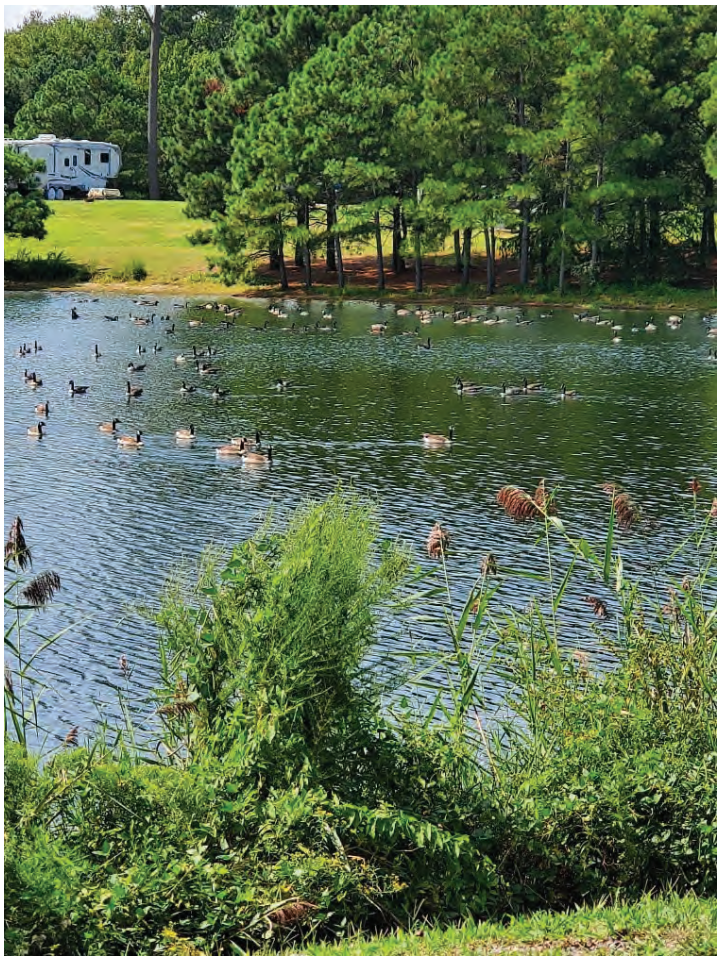
RAUCH inc.
engineering design & development services
office: 410.770.9081 | fax: 410.770.3667
email: design@raucheng.com | web: www.raucheng.com
Maryland Office: 106 N. Harrison St - Easton, MD 21601
Virginia Office: 8229 Boone Blvd, Suite 625 - Vienna, VA 22182

RAUCH inc.

FOREST STAND DELINEATION AND NATURAL RESOURCES INVENTORY

Island Resort Campground
Newark, Worcester County, Maryland

June 2022



Prepared For:
Island Resorts Campground
9552 Cropper Island Road
Newark, MD 21841

Prepared By:
RAUCH inc.
106 North Harrison Street
Easton, MD 21601

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phone: 410.770.9081 | fax: 410.770.3667

CONTENTS

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2.0 GENERAL SITE DESCRIPTION 4
3.0 METHODOLOGY 5
4.0 RESULTS 6
5.0 CONCLUSIONS 7
APPENDICES 9

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1.0 INTRODUCTION

This Natural Resource Inventory (NRI), Forest Stand Delineation, and specimen tree (survey of trees 30-inches in diameter and larger) has been prepared for Island Resorts Campground to characterize existing forest cover for an environmental study in response to growth allocation requirements. This study is intended to assess and aid in expansion of 62 potential campsites at Island Resorts Campground located on parcel Map/Grid/Parcel: 0040/0018/0093 within the Critical Area Zone RCA. The overall subject property comprises 365.47-acres and is located in Newark, Worcester County, Maryland. The study area is focused upon approximately 17-acres of Forest stands were delineated according to guidelines within the *Maryland State Forest Conservation Technical Manual,* Third Edition, 1997, Maryland Department of Natural Resources, hereafter referred to as the State Manual, as well as Somerset County's', Forest Stand Delineation criteria.

The Maryland Forest Conservation Act was passed by the General Assembly in 1991 and subsequently amended in 1993, 1994, and 2009 (*Maryland State Bill 666, Natural Resources, No Net Loss of Forest Policy, Forest Conservation Act*) to conserve the State's forest resources during development. The Act requires identification of existing forest stands, protection of the most desirable forest stands, and establishment of areas where new forests can be planted. The Act and regulations require that any person submitting application for subdivision, grading, or sediment and erosion control permits on units of land 40,000 square feet (0.92 acres) or greater shall submit a forest stand delineation (FSD) and forest conservation plan (FCP). These must be approved by the county or municipal government, a locally adopted forest conservation program, or the Maryland Department of Natural Resources (DNR) where no local program is in effect before other development related approvals are given.

The purpose of this FSD is to provide a tool to be used during the preliminary plan and growth allocation review to modify the classification of 18-acres of Resource Conservation Area (RCA). Using a combination of resource mapping and field methods of ecology, it inventories and describes existing forests, and locates priority areas for retention, reforestation, or afforestation on the site as required. The FSD becomes the methodology for evaluating the existing natural features and vegetation on a site proposed for development taking into account the environmental elements that shape or influence the structure or makeup of a plant community. An approved FSD is valid for five (5) years in most Maryland Counties and two (2) years in others. To remain valid thereafter, it shall be updated and re-approved every five or two years (Environmental Division Natural Resources Program Manager dependent in this case) unless it becomes part of an approved FCP, and then subsequently acted upon through the land development process.

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2.0 GENERAL SITE DESCRIPTION

Island Resorts Campground is located within the Mid-Atlantic Coastal Plain (U.S. Department of Agriculture, Natural Resource Conservation Service, MLRA 153D of LRR T). The property is more or less bounded by Bassett Creek to the East, Worcester Hwy (US-113) to the North, Croppers Island Road to the West, and Porter Creek to the South. Both, Bassett Creek and Porter Creek are tributaries of the Newport Bay (Watershed 021301050683).

Historically, the area was characterized by agricultural use with a surface mining operation, until 2005 when Island Resorts Campground was established. There are currently 176 lots on the adjacent parcel (0040/0018/0241), however there is no development on the study area, and it is predominantly woodland with a previously excavated pond feature to the Northeast.

The property appears to have been previously cleared for timber or agricultural uses following World War II and left fallow approximately 60-70 years ago left to reforest through ecological succession. This is evident in the approximate age of the dominant tree species in each forest stand. The remaining contiguous outside of the sampling points is approximately 180-acres and appears to be mostly Palustrine Forested Wetlands (PFO). These wetlands noted within the study area, have been identified as forested and emergent (PEM) systems are located adjacent to the East side of the parcel. No occurrence of specimen trees were observed during the site visit.

The exact project area will be determined by the Limit of Disturbance (LOD), which has been defined in the environmental features. Generally, the project area will be focused on upland habitat and areas of previous high disturbance, minimizing impacts to wetlands. No work has been proposed in the wetland areas, and except for access roads, no work has been proposed within nontidal wetland buffers. Minimal clearing is proposed within the wetland buffers and only to provide access to the proposed lots.

EXISTING CONDITIONS

According to the FEMA Flood Insurance Rate Map for Worcester County there is an area to the Southwest where the 100-year floodplains classified as an AE flood zone located on the site, but this area is outside of the proposed development. No threatened, rare, or endangered species were observed during the site investigations and U.S. Fish and Wildlife did not list any species on the agency's "Official Species List" in 2021. It should however be noted, Wetlands of Special State Concern (WSSC) are shown on the mapping and were present while forest sampling. These

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wetlands are outside of the proposed development and all necessary precautions should be implemented to avoid any impacts.

The NRCS Web Soil Survey describes the soil found in the study area as mostly of Mullica-Berryland complex (MuA) with Askecksy loamy sand (AsA), Hurlock loamy sand (HuA), Rosedale loamy sand (RoB), Hambrook sandy loam (HdB), Fallsington sandy loams (FadA), and Longmarsh and Indiantown soils (LO). All of these soils are hydric with the exception of Rosedale loamy sand and Hambrook sandy loam located to the South and East of the existing pond. No steep slopes were encountered during the site visit.

3.0 METHODOLOGY

The current State Manual requires that an FSD be performed to characterize and quantify existing forest resources, identify forest cover in the net tract area, and identify those areas of forest with priorities for retention. In addition to a general vegetation survey and identification of specimen trees (trees of 30-inches in diameter and trees within 75% of a current champion), the Manual requires the use of formal vegetation sampling techniques.

Our study protocol involves the delineation of all existing forest stands within the adjacent study area comprising of 25-acres shown on the map below. The forest stands are based on composition, density, size, condition, and age of the stand. The dominant, co-dominant, and associate tree species for each stand are identified and tabulated to indicate their relative frequencies and average tree diameter class and to provide descriptions of each tree stand including the identification of understory and herbaceous species. This information is utilized to isolate stands of higher quality vegetation (i.e. old growth forests, unique forest stands, contiguous forest, etc.) and any individual specimen trees, groves or clusters that should be considered for potential preservation in the planning and development process.

A forest stand or type can be characterized by studying the results of variable plot sampling (a statistical survey method, typically averaging 80-feet across in pole stocked or larger timber). Variable point sampling refers to a method in which sample trees are located with a probability proportional to their basal areas, (i.e. larger trees with larger basal areas have higher probabilities of selection than smaller trees). Basal area is defined as a measurement of the cross-sectional area of a tree trunk at breast height, known as diameter at breast height (DBH). Basal area of a forest stand is the sum of the basal areas of the individual trees. Furthermore, since basal area is highly correlated with tree volume, variable point sampling is an efficient method for estimating frequency of occurrence, volume, and/or economic value. Using a 10-factor wedge prism for

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sampling, it can be shown that each tree selected within the variable plot represents 10 square feet of basal area per acre, hence the term 10-factor point sample.

Sample point locations within each vegetation type are randomly selected (minimum of one per every four-acres of homogenous forest type and a minimum of two per stand). At each sample point location, trees that fall within the sample area are tallied and measured. This data is used to estimate the number of trees per acre, per each one-inch diameter class. In addition, the condition of the overstory trees in each vegetation type is evaluated and the understory and ground cover species identified. Information included in the sample point data includes:

- Percent canopy closure and tree species observed including relative dominance,
- Percent and species of shrubs,
- Percent and species of forest floor covered by herbaceous plants,
- Percent of forest floor covered by downed woody debris,
- The presence or absence of exotic or invasive species.

A study of various aerial photography is also conducted to determine ground forest conditions and to make a preliminary determination of vegetation types occurring on the site. These vegetation types are then ground-authenticated to verify composition, extent, and ecological importance.

Both within and between the sample plots, specimen trees and trees associated with historic structures are identified and located on the plan. Plan species which are listed as threatened, endangered, or in need of conservation are also identified if applicable.
Interpretation of the field data allows us to make judgements as to the forest composition, structure, condition, function, retention potential, and management recommendations for the stand(s) located. The FSD map is prepared and includes the natural resources inventory, wetlands, buffer setbacks, and other natural features and constraints required by the Manual or State/County government. The FSD map is enclosed at the end of this report in the Appendix C. Completed data sheets and a forest stand summary are also included in Appendix A and Appendix B, respectively.

4.0 RESULTS

This NRI/FSD and tree survey has been prepared for the Island Resorts Campground characterize the approximate 17-acre study area and surround woodlands, totaling around 25-acres. This area consisted of approximately 10-acres of upland forest, dominated by an assemblage of various Oak species and Loblolly Pine. Forestry fieldwork was performed in 2022 on June 2nd.

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A previous request to the Maryland Department of Natural Resources Wildlife and Heritage Service was made to inquire about potential occurrence(s) of rare, threatened and endangered species within the project area. The Wildlife and Heritage Service has not responded to this point.

MIXED PINE-HARDWOODS

The Mature Mixed Pine-Hardwood stand totals approximately 9.95-acres. These upland stands are depicted in the map provided in the Appendix. The dominant indicator species of these stands is Northern Red Oak. There is an estimated 225.8 trees per acres, having an average diameter of 13.2-inches, and a basal area of 134 feet^2 per acre. This basal area falls within the range of overstocked stands (130-160 feet^2 per acre), meaning trees are disadvantageously competing for resources with a canopy closure of 70% or greater, and there is no space for the addition of more trees.

Northern Red Oak trees are estimated to be found at 30 trees per acre. Northern Red Oak trees have an average diameter of 16.1-inches, and a frequency of occurrence of 13.4%. The stand is estimated to be 64.4 years old, placing the time of the most recent influential perturbation around 1958. Co-dominate and Associate species found across the data stations include White Oak, Loblolly Pine, Southern Red Oak, Willow Oak, Red Maple, and Sweetgum. The understory was comprised of lowbush & highbush blueberries, American Holly, Red Maple, and groundcover was generally low with species including Grape spp., catbriar, Partridgeberry, and Sweetpepper bush.

This stand is likely a result of clearing during the post-settlement era in an attempt to farm or timber harvest. A summary of these results is provided in Appendix B.

BOTTOMLAND HARDWOOD CORRIDOR

The Bottomland Hardwood Corridor is approximately 15.05-acres in size and located along the bottomlands including non-tidal wetland areas found on the property. The stand is dominated by White Oak with co-dominate species including Loblolly Pine, Red Maple, Willow Oak, and Sweetgum. The forest stand shows enhanced diversity with minimal invasive species observed. The understory and herbaceous plant layer was dominated by Red Maple, American Holly, highbush blueberry, greenbriar, with various ferns, and sphagnum species.

This stand has an estimated 179.6 trees per acre, with an average diameter of 15.3-inches, and a basal area of 135 feet^2 per acre. Basal areas ranging from 130-160 are described as also being fully stocked. Canopy closure was found to be 65-80%, which correlates with well stocked forests, and further supports the results found by basal area analysis. White Oaks were calculated to occur at 29 trees per acre, with an average diameter of 14.9-inches, and

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frequency of occurrence of 16.2%. A summary of these results is provided in Appendix B. The stand is approximately 74 years old, and is likely the result of an agricultural field or clearing efforts that were similarly laid fallow around 1948 due to poor soils. Mid-Late successional species such as Oak spp. and larger opportunistic Loblolly Pines are typical of a well-developed, maturing canopy, and what is expected to be found in these systems.

SPECIMEN TREES

Zero (0) specimen trees were identified on site.

5.0 CONCLUSIONS AND RECOMMENDATIONS

Overall, the subject area consists of two (2) stands. Stand “MPH” is an upland, mid-late successional Loblolly Pine – Hardwood stand with a ‘Low’ priority for restoration. Although the overstory and shrub strata can be quite dense in areas, the herb layer is usually sparse and floristically depauperate which is reflected in our sampling points. The property consists of zero (0) specimen trees and could be harvested outside of necessary wetland buffers.

Stand “BH” area can be described as floodplain area, dominated by larger Oaks and Pines with Red Maple, Sweetgum, and American Holly understory. This forest stand appeared to be relatively diverse with almost no invasive species observed at the time of sampling. Due to the presence of sensitive wetlands found throughout this forest stand, it is a ‘High’ priority and should be protected to minimize any disturbances.

Maryland Department of the Environment states that site development plans should make all reasonable attempts minimize disturbance to non-tidal wetlands. To disturb any wetlands, or wetland buffers, the submission of a Joint Permit Application with MDE will be required for impacts. It is recommended that impacts to these areas be avoided to the greatest extent possible.

Questions or comments regarding this NRI/FSD can be directed to RAUCH inc. at 410-770-9081.

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Appendix A: Forest Stand Data Sheets

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RAUCH inc. Forest Stand Delineation Field Data Sheet

Forest Stand : MPH

Point Sample #: 1

Project Name : Island Resorts

Date: 6/2/2022

Field Crew : KAK & TPO

Plot Size : 1/10 acre (37' radius)/variable

BAF-10 Point Sample Inventory (variable plot size) Species and d.b.h. :

Species :	Diameter :
White Oak	14, 12, 9
Southern Red Oak	9
Northern Red Oak	22, 24
American Holly	9

% Canopy Closure : 70%

% Understory Cover 3'-20' : 65%

% Woody Debris : 2%

% Herbaceous Cover : 15%

Dominant Overstory : Northern Red Oak

Co-dominant : White Oak

Associates : Southern Red Oak, American Holly

Understory & Shrub Layer : American Holly, Lowbush Blueberry, Loblolly pine, Sweetgum, Mockernut Hickory

Total # of Tree Species >6" dbh : 4

 # Snags : 1

Ground Cover : Japanese stiltgrass, Spanglegrass, Grape vine sp.

List of Invasive Species : Japanese stilt grass

% Invasive Cover : 2%

Stand Description : (composition, structure, condition, observations, functions, retention potential, ecological importance, management recommendations)

Mature mixed hardwood stand, mid-late seral, NRO canopy with lowbush blueberry understory. Sample site within upland area. Loblolly Pine and American Holly present within understory. Minimal non-native invasives were present at the time of sampling.

RAUCH inc. Forest Stand Delineation Field Data Sheet

Forest Stand : BH

Point Sample #: 2

Project Name : Island Resorts

Date: 6/2/2022

Field Crew : KAK & TPO

Plot Size : 1/10 acre (37' radius)/variable

BAF-10 Point Sample Inventory (variable plot size) Species and d.b.h. :

Species :	Diameter :
Loblolly Pine	20, 20, 19, 19, 19, 18,18, 16, 16, 15,
Mockernut Hickory	20, 14, 9
White Oak	10
Northern Red Oak	19
Red Maple	5
Tulip Poplar	16
Sweetgum	19

% Canopy Closure : 80%

% Understory Cover 3'-20' : 35%

% Woody Debris : 4%

% Herbaceous Cover : 3%

Dominant Overstory :

Loblolly Pine

Co-dominant :

Associates :

Hickory, WO, NRO, TP, RM, SG

Understory & Shrub Layer :

American Holly, Highbush blueberry, Red Maple

Total # of Tree Species >6" dbh :

6

 # Snags :

2

Ground Cover :

Royal Fern, Red Maple seedlings

List of Invasive Species :

None

% Invasive Cover :

0%

Stand Description : (composition, structure, condition, observations, functions, retention potential, ecological importance, management recommendations)

Mature pine and mixed hardwood, mid-late seral, Loblolly dominated canopy with American Holly understory, adjacent to wetland area and sampled on upland knoll area at the toeslope. Bottomland forest. Minimal herbaceous understory with well developed canopy. High priority wetland buffer.

RAUCH inc. Forest Stand Delineation Field Data Sheet

Forest Stand : BH

Point Sample #: 3

Project Name : Island Resorts

Date: 6/2/2022

Field Crew : KAK & TPO

Plot Size : 1/10 acre (37' radius)/variable

BAF-10 Point Sample Inventory (variable plot size) Species and d.b.h. :

Species :	Diameter :
White Oak	18, 18, 18, 12
Red Maple	17, 12, 7
Loblolly Pine	20, 17
Mockernut Hickory	17, 11

% Canopy Closure : 70%

% Understory Cover 3'-20' : 45%

% Woody Debris : 3%

% Herbaceous Cover : 15%

Dominant Overstory : White Oak

Co-dominant : Red Maple

Associates : Loblolly Pine, Hickory

Understory & Shrub Layer : Highbush blueberry, American Holly Sweetbay Magnolia, Red Maple

Total # of Tree Species >6" dbh : 4

 # Snags : 0

Ground Cover : Royal fern, Sensitive Fern, Cinnamon fern, Highbush Blueberry seedling, Sweetpepper bush, Greenbrier, Sphagnum sp., Porcelainberry

List of Invasive Species : None

% Invasive Cover : 0%

Stand Description : (composition, structure, condition, observations, functions, retention potential, ecological importance, management recommendations)

Mid-seral forest stand, White Oak and Red Maple canopy with highbush blueberry understory, low lying depression sampled within wetland area, high priority wetland area.

RAUCH inc. Forest Stand Delineation Field Data Sheet

Forest Stand : BH

Point Sample #: 4

Project Name : Island Resorts

Date: 6/2/2022

Field Crew : KAK & TPO

Plot Size : 1/10 acre (37' radius)/variable

BAF-10 Point Sample Inventory (variable plot size) Species and d.b.h. :

Species :	Diameter :
Loblolly Pine	26, 24, 23, 23, 17, 16, 15, 8
Sweetgum	22
Willow Oak	15
Red Maple	14, 14, 8
Water Oak	11
White Oak	11

% Canopy Closure : 65%

% Understory Cover 3'-20' : 35%

% Woody Debris : 4%

% Herbaceous Cover : 10%

Dominant Overstory :

Loblolly Pine

Co-dominant :

Red Maple

Associates :

Willow Oak, White Oak, Water Oak, Sweetgum

Understory & Shrub Layer :

American Holly, Highbush blueberry, Sweetbay Magnolia, Sweetpepper Bush, Red Maple

Total # of Tree Species >6" dbh :

6

 # Snags :

8

Ground Cover :

Cinnamon fern, Spanglegrass, Sphagnum, Red Maple seedlings

List of Invasive Species :

None

% Invasive Cover :

0%

Stand Description : (composition, structure, condition, observations, functions, retention potential, ecological importance, management recommendations)

Mature pine and mixed hardwood, mid-late seral, Loblolly and Red Maple canopy with Holly understory, adjacent to wetland area and sampled on upland knoll along toeslope. Bottomland forest. High priority wetland buffer.

RAUCH inc. Forest Stand Delineation Field Data Sheet

Forest Stand : MPH

Point Sample #: 5

Project Name : Island Resorts

Date: 6/2/2022

Field Crew : KAK & TPO

Plot Size : 1/10 acre (37' radius)/variable

BAF-10 Point Sample Inventory (variable plot size) Species and d.b.h. :

Species :	Diameter :
White Oak	20, 20
Red Maple	18, 17, 15, 11, 11, 8, 7
Loblolly Pine	17
Southern Red Oak	18, 16, 15
Northern Red Oak	20
Mockernut Hickory	12

% Canopy Closure : 65%

% Understory Cover 3'-20' : 35%

% Woody Debris : 3%

% Herbaceous Cover : 40%

Dominant Overstory :

White Oak

Co-dominant :

Northen Red Oak

Associates :

RM, SRO, Hickory, Loblolly Pine

Understory & Shrub Layer :

Lowbush Blueberry, American Holly, Sweetgum, Sweetpepper bush, Loblolly pine, Highbush Blueberry, Red Maple

Total # of Tree Species >6" dbh :

6

 # Snags :

1

Ground Cover :

Partridgeberry, Cinnamon fern, Pine seedling, Red Maple seedlings

List of Invasive Species :

None

% Invasive Cover :

0%

Stand Description : (composition, structure, condition, observations, functions, retention potential, ecological importance, management recommendations)

Mature pine and mixed hardwood, mid-late seral, Oak canopy with lowbush blueberry understory, adjacent to wetland area and sampled in uplands.

RAUCH inc. Forest Stand Delineation Field Data Sheet

Forest Stand : MPH

Point Sample #: 6

Project Name : Island Resorts

Date: 6/2/2022

Field Crew : KAK & TPO

Plot Size : 1/10 acre (37' radius)/variable

BAF-10 Point Sample Inventory (variable plot size) Species and d.b.h. :

Species :	Diameter :
Loblolly Pine	19, 17, 16, 16, 16, 15, 14, 14, 13
Red Maple	14, 13, 13, 11, 7, 7
White Oak	17, 10
Northern Red Oak	13
American Holly	8

% Canopy Closure : 70%

% Understory Cover 3'-20' : 40%

% Woody Debris : 3%

% Herbaceous Cover : 10%

Dominant Overstory :	Co-dominant :	Associates :	Understory & Shrub Layer :
Loblolly Pine	White Oak	NRO, RM, Holly	American Holly, Highbush blueberry, Poplar, Red Maple, Lowbush blueberry

Total # of Tree Species >6" dbh :

5

 # Snags :

1

Ground Cover :

American Holly seedlings, Catbriar, Red Maple seedlings

List of Invasive Species :

None

% Invasive Cover :

0%

Stand Description : (composition, structure, condition, observations, functions, retention potential, ecological importance, management recommendations)

Mature pine and mixed hardwood, mid seral, Loblolly canopy with holly and highbush blueberry understory, sampled adjacent to wetland area, high retention wetland buffer.

RAUCH inc. Forest Stand Delineation Field Data Sheet

Forest Stand : BH

Point Sample #: 7

Project Name : Island Resorts

Date: 6/2/2022

Field Crew : KAK & TPO

Plot Size : 1/10 acre (37' radius)/variable

BAF-10 Point Sample Inventory (variable plot size) Species and d.b.h. :

Species :	Diameter :
White Oak	14, 12, 11 9
Red Maple	14, 13, 12, 6
Chestnut Oak	24
Northern Red Oak	16, 15

% Canopy Closure : 75%

% Understory Cover 3'-20' : 50%

% Woody Debris : 4%

% Herbaceous Cover : 20%

Dominant Overstory : White Oak

Co-dominant : Northern Red Oak

Associates : Red Maple, Chestnut Oak

Understory & Shrub Layer : Highbush blueberry, Sweetpepper bush, American Holly

Total # of Tree Species >6" dbh : 4

 # Snags : 2

Ground Cover : Red Maple seedlings, Partridgeberry, Catbriar, Pine seedlings

List of Invasive Species : None

% Invasive Cover : 0%

Stand Description : (composition, structure, condition, observations, functions, retention potential, ecological importance, management recommendations)

Mature mixed hardwood, mid-late seral, Oak canopy with holly and highbush blueberry understory, sampled adjacent to wetland area, high retention wetland buffer. Upland knoll within wetland area shown on map.

RAUCH inc. Forest Stand Delineation Field Data Sheet

Forest Stand : BH

Point Sample #: 8

Project Name : Island Resorts

Date: 6/2/2022

Field Crew : KAK & TPO

Plot Size : 1/10 acre (37' radius)/variable

BAF-10 Point Sample Inventory (variable plot size) Species and d.b.h. :

Species :	Diameter :
White Oak	18, 16, 16, 13, 8
American Holly	7
Red Maple	9, 7, 4
Sweetgum	19, 4

% Canopy Closure : 55%

% Understory Cover 3'-20' : 65%

% Woody Debris : 4%

% Herbaceous Cover : 25%

Dominant Overstory :

White Oak

Co-dominant :

Associates :

Red Maple, Holly, Sweetgum

Understory & Shrub Layer :

Laurel sp., American Holly, Red Maple, Lowbush blueberry, Sweetgum

Total # of Tree Species >6" dbh :

4

 # Snags :

2

Ground Cover :

VA Creeper, American Holly, Sweetpepper bush, Partridgeberry, Sphagnum sp., Catbriar

List of Invasive Species :

None

% Invasive Cover :

0%

Stand Description : (composition, structure, condition, observations, functions, retention potential, ecological importance, management recommendations)

Mature mixed hardwood, mid seral, White oak dominant canopy with holly understory, sampled adjacent to wetland area, high retention wetland buffer, mapped as non-tidal wetlands.

RAUCH inc. Forest Stand Delineation Field Data Sheet

Forest Stand : MPH

Point Sample #: 9

Project Name : Island Resorts

Date: 6/2/2022

Field Crew : KAK & TPO

Plot Size : 1/10 acre (37' radius)/variable

BAF-10 Point Sample Inventory (variable plot size) Species and d.b.h. :

Species :	Diameter :
Loblolly	19, 16, 16, 14, 13, 8, 8
White Oak	6, 4
Red Maple	14, 11, 9
Mockernut Hickory	10
American Holly	7
Northern Red Oak	5

% Canopy Closure : 65%

% Understory Cover 3'-20' : 40%

% Woody Debris : 5%

% Herbaceous Cover : 10%

Dominant Overstory :

Loblolly

Co-dominant :

Red Maple

Associates :

WO, AH, NRO, Hickory

Understory & Shrub Layer :

American Holly, Red Maple, Mtn Laurel, Lowbush blueberry, Sweetbay Magnolia

Total # of Tree Species >6" dbh :

5

 # Snags :

2

Ground Cover :

Cinnamon fern, Partridgeberry, Catbriar Red Maple seedlings, Sweetbay Magnolia

List of Invasive Species :

None

% Invasive Cover :

0%

Stand Description : (composition, structure, condition, observations, functions, retention potential, ecological importance, management recommendations)

Mature Pine and Mixed Hardwood, mid seral, Loblolly dominant canopy with holly understory, sampled adjacent to wetland area, high retention wetland buffer, no invasives present.

RAUCH inc. Forest Stand Delineation Field Data Sheet

Forest Stand : BH

Point Sample #: 10

Project Name : Island Resorts

Date: 6/2/2022

Field Crew : KAK & TPO

Plot Size : 1/10 acre (37' radius)/variable

BAF-10 Point Sample Inventory (variable plot size) Species and d.b.h. :

Species :	Diameter :
Loblolly	22, 19, 18, 18, 18, 17, 16, 16, 16, 15, 15, 14, 13, 12
Red Maple	14
Willow Oak	11
White Oak	27

% Canopy Closure : 65%

% Understory Cover 3'-20' : 35%

% Woody Debris : 4%

% Herbaceous Cover : 6%

Dominant Overstory :	Co-dominant :	Associates :	Understory & Shrub Layer :
Loblolly	Red Maple	WO, AH, NRO, Hickory	American Holly, Red Maple, Laurel sp., Lowbush blueberry, Sweetbay Magnolia

Total # of Tree Species >6" dbh : 5

 # Snags : 2

Ground Cover : Cinnamon fern, Partridgeberry, Catbriar Red Maple seedlings, Sweetbay Magnolia

List of Invasive Species : None

% Invasive Cover : 0%

Stand Description : (composition, structure, condition, observations, functions, retention potential, ecological importance, management recommendations)

Mature Pine and Mixed Hardwood, mid-late seral, Loblolly dominant canopy with holly and highbush blueberry understory, sampled adjacent to wetland area, high retention potential, sampled in mapped wetlands. Minimal herbaceous vegetation, no invasives present.

RAUCH inc. Forest Stand Delineation Field Data Sheet

Forest Stand : MPH

Point Sample #: 11

Project Name : Island Resorts

Date: 6/2/2022

Field Crew : KAK & TPO

Plot Size : 1/10 acre (37' radius)/variable

BAF-10 Point Sample Inventory (variable plot size) Species and d.b.h. :

Species :	Diameter :
Northern Red Oak	23, 21, 12, 12, 9
Loblolly Pine	19, 14, 10, 8, 7
White Oak	13, 11
Red Maple	4
American Holly	12

% Canopy Closure : 70%

% Understory Cover 3'-20' : 50%

% Woody Debris : 2%

% Herbaceous Cover : 60%

Dominant Overstory :	Co-dominant :	Associates :	Understory & Shrub Layer :
Northern Red Oak	Loblolly Pine	WO, RM, Holly	American Holly, Red Maple, So. Red Oak, Lowbush blueberry, Highbush blueberry

Total # of Tree Species >6" dbh : 4

 # Snags : 1

Ground Cover : Sweetgum seedlings, Partridgeberry, Sweetpepper bush, Grapevine sp.

List of Invasive Species : None

% Invasive Cover : 0%

Stand Description : (composition, structure, condition, observations, functions, retention potential, ecological importance, management recommendations)

Mature Pine and Mixed Hardwood Stand, NRO and Loblolly Pine canopy with lowbush blueberry dominant understory, sampled in uplands, no invasives

RAUCH inc. Forest Stand Delineation Field Data Sheet

Forest Stand : BH

Point Sample #: 12

Project Name : Island Resorts

Date: 6/2/2022

Field Crew : KAK & TPO

Plot Size : 1/10 acre (37' radius)/variable

BAF-10 Point Sample Inventory (variable plot size) Species and d.b.h. :

Species :	Diameter :
White Oak	20, 16, 16
Red Maple	18, 13
Loblolly	22, 22, 20, 10
Southern Red Oak	14
Tulip Poplar	19
Hickory Sp.	10

% Canopy Closure : 65%

% Understory Cover 3'-20' : 35%

% Woody Debris : 2%

% Herbaceous Cover : 30%

Dominant Overstory : White Oak

Co-dominant :

Associates : RM, Loblolly, SRO Hickory

Understory & Shrub Layer : American Holly, Red Maple, Highbush, Sweetgum, Sweetpepper bush

Total # of Tree Species >6" dbh : 6

 # Snags : 1

Ground Cover : Cinnamon fern, Royal fern, Partridgeberry

List of Invasive Species : None

% Invasive Cover : 0%

Stand Description : (composition, structure, condition, observations, functions, retention potential, ecological importance, management recommendations)
Mature Bottomland Hardwoods sampled within mapped wetlands in a concave depression, spoils pile adjacent to wetland supported upland vegetation, White Oak canopy with highbush blueberry dominated understory, high priority wetlands, no invasives observed.

Appendix B: Forest Stand Summary

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Island Resorts Campground Forest Stand Summary Analysis

Stand Number or ID	*Aerial Extent in Acres*	*Estimated Trees Per Acre*	*Average Diameter (d.b.h.)*	*Basal Area Per Acre* [2]	*Stand Formation Type*	*Dominant Indicator Species*	*Dominant Species Per Acre*	*Dominant Species Mean d.b.h*	*Dominant % Frequency of Occurrence*	*Approximate Age of The Stand* [3]
MPH	9.95	225.8	13.2”	Overstocked	Mixed Pine & Hardwoods	Northern Red Oak	30.3	16.1”	13.4%	64.4 / 1958
BH	15.05	179.6	15.3”	Overstocked	Bottomland Hardwoods	White Oak	29.1	14.9”	16.2%	74.5 / 1948

1. A forest association is an assemblage of plants having ecologically similar requirements and include one or more dominant species from which it derives a definite character. The Island Resorts Campground occurs in the major forest type group known as *Southern Atlantic Coastal Plain Mesic Hardwood Forest*, or more specifically described as *Mixed Pine-Hardwoods*. This upland and bottomland oak forest is typically found at the mid-range of moisture tolerance with Loblolly Pine associates and generally present in sandy, well-drained soils. It is characteristically a mixed forest dominated by Red & White Oaks, Loblolly Pine, and Red Maple in various proportions. Overstory associates include Loblolly Pine, Oak spp., Red Maple, Hickory spp., and Sweetgum. American Holly, Highbush & Lowbush blueberry are particularly characteristic and abundant throughout the understory. This forest type occurs throughout Maryland and east of the fall line; located on the Lower Atlantic Coastal Plain Province, *Vegetation Map of Maryland, The Existing Natural Forests, 1976, G.S. Brush, C. Lenk, S. Smith*. The Island Resorts Campground is solidly located within this formation type and will continue to express a Mixed Oak-Pine community through ecological time.

2. Basal area is a measurement of the cross-section of a tree in square feet at breast height. Basal area (BA) of a forest stand is the sum of the basal areas of the individual trees and is reported as BA per acre. The BA value shown in this Forest Analysis equates to a stocking which is a general description of the density of the forest stand as compared to the desirable density for best growth and management. Stands may be described as understocked; a stand of trees so widely spaced that, even with full growth potential realized, crown closure will not occur, well stocked; the situation in which a forest stand contains trees spaced widely enough to prevent competition, yet closely enough to utilize the entire site, and overstocked; the trees are so closely spaced that they are competing for resources, resulting in less than full growth potential for individual trees. Basal area per acre values are analyzed as non-stocked = 0 to 9, poorly stocked = 10 to 59, moderately stocked = 60 to 99, fully stocked = 100 to 129, and overstocked = 130 to 160. *Forestry Handbook, K.F. Wenger, 1984, pg. 318-321*. There is a correlation between stand density and canopy closure, typically recognized as understocked, under 40% crown closure, well stocked, 40-70% crown closure, overstocked, over 70% crown closure. *Essentials of Forestry Practice, C.H. Stoddard, 1968,* page 53.

3. Age dating methodology – *Valuation of Landscape Trees, Shrubs and other Plants. A Guide to the Methods and Procedures for Appraising Amenity Plants, International Society of Arboriculture, Seventh Edition, 1988,* pages 33, 34, increment boring or cutting and counting of growth rings. Stand age of the dominant overstory represents the time since the last, most influencing perturbation, such as release from agriculture, highgrading (selective harvest) etc.

Appendix C: FSD Map

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NOTES:
1. EXISTING ENVIRONMENTAL FEATURES FROM SURVEY BY BRUCE WAGNER PLATTED 07/2014.
2. FOREST STAND DELINEATION BY QUALIFIED PROFESSIONALS KYLE KOWALCZYK AND TYLER O'NEAL, RAUCH INC. ON 6/2/2022.
TIDAL WETLANDS (TYP.)
PROPOSED LOTS (TYP.)
BASSETT CREEK
EXISTING POND
NTW 25' BUFFER (TYP.)
NON-TIDAL WETLANDS (TYP.)
MIXED PINE-HARDWOOD FOREST STAND (TYP.)
BOTTOMLAND HARDWOOD FOREST STAND (TYP.)
CRITICAL AREA LINE (TYP.)
FSP1
FSP2
FSP3
FSP5
FSP6
FSP7
FSP8
FSP9
FSP10
FSP11
FSP12
CAB
25'

Appendix D: Additional Photos

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United States Department of Agriculture

Natural Resources Conservation Service

A product of the National Cooperative Soil Survey, a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local participants

Custom Soil Resource Report for Worcester County, Maryland

Island Resort Park, Inc. Expansion Project



Preface

Soil surveys contain information that affects land use planning in survey areas. They highlight soil limitations that affect various land uses and provide information about the properties of the soils in the survey areas. Soil surveys are designed for many different users, including farmers, ranchers, foresters, agronomists, urban planners, community officials, engineers, developers, builders, and home buyers. Also, conservationists, teachers, students, and specialists in recreation, waste disposal, and pollution control can use the surveys to help them understand, protect, or enhance the environment.

Various land use regulations of Federal, State, and local governments may impose special restrictions on land use or land treatment. Soil surveys identify soil properties that are used in making various land use or land treatment decisions. The information is intended to help the land users identify and reduce the effects of soil limitations on various land uses. The landowner or user is responsible for identifying and complying with existing laws and regulations.

Although soil survey information can be used for general farm, local, and wider area planning, onsite investigation is needed to supplement this information in some cases. Examples include soil quality assessments (http://www.nrcs.usda.gov/wps/portal/nrcs/main/soils/health/) and certain conservation and engineering applications. For more detailed information, contact your local USDA Service Center (https://offices.sc.egov.usda.gov/locator/app?agency=nrcs) or your NRCS State Soil Scientist (http://www.nrcs.usda.gov/wps/portal/nrcs/detail/soils/contactus/?cid=nrcs142p2_053951).

Great differences in soil properties can occur within short distances. Some soils are seasonally wet or subject to flooding. Some are too unstable to be used as a foundation for buildings or roads. Clayey or wet soils are poorly suited to use as septic tank absorption fields. A high water table makes a soil poorly suited to basements or underground installations.

The National Cooperative Soil Survey is a joint effort of the United States Department of Agriculture and other Federal agencies, State agencies including the Agricultural Experiment Stations, and local agencies. The Natural Resources Conservation Service (NRCS) has leadership for the Federal part of the National Cooperative Soil Survey.

Information about soils is updated periodically. Updated information is available through the NRCS Web Soil Survey, the site for official soil survey information.

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How Soil Surveys Are Made

Soil surveys are made to provide information about the soils and miscellaneous areas in a specific area. They include a description of the soils and miscellaneous areas and their location on the landscape and tables that show soil properties and limitations affecting various uses. Soil scientists observed the steepness, length, and shape of the slopes; the general pattern of drainage; the kinds of crops and native plants; and the kinds of bedrock. They observed and described many soil profiles. A soil profile is the sequence of natural layers, or horizons, in a soil. The profile extends from the surface down into the unconsolidated material in which the soil formed or from the surface down to bedrock. The unconsolidated material is devoid of roots and other living organisms and has not been changed by other biological activity.

Currently, soils are mapped according to the boundaries of major land resource areas (MLRAs). MLRAs are geographically associated land resource units that share common characteristics related to physiography, geology, climate, water resources, soils, biological resources, and land uses (USDA, 2006). Soil survey areas typically consist of parts of one or more MLRA.

The soils and miscellaneous areas in a survey area occur in an orderly pattern that is related to the geology, landforms, relief, climate, and natural vegetation of the area. Each kind of soil and miscellaneous area is associated with a particular kind of landform or with a segment of the landform. By observing the soils and miscellaneous areas in the survey area and relating their position to specific segments of the landform, a soil scientist develops a concept, or model, of how they were formed. Thus, during mapping, this model enables the soil scientist to predict with a considerable degree of accuracy the kind of soil or miscellaneous area at a specific location on the landscape.

Commonly, individual soils on the landscape merge into one another as their characteristics gradually change. To construct an accurate soil map, however, soil scientists must determine the boundaries between the soils. They can observe only a limited number of soil profiles. Nevertheless, these observations, supplemented by an understanding of the soil-vegetation-landscape relationship, are sufficient to verify predictions of the kinds of soil in an area and to determine the boundaries.

Soil scientists recorded the characteristics of the soil profiles that they studied. They noted soil color, texture, size and shape of soil aggregates, kind and amount of rock fragments, distribution of plant roots, reaction, and other features that enable them to identify soils. After describing the soils in the survey area and determining their properties, the soil scientists assigned the soils to taxonomic classes (units). Taxonomic classes are concepts. Each taxonomic class has a set of soil characteristics with precisely defined limits. The classes are used as a basis for comparison to classify soils systematically. Soil taxonomy, the system of taxonomic classification used in the United States, is based mainly on the kind and character of soil properties and the arrangement of horizons within the profile. After the soil

scientists classified and named the soils in the survey area, they compared the individual soils with similar soils in the same taxonomic class in other areas so that they could confirm data and assemble additional data based on experience and research.

The objective of soil mapping is not to delineate pure map unit components; the objective is to separate the landscape into landforms or landform segments that have similar use and management requirements. Each map unit is defined by a unique combination of soil components and/or miscellaneous areas in predictable proportions. Some components may be highly contrasting to the other components of the map unit. The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The delineation of such landforms and landform segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, onsite investigation is needed to define and locate the soils and miscellaneous areas.

Soil scientists make many field observations in the process of producing a soil map. The frequency of observation is dependent upon several factors, including scale of mapping, intensity of mapping, design of map units, complexity of the landscape, and experience of the soil scientist. Observations are made to test and refine the soil-landscape model and predictions and to verify the classification of the soils at specific locations. Once the soil-landscape model is refined, a significantly smaller number of measurements of individual soil properties are made and recorded. These measurements may include field measurements, such as those for color, depth to bedrock, and texture, and laboratory measurements, such as those for content of sand, silt, clay, salt, and other components. Properties of each soil typically vary from one point to another across the landscape.

Observations for map unit components are aggregated to develop ranges of characteristics for the components. The aggregated values are presented. Direct measurements do not exist for every property presented for every map unit component. Values for some properties are estimated from combinations of other properties.

While a soil survey is in progress, samples of some of the soils in the area generally are collected for laboratory analyses and for engineering tests. Soil scientists interpret the data from these analyses and tests as well as the field-observed characteristics and the soil properties to determine the expected behavior of the soils under different uses. Interpretations for all of the soils are field tested through observation of the soils in different uses and under different levels of management. Some interpretations are modified to fit local conditions, and some new interpretations are developed to meet local needs. Data are assembled from other sources, such as research information, production records, and field experience of specialists. For example, data on crop yields under defined levels of management are assembled from farm records and from field or plot experiments on the same kinds of soil.

Predictions about soil behavior are based not only on soil properties but also on such variables as climate and biological activity. Soil conditions are predictable over long periods of time, but they are not predictable from year to year. For example, soil scientists can predict with a fairly high degree of accuracy that a given soil will have a high water table within certain depths in most years, but they cannot predict that a high water table will always be at a specific level in the soil on a specific date.

After soil scientists located and identified the significant natural bodies of soil in the survey area, they drew the boundaries of these bodies on aerial photographs and

identified each as a specific map unit. Aerial photographs show trees, buildings, fields, roads, and rivers, all of which help in locating boundaries accurately.

Soil Map

The soil map section includes the soil map for the defined area of interest, a list of soil map units on the map and extent of each map unit, and cartographic symbols displayed on the map. Also presented are various metadata about data used to produce the map, and a description of each soil map unit.

Custom Soil Resource Report
Soil Map



Map Scale: 1:3,550 if printed on A landscape (11" x 8.5") sheet.

N

Meters
0 50 100 200 300

Feet
0 150 300 600 900

Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 18N WGS84

MAP LEGEND

Area of Interest (AOI)
- Area of Interest (AOI)

Soils
- Soil Map Unit Polygons
- Soil Map Unit Lines
- Soil Map Unit Points

Special Point Features
- Blowout
- Borrow Pit
- Clay Spot
- Closed Depression
- Gravel Pit
- Gravelly Spot
- Landfill
- Lava Flow
- Marsh or swamp
- Mine or Quarry
- Miscellaneous Water
- Perennial Water
- Rock Outcrop
- Saline Spot
- Sandy Spot
- Severely Eroded Spot
- Sinkhole
- Slide or Slip
- Sodic Spot
- Spoil Area
- Stony Spot
- Very Stony Spot
- Wet Spot
- Other
- Special Line Features

Water Features
- Streams and Canals

Transportation
- Rails
- Interstate Highways
- US Routes
- Major Roads
- Local Roads

Background
- Aerial Photography

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:12,000.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
Web Soil Survey URL:
Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: Worcester County, Maryland
Survey Area Data: Version 18, Jun 11, 2020

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Dec 31, 2009—Sep 24, 2017

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Map Unit Legend

Map Unit Symbol	Map Unit Name	Acres in AOI	Percent of AOI
FadA	Fallsington sandy loams, 0 to 2 percent slopes, Northern Tidewater Area	1.6	8.5%
HbB	Hambrook sandy loam, 2 to 5 percent slopes	3.1	16.3%
LO	Longmarsh and Indiantown soils, 0 to 1 percent slopes, frequently flooded	4.0	20.8%
MuA	Mullica-Berryland complex, 0 to 2 percent slopes	6.9	36.2%
RoA	Rosedale loamy sand, 0 to 2 percent slopes	0.6	3.0%
RoB	Rosedale loamy sand, 2 to 5 percent slopes	2.9	15.3%
Totals for Area of Interest		**19.2**	**100.0%**

Map Unit Descriptions

The map units delineated on the detailed soil maps in a soil survey represent the soils or miscellaneous areas in the survey area. The map unit descriptions, along with the maps, can be used to determine the composition and properties of a unit.

A map unit delineation on a soil map represents an area dominated by one or more major kinds of soil or miscellaneous areas. A map unit is identified and named according to the taxonomic classification of the dominant soils. Within a taxonomic class there are precisely defined limits for the properties of the soils. On the landscape, however, the soils are natural phenomena, and they have the characteristic variability of all natural phenomena. Thus, the range of some observed properties may extend beyond the limits defined for a taxonomic class. Areas of soils of a single taxonomic class rarely, if ever, can be mapped without including areas of other taxonomic classes. Consequently, every map unit is made up of the soils or miscellaneous areas for which it is named and some minor components that belong to taxonomic classes other than those of the major soils.

Most minor soils have properties similar to those of the dominant soil or soils in the map unit, and thus they do not affect use and management. These are called noncontrasting, or similar, components. They may or may not be mentioned in a particular map unit description. Other minor components, however, have properties and behavioral characteristics divergent enough to affect use or to require different management. These are called contrasting, or dissimilar, components. They generally are in small areas and could not be mapped separately because of the scale used. Some small areas of strongly contrasting soils or miscellaneous areas are identified by a special symbol on the maps. If included in the database for a given area, the contrasting minor components are identified in the map unit descriptions along with some characteristics of each. A few areas of minor

components may not have been observed, and consequently they are not mentioned in the descriptions, especially where the pattern was so complex that it was impractical to make enough observations to identify all the soils and miscellaneous areas on the landscape.

The presence of minor components in a map unit in no way diminishes the usefulness or accuracy of the data. The objective of mapping is not to delineate pure taxonomic classes but rather to separate the landscape into landforms or landform segments that have similar use and management requirements. The delineation of such segments on the map provides sufficient information for the development of resource plans. If intensive use of small areas is planned, however, onsite investigation is needed to define and locate the soils and miscellaneous areas.

An identifying symbol precedes the map unit name in the map unit descriptions. Each description includes general facts about the unit and gives important soil properties and qualities.

Soils that have profiles that are almost alike make up a *soil series*. Except for differences in texture of the surface layer, all the soils of a series have major horizons that are similar in composition, thickness, and arrangement.

Soils of one series can differ in texture of the surface layer, slope, stoniness, salinity, degree of erosion, and other characteristics that affect their use. On the basis of such differences, a soil series is divided into *soil phases*. Most of the areas shown on the detailed soil maps are phases of soil series. The name of a soil phase commonly indicates a feature that affects use or management. For example, Alpha silt loam, 0 to 2 percent slopes, is a phase of the Alpha series.

Some map units are made up of two or more major soils or miscellaneous areas. These map units are complexes, associations, or undifferentiated groups.

A *complex* consists of two or more soils or miscellaneous areas in such an intricate pattern or in such small areas that they cannot be shown separately on the maps. The pattern and proportion of the soils or miscellaneous areas are somewhat similar in all areas. Alpha-Beta complex, 0 to 6 percent slopes, is an example.

An *association* is made up of two or more geographically associated soils or miscellaneous areas that are shown as one unit on the maps. Because of present or anticipated uses of the map units in the survey area, it was not considered practical or necessary to map the soils or miscellaneous areas separately. The pattern and relative proportion of the soils or miscellaneous areas are somewhat similar. Alpha-Beta association, 0 to 2 percent slopes, is an example.

An *undifferentiated group* is made up of two or more soils or miscellaneous areas that could be mapped individually but are mapped as one unit because similar interpretations can be made for use and management. The pattern and proportion of the soils or miscellaneous areas in a mapped area are not uniform. An area can be made up of only one of the major soils or miscellaneous areas, or it can be made up of all of them. Alpha and Beta soils, 0 to 2 percent slopes, is an example.

Some surveys include *miscellaneous areas*. Such areas have little or no soil material and support little or no vegetation. Rock outcrop is an example.

Worcester County, Maryland

FadA—Fallsington sandy loams, 0 to 2 percent slopes, Northern Tidewater Area

Map Unit Setting

National map unit symbol: 2thvq
Elevation: 0 to 40 feet
Mean annual precipitation: 42 to 48 inches
Mean annual air temperature: 52 to 58 degrees F
Frost-free period: 180 to 220 days
Farmland classification: Farmland of statewide importance

Map Unit Composition

Fallsington, undrained, and similar soils: 48 percent
Fallsington, drained, and similar soils: 27 percent
Minor components: 25 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Fallsington, Undrained

Setting

Landform: Drainageways, swales, flats, depressions
Landform position (two-dimensional): Footslope
Landform position (three-dimensional): Dip, talf
Down-slope shape: Concave, linear
Across-slope shape: Concave, linear
Parent material: Loamy fluviomarine deposits

Typical profile

Oe - 0 to 2 inches: mucky peat
A - 2 to 10 inches: sandy loam
Btg - 10 to 32 inches: sandy clay loam
BCg - 32 to 39 inches: loamy sand
Cg1 - 39 to 46 inches: sandy clay loam
Cg2 - 46 to 80 inches: sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Poorly drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 1.98 in/hr)
Depth to water table: About 0 to 10 inches
Frequency of flooding: None
Frequency of ponding: Occasional
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.3 mmhos/cm)
Available water capacity: Moderate (about 8.8 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 5w
Hydrologic Soil Group: B/D
Hydric soil rating: Yes

Description of Fallsington, Drained

Setting

Landform: Flats, depressions, swales
Landform position (two-dimensional): Footslope
Landform position (three-dimensional): Talf, dip
Down-slope shape: Linear, concave
Across-slope shape: Linear, concave
Parent material: Loamy fluviomarine deposits

Typical profile

Ap - 0 to 10 inches: sandy loam
Btg - 10 to 32 inches: sandy clay loam
BCg - 32 to 39 inches: loamy sand
Cg1 - 39 to 46 inches: sandy clay loam
Cg2 - 46 to 80 inches: sand

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Poorly drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 1.98 in/hr)
Depth to water table: About 10 to 20 inches
Frequency of flooding: None
Frequency of ponding: Rare
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.3 mmhos/cm)
Available water capacity: Moderate (about 8.2 inches)

Interpretive groups

Land capability classification (irrigated): 3w
Land capability classification (nonirrigated): 3w
Hydrologic Soil Group: B/D
Hydric soil rating: Yes

Minor Components

Woodstown

Percent of map unit: 9 percent
Landform: Broad interstream divides, fluviomarine terraces, flats
Landform position (three-dimensional): Tread, talf, rise
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: No

Othello

Percent of map unit: 8 percent
Landform: Depressions, swales, drainageways, flats
Landform position (two-dimensional): Footslope, toeslope
Landform position (three-dimensional): Dip, talf
Down-slope shape: Concave, linear
Across-slope shape: Concave, linear
Hydric soil rating: Yes

Hammonton

Percent of map unit: 8 percent
Landform: Drainageways, flats

Landform position (three-dimensional): Dip, rise
Down-slope shape: Concave, linear
Across-slope shape: Linear
Hydric soil rating: No

HbB—Hambrook sandy loam, 2 to 5 percent slopes

Map Unit Setting

National map unit symbol: 4bkc
Elevation: 0 to 330 feet
Mean annual precipitation: 42 to 48 inches
Mean annual air temperature: 52 to 58 degrees F
Frost-free period: 180 to 220 days
Farmland classification: All areas are prime farmland

Map Unit Composition

Hambrook and similar soils: 80 percent
Minor components: 20 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Hambrook

Setting

Landform: Depressions, flats, fluviomarine terraces, knolls
Landform position (three-dimensional): Rise
Down-slope shape: Concave, linear, convex
Across-slope shape: Concave, linear, convex

Typical profile

Ap - 0 to 10 inches: sandy loam
BE - 10 to 14 inches: loam
Bt - 14 to 28 inches: sandy clay loam
BC - 28 to 65 inches: loamy sand
2Cg - 65 to 80 inches: silt loam

Properties and qualities

Slope: 2 to 5 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Well drained
Runoff class: Low
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.20 to 1.98 in/hr)
Depth to water table: About 40 to 72 inches
Frequency of flooding: None
Frequency of ponding: None
Available water capacity: Moderate (about 7.9 inches)

Interpretive groups

Land capability classification (irrigated): 2e
Land capability classification (nonirrigated): 2e

Hydrologic Soil Group: B
Hydric soil rating: No

Minor Components

Sassafras
Percent of map unit: 5 percent
Landform: Fluviomarine terraces, flats
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: No

Woodstown
Percent of map unit: 5 percent
Landform: Depressions, broad interstream divides, fluviomarine terraces, flats
Landform position (three-dimensional): Tread, dip
Down-slope shape: Concave, linear
Across-slope shape: Concave, linear
Hydric soil rating: No

Cedartown
Percent of map unit: 5 percent
Landform: Dunes, flats, knolls
Landform position (three-dimensional): Rise, talf
Down-slope shape: Convex, linear
Across-slope shape: Linear, convex
Hydric soil rating: No

Hammonton
Percent of map unit: 5 percent
Landform: Flats, depressions, drainageways
Landform position (three-dimensional): Talf
Down-slope shape: Linear, concave
Across-slope shape: Linear, concave
Hydric soil rating: No

LO—Longmarsh and Indiantown soils, 0 to 1 percent slopes, frequently flooded

Map Unit Setting
National map unit symbol: 2yskf
Elevation: 0 to 100 feet
Mean annual precipitation: 41 to 50 inches
Mean annual air temperature: 53 to 58 degrees F
Frost-free period: 190 to 260 days
Farmland classification: Not prime farmland

Map Unit Composition
Longmarsh, frequently flooded, and similar soils: 43 percent
Indiantown, frequently flooded, and similar soils: 37 percent
Minor components: 20 percent

Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Longmarsh, Frequently Flooded

Setting

Landform: Flood plains
Landform position (two-dimensional): Toeslope
Landform position (three-dimensional): Dip
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Loamy alluvium over sandy fluviomarine deposits

Typical profile

Oe - 0 to 2 inches: moderately decomposed plant material
A - 2 to 19 inches: mucky silt loam
Cg1 - 19 to 34 inches: sandy loam
Cg2 - 34 to 80 inches: loamy sand

Properties and qualities

Slope: 0 to 1 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Very poorly drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 1.98 in/hr)
Depth to water table: About 0 inches
Frequency of flooding: Frequent
Frequency of ponding: Occasional
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Available water capacity: High (about 10.2 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 5w
Hydrologic Soil Group: B/D
Hydric soil rating: Yes

Description of Indiantown, Frequently Flooded

Setting

Landform: Flood plains
Landform position (two-dimensional): Toeslope
Landform position (three-dimensional): Dip
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Loamy alluvium over sandy fluviomarine deposits

Typical profile

Oe - 0 to 2 inches: moderately decomposed plant material
A - 2 to 25 inches: mucky silt loam
Cg - 25 to 80 inches: loamy sand

Properties and qualities

Slope: 0 to 1 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Very poorly drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.57 to 1.98 in/hr)
Depth to water table: About 0 inches

Frequency of flooding: Frequent
Frequency of ponding: Occasional
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Available water capacity: High (about 11.0 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 5w
Hydrologic Soil Group: B/D
Hydric soil rating: Yes

Minor Components

Zekiah, frequently flooded

Percent of map unit: 10 percent
Landform: Flood plains
Landform position (two-dimensional): Toeslope
Landform position (three-dimensional): Dip
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: Yes

Manahawkin, frequently flooded

Percent of map unit: 5 percent
Landform: Swamps, flood plains
Landform position (two-dimensional): Toeslope
Landform position (three-dimensional): Dip
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: Yes

Klej

Percent of map unit: 5 percent
Landform: Flats
Landform position (two-dimensional): Backslope
Landform position (three-dimensional): Rise
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: No

MuA—Mullica-Berryland complex, 0 to 2 percent slopes

Map Unit Setting

National map unit symbol: 4bln
Elevation: 0 to 100 feet
Mean annual precipitation: 42 to 48 inches
Mean annual air temperature: 52 to 58 degrees F
Frost-free period: 180 to 220 days
Farmland classification: Prime farmland if drained

Map Unit Composition

Mullica, drained, and similar soils: 26 percent
Berryland, drained, and similar soils: 24 percent
Mullica, undrained, and similar soils: 16 percent
Berryland, undrained, and similar soils: 14 percent
Minor components: 20 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Mullica, Drained

Setting

Landform: Swales, flats, depressions
Down-slope shape: Linear
Across-slope shape: Linear

Typical profile

Ap - 0 to 10 inches: mucky sandy loam
A - 10 to 14 inches: mucky sandy loam
Bg - 14 to 24 inches: sandy loam
Cg - 24 to 65 inches: sand
2Ab - 65 to 80 inches: silt loam

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Very poorly drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.20 to 5.95 in/hr)
Depth to water table: About 0 to 10 inches
Frequency of flooding: None
Frequency of ponding: Rare
Available water capacity: Low (about 4.9 inches)

Interpretive groups

Land capability classification (irrigated): 2w
Land capability classification (nonirrigated): 2w
Hydrologic Soil Group: A/D
Hydric soil rating: Yes

Description of Berryland, Drained

Setting

Landform: Flats, depressions, swales
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Sandy eolian deposits and/or fluviomarine sediments

Typical profile

Ap - 0 to 10 inches: mucky loamy sand
A - 10 to 17 inches: loamy sand
Bh - 17 to 24 inches: loamy sand
C - 24 to 70 inches: sand
2Ab - 70 to 80 inches: silt loam

Properties and qualities

Slope: 0 to 2 percent

Depth to restrictive feature: More than 80 inches
Drainage class: Very poorly drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.20 to 1.98 in/hr)
Depth to water table: About 0 to 10 inches
Frequency of flooding: None
Frequency of ponding: Rare
Available water capacity: Low (about 4.4 inches)

Interpretive groups

Land capability classification (irrigated): 2w
Land capability classification (nonirrigated): 2w
Hydrologic Soil Group: A/D
Hydric soil rating: Yes

Description of Mullica, Undrained

Setting

Landform: Swales, flats, depressions, drainageways
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Sandy and loamy fluviomarine sediments

Typical profile

Oe - 0 to 3 inches: moderately decomposed plant material
A - 3 to 10 inches: mucky sandy loam
Eg - 10 to 14 inches: sandy loam
Bg - 14 to 24 inches: sandy loam
Cg - 24 to 65 inches: sand
2Ab - 65 to 80 inches: silt loam

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Very poorly drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.20 to 5.95 in/hr)
Depth to water table: About 0 to 10 inches
Frequency of flooding: None
Frequency of ponding: Frequent
Available water capacity: Moderate (about 6.4 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4w
Hydrologic Soil Group: A/D
Hydric soil rating: Yes

Description of Berryland, Undrained

Setting

Landform: Swales, flats, depressions, drainageways
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Sandy eolian deposits and/or fluviomarine sediments

Typical profile

Oe - 0 to 2 inches: moderately decomposed plant material
A1 - 2 to 14 inches: mucky loamy sand
A2 - 14 to 17 inches: loamy sand
Bh - 17 to 24 inches: loamy sand
C - 24 to 70 inches: sand
2Ab - 70 to 80 inches: silt loam

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Very poorly drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.20 to 1.98 in/hr)
Depth to water table: About 0 to 10 inches
Frequency of flooding: None
Frequency of ponding: Frequent
Available water capacity: Low (about 5.1 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 4w
Hydrologic Soil Group: A/D
Hydric soil rating: Yes

Minor Components

Klej

Percent of map unit: 10 percent
Landform: Flats, depressions
Down-slope shape: Linear, concave
Across-slope shape: Linear, concave
Hydric soil rating: No

Galloway

Percent of map unit: 5 percent
Landform: Depressions, flats
Down-slope shape: Concave, linear
Across-slope shape: Concave, linear
Hydric soil rating: No

Askecksy, drained

Percent of map unit: 5 percent
Landform: Flats, depressions, swales
Landform position (three-dimensional): Talf
Down-slope shape: Linear, concave
Across-slope shape: Linear, concave
Hydric soil rating: Yes

RoA—Rosedale loamy sand, 0 to 2 percent slopes

Map Unit Setting

National map unit symbol: 4bm5
Elevation: 0 to 120 feet
Mean annual precipitation: 42 to 48 inches
Mean annual air temperature: 52 to 58 degrees F
Frost-free period: 180 to 220 days
Farmland classification: Prime farmland if irrigated

Map Unit Composition

Rosedale and similar soils: 75 percent
Minor components: 25 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Rosedale

Setting

Landform: Flats
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Sandy eolian deposits over fluviomarine deposits

Typical profile

A - 0 to 9 inches: loamy sand
E - 9 to 25 inches: loamy sand
Bt - 25 to 38 inches: sandy loam
C - 38 to 68 inches: loamy sand
2Cg - 68 to 80 inches: sandy clay loam

Properties and qualities

Slope: 0 to 2 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Well drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.20 to 5.95 in/hr)
Depth to water table: About 40 to 72 inches
Frequency of flooding: None
Frequency of ponding: None
Available water capacity: Low (about 5.3 inches)

Interpretive groups

Land capability classification (irrigated): 2s
Land capability classification (nonirrigated): 2s
Hydrologic Soil Group: A

Hydric soil rating: No

Minor Components

Evesboro

Percent of map unit: 10 percent
Landform: Flats
Landform position (three-dimensional): Talf
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: No

Hambrook

Percent of map unit: 5 percent
Landform: Fluviomarine terraces, flats, depressions
Down-slope shape: Linear, concave
Across-slope shape: Linear, concave
Hydric soil rating: No

Galloway

Percent of map unit: 5 percent
Landform: Depressions, flats
Down-slope shape: Concave, linear
Across-slope shape: Concave, linear
Hydric soil rating: No

Klej

Percent of map unit: 5 percent
Landform: Flats, depressions
Down-slope shape: Linear, concave
Across-slope shape: Linear, concave
Hydric soil rating: No

RoB—Rosedale loamy sand, 2 to 5 percent slopes

Map Unit Setting

National map unit symbol: 4bm6
Elevation: 0 to 120 feet
Mean annual precipitation: 42 to 48 inches
Mean annual air temperature: 52 to 58 degrees F
Frost-free period: 180 to 220 days
Farmland classification: Prime farmland if irrigated

Map Unit Composition

Rosedale and similar soils: 75 percent
Minor components: 25 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Rosedale

Setting

Landform: Flats
Down-slope shape: Linear
Across-slope shape: Linear
Parent material: Sandy eolian deposits over fluviomarine deposits

Typical profile

A - 0 to 9 inches: loamy sand
E - 9 to 25 inches: loamy sand
Bt - 25 to 38 inches: sandy loam
C - 38 to 68 inches: loamy sand
2Cg - 68 to 80 inches: sandy clay loam

Properties and qualities

Slope: 2 to 5 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Well drained
Runoff class: Negligible
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.20 to 5.95 in/hr)
Depth to water table: About 40 to 72 inches
Frequency of flooding: None
Frequency of ponding: None
Available water capacity: Low (about 5.3 inches)

Interpretive groups

Land capability classification (irrigated): 2e
Land capability classification (nonirrigated): 2e
Hydrologic Soil Group: A
Hydric soil rating: No

Minor Components

Evesboro

Percent of map unit: 10 percent
Landform: Flats
Landform position (three-dimensional): Talf
Down-slope shape: Linear
Across-slope shape: Linear
Hydric soil rating: No

Hambrook

Percent of map unit: 5 percent
Landform: Fluviomarine terraces, flats, depressions
Down-slope shape: Linear, concave
Across-slope shape: Linear, concave
Hydric soil rating: No

Klej

Percent of map unit: 5 percent
Landform: Flats, depressions
Down-slope shape: Linear, concave
Across-slope shape: Linear, concave
Hydric soil rating: No

Galloway

Percent of map unit: 5 percent
Landform: Depressions, flats
Down-slope shape: Concave, linear
Across-slope shape: Concave, linear
Hydric soil rating: No

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DEPARTMENT OF
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Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1306
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COMMUNITY HYGIENE

August 24, 2022

Ayres, Jenkins, Gordy & Almand, P.A.
Attn: Mark Cropper
6200 Coastal Highway
Ocean City, Md. 2184

RE: Island Resort Park, Inc. Growth Allocation Request, Cropper Island Road
Tax Map: 40, Parcel: 93

Mr. Cropper,

This letter is to confirm that your growth allocation request has been received by this Department in relation to the above reference property. Staff will review the information that has been submitted for consideration in the request. If additional information is needed to complete the review, a formal request will be submitted to you and Rauch, Inc. If you have any questions or concerns, please feel free to contact me.

Sincerely,

Jenelle Gerthoffer
Natural Resources Administrator

cc:
Robert Mitchell, EP Director;
David Bradford, EP Deputy Director

Worcester County
Department of Environmental Programs

Memorandum

To: Robert J. Mitchell, Director

From: David M. Bradford, Jr., Deputy Director

Subject: Island Resort Park, Inc. – Atlantic Coastal Bays Critical Area - Growth Allocation Request

Date: December 7, 2023

This memo is a request to schedule a public hearing for growth allocation for Island Resort Park, Inc. located at 9537 Croppers Island Road, as shown as Worcester County Tax Map 40 Parcel 93 & 241. The applicant is proposing to expand the current campground by 62 campsites. This request is to redesignate 33.46 acres of Resource Conservation Area (RCA) to Limited Development Area (LDA) to perform this campground expansion. Currently, within the Atlantic Coastal Bays Critical Area Program, there are 369.18 acres of growth allocation available.

As you are aware, Growth Allocation Requests are reviewed by the Worcester County Planning Commission and then forwarded to the County Commissioners. The Worcester County Planning Commission reviewed this request during their October 5, 2023 meeting and found this request was consistent with the Comprehensive Plan and gave it a favorable recommendation. The vote was unanimous. If approved by the County Commissioners, the request will then be forwarded to the Maryland Critical Area Commission for final review and determination.

Attached, you will find the proposed site plan, environmental plan and report, staff report submitted to the Planning Commission, as well as the Planning Commission meeting minutes. Also included is a draft advertisement to advertise the public hearing.

Once the request is scheduled, all applicable site plans and supplemental documents will be submitted to the County Commissioners in advance of the public hearing.

Please let me know if you need anything additional. I will be available for any questions during the Commissioner's meeting.

WORCESTER COUNTY GOVERNMENT CENTER 1 WEST MARKET STREET, ROOM 1306 SNOW HILL, MARYLAND 21863
TEL 410-632-1220 FAX 410-632-2012

Attachment 1

Planning Commission Report w/ Critical Area Commission Comments

DEPARTMENT OF
ENVIRONMENTAL PROGRAMS
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ONE WEST MARKET STREET, ROOM 1306
SNOW HILL, MARYLAND 21863
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FOREST CONSERVATION
COMMUNITY HYGIENE

MEMORANDUM

TO: Worcester County Planning Commission

FROM: David M. Bradford, Jr. Deputy Director
Katherine Munson, Planner V

DATE: September 14, 2023

SUBJECT: Planning Commission Meeting, October 5, 2023, Growth Allocation Request
Island Resort Campground Tax Map 40, Parcel 93 & 241

The following comments are provided for the above referenced request:

The subject property for this request is identified as Tax Map 40, Parcel 93 and 241, which is located within the boundaries of the Atlantic Coastal Bays Critical Area Program (ACBCA), specifically within the Resource Conservation Area (RCA) designation. According to the Exhibits provided, a small area of the requested Growth Allocation is within the lot boundaries of Tax Map 40, Parcel 93 and 241. According to the Growth Allocation request, 33.46 acres within RCA is proposed to be reclassified as Limited Development Area (LDA). The property presently contains an active campground, support buildings, and an onsite sewage disposal system within its boundaries. These existing uses on the property, located with the Critical Area boundary, were approved prior to the implementation of the Atlantic Coastal Bays Critical Area Law, and per §NR 3- 108(c)(4), may remain in use. For your reference, attached within is a copy of the Atlantic Coastal Bays Critical Area Program map, highlighting the subject property.

This proposal is for reclassification of 33.46 acres of RCA to LDA, resulting in the proposed use of 33.46 acres of Growth Allocation. The applicant is proposing to expand the current campground within this area and include 62 new campsites. Presently, this proposed commercial use and expansion is not permissible within the RCA designation. As noted under §NR 3- 108(c)(5), "*new commercial, industrial, and institutional uses shall not be permitted in the Resource Conservation Areas.*"

As the Planning Commission is aware, Growth Allocation is the process to reclassify land use designations within the Critical Area. Under §NR 3-112 (c)(2) of the Worcester County Code of Public Local Laws (County Code), "*[a]ll applications for growth allocation shall be forwards to the Planning Commission for review and shall include comments and recommendations from the staff The Planning*

Commission shall consider the growth allocation request prior to making a recommendation on the proposal to the County Commissioners."

General Comments:

Attached you will find copies of the Critical Area Site Plan, Report, and various other supporting documents provided by the Applicant as a part of this request.

Growth Allocation Standards §NR 3-112(b):

The Critical Area Law provides guidelines in considering Growth Allocation. Below is an analysis of the applicable guidelines for consideration of requests for reclassification to Limited Development Area (LDA).

(§NR 3-112(b)(2) **New Limited Development Area should be located adjacent to existing Limited Development Area or Intensely Developed Areas.**

Per the documents provided by the applicant, this proposed growth allocation appears to be adjacent to the existing LDA along Cropper Island Road. Also, as a part of this request they will consolidate Parcel 93 and 241 which further aids with required adjacency requirements.

(§NR 3-112(b)(4) **No more than one-half of the allocated expansion may be located in Resource Conservation Areas except as provided in Subsection(b)(9) below.**

As this request is 33.46 acres within the RCA, this acreage does not exceed one-half of the allocated expansion provisions of the Ordinance. Attached is a copy of the Summary of Growth Allocation to date of the Atlantic Coastal Bay Critical Area. Within the Atlantic Coastal Bays Critical Area Program, there are 369.18 acres available.

(§NR 3-112(b)(5) **New Intensely Developed Areas and Limited Development Areas should be located in such a manner as to minimize impacts to Habitat Protection Areas as specified in this Subtitle an in an area and in a manner that optimizes benefits to water quality.**

The Planning Commission should consider the applicant's Critical Area report and Critical Area Site Plan and testimony in determining if this guideline has been met.

- Tidal and non-tidal wetlands were originally field delineated in 2007, and again in 2010, 2015, and most recently in 2022 as a part of this proposal. This most recent delineation was used for this current concept plan development to minimize wetland impacts. The property owner proposes to avoid all wetland impacts. However, there are some impacts to non-tidal wetland buffers in the amount of 5,229 sf. No tidal wetland buffer impacts are proposed, and they maintain the required 300 ft setback for new growth allocation requests.

-The request will result in an increase of impervious surface by 4.54 acres. Applicant maintains within the Report that the stormwater management system for the development of the site will successfully address the three phase stormwater management process (concept plan, site development plan, and final stormwater management plan) for all new impervious surfaces proposed. Computational information has also been provided within the Report.

-Within the 33.46 acre growth allocation, a total of 24.33 acres are wooded with 2.79 acres proposed to be cleared. The project proposes to provide 2.93 acres of afforestation to offset this clearing. 2.29 acres of the afforestation is proposed within the 300 ft tidal setback. No proposed clearing is to occur with the 100 or 300 ft buffers. Forest Interior Dwelling Species (FIDS) management plan design guidelines will be utilized to minimize any impacts to FID species during clearing activities. Also, 21.76 acres of existing forest are proposed to be included within a Forest Conservation Easement.

- The letter from Maryland DNR Wildlife and Heritage Service regarding the presence or lack thereof of rare, threatened or endangered species is attached within the Environmental Report.

- The growth allocation request is for reclassification to LDA, there will be impervious surface limitations. Pursuant to §NR 3-107(c)(8): "*Except as otherwise provided in this subsection, for stormwater runoff, impervious areas, shall be limited to fifteen percent of the site.*" The proposed reclassification will maintain a lot coverage well below the required 15% threshold and fit the LDA criteria.

(§NR 3-112(b)(7) **New Intensely Developed or Limited Development Areas in the Resource Conservation Area should be located at least three hundred feet landward of the limits of tidal wetlands or tidal waters**

As note in COMAR 27.01.02.06-3(E)(4), a new LDA within a previous RCA must be located *"at least 300 feet beyond the landward boundary of tidal wetlands or tidal waters, unless the local jurisdiction proposes, and the Commission approves, alternative measures for enhancement of water quality and habitat that provide greater benefits to the resources."*

The applicant will be providing the required 300 ft setback from tidal wetlands as shown on provided plans and within environmental report.

(§NR 3-112(b)(8) **New Intensely Developed or Limited Development Areas shall conform to all criteria of the Department for such areas, shall be so designated on the County's Atlantic Coastal Bays Critical Area Maps and shall constitute an amendment to this Program subject to review and approval by the Planning Commission, the County Commissioners and the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays**

The proposed site, should it receive Growth Allocation, will meet all Critical Area Laws with respect to the development standards of LDA found in the Natural Resources Article of the Worcester County Code of Public Local Laws. Furthermore, should this project successfully proceed through the Planning

Commission, receive County Commissioners approval, and approval from the Critical Area Commission for the Chesapeake and Atlantic Coastal Bays, the critical area maps will be changed to reflect the new designation.

(§NR 3-112(b)(9) **If the County Commissioners are unable to utilize a portion of its growth allocation as set out in Subsections (b)(1) and (2) above within or adjacent to existing Intensely Developed or Limited Development Areas, then that portion of the allocated expansion which cannot be so located may be located in the Resource Conservation Areas in addition to the expansion allowed in Subsection (b)(4) above. An applicant shall be required to cluster any development in an area of expansion authorized under this subsection.**

Based upon information provided by the applicant and review of associated site plans, it appears that the expansion will be adjacent to the existing LDA once the two involved parcels are consolidated. Exhibit 2-8 within the provided Report illustrates this required adjacency.

ADDITIONAL FACTORS OF CONSIDERATION:

1.) **Consistency with the local jurisdictions Comprehensive Plan (Plan) and whether the proposed growth allocation would implement the goals and objectives of the plan:**

The 2006 Comprehensive Development Plan for Worcester County identifies overarching goals, including, to maintain and improve the county's rural and coastal character, protect natural resources and ecological functions, and to accommodate a planned amount of growth served by adequate public facilities. Objectives include to continue the dominance of agricultural and forestry uses throughout the county's less developed regions, minimize conflicts among land use due to noise, smoke, dust, odors, lighting and heavy traffic, and limit rural development to uses compatible with agriculture and forestry.

The location of the proposed project is designated "Agriculture" on the 2006 land use plan map. This category is "reserved for farming, forestry and related uses with minimal residential and other incompatible uses". As a general policy, the plan states that the "practice of not rezoning agricultural land for other uses should continue".

The proposed project is in close proximity to land designated Green Infrastructure. The closest other designated use is "Village": the Village of Newark, over two miles away.

The proposed expansion of 62 additional campground lots is not consistent with the Plan and would not implement the goals or objectives of the plan. A large campground is not a use consistent with maintaining the county's rural and coastal character, it is not compatible with agricultural and forestry uses and in particular may contribute to traffic conflicts impacting agricultural uses. While the proposal is not technically a "re-zoning", the use is not allowed in the A-1 zone, which conflicts with the policy stated in the comprehensive plan of not re-zoning land with an "Agriculture" designation. The

campground is an existing non-conforming use. The property is zoned A-1, Agricultural District, in which it is intended to preserve, encourage, and protect the County's farms, forestry operations and their economic productivity. This property was granted a special exception in January of 2008 by the Worcester County Board of Zoning Appeals to expand the existing campground and a variance was also granted to reduce the required setback to a residential district.

2.) **For a map amendment involving a new limited development area whether the development is:**

a.) **To be served by a public wastewater system or septic system that uses the best available nitrogen removal technologies:**
The campground is served by an advanced nutrient removal package wastewater plant with subsurface tile fields for the initial and first replacement areas with a drip irrigation system as the third replacement area. The existing system will have the existing force main extended to collect the expanded flow with both the advanced wastewater treatment plant with an additional spray irrigation field added. The effluent is proposed to be sprayed onto a proposed 15.44-acre spray field. These proposals are outlined in a Worcester County Water & Sewer Plan Amendment associated with the 62-lot expansion.

b.) **Is a completion of an existing subdivision and is clustered:**
No, the Island Resort Campground was originally established in 2005 on parcel 241 and has periodically expanded. The property owner also owns the adjacent parcel 93 and proposed to expand the existing campground.

3.) **Uses public infrastructure where practical:**

As described in the report, the site does not use public infrastructure other than the use of County roads.

4.) **Is consistent with State and Regional environmental protection policies regarding the protection of rare and threatened endangered species in need of conservation:**

As described in the report and confirmed in the letter there are no rare, threatened, or endangered species present on the site.

5.) **Impacts on priority preservation areas as defined under section 2-518 of the Agricultural Article:**

The proposed project is located within Worcester County's Priority Preservation Area (PPA). The county's farmland conservation objective is to avoid encroachment of non-agricultural development into large contiguous farming areas and to ensure that prime farmland is given the highest protection

priority. The PPA is 195,332 acres in size and the goal is that 153,000 acres will be permanently protected to ensure viability of the agricultural industry in Worcester County. Within the PPA there is minimal residential or commercial use. The Priority Preservation Area element recommends the following actions within the PPA: Continue to permit only minor subdivisions (up to 5 lots per parcel); allow compatible uses that provide additional farm income, including tourism and "value-added" facilities; focus growth near existing population centers with standards for minimum development density.

The proposed campground is not compatible with the policies stated in the PPA as this use is more intense than a minor subdivision, it is not an activity providing farm income, and the location is not near an existing population center. This use will weaken the long-term protection of the PPA, by introducing expansion of an incompatible use. As previously mentioned, the existing campground was subject granted a special exception in January of 2008 by the Worcester County Board of Zoning Appeals to expand the existing campground for the initial expansion and a variance was also granted to reduce the required setback to a residential district.

6.) **Environmental impacts associated with wastewater and stormwater management practices and wastewater and stormwater discharges to tidal waters, tidal wetlands, and tributary streams:**

As noted in the report the site will utilize an advanced nutrient removal through an engineered designed pretreatment package with an initial (existing) drainfield and drip spray replacement areas and planned treatment plant upgrades with the addition of a spray irrigation field. The site also proposes approval for a stormwater management plan that incorporates environmental site design to the maximum extent practicable by utilizing rain gardens, grass channels, and disconnects to buffers to treat the Stormwater prior to discharging into tidal wetlands and waters.

7.) **Environmental impacts associated with location in coastal hazard area or an increased risk of severe flooding attributable to the proposed development:**

This project is proposed within a minimal flood hazard zone. Flood zones on the proposed development area are X and AE as depicted on the attached National Flood Hazard Layer FIRMette map.

STATE CRITICAL AREA COMMENTS

Comments from the State Critical Area Commission Staff are attached within.

ACTION OF THE PLANNING COMMISSION:

The Planning Commission is requested to forward a favorable or unfavorable recommendation to the County Commissioners regarding the applicant's request for an award of 33.46 acres of Growth Allocation, by designating a portion of the subject critical area property as a Limited Development Area (LDA). Once the Planning Commission has made this recommendation, the applicant shall address and revise the concept plan according to any comments and/or recommendations before proceeding further. In addition,

Stormwater Concept Plan Approval, along with accompanying calculations, and a more detailed planting plan will be required by this Department prior to review by the County Commissioners. Pursuant to §NR 3-112(c)(3), the growth allocation request shall then be forwarded to the County Commissioners by the Planning Commission with a recommendation for either approval or denial.

ADDITIONAL APPROVAL STEPS:

The County Commissioners shall hold a public hearing pursuant to §ZS 1-114 of the Zoning and Subdivision Control Article on the request and any revisions to the concept Plan.

The County Commissioners may establish conditions of approval that are consistent with the intent of the Critical Area Program. Pursuant to §NR 3-112(c)(11), as a condition of approval, the County Commissioners may require that the project approved for the use of growth allocation demonstrate that it has been substantially completed within three (3) years of the date of growth allocation approval by the Commission. Substantially completed is defined as projects in which all public improvements such as roads, sewer and/or water facilities, etc. have been built and approved as required by the County Commissioners.

If the request is approved by the County Commissioners, it shall be forwarded to the State Critical Area Commission. Thereafter, the additional approval steps will be applied as set forth in §NR 3-112(c)(6) thru (10).

* * * * * * * *

Should you have any questions or need additional information, please do not hesitate to contact us at (410) 632-1220:

David Bradford – ext. 1143, dbradford@co.worcester.md.us

Katherine Munson- ext. 1302, kmunson@co.worcester.md.us

Attachments
Applicant's Critical Area Report
Growth Allocation Summary,
Critical Area Commission Letter,
GIS Aerial Map illustrating CA boundary,
FEMA Map;
Land Use Map

cc: Bob Mitchell, Director DEP
Joy Birch, NR Planner DEP

Wes Moore
Governor
Aruna Miller
Lt Governor

Erik Fisher
Chair
Katherine Charbonneau
Executive Director

STATE OF MARYLAND
CRITICAL AREA COMMISSION
CHESAPEAKE AND ATLANTIC COASTAL BAYS

August 4, 2023

Mr. David Bradford
Worcester County Department of Environmental Programs
One West Market Street – Room 1306
Snow Hill, Maryland 21863

Re: Island Resort Campground
Preliminary Review for Growth Allocation

Dear Mr. Bradford:

I am writing in response to the above referenced proposal to provide initial review and comment. It is my understanding that the Island Resort Campground is interested in expanding their facility and may seek growth allocation in order to do so. The existing campground is located on Tax Map 40 Parcel 241, which totals 151.27 acres and contains Resource Conservation Area (RCA). A portion of the campground was approved within the RCA prior to the establishment of the Atlantic Coastal Bays Critical Area Program. The proposed expansion is on Tax Map 40, Parcel 93 which is directly adjacent to Parcel 241. Parcel 93 totals 365.37 acres, which is divided into two parts, or Items. Item 1 is 223.47 acres and Item 2 is 142 acres. Currently, 173.47 acres of the property are located within the RCA. The applicant is seeking 33.46 acres of growth allocation to reclassify a portion of the RCA to Limited Development Area (LDA), in order to locate 62 new lots/campground sites and meet the 15% lot coverage limit.

Based on the information provided, we have the following comments at this time:

1. In order for the Commission to accept an application for growth allocation, the County must provide all information in accordance with the Commission's growth allocation submittal requirements (COMAR 27.01.02.06-1). The Worcester County Commissioners must determine that the growth allocation meets the strict adjacency standards listed under Natural Resources Article 8-1808.1(c)(2) and COMAR 27.01.02.06-3.E, including that the proposed growth allocation is adjacent to an existing LDA or an Intensely Developed Area (IDA). Additionally, an application for growth allocation in an RCA shall provide a 300-foot setback from tidal waters or tidal wetlands. If a 300-foot setback is not provided, the County shall propose alternative measures that enhance water quality and habitat in order to provide greater benefits to the resources.

2. Additionally, any proposed development must conform to all the standards for a Limited Development Area. This includes no disturbance to the Buffer or expanded Buffer. The site plan included with this application does not show hydric soils, however analysis on MdMERLIN indicates there are extensive hydric soils on the site. A plan showing only the field delineated Buffer, properly expanded for hydric soils and nontidal wetlands, would be necessary to ensure all development is located outside of the Buffer.

3. The application must also include information that addresses the factors to be considered found in Natural Resources Article 8-1808.1(c)(4) and COMAR 27.01.02.06-3.G. Finally, the deduction must meet the requirements for a development envelope as outlined in COMAR 27.01.02.06-4.

Our office is available to discuss the above application further if necessary. Please feel free to contact Kate Durant at Kathryn.durant@maryland.gov or 410-260-3477.

Sincerely,

Kate Charbonneau

Kate Charbonneau
Executive Director

Attachment 2

Planning Commission Minutes

WORCESTER COUNTY PLANNING COMMISSION
MEETING MINUTES – October 5, 2023

Meeting Date: October 5, 2023
Time: 1:00 P.M.
Location: Worcester County Government Office Building, Room 1102

Attendance:

Planning Commission	**Staff**
Jerry Barbierri, Chair	Jennifer Keener, Director, DDRP
Rick Wells, Vice Chair	Matthew Laick, Deputy Director, DDRP
Mary Knight, Secretary	Kristen Tremblay, Zoning Administrator
Ken Church	Stu White, DRP Specialist
Marlene Ott	Cathy Zirkle, DRP Specialist
Betty Smith	Bob Mitchell, Director, DEP
Phyllis Wimbrow	Dave Bradford, Deputy Director, DEP
	Joy Birch, Natural Resources Planner, DEP
	Roscoe Leslie, County Attorney

I. Call to Order

II. Administrative Matters

A. Review and approval of minutes, September 7, 2023

As the first item of business, the Planning Commission reviewed the minutes of the September 7, 2023 meeting.

Ms. Ott noted that there were comments made during the Refuge at Windmill Creek review that were not included in the minutes and asked to amend the minutes to include them. Following the review, a motion was made by Ms. Ott to approve the minutes with the amendments, Mr. Church seconded the motion, and the motion carried unanimously.

B. Board of Zoning Appeals Agendas, October 12, 2023

As the next item of business, the Planning Commission reviewed the agenda for the Board of Zoning Appeals meeting scheduled for October 12, 2023. Ms. Tremblay was present for the review to answer questions and address concerns of the Planning Commission.

No comments were forwarded to the Board.

C. **Technical Review Committee Agenda, October 11, 2023**

As the next item of business, the Planning Commission reviewed the agenda for the Technical Review Committee meeting scheduled for October 11, 2023. Mr. White was present for the review to answer questions and address any concerns of the Planning Commission.

No comments were forwarded to the Committee.

III. **Sea Squared – Minor Site Plan Code Requirements Waiver Request**

As the next item of business, the Planning Commission reviewed a request for waivers for Sea Squared, a proposed 9,600 square foot, single story warehouse building for marine storage and an outdoor boat storage area. Located at 11206 Five-L Drive, approximately 950 feet south of the eastern intersection of Five-L Drive and Cathell Road, Tax Map 21, Parcel 267, Lot 7, Tax District 03, A-2 Agricultural District. Hugh Cropper IV, Melissa Clemens, and Ron Croker were present for the review. Mr. Cropper presented the project.

Mr. Cropper stated that the project received Special Exception approval from the Board of Zoning Appeals (BZA) for the proposed use of a boat storage facility in the A-2 Agricultural Zoning District and the site plan received preliminary approval from the Technical Review Committee (TRC).

Mr. Cropper explained that the Zoning Code requires that the travelway to the proposed facility be constructed of a hard surface such as concrete. He asked that this requirement be waived and stated that it would only create more impervious surface to the property and would be subject to damage from the equipment and trailer traffic. He stated they wish to instead have a stabilized stone driveway comprised of a gravel base with washed stone on the surface. Mr. Croker presented material samples to the Planning Commission members for reference and described how the proposed materials would create no dust. Mr. Cropper added that the road would seldom be used outside of the Spring and Fall.

Mr. Cropper then stated that a condition of the BZA approval is the requirement of a one-hundred-foot vegetated setback between the proposed storage facility and the property border with the Pennington Commons subdivision, which was later described as a one-hundred-foot vegetated buffer in the subsequent BZA hearing Opinion letter. He stated that he felt that the terminology of "buffer" was made in error and does not feel that the area should be treated the same as a landscape buffer that you would typically see in a residential subdivision, requiring certain species of plants, mulch, and irrigation. He stated that he felt that was not what the residents of Pennington Commons were seeking or what was intended. Mr. Cropper stated that the intention was to plant trees and let them grow in addition with the existing trees on the

site. He added that approximately half of the property is wooded and would not be bothered. Ms. Wimbrow questioned if the site plan illustrated existing or proposed conditions. Mr. Cropper explained that it illustrates the existing tree line along with proposed green-giant arborvitae plantings. Ms. Wimbrow added that she was looking for clarification that the site plan illustrates what is proposed or what is required. Ms. Keener clarified that the site plan is acceptable to the BZA's conditions and that the Planning Commission is not considering the Board's interpretation of the plan. She further clarified that the Planning Commission is reviewing whether irrigation would have to be provided to which Mr. Cropper responded that they are seeking a waiver from the requirement. Ms. Wimbrow added that the landscaping would have to be bonded for survival.

Ms. Wimbrow then asked, with regards to the driveway surface requirement, if pavement was required. Ms. Tremblay then read the Zoning Code section which defines the requirements for vehicular travelways and parking areas. Mr. Croker added that the existing driveway and employee parking area already meet the Code requirements and that the driveway to the proposed building would only be used by employees. Ms. Wimbrow added that she agreed with Mr. Cropper's assessment that having a pervious driveway is advantageous with regards to stormwater management.

Following the discussion, a motion was made by Ms. Wimbrow, seconded by Ms. Ott, and carried unanimously to grant the waivers from the hard surface requirement for the driveway and the requirement for an automatic irrigation system for the one-hundred-foot landscape buffer plantings.

IV. Rezoning

Case 443

As the next item of business, the Planning Commission reviewed Rezoning Case 443. Mr. Church recused himself from the review. Hugh Cropper, IV, applicant's attorney, Greg Wilkins, Linda Ayres, and Chris McCabe were present for the review. Linda Ayres started by describing the history of the property and surrounding area. The property has been in the family since the 19th century. Mrs. Ayres stated that she was shocked by the changes in the neighborhood as she rode by the property. She described how there was no true farmland, and that the area was mostly developed by churches, schools, gas stations, housing, and farm stands. Mrs. Ayres also described how the family has a history of preserving farmland in Worcester County. Mrs. Ayres also stated that Mr. Littleton has farmed the land for decades. He wrote to her stating that he could no longer farm the land and make money off it. She stated that the traffic makes it difficult for combines and other farm equipment to access the property as well as problems with wildlife eating the crops.

Mr. Cropper asked that the Planning Commission ignore the submitted definition of the neighborhood that was included in his submittal, as he would like to redefine it. Mr. Cropper Called Greg Wilkins Professional Land Surveyor for 13 years and has been in the surveying business for 35 years generating site plans and working with the Comprehensive Plan

Mr. Cropper submitted Applicant's Exhibit #1, an excerpt from page 17 of the Comprehensive Plan that talks about commercial centers. The applicants are asking to rezone for two acres next to the existing convenience store as commercial and the rest as an upgrade from A-1 to A-2. Mr. Cropper described the different types of Community Centers that serve 3,00 or more within a 10-to-20-minute travel time and used this definition to define the neighborhood. Mr. Cropper tried to define a narrow neighborhood but stated that did not work due to the cohesive neighborhood of Ocean Pines. Mr. Wilkins believes that the neighborhood is defined by a circle, and concurred it is consistent with the Comprehensive Plan. The subject property is centered in the redefined neighborhood.

Mr. Cropper described the surrounding zoning and how there is like a peninsula of A-1 zoning with A-2 zoning just to the south and stated that there is no reason why it shouldn't be A-2 and that there is more farmland (Crop Land) in the A-2 than the A-1 area. He further stated that there have been substantial and material changes since the November 3, 2009, rezoning. The first being the Tidal Health campus across the street. He stated that the property had to obtain several special exceptions to develop it, as it is zoned C-1, and they developed several large establishments on the property.

Mr. Cropper explained that the second change in the neighborhood was the expansion of the casino, which applied for and received Water & Sewer Plan amendments and an expansion of the Ocean Pines sewer. Planning Commission and County Commissioners approved a Casino Overlay District text amendment which essentially changed the zoning of the property. He argued that this defines a substantial change to the neighborhood. Subsequently, Crabs to Go received a Water & Sewer amendment to connect to County Sewer which created another change to the neighborhood.

Mr. Cropper submitted Applicant's Exhibit No. 2, the County Commissioners Findings of Fact from Rezoning Case No. 392. The Planning Commission and County Commissioners found based on a smaller neighborhood that there was a change in the character of the neighborhood and rezoned the property from Agricultural to Commercial. The case was appealed to the Court of Special Appeals, submitted as Applicant's Exhibit No. 3, opinion from the Court of Special Appeals. Mr. Cropper mentions Bob Mitchell's comments about the properties being growth areas or EDA under the Comprehensive Plan. The Court of Special Appeals was not concerned about the underlying land use designation. He stated that the AGH complex added

the traffic light and has made significant road improvements. Mr. Cropper defined this as the fifth change in the character of the neighborhood.

Mr. Cropper submitted Applicant's Exhibit No. 4, which was the County Commissioners Finding of Fact and Resolution Rezoning Case No. 396, and Applicant's Exhibit No. 5, Resolution 19-2, requiring service area expansions and a Water & Sewer Plan Amendment. Mr. Mark Cropper represented a group of clients who owned the properties across from the casino and they were rezoned from A-1 and E-1 to C-1 and C-2. He stated that was a sectional rezoning that was a significant change in the character of the neighborhood.

Chris McCabe, owner of Coastal Compliance Solutions, submitted Applicant's Exhibit No. 6 which was the County Commissioners Finding of Fact for Rezoning Case 403. The property was rezoned from A-1 and E-1 to R-1 on Beauchamp Road and is part of the neighborhood and a substantial change in the neighborhood. The property owner now has 90 single-family lots under construction and obtained Water & Sewer amendment to purchase service from River Run. Mr. McCabe reviewed subject property from an environmental perspective. The land is generally upland and suitable for development with the woods having some non-tidal wetlands dispersed. The entire area will be converted farmland with plenty of uplands. It has limited on-site septic capacity, but that is theoretical as Mr. McCabe is not a soil scientist. The property is constrained by wastewater disposal. In his opinion, the changes previously outlined are a substantial change in the character of neighborhood, Mr. McCabe agrees with Ms. Ayres that it is a bad location for farm equipment.

Mr. Cropper submitted applicant's exhibit No. 7, an email from Maryland Department of Transportation (MDOT) State Highway Administration (SHA) showing that they have no objection to the rezoning and that SHA would require road improvements if it were ever developed. Mr. Cropper admitted that there are traffic problems on Rt. 589, but that the potential traffic generated from this project would be mitigated by road improvements required by SHA. He further stated that traffic generated from this property would be a drop in the bucket to the current Rt. 589 traffic.

Mr. Cropper submitted applicant's exhibit No. 8A and 8B, the complete A-1 and A-2 statutes. He described that the permitted uses in both the A-1 and A-2 are nearly identical. There are two more permitted uses in the A-2, under the Special Exceptions there are 8 more in the A2 than in the A-1. He suggested that in every other respect, both districts are the same. From a traffic perspective there is no difference from A-1. Mr. Cropper listed Special Exception uses in the A-1 District and suggested that only difference is that the A-2 allows golf courses, campgrounds, contractors shops and storage facilities. He stated that the two acres next to the existing convenience store as Commercial part would allow more uses.

In conclusion, if the Comprehensive Plan designates this as agriculture, Mr. Cropper disagrees with staff and believes that the adjoining commercial zoning area touches this property, and that it should be part of the commercial intersection. Mr. Cropper feels that the requested 2 acres of C-2 is consistent with the Comprehensive Plan as it adjoins the existing gas station property. This is an isolated piece of property that has been left behind because of the change in the character of the neighborhood. Mr. Croppers Opinion is that entire section of the A-1 peninsula should be A-2, but he is only asking for the subject property.

Mr. Barbierri inquired about the traffic circle that was proposed to be included in the last rezoning. Mr. Cropper said SHA proposed a roundabout, designed it, and put it to a public comment period with Ocean Pines Association. He stated that it received so many negative comments that they decided to table it. Sewer capacity was also brought up and Mr. Cropper stated that sewer will be handled on site.

A question was asked about the proposed commercial area. Mr. Cropper provided an aerial photograph illustrating the proposed 2.0-acre area. He stated that he will have Greg Wilkins prepare a survey illustrating it.

Mr. Wells stated that he was very concerned about traffic issues in this area and that a better solution could be a roundabout or other resolutions. He stated that it's not what the property is used for, it's what the traffic is doing to it. He further stated that something can be done with the property now, but it will still require entrances and it is not safe. Mr. Wells does not think the rezoning will make traffic worse though.

Mrs. Wimbrow is in full agreement with Rick about the traffic and feels that we need to deal with the issues first before granting a rezoning. Read code reference ZS1-113(c)(3) aloud. She said "personally, that's where we need to put our foot down." She stated that she disagreed with the sectional rezoning across from the casino and feels she cannot vote for this.

Mr. Barbierri states that he is hearing from people "What is the Planning Commission approving now for Rt. 589 to worsen the traffic conditions?" Mr. Barbierri states that until they had a definitive plan for Rt. 589, he felt they would be doing an injustice to approve any additional commercial rezonings in that area of Rt. 589.

Mrs. Knight asked if the Planning Commission was overstepping SHA's authority and questioned who has the final say on traffic.

Mrs. Wimbrow stated that it is the Planning Commission's responsibility for land uses.

Motion made for a Favorable recommendation by Mrs. Knight, fails for lack of second.
Motion made for a unfavorable recommendation by Mrs. Wimbrow, seconded by Mr. Wells, Motion passed 5 to 1 with Mrs. Knight in opposition.

V. **Atlantic Coastal Bays Critical Area – Growth Allocation Request**

As the next item of business, the Planning Commission reviewed an application associated with an Atlantic Coastal Bays Critical Area Growth Allocation. The subject property for this request is identified as Tax Map 40, Parcel 93 and 241, which is located within the boundaries of the Atlantic Coastal Bays Critical Area Program (ACBCA), specifically within the Resource Conservation Area (RCA) designation. According to the Exhibits provided, a small area of the requested Growth Allocation is within the lot boundaries of Tax Map 40, Parcel 93 and 241. According to the Growth Allocation request, 33.46 acres within RCA is proposed to be reclassified as Limited Development Area (LDA). David Bradford, Deputy Director, and Katherine Munson, Planner V, prepared the staff report submitted to the Planning Commission. Mark Cropper, Attorney, presented on behalf of the Applicant, Bob Ewell.

Mr. Cropper made an opening presentation to the Commission and explained the history of the development of the campground, including its prior use as a surface mine and finished with the zoning history of the property as well. He explained in detail about the uses permitted in A1 and A2 zoning categories and how the existing campground was in existence before the A2 category was adopted by the county. He detailed how he believed under the current code expansion of existing non-conforming uses can be accomplished, reviewed special exceptions vs a variance and a rezoning in addressing inconsistencies with existing non-conformities, and finished with his summary of peculiarities with respect to the history of the property and how they could proceed in the future with any additions to the existing campground. In a request from the Commission Chair for comments, Robert Mitchell, Director of Environmental Programs, explained a portion of Environmental Programs comments regarding conformance with the Comprehensive Plan. Mr. Mitchell said that the Department didn't ignore literal inconsistencies with The Plan, but acknowledged that the existing campground was granted a special exception in January of 2008 by the Worcester County Board of Zoning Appeals to expand the existing campground for the initial expansion and a variance was also granted to reduce the required setback to a residential district. Mr. Cropper presented a vigorous response detailing his arguments that the application was in conformance with The Plan and emphasized the historical approvals in that presentation which was well received by the Planning Commission members.

Mr. Cropper reviewed and concurred with staff's findings on their report, save the aforementioned Comprehensive Plan comments, and asked that it be incorporated along with the comments from the state Critical Area Commission. He introduced James Cook from Rauch Incorporated to review their critical area report for the application and detailed the history for the property, which presently contains an active campground, support buildings, and an onsite sewage disposal system with advanced treatment within its boundaries. Mr. Cook and Mr. Cropper explained these existing uses on the property, located with the Critical Area boundary, were approved prior to the implementation of the Atlantic Coastal Bays Critical Area Law, and per §NR 3- 108(c)(4), and how they may remain in use.

They also reviewed this proposal for reclassification of 33.46 acres of RCA to LDA, resulting in the proposed use of 33.46 acres of Growth Allocation. The applicant is proposing to expand the current campground within this area and include 62 new campsites. Presently, this proposed commercial use and expansion is not permissible within the RCA designation without the acquisition of a Growth Allocation aware. As noted under §NR 3- 108(c)(5), "new commercial, industrial, and institutional uses shall not be permitted in the Resource Conservation Areas." Hence, Environmental Programs noted that is why they are here with this growth allocation application.

Mr. Cropper closed with a request for the approval of the Growth Allocation, noting that there is ample Growth Allocation remaining for the Atlantic Coastal Bays Critical Area. In response to a concern expressed by Ms. Wimbrow, Mr. Bradford replied that the comment made regarding half of the growth allocation acreage was already awarded was not correct. He specified that there were 369 acres of remaining growth allocation acreage available for utilization. Many of the interim period projects, which occurred during the establishment of the Critical Area Law, used a portion of our total allocation which may make it appear that more acres had been used. He also stated that the utilization of some of the growth allocation acres for this project would be a good fit, as it was expanding upon an existing campground use rather than the construction of a new campground in another area of the county.

Following the discussion, a motion was made by Ms. Knight, seconded by Mr. Church, to find this application consistent with the Comprehensive Plan and recommended that they forward a favorable recommendation to the County Commissioners. The vote was unanimous.

VI. <u>Maryland Coastal Bays Program</u> – Comprehensive Conservation and Management Plan (CCMP) discussion

As the next item of business, the Planning Commission met with Kevin Smith, Executive Director, Maryland Coastal Bays Program (MCBP), Steve Taylor, President, MCBP Board, and Nancy Zeller, Vice President, MCBP Board. Kevin Smith explained that MCBP is a non-

profit mainly funded through the EPA's National Estuary Program that has been working for over two decades to restore Maryland's coastal bays. They mentioned that Katherine Munson, a county employee, is a Board member, demonstrating the close working relationship the Coastal Bays Program has with the county. The MCBP is preparing an updated Comprehensive Conservation Management Plan (CCMP), the blueprint for restoration and preservation of the bays. MCBP wanted to communicate the connections between the CCMP and the Comprehensive Plan with the Planning Commission as they are about to prepare the Comprehensive Plan. Kevin Smith noted the 2006 Comprehensive Plan is an excellent document that reflects the goals of the CCMP.

Steve Taylor referred to a letter dated August 10, 2023, from Kevin Smith and himself to the Planning Commission. He addressed the negative effects of impervious surface on water quality, nutrient impairment of the bays and impacts of septic systems, sea level rise, flooding and shoreline impacts, and the need for landscape level stormwater management. Nancy Zeller noted that she is an officer of her community association and also volunteers as an educator at Assateague State Park. She said she speaks to many people, both residents and visitors, in these capacities, and feels she speaks for their interests/concerns about impacts to the bays. She addressed innovative ditch management, greenways, land protection, and farmland preservation. She noted that the Land Preservation and Recreation Plan and Priority Preservation Area element are excellent guiding documents.

Steve Taylor stated that during the development of the 2006 Comprehensive Plan, MCBP provided support to the county with outreach, including funding for community sessions with outside experts, and a public lecture series. He stated the program is willing to provide this support again.

Kevin Smith concluded by stating that MCBP has enjoyed a long-time strong partnership with Worcester County and looks forward to continuing to work with the county towards shared goals.

VII. **Adjourn** – A motion to adjourn was made by Ms. Ott and seconded by Mr. Wells.

Mary Knight, Secretary

Stuart White, DRP Specialist

Attachment 3

Growth Allocation Summary

Worcester County
Atlantic Coastal Bay Critical Area
TENTATIVE SUMMARY OF GROWTH ALLOCATION

Per §NR3-112 - Total acreage classified as RCA upon County adoption of Ordinance(11/19/02) - 16,379 acres - 5% of this area can be allocated by the County Commissioners for future growth as IDA or LDA – **819 acres.**

Refinements/Amendments since adoption of Law:

Bali-Hi RV Park (M10 P32) - 23.63 acres
St. Martin's Neck Rd. Bishopville
Resolution 02-44 passed to correct mapping
Error (RCA to IDA)

Riverview Mobile Home Park (M9 P268) - 24.32 acres
Shell Mill Rd. Bishopville
Resolution 02-44 passed to correct mapping
Error (RCA to IDA)

Peterson,et al. (M26 P132,133,134,383) - 6.32 acres
Ocean Gateway, West O.C.
Resolution No 08-07 & 08-19 passed to correct mapping
Error (RCA to IDA)

Rios (M10 P 28, 29, 48, 249, 302) - 35.74 acres
Resolution No. 08-06 passed to correct mapping error – (Acreage out of c.a. boundary)

Tony Russo / Irving Lynch (M21 – Numerous Parcels) - 113.92 acres
Resolution No. 09-22 passed to correct mapping error)

Adjustment to RCA acreage amount (16,379 acres – 203.93 acres) = 16,175.07 – 5% of this area can be allocated by the County Commissioners for future growth as IDA or LDA = 808.75 acres.

"Interim Period" Projects:

Preliminary Plat approval prior to 6/1/02 and recorded within one year from State adoption of law (June 1, 2002):

- Equestrian Shores (M73 P123,124,125) – 79.85 acres
- Coves at Isle of Wight (M22 P410 L3&4) – 32.74 acres
- Cropper Island Estates (M40 p/oP93) - 20.30 acres
- Anderson Property (M16 P36&81) - 14.00 acres
- Figgs Landing (M73 P53) - 22.54 acres
- Melson Tract (M9 P 161) - 60.72 acres

Residential Planned Communities (RPC's) – received Step III approval and 3 of 4 State permits prior to 6/1/02:

- The Landings RPC (M33 P281) - 11.86 acres

Updated 6/1/19 – D Bradford

RPC's, meeting above criteria, which include an inland marina (85% of total units comply with 100' buffer & remaining 15% have 50' buffer):

- Glenn Riddle PUD (M26 P1) - 122.73 acres.

SUBTOTAL = 364.74

Summary:

Acres available for allocation -	**808.75 acres**
Less "Interim Period" Projects	- 364.74 acres
Remaining Growth Allocation -	**444.01 acres**

Projects receiving Growth Allocation since adoption of Law:

Baypoint Plantation (M21 P257) - 38.0 acres
Total site area – 181.46 acres
RCA to IDA - 38 acres
Resolution 04-___
Balance remaining RCA 143.46 acres
100 acres of which in restrictive easement

George Mount Property (M73 P28&42)
Total Site area – (8.1 acres ±)
RCA to LDA – entire parcel
Approved in 2004 with condition of confirmation of exact acreage based on State vs. Private wetland determination. ***On May 13, 2007 owner gave written request to not pursue request. On July 3, 2007, Resolution No. 07-19 was signed to revoke award of G.A. Accepted by CAC on August 1, 2007.***

Proposed YMCA (M21 P118)
Site Area 9.46 acres
RCA to IDA w/condition project must be substantially complete by **6/28/08** or growth allocation is reversed. ***No Permit issued or activity on property as of 6/28/08- acreage reverts back to RCA.***

Steen & Associates (M21 P67&74) - 32.12 acres
Total Site Area w/in CA – 55.39 (Total site 92.03ac)
RCA to LDA – 32.12 acres
Remaining RCA – 20.74 acres

Moore's Boatyard (M10 P4,171,301) - 4.71 acres
Site area – 9.34 acres
RCA to LDA – 4.71 acres

Updated 6/1/19 – D Bradford

To date: Balance of acres available for Growth Allocation:	**444.01 acres**
Less Approved G.A. projects	**- 74.83 acres**
TOTAL REMAINING FOR GROWTH ALLOCATION	**369.18 acres**

Attachment 4

Draft Advertisement

MARYLAND'S Coast WORCESTER COUNTY

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

December xx, 2023

TO: *The Daily Times Group* and *The Ocean City Today Group*
FROM: Candace Savage, Deputy Chief Administrative Officer
SUBJECT: Worcester County Public Hearing Notice

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 XX, 2023 and December xx, 2023. Thank you.

NOTICE OF PUBLIC HEARING
FOR GROWTH ALLOCATION
ATLANTIC COASTAL BAYS CRITICAL AREA
ISLAND RESORT CAMPGROUND
Worcester County, Maryland

Pursuant to Section NR 3-112(c)(4) of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland, a request has been submitted to the Worcester County Commissioners by Mark Cropper Esquire on behalf of Island Resort Park, Inc. for the reclassification of 33.46 acres of land from Resource Conservation Area to Limited Developed Area. The subject property is located along the northerly side of Croppers Island Road in Newark and is shown on Worcester County Tax Map 40, Parcels 93 & 241.

Pursuant to Section NR 3-112(c)(4) of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners will hold a public hearing.

At said public hearing, the Commissioners will consider the request for an award of growth allocation for the above referenced property, any staff reports and recommendations, comments of other agencies, the recommendation of the Planning Commission, and testimony offered before them.

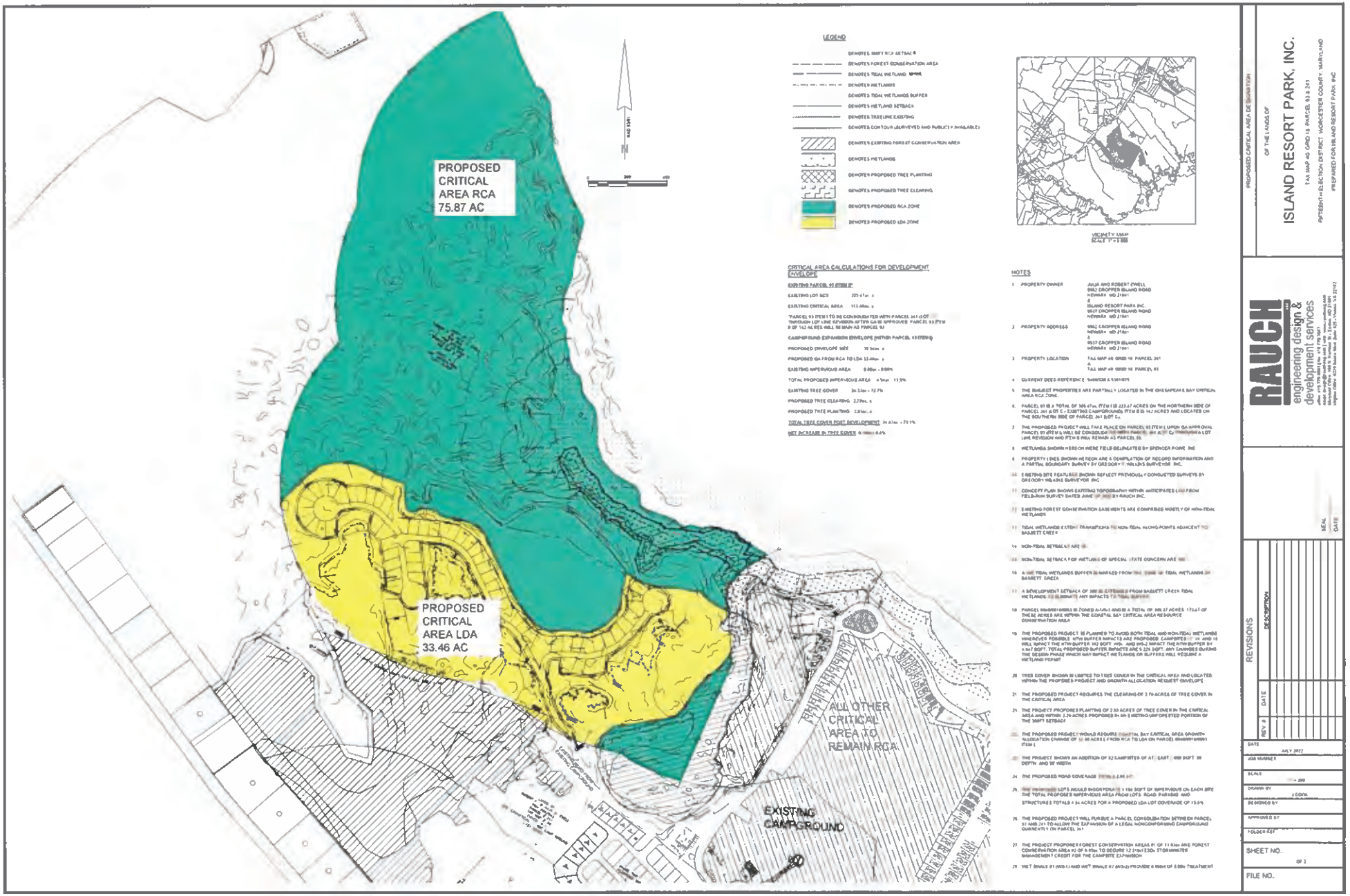
The public hearing on this application will be held on
TUESDAY, January xx, 2024 at xx A.M.
in the Commissioners' Meeting Room, Room 1101 – Government Center
One West Market Street, Snow Hill, Maryland 21863

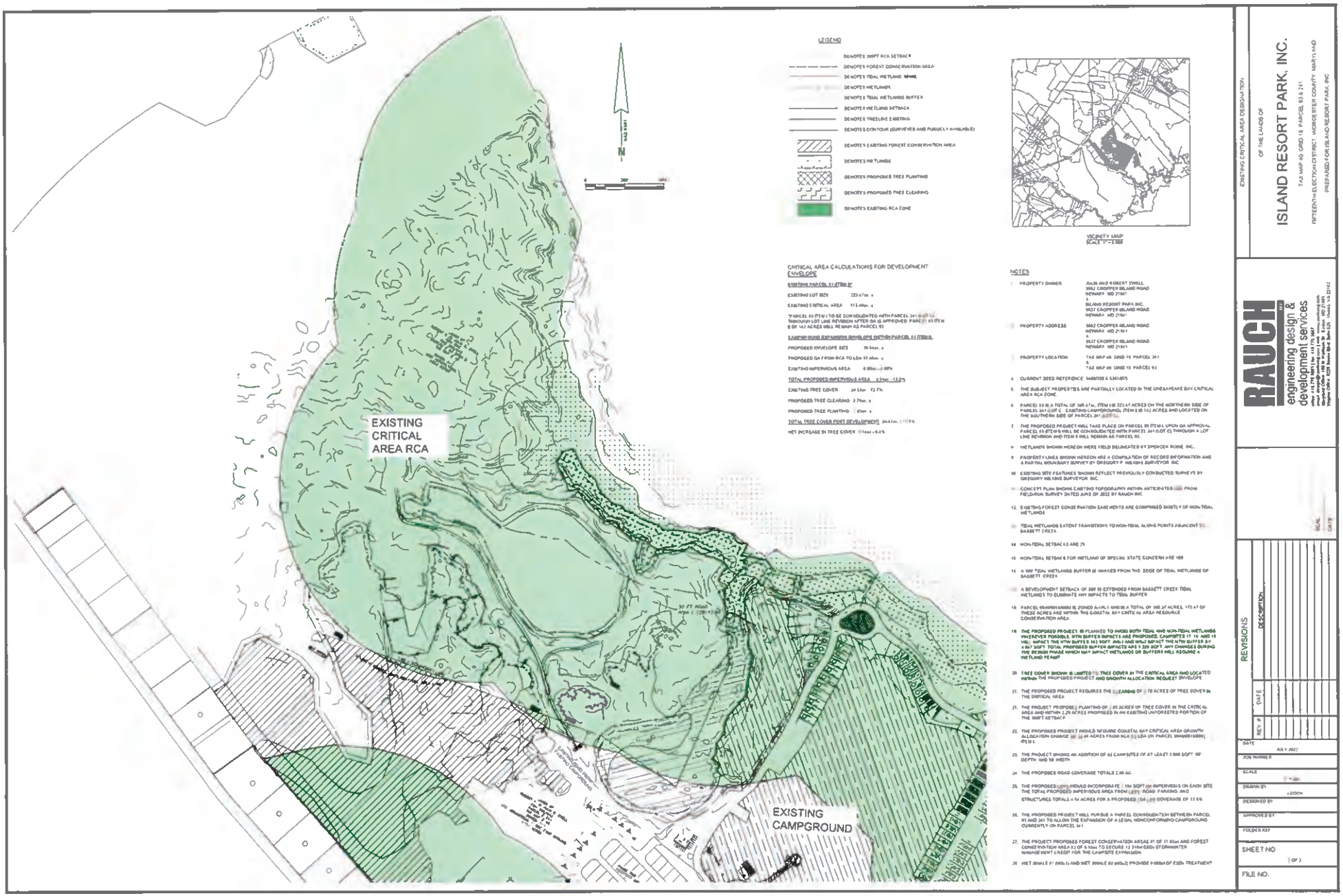
The file containing the request for reclassification and other pertinent information which will be entered into the record of the public hearing are on file and are available for inspection at the Department of Environmental Programs, Worcester County Government Center, Suite 1306 (3rd floor), One West Market Street, Snow Hill, Maryland, 21863 during regular business hours of 8:00 am to 4:30 pm. Questions may be directed to David Bradford, Deputy Director, by calling (410) 632-1220, extension 1143 or email at dbradford@co.worcester.md.us

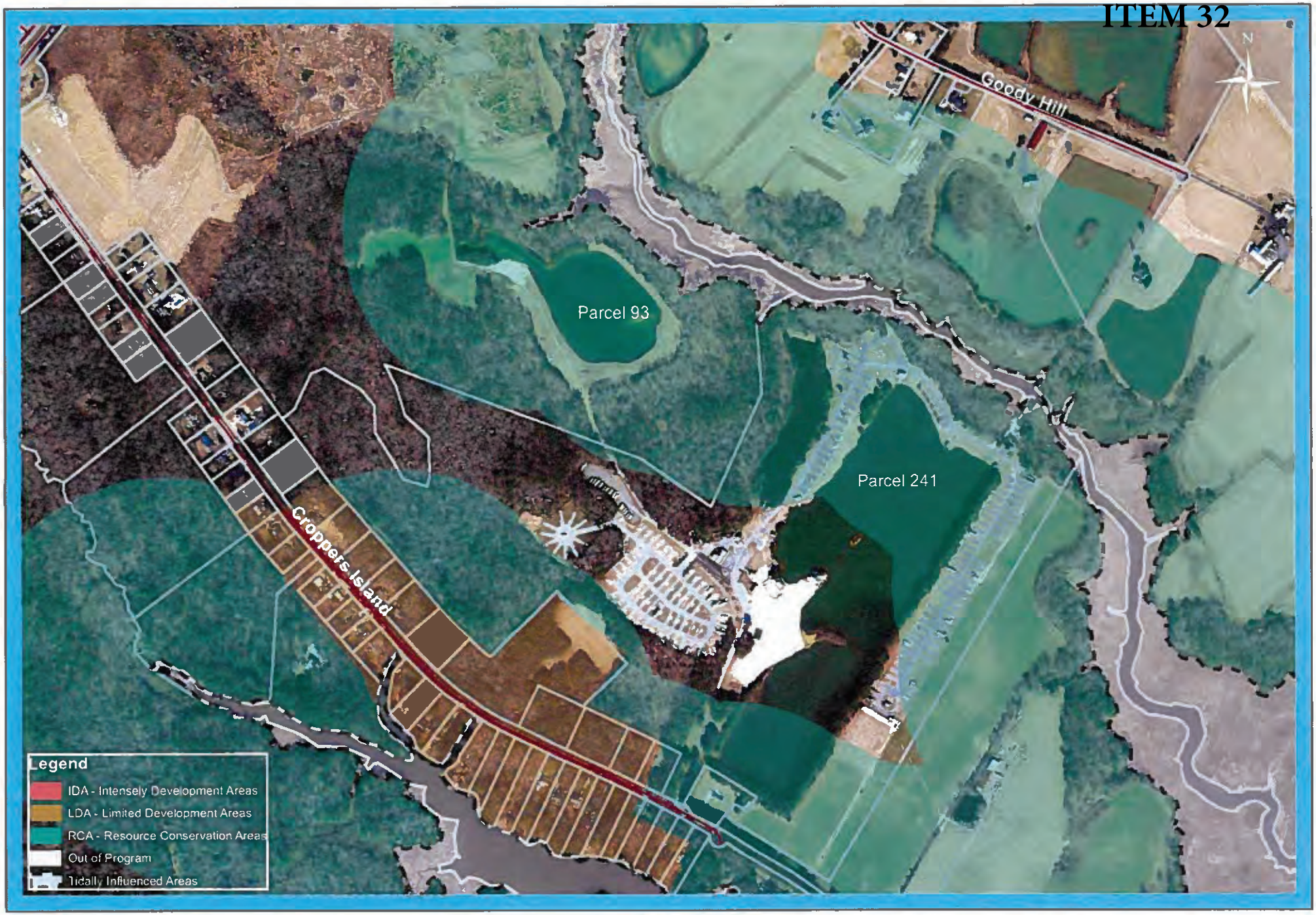
THE WORCESTER COUNTY COMMISSIONERS

Attachment 5

Maps


PROPOSED CRITICAL AREA RCA 75.87 AC
PROPOSED CRITICAL AREA LDA 33.46 AC
ALL OTHER CRITICAL AREA TO REMAIN RCA
EXISTING CAMPGROUND
LEGEND
DENOTES 100FT RCA SETBACK
DENOTES FOREST CONSERVATION AREA
DENOTES TIDAL WETLAND MHW
DENOTES WETLANDS
DENOTES TIDAL WETLANDS BUFFER
DENOTES WETLAND SETBACK
DENOTES TREELINE EXISTING
DENOTES CONTOUR (SURVEYED AND PUBLICLY AVAILABLE)
DENOTES EXISTING FOREST CONSERVATION AREA
DENOTES WETLANDS
DENOTES PROPOSED TREE PLANTING
DENOTES PROPOSED TREE CLEARING
DENOTES PROPOSED RCA ZONE
DENOTES PROPOSED LDA ZONE
VICINITY MAP
SCALE 1" = 1 000
CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE
EXISTING PARCEL 93 ITEM 1P
EXISTING LOT SIZE 225 47ac ±
EXISTING CRITICAL AREA 113.66ac ±
PARCEL 93 ITEM 1 TO BE CONSOLIDATED WITH PARCEL 361 (LOT THROUGH LOT LINE REVISION AFTER GA IS APPROVED PARCEL 93 ITEM B OF 162 ACRES WILL REMAIN AS PARCEL 93
CAMPGROUND EXPANSION ENVELOPE (WITHIN PARCEL 93 ITEM B)
PROPOSED ENVELOPE SIZE 76 56ac ±
PROPOSED GA FROM RCA TO LDA 33.46ac ±
EXISTING IMPERVIOUS AREA 0.00ac ± 0.00%
TOTAL PROPOSED IMPERVIOUS AREA 4 34ac ± 13.5%
EXISTING TREE COVER 34 33ac ± 72.7%
PROPOSED TREE CLEARING 2.29ac. ±
PROPOSED TREE PLANTING 2.91ac. ±
TOTAL TREE COVER POST DEVELOPMENT 34 67ac ± 73.1%
NET INCREASE IN TREE COVER 0.34ac ± 0.4%
NOTES
1 PROPERTY OWNER AKJA AND ROBERT O'NEILL 9862 CROPPER ISLAND ROAD MYDDLETON MD 21861 & ISLAND RESORT PARK INC. 9837 CROPPER ISLAND ROAD MYDDLETON MD 21861
2 PROPERTY ADDRESS 9862 CROPPER ISLAND ROAD MYDDLETON MD 21861 & 9837 CROPPER ISLAND ROAD MYDDLETON MD 21861
3 PROPERTY LOCATION TAX MAP 49 GRID 10 PARCEL 361 & TAX MAP 49 GRID 10 PARCEL 93
4 CURRENT DEED REFERENCE 5688/328 & 5301/479
5 THE SUBJECT PROPERTIES ARE PARTIALLY LOCATED IN THE CHESAPEAKE BAY CRITICAL AREA RCA ZONE.
6 PARCEL 93 IS A TOTAL OF 169.67ac. ITEM 1 IS 223.67 ACRES ON THE NORTHERN SIDE OF PARCEL 361 & 01 C - EXISTING CAMPGROUND. ITEM B IS 162 ACRES AND LOCATED ON THE SOUTHERN SIDE OF PARCEL 361 & 01 C.
7 THE PROPOSED PROJECT WILL TAKE PLACE ON PARCEL 93 ITEM 1, UPON GA APPROVAL PARCEL 93 ITEM 1, WILL BE CONSOLIDATED WITH PARCEL 361 & 01 C THROUGH A LOT LINE REVISION AND ITEM B WILL REMAIN AS PARCEL 93.
8 WETLANDS SHOWN HEREON WERE FIELD DELINEATED BY SPENCER ROWE INC
9 PROPERTY LINES SHOWN HEREON ARE A COMPILATION OF RECORD INFORMATION AND A PARTIAL BOUNDARY SURVEY BY GREGORY T. WALSH'S SURVEYOR INC.
10 EXISTING SITE FEATURES SHOWN REFLECT PREVIOUSLY CONDUCTED SURVEYS BY GREGORY WALSH SURVEYOR INC
11 CONCEPT PLAN SHOWN EXISTING TOPOGRAPHY WITH ANTICIPATED LOD FROM FIELD RUN SURVEY DATED JUNE OF 2022 BY RAUCH INC.
12 EXISTING FOREST CONSERVATION EASEMENTS ARE COMPRISED MOSTLY OF NON-TIDAL WETLANDS
13 TIDAL WETLANDS EXTEND TRANSITIONING TO NON-TIDAL ALONG POINTS ADJACENT TO BASSETT CREEK
14 NON-TIDAL SETBACKS ARE 25
15 NON-TIDAL SETBACK FOR WETLANDS OF SPECIAL STATE CONCERN ARE 100
16 A 25' TIDAL WETLANDS BUFFER IS MEASURED FROM THE EDGE OF TIDAL WETLANDS ON BASSETT CREEK
17 A DEVELOPMENT SETBACK OF 100 IS OFFSET FROM BASSETT CREEK TIDAL WETLANDS TO ELIMINATE ANY IMPACTS TO TIDAL BUFFER
18 PARCEL 93&361 ARE ZONED A-1&R-1 AND IN A TOTAL OF 169.37 ACRES 173±1 OF THESE ACRES ARE WITHIN THE COASTAL BAY CRITICAL AREA RESOURCE CONSERVATION AREA
19 THE PROPOSED PROJECT IS PLANNED TO AVOID BOTH TIDAL AND NON-TIDAL WETLANDS WHEREVER POSSIBLE MTW BUFFER IMPACTS ARE PROPOSED CAMPSITES 11 15 AND 16 WILL IMPACT THE MTW BUFFER 142 SQFT MTL AND 2442 IMPACT THE MTW BUFFER BY 4 447 SQFT. TOTAL PROPOSED BUFFER IMPACTS ARE 5 225 SQFT. ANY CHANGES DURING THE DESIGN PHASE WHICH MAY IMPACT WETLANDS OR BUFFERS WILL REQUIRE A WETLAND REPORT
20 TREE COVER SHOWN IS LIMITED TO TREE COVER IN THE CRITICAL AREA AND LOCATED WITHIN THE PROPOSED PROJECT AND GROWTH ALLOCATION REQUEST ENVELOPE
21 THE PROPOSED PROJECT REQUIRES THE CLEARING OF 2 29 ACRES OF TREE COVER IN THE CRITICAL AREA
22 THE PROJECT PROPOSES PLANTING OF 2 93 ACRES OF TREE COVER IN THE CRITICAL AREA AND WITHIN 1 29 ACRES PROPOSED IN AN EXISTING UNPOPULATED PORTION OF THE 100FT SETBACK
23 THE PROPOSED PROJECT WOULD REQUIRE CHESAPEAKE BAY CRITICAL AREA GROWTH ALLOCATION CHANGE OF 1 68 ACRES FROM RCA TO LDA ON PARCEL 93&361 ITEM 1
24 THE PROJECT SHOWS AN ADDITION OF 52 CAMPSITES OF 40' EAST 100 SQFT 20 DEPTH AND 16' WIDTH
25 THE PROPOSED ROAD COVERAGE TOTAL 2 04 AC
26 THE PROPOSED LOTS WOULD ACCOMODATE 1 156 SQFT OF IMPERVIOUS ON EACH SITE THE TOTAL PROPOSED IMPERVIOUS AREA FROM LOTS ROAD PARKING AND STRUCTURES TOTALS 4 34 ACRES FOR A PROPOSED LDA LOT COVERAGE OF 13.5%
28 THE PROPOSED PROJECT WILL PURSUE A PARCEL CONSOLIDATION BETWEEN PARCEL 93 AND 361 TO ALLOW THE EXPANSION OF A LEGAL NONCONFORMING CAMPGROUND CURRENTLY ON PARCEL 361
27 THE PROJECT PROPOSES FOREST CONSERVATION AREAS P1 OF 11 63ac AND FOREST CONSERVATION AREA P2 OF 6 95ac TO SECURE 12 21ac ESDv STORMWATER MANAGEMENT CREDIT FOR THE CAMPSITE EXPANSION
29 WET SWALE #1 (WS-1) AND WET SWALE #2 (WS-2) PROVIDE 0 98ac OF ESDv TREATMENT
PROPOSED CRITICAL AREA DESIGNATION
OF THE LANDS OF
ISLAND RESORT PARK, INC.
TAX MAP 49 GRID 10 PARCEL 93 & 361
FIFTEENTH ELECTION DISTRICT WORCESTER COUNTY, MARYLAND
PREPARED FOR ISLAND RESORT PARK INC
RAUCH
engineering design & development services
REVISIONS
REV #
DATE
DESCRIPTION
DATE
JULY 2022
JOB NUMBER
SCALE
1" = 200'
DRAWN BY
J COPA
DESIGNED BY
APPROVED BY
FOLDER REF
SHEET NO.
OF 1
FILE NO.
SEAL
DATE


EXISTING CRITICAL AREA RCA
EXISTING CAMPGROUND
LEGEND
VICINITY MAP
SCALE 1"=1500'
CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE
NOTES:
EXISTING CRITICAL AREA DESIGNATION
OF THE LANDS OF
ISLAND RESORT PARK, INC.
TAX MAP 40 GRID 18 PARCEL 93 & 241
FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND
PREPARED FOR ISLAND RESORT PARK, INC
RAUCH
engineering design & development services
REVISIONS
DESCRIPTION
DATE
REV #
SCALE
DESIGN BY
DRAWN BY
DESIGNED BY
APPROVED BY
FOLDER REF
SHEET NO
FILE NO.



Critical Area Boundary
Island Resort Campground
Growth Alocation Request

2022 Imagery
Map generated by the Dept. of Environmental Programs
September 14, 2023
Bradford

National Flood Hazard Layer FIRMette

FEMA

75°14'48"W 38°15'30"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

75°14'11"W 38°15'1"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS
- Without Base Flood Elevation (BFE) *Zone A, V, A99*
- With BFE or Depth *Zone AE, AO, AH, VE, AR*
- Regulatory Floodway

OTHER AREAS OF FLOOD HAZARD
- 0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile *Zone X*
- Future Conditions 1% Annual Chance Flood Hazard *Zone X*
- Area with Reduced Flood Risk due to Levee. See Notes. *Zone X*
- Area with Flood Risk due to Levee *Zone D*

OTHER AREAS
- NO SCREEN Area of Minimal Flood Hazard *Zone X*
- Effective LOMRs
- Area of Undetermined Flood Hazard *Zone D*

GENERAL STRUCTURES
- Channel, Culvert, or Storm Sewer
- Levee, Dike, or Floodwall

OTHER FEATURES
- 20.2 Cross Sections with 1% Annual Chance
- 17.5 Water Surface Elevation
- Coastal Transect
- 513 Base Flood Elevation Line (BFE)
- Limit of Study
- Jurisdiction Boundary
- Coastal Transect Baseline
- Profile Baseline
- Hydrographic Feature

MAP PANELS
- Digital Data Available
- No Digital Data Available
- Unmapped

N

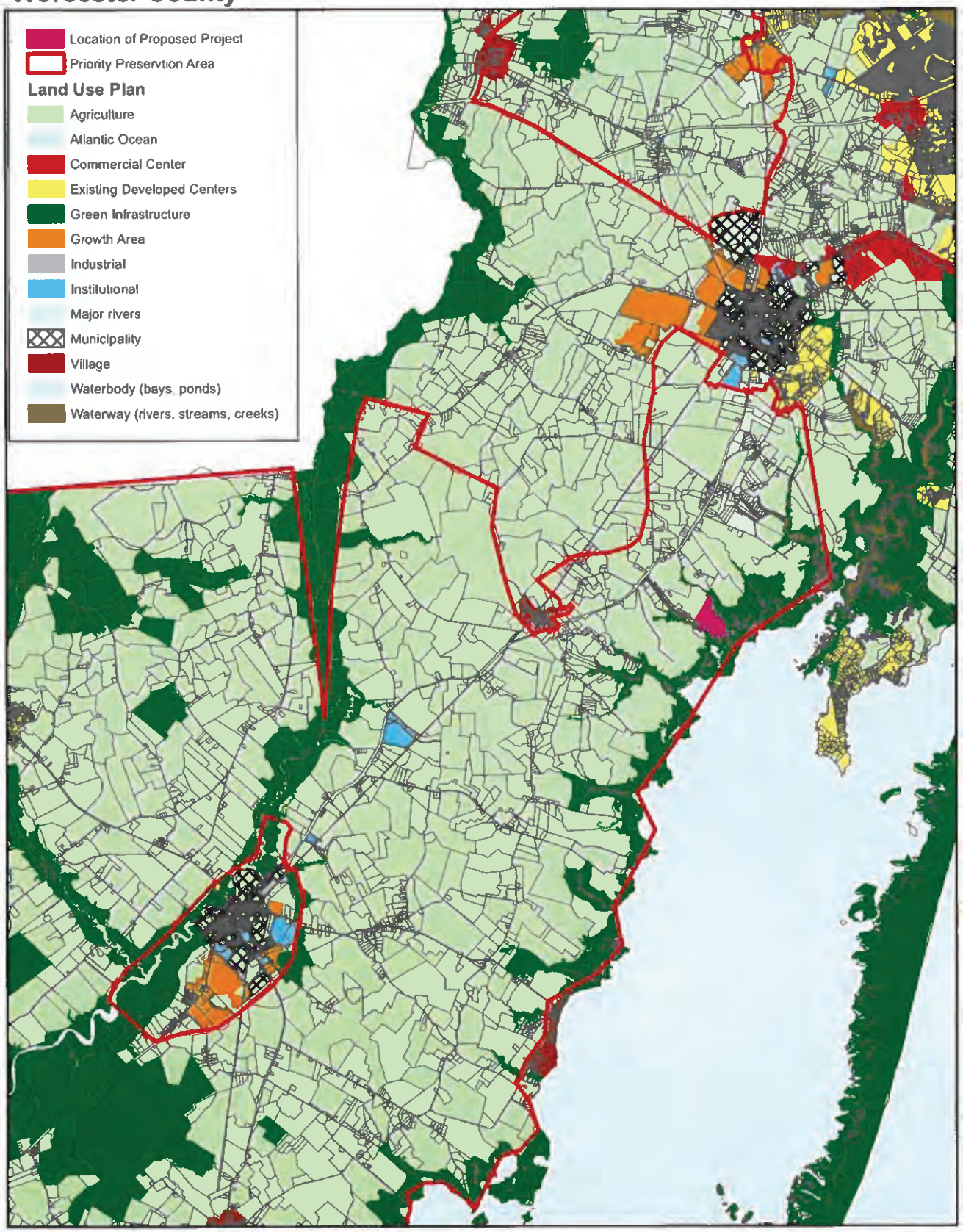
The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 9/14/2023 at 2:53 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

Island Resort Campground: 2006 Land Use Plan/Priority Preservation Area
Worcester County



September 14, 2023

0 1.25 2.5 5 Miles

Worcester County Environmental Programs

Attachment 6

Applicant's Critical Area Report

* Report summary included the full report is available on request

RAUCH inc.
Engineering | Survey | Architecture | Environmental

Atlantic Coastal Bays Critical Area Property Environmental Growth Allocation Report

At
"Island Resort Campground"
9537 Croppers Island Road, Newark, MD 21841
Worcester County, MD

For
Island Resort Park, Inc.
&
Robert and Julia Ewell

October 2022

* Report summary included the full report is available on request

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INTRODUCTION

Representatives of RAUCH inc. visited the subject property known as Island Resorts Campground in May 2021 and in June of 2022 to document the existing features and conditions of the property and evaluate the potential impacts of the award of LDA growth allocation in accordance with COMAR 27.01.02.06-1 and 27.01.02.06-2. On-site information-gathering efforts combined with State and Federal informational maps and resources were used to compile this environmental report.

PROJECT LOCATION, DESCRIPTION, AND SUBDIVISION HISTORY

The area of this review and assessment was conducted on property known as island resort campground located on the southeast side of U.S. route 113, Newark, Maryland – identified as parcels 93 and 241 on tax map no. 40, Worcester County, Maryland hereafter the "subject property". Worcester County Assessment Reference Information is attached in the Appendix.

The site is adjacent to Croppers Island Road and fronted by Bassett Creek which is a tributary of the Newport Bay (Watershed 021301050683), and located in the Critical Area Zone RCA in Worcester County, MD. Parcel 93 consists of 365.37 acres divided into a 223.47-acre Item I (Lot C) and a 142-acre Item II (EXHIBIT 1-1). The parcel contains 173.47 acres of designated Resource Conservation Area (RCA) which limits the density and use of the RCA designated land. Parcel 241, the location of the existing campground, is 151.27 acres and is directly adjacent and connects to parcel 93.
The area of this review and assessment was conducted on Map 40 Grid 18 Parcel 93 and Map 40 Grid 18 Parcel 241 in Worcester County, Maryland, hereafter the "subject property". Worcester County Assessment Reference Information is attached in the Appendix.

The site is adjacent to Croppers Island Road and fronted by Bassett Creek which is a tributary of the Newport Bay (Watershed 021301050683) and located in the Critical Area Zone RCA in Worcester County, MD. Parcel 93 consists of 365.37 acres divided into a 223.47-acre Item I (Lot C) and a 142-acre Item II (EXHIBIT 1-1). The parcel contains 173.47 acres of designated Resource Conservation Area (RCA) which limits the density and use of the RCA designated land. Parcel 241, the location of the existing campground, is 151.27 acres and is directly adjacent and connects to parcel 93.

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The Island Resort Campground was originally established in 2005 on parcel Map/Grid/Parcel: 0040/0018/0241 (EXHIBIT1-2). The campground has periodically expanded with its existing land-use, density, and zoning regulations. The most recent expansion approval in 2020 added 36 lots on Map/Grid/Parcel: 0040/0018/0241 bringing the total lot count to 176. Owner Robert Ewell owns adjacent property Map/Grid/Parcel: 0040/0018/0093 and proposes to expand the Island Resort Campground to this property zoned A-1/R-1.

TIMELINE AND HISTORY OF PROPERTY KNOWN AS ISLAND RESORT CAMPGROUND

This original (PARENT) parcel consisted of approximately 500 acres according to the deed to the current owners Robert & Julia Ewell dated January 20, 1970 from Evelyn N. Bassett, widow; recorded among the land records of Worcester County in Liber 299 folio 642 which transferred the lands via two tracts consisting of 321.66 acres and 180 acres excepting that portion already conveyed out to Ocean Investments, Inc. by deed dated February 3, 1967 and recorded in Liber 216 folio 322 which created Croppers Island Road (see also Plat FWH No. 8 folio 1).

Out-conveyances/transfers and other major property changes after the initial acquisition were found as follows:

DESCRIPTION	RECORDING / DATE	SOURCE
1. Deed to Porter Creek Corporation	**July 2, 1971**	**Deed 314 - 596**
2. Subdivision Plat Lots 1 & 2	**October, 1987**	**Plat Book 119 - 37**
3. Subdivision Plat Lot A	**June, 1988**	**Plat Book 120 – 14**
4. Wor Co Appeal Case # 65727 for campground	**Mar 14, 2002**	**Notes on Plat 234 – 36**
5. Conf. of Board of Appeals Case in Circ. Court	**Apr 08, 2003**	**Notes on Plat 234 - 36**
6. Subdiv. Plat Lots 3-16 & Outlots A, B, & C	**Apr 14, 2003**	**Plat Book 181 - 50**
7. Subdivision Plat Lot B	**Sep 25, 2003**	**Plat Book 185 - 27**
8. Beginning and construction of campground	**Circa 2005**	**(Based on Google Earth)**
9. Original Forest Cons Plan	**Aug 24, 2007**	**Plat Book 221 - 14**
10. Rev Plat creating Lot C (Tax Parc. 241)	**Mar 19, 2009**	**Plat Book 230 – 33**
11. Plat of campground to convert to co-op	**Jun 30, 2010**	**Plat Book 234 – 36**
12. Expansion Plan of Campground for (Phase 2)	**Jan 08, 2015**	**Plat Book 241 – 13**

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EXPANSION

Island Resort Park Inc. proposes to expand their campground by 62 lots onto Map/Grid/Parcel: 0040/0018/0093 (Item I) zoned A-1/R-1. Proposed force main will be extended to the expansion area to collect and transport wastewater. The property owner will increase the on-site wastewater treatment capacity via an expanded wastewater treatment plant and spray irrigation on an agricultural field on the same Map/Grid/Parcel: 0040/0018/0093 (Exhibit 7-8). In June of 2022, Island Resort Park, Inc. received conditional approval of a Worcester County Water and Sewer Plan Amendment which outlined the water and sewer needs in facilitating the 62-lot expansion. The approval was conditional on a growth allocation application being submitted in July of 2022 to reclassify the proposed development envelope as LDA in accordance with § NR3:I-NR3:I-12(e).

ZONING

Campground use is not an approved land use for A-1/R-1 zoning designation. However, the campground is considered a legal non-conforming use due to the campground's existence prior to the zoning use change regarding campgrounds in the A-1 zone. Worcester County code allows for expansion of legal non-conforming uses via a variance process § ZS1:III-ZS1:III-18(e)(4). In order to facilitate the expansion of the non-conforming use, Parcel 93 (Item I/Lot C) will be consolidated with Parcel 241 which houses the existing campground (EXHIBIT 5-1). Parcel 93 Item II, located to the South of Parcel 241, will remain a separate parcel from the consolidated campground parcel. The partial consolidation of parcel 93 and parcel 241will utilize the existing out-lots to the current parcel 241. Out-lots currently serving Parcel 241 will serve the entire Parcel 241 post-consolidation. This consolidation and lot line revision will be pursued prior to the physical expansion of the campground and within 12 months of approval of the Water and Sewer Plan Amendment and the Critical Areas Growth Allocation Application. Consolidation will not be pursued if the growth allocation request and the water and sewer plan amendment are not approved.

GROWTH ALLOCATION

33.46 acres of parcel 93 are requested to be reclassified from RCA to LDA. The development will fit LDA criteria and will maintain lot coverage under 15% in accordance with § NR3:II-NR3:II-05(c)(7). The proposed LDA reclassification also requires adjacency to existing LDA or IDA lands per § NR3: I-NR3: I-12(b). EXHIBIT 2-8 demonstrates the adjacency of Parcel 93 and 241 to LDA parcels along Croppers Island Road. Additionally, portions of the overall growth allocation request do occur on both parcel 241 and parcel 93 (EXHIBIT 6-2). This further

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demonstrates the immediate adjacency of parcel 241 and the proposed adjacency of the expansion area of parcel 93 once consolidated with Parcel 241. Upon the completion of the growth allocation, the campground will expand its overall capacity to help meet tourism demand to Worcester County in areas adjacent to the Atlantic Coast and popular tourist destinations in the vicinity like Ocean City.

JURISDICTIONAL OBJECTIVES

As stated in the Worcester County Comprehensive Plan, the County has growth and planning objectives for development within the County. This proposed expansion helps further the following objectives listed in the Comprehensive Plan:

1. Maintain and enhance the county's livability[1]
    a. This project helps to facilitate demand for tourist living space
2. Provide adequate public health, safety, social, recreation, and waste disposal services[1]
    a. The expansion will provide for recreation, safety, wastewater treatment, and trash removal for its occupants
3. Facilitate the county's economic activity[1]
    a. The project helps to draw tourism to the County and surrounding local municipalities
4. Provide for adequate housing opportunities for all income and age groups[1]
    a. Campgrounds facilitate tourism without adding additional demand on existing residential areas. This frees up residential structures for long-term living arrangements and helps divert short term rentals to the campground
5. Continue the viability of the agriculture and forestry industries[1]
    a. Island Resort Campground occupies an agriculturally zoned parcel and campgrounds were considered a use-by-right for agriculturally zoned districts at the time of its establishment and is maintained as a legal non-conforming use.
6. Accommodate planned future growth through designated "growth centers" with development standards designed to minimize environmental and habitat disruption[1]
    a. The expansion of Island Resort Campground will utilize all development standards to minimize environmental and habitat disruption in coordination to the relevant regulatory agencies

[1] (2006). Worcester County Comprehensive Plan. P. Commission, Worcester County. Pg. 8

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ENVIRONMENTAL CONSIDERATIONS

TOPOGRAPHY

USGS topographical maps of the area have 5’ contours. The highest elevation contours on the property are the 30’ and 40” contours running almost parallel to the Northern most property line and adjacent to the Worcester Highway (EXHIBIT 2-1 and EXHIBIT 2-2). The lowest elevation contour on the property is 5’ contour encompassing the area near the mean high-water line on the Northeast side of the parcel adjacent to Bassett Creek and along the shore of the existing pond located on the property. In general, the subject property has topography that falls in a Northwest to Southeast direction. Field-run topography was conducted on the Subject Property in June of 2022 and confirm the USGS topographical data (EXHIBIT 7-1).

Use of growth allocation will allow expansion of the existing campground within the Critical Area.

WETLANDS

There are several Wetlands of Special State Concern (WSSC) shown on the property by Maryland Department of Natural Resource (MD-DNR) as per their mapping on the MERLIN online website (EXHIBIT 2-3). The nontidal wetlands are often associated with perennial and intermittent streams within wooded drainage basins. The wetlands on the project site are adjacent to the Northern most pond on parcel 241 expanding over the property line onto parcel 93 (EXHIBIT 7-1). Additionally, a second wetland area is located on the Southeastern most portion of the property adjacent to Porter Creek, located to the South of the subject property, and extending North onto the Subject Property (EXHIBIT 7-1). Nontidal wetlands border the tidal wetlands at the bottom of the slope on the Southwestern edge of the tidal gut of Bassett Creek (EXHIBIT 7-1). These areas are vegetated with plants surviving in the existing very low salinity conditions. Common plant species include Arrow arum, Cattails, Phragmites, Soft Rush, and Sweet Pepperbush near the upland transition. Wetlands existing on the subject property have been shown on the Growth Allocation concept plan.

Existing tidal and non-tidal wetlands were field delineated by L.E. Bunting Surveys Inc. in 2007 and 2010, by Soule Associates P.C. in 2015, and by Spencer Rowe Inc in 2022. Spencer Rowe’s delineation proved to be the most comprehensive and showed wetlands not identified in past delineations (EXHIBIT 5-2). The wetlands area for delineation shown was initiated based on an

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early concept plan. This early plan shows impacts to wetlands. That plan has been modified in light of the wetlands delineation performed and is shown in the proposed concept plans. This most recent and extensive wetland delineation was used to develop the concept design for the campground and to minimize wetland impacts. The Property Owner proposes to avoid all wetland impacts. The proposed expansion does impact wetland buffers identified on the property and a non-tidal wetland buffer disturbance permit must be acquired for 5,229 ft^2 of buffer disturbance.

The National Wetlands Inventory maps generally agree with these field observations. The application that is being made for growth allocation to reclassify 33.46 acres of RCA to LDA contains areas directly adjacent to tidal and non-tidal wetlands and does encroach into tidal wetland buffers but does not propose any wetland disturbance. This growth allocation application will pose no significant impacts to these mapped areas.

SOILS

The 33.46-acre proposed area is comprised of approximately 36.2% Type A/D soils, 29.3% Type B/D soils, 18.3% Type A soils, and 16.3% Type B soils (EXHIBIT 9-1). All of the soils within the project area are hydric with the exception of Rosedale Loamy Sand and Hambrook Sandy Loam located to the South and East of the existing pond and Northwest of the existing forest conservation area and wetlands which overlap parcel 241 and 93 property lines. Due to the extensive amount of hydric soils on the subject property (EXHIBIT 2-4) and the flat terrain, significant surface erosion is not expected from water generating sources. These include but are not limited to down spouts, sump pumps, foundation drains, and impervious surfaces around the existing buildings. Any stormwater management must address all sources of water from any proposed improvements. Additionally, due to the relative flat topography of the subject property, sediment release from any new proposed construction can be sufficiently contained with the installation of silt fence.

VEGETATION

The NWI maps identify estuarine wetlands at the base of the slope on the East side of the parcel, which is confirmed by the site visits. Also see the section on “WETLANDS” as it relates to existing vegetation.

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Extensive woodland exists on site (EXHIBIT 7-1). Within the proposed 33.46-acre growth allocation area, 24.33 acres are wooded. 2.79 acres are proposed to be cleared. Common tree species observed in this area are Red Maple, Loblolly Pine, Mulberry, and Sweetgum. Common herbaceous species that exist in this area are Poison ivy, English Ivy, Greenbriar, and several upland weed species. Vegetative species are thoroughly identified in the Forest Stand Delineation performed at the Subject Property in June of 2022 (EXHIBIT 8-1). The remainder of the forested areas outside of the development envelope and the proposed critical area envelope will remain. Per NR 3-116 of Worcester County Code, the proposed site must "Maintain or increase" tree cover within the LDA envelope. The project proposes afforestation of 2.93 unforested acres to the north of the development envelope. 2.29 of those acres are proposed within the 300ft setback in accordance with § NR3:I-NR3:I-12(e)(3) and 1:1 mitigated afforestation as referenced in COMAR 27.01.02.04 can be implemented (EXHIBIT 7-5). No tree clearing is proposed within the 100-foot buffer or the 300-foot tidal waterway setback. This consideration maintains wildlife corridors, habitats, and maintains watershed water quality integrity.

SUBMERGED AQUATIC VEGETATION

No submerged aquatic vegetation was observed or known to occur in Bassett Creek in the area immediately surrounding the Subject Property. All information obtained on known SAV locations was obtained from the MERLIN environmental navigator website. No SAV impacts have occurred in the land area proposed in this application for growth allocation.

SHELLFISH

No shellfish, specifically mussels, were observed in the area of Bassett Creek immediately surrounding the Subject Property. It should be noted however that this area of Bassett Creek has been designated as Maryland Coastal Bay Mussel Habitat. All information on known shellfish waters was obtained from the MERLIN environmental navigator website. No shellfish impacts have occurred in the land area proposed in this application for growth allocation and none are anticipated as a result of the proposed project.

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FINFISH

Small Rockfish were observed breaking the water surface along Bassett Creek the area of Bassett Creek immediately surrounding the parcel is known and mapped as Maryland Finfish Tidal Adult Habitat (EXHIBIT 2-5).

Watersheds with streams where anadromous and semi-anadromous fish spawn are particularly vulnerable to landscape disturbances that could result in physical, chemical, or biological degradation. This suggests that extra care be taken in clearing and grading in the vicinity of these streams. These watersheds may also contain important opportunities for conservation activities of both governmental and private sector organizations.

No discharges should occur that would affect any surface water.

All information on known finfish waters was obtained from publicly available geo data from the State of Maryland. No finfish impacts occurred in the land area proposed in this application for growth allocation.

AMPHIBIANS AND REPTILES

The subject Property has two areas that are identified as part of Maryland's Sensitive Species Project Review Areas: Group 3, ID # = 591 (204 acres) and Group 2, ID # = 1222 (237 acres). The proposed project occurs entirely within Group 2, ID # = 1222 (EXHIBIT 2-6). For the subject property, the Maryland Amphibian and Reptile Atlas (MARA) project was completed and has documented twenty-three (23) reptile and amphibian species that have been accepted or confirmed as occurring in or near the project site.

Those species are documented as the Eastern Mud Turtle, the Eastern Box Turtle, the Painted Turtle, the Northern Red-Bellied Cooter, the Eastern Snapping Turtle, the Common Five-lined Skink, the Northern Water Snake, the Red-bellied Watersnake, the Eastern Gartersnake, the Ring-necked Snake, the Eastern Wormsnake, the Northern Rough Greensnake, the Northern Black Racer, the Eastern Ratsnake, the Eastern Kingsnake, the Eastern Redbacked Salamander, the Fowler's Toad, the New Jersey Chorus Frog, the Spring Peeper, the Green Tree Frog, the Southern Leopard Frog, the Northern Green Frog, and the American Bull Frog (EXHIBIT 2-7).

The Atlas will further identify area goals identifying impacts of concern to species present. Development activities that would contribute to water chemical makeup, temperature, or clarity

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can be addressed through environmental site design to the maximum extent practical (ESD to the MEP). All information on known Amphibians and Reptiles was obtained from the Maryland Amphibian and Reptile Atlas (MARA).

WATERFOWL AND SHOREBIRDS

There are no recognized waterfowl areas within the Subject Property. There are no recognized Coastal Bay Shorebird areas within the Subject Property. There were no waterfowl or shorebirds observed during the site visit.

Regardless of the presence of waterfowl, all proposed impacts will set back 300 feet from tidal shoreline (Bassett Creek) and 25 feet from non-tidal shoreline (Pond) and will still allow for waterfowl and coastal shorebirds to freely access the area. All information on known waterfowl and coastal shorebirds was obtained from the MERLIN environmental navigator website. No waterfowl or coastal shorebird impacts will occur as a result of the approval of this growth allocation.

WILDLIFE

Wildlife onsite is typical of the area which include deer, raccoon, rabbit, groundhog, and Forest Interior Dwelling (bird) Species (FIDS). Any impact that would occur to the wildlife would be reflective of any proposed structures and the construction associated with it; i.e., woodland habitat loss (tree clearing), increased noise, vehicles, and pets. The development of this project will follow the Site Design Guidelines for FIDS to minimize the FIDS impact of the proposed 2.79 acres of tree clearing. The preliminary design utilizes all possible existing clearings, preserves wildlife corridors, is largely limited to the perimeter of the forest, and roadways are designed at less than 30’ in width. Additionally, the final proposed project will incorporate other measures such as limiting relevant development/tree-clearing to outside of the breeding season of April-August, maintaining a 300-foot setback from Bassett Creek, and landscaping with native vegetation. No colonial nesting birds were observed at the site.

All information on known wildlife was obtained from the MERLIN environmental navigator website. No wildlife impacts occurred in the land area proposed in this application for growth allocation.

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RARE, THREATENED, AND ENDANGERED (RTE) SPECIES

A request has been made to the Maryland Department of Natural Resources for information of any threats to RTE species. No rare, threatened or endangered species are supported on the project site (EXHIBIT 4-3). No species of concern were observed during the site visits and available Worcester County and USFWS did not identify known species of concern (EXHIBIT 4-2). No RTE impacts will occur in the land area proposed in this application for growth allocation. However, special attention will be paid to the habitats of special concern in the area and agency input and coordination will be a central focus of this project's attempt to avoid, minimize, and mitigate impacts. To this end, the Property Owners and their representatives through Spencer Rowe, Inc. have coordinated with Deborah Hinkle at MDE to identify and avoid impacts to an endangered bog fern species located in the identified wetlands of special state concern on site.

STORMWATER MANAGEMENT

The growth allocation as requested by this application for the increase in the amount of LDA will result in an increase of 4.54 acres of impervious surfaces. Due to the increase in impervious surface proposed, stormwater management features are proposed in this project. Due to the high groundwater and the significant presence of A/D and B/D hydric soils, stormwater management will consist largely of wet swales. The ESDv required for the proposed site is 21,814 ft^3.Per § NR3:I-NR3:I-06(c)(4)B, There is no 10% nutrient reduction required as the proposed growth allocation is not IDA. ESD to the MEP on this site has been met through A combination of proposed forest conservation and best management practices.

FOREST CONSERVATION AREAS

21.76 acres of existing forest containing wetlands and environmentally sensitive areas are proposed to be a Forest Conservation Area (FCA) (EXHIBIT 7-7). This FCA is adjacent to the proposed expansion and is included in the site LOD. The proposed FCAs are adjacent to existing forest conservation areas on Parcel 241 and Parcel 93 (EXHIBIT 5-3(a)(b)). The proposed 21.76 acres of forest conservation area generates 12,316 cf of ESDv credit.

WET SWALES

The remaining 9,498 ft^3 of ESDv required is treated through wet swales (EXHIBIT 7-6). Wet Swale #1 (WS-1) is designed to utilize a 4-foot bed and 3:1 slopes. WS-1 provides a surface area of 13,700 ft^2 with 6" of ponding and 6" of freeboard. WS-1 generates 6,850 ft^3 of ESDv credit.

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Wet Swale #2 (WS-2) is designed to utilize a 4-foot bed and 3:1 slopes. WS-2 provides a surface area of 5,600 ft^2 with 6" of ponding and 6" of freeboard. This practice generates 2,800 ft^3 of ESDv credit and fully satisfies the remaining stormwater management requirements for the proposed project. Verified with the Maryland ESD Spreadsheet and the Maryland Stormwater Design Manual, the stormwater will be treated and will not negatively impact the watershed water quality or cause excessive runoff (EXHIBIT 3-1).

AGENCY CORRESPONDENCE

MARYLAND DEPARTMENT OF PLANNING

The project has been submitted to MDP Clearinghouse for State-level intergovernmental review. The clearinghouse review has yielded comments which conclude the project Consistent with Qualifying Comments and Contingent Upon Certain Actions (Exhibit 3-1). A list of agencies which participated in this review are as follows:

1. Maryland Department of Planning
2. Department of Natural Resources
3. Maryland Historical Trust
4. Maryland Department of Agriculture
5. Department of Transportation

DEPARTMENT OF NATURAL RESOURCES

DNR was contacted directly in addition to the MDP clearinghouse review in order to consult early on this project with respect to the significant sensitive habitat areas on the property. Specifically, the number of reptiles and amphibians listed on the site are of special concern to DNR and the project should work with DNR to minimize and mitigate and potential impacts. This more in-depth and focused review by DNR has not yielded a full set of comments and recommendations at this time.

US FISH AND WILDLIFE SERVICE

US Fish and Wildlife Service was consulted via the USFWS environmental review process. The review yielded a preliminary result of 0 threatened, endangered, or candidate species on the species list for the proposed project site. Additionally, there are no refuge lands within the project area (EXHIBIT 4-2).

US ARMY CORPS OF ENGINEERS

The US Army Corps of Engineers was contacted to provide preliminary comments and recommendations regarding the proposed project due to the proximity of the project to tidal waterways. Emails from US Army Corps of Engineers confirmed that comments on the project would be issued if and when the project submits permit applications during the design phase.

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SUMMARY AND EVALUATION OF POTENTIAL IMPACTS

Based on information obtained and reported above, the following potential impacts and recommendations are noted:

A. Existing tidal and non-tidal wetlands were field delineated by Spencer Rowe Inc. in 2022. This survey shows consistent boundaries for existing wetlands which have been avoided and preserved by the Property Owner through each proposed expansion of the campground. This most recent and extensive wetland delineation was used to develop the concept design for the campground and to minimize wetland impacts. The Property Owner proposes to avoid all wetland impacts. The proposed expansion does impact wetland buffers identified on the property and a non-tidal wetland buffer disturbance permit must be acquired for 5,229 ft^2 of buffer disturbance. The Property Owner will continue to work with AHJs to minimize environmental resource impacts during the expansion process.

B. Wildlife and Vegetation will be impacted as a result of this project. Mitigation of impacts must be implemented and coordinated with relevant regulatory agencies.

1. FIDS impact must be addressed and mitigated or avoided
2. Impacts to Sensitive Species Project Review Area Group 2, ID # = 1222 must be addressed, mitigated, and coordinated with DNR
4. A forest conservation plan should be developed for the proposed FCAs.

C. Grading and disturbance of soils must be controlled with silt fences. This will suffice in SEC practices due to the flat topography.

D. High groundwater and hydric soils limits the ability to use ESD practices. Wet swales will be the predominant stormwater management structure to address and treat runoff from new impervious areas in conjunction with proposed forest conservation areas.

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DRAFT

Minutes of the County Commissioners of Worcester County, Maryland

January 16, 2024

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

Following a motion by Commissioner Bunting, seconded by Commissioner Fiori, the commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Candace Savage, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, Human Resources Director Stacey Norton and Deputy Director Pat Walls, Library Board of Directors President Jeff Smith, and representatives from Bancroft Construction, Keller Construction, Whiting Turner. Topics discussed and actions taken included the following: hiring Katelyn Bueno as an emergency communications specialist trainee in Emergency Services, Harold Roberts and John Lacy, III as landfill operators in the Solid Waste Division, and Alonzo Davis, Neiman Holden, and Kody Jacoby as correctional officer trainees in the County Jail; promoting Senior Corporal Timothy Scott to sergeant; receiving legal advice from counsel; and performing administrative functions, including discussing board appointments, and vendor presentations from the top three bidders for the construction of a new Pocomoke Branch Library.

Following a motion by Commissioner Fiori, seconded by Commissioner Bunting, the commissioners unanimously voted to adjourn their closed session at 9:52 a.m.

After the closed session, the commissioners reconvened in open session. Commissioner Bertino called the meeting to order, and following a morning prayer by Davida Washington of DRP and pledge of allegiance, announced the topics discussed during the morning closed session.

The commissioners reviewed and approved the open and closed session minutes of their December 19, 2023 meeting as presented.

The commissioners presented a years-of-service commendation to K9 Officer Simon after serving for more than nine years with his handler, Lieutenant Christopher Larmore in the Worcester County Sheriff's Office.

Sheriff Matthew Crisafulli accepted a commendation from the commissioners on behalf

of Deputy Mark Shayne, who was named the 2023 Law Enforcement Officer of the Year for Worcester County by Mothers Against Drunk Drivers for stopping 200 impaired individuals from driving on Maryland roadways during the past two years.

The commissioners presented commendations honoring Virgil and Kenny Dukes, both of whom have served citizens as members of the Girdletree Volunteer Fire Department for seventy years. Kenny Dukes was not able to be in attendance at the meeting.

The commissioners presented a commendation to staff from Big Brothers Big Sisters of the Eastern Shore recognizing January as National Mentoring Month and encouraged those looking to make a positive difference in the community to consider becoming mentors.

Upon a motion by Commissioner Bunting, the commissioners unanimously approved by consent agenda item numbers 2-8 and 11-12 as follows: accepting the Emergency Management Performance Grant of $76,316.98; entering into an MOU with Coastal Vida Events, LLC, for the Ride Maryland's Coast Bike Festival, Saturday, May 4, 2024; out-of-state travel request for two staff to attend the Association of Government Accountants Professional Development Training July 13 – 18, 2024; a Maryland Agricultural Land Preservation Foundation matching funds of $90,000, for easement acquisitions; 2024 employee events and programs; allocating $23,465 for the Sunset Avenue sewer design; bid documents for the Mystic Harbour Backwash Pond Cleaning; purchasing Pocomoke Middle School multi-sport court floor for $148,000 from Musco Sports Lighting, LLC; letter of support to allow out-of-state RV dealers to participate in RV shows in Worcester County.

Pursuant to the request of Procurement Officer Nicholas Rice and upon a motion by Commissioner Purnell, the commissioners unanimously approved bid specifications for the Youth Care Coordination Program through the Health Department.

Pursuant to the request of Mr. Rice and upon a motion by Commissioner Fiori, the commissioners unanimously approved bid specifications for the Riddle Farm force main bypass design. In response to a question by Commissioner Bertino, Public Works Director Dallas Baker confirmed that the emergency bypass will eliminate the need to pump and haul sewage from the Riddle Farm Wastewater Treatment Plant (WWTP) to the Ocean Pines WWTP for treatment.

The commissioners met with Finance Officer Phil Thompson and Chris Hall of TGM Group, LLC, Certified Public Accountants to review the County's Annual Comprehensive Financial Report (ACFR) for the Fiscal Year ending June 30, 2023. Mr. Thompson stated that this is the most important financial document the County produces each year, and it is placed on file with the federal clearing house, the State of Maryland, and many other entities the County does business with. He then reviewed the contents of the document and advised that the greatest change in the FY23 report is the impact on the Other Post-Employment Benefits (OPEB) liability for General Government, which decreased by more than $2.1 million in in FY23. Similarly, the OPEB liability for the Board of Education (BOE) decreased by $11.4 million at the end of FY23. In response to a question by Commissioner Bertino, Mr. Thompson advised that the decrease

was the combined result of aggressive, continued funding and implementation of the Medicare carveout in FY22, which decreased the County's liability significantly.

Mr. Thompson then announced that the County was awarded the Certificate of Achievement for Excellence in Financial Reporting for the fifteenth consecutive year by the Government Finance Officers Association (GFOA) of the United States and Canada for its ACFR for FY21. This award is the highest form of recognition awarded to local governments in the areas of accounting and financial reporting and assures the users of the County's financial statements that the County is complying with the most recent accounting and finance pronouncements in a format that is widely acceptable. He recognized key members of the finance team, Deputy Chief Administrative Officer Candace Savage, Budget Officer Kim Reynolds, Deputy Finance Officer Jessica Wilson, Tax Manager Michelle Carmean, and Enterprise Fund Controller Barbara Hitch for their contributions to the creation of this document.

Mr. Hall reviewed the Independent Auditors' Report, issuing Worcester County an unmodified opinion, which represents the highest assurance TGM can give. He then reviewed the Independent Auditor's Report and other areas of the ACFR. He commended the County's financial team for the job they do and for partnering with TGM auditors to complete this project. The commissioners thanked Mr. Hall and his team for all their work. In response to a question by Commissioner Bertino, Mr. Hall confirmed that part of the audit is assuring the proper segregation of responsibilities, and if there had been any irregularities, that finding would have been included in an audit communication.

Finance Officer Phil Thompson provided an overview of the State Department of Assessment and Taxation (SDAT) press release issued December 29, 2023 announcing that property values rose by 23.4% across Maryland and 46.1% for Worcester County following the 2023 reassessment of Ocean City Maryland. Mr. Thompson stated that this will result in a very modest overall increase of 7.97% or $14 million in property tax revenues to the County. To clear up any public confusion regarding the wording of this State press release, he advised that the percentage increase noted in the SDAT release is a total value increase, which will either be phased in over a three-year period or limited to a 3% increase per year for those who participate in the Homeowners Tax Credit program. Mr. Thompson stated that the County has the third lowest property tax rate, and this revenue accounts for approximately two-thirds of the overall County budget.

The commissioners met in legislative session.

The commissioners conducted a public hearing to consider a request submitted by Attorney Mark Cropper on behalf of Island Resort Park, Inc. to award approximately 33.46 acres of the County's Atlantic Coastal Bays Critical Area Growth Allocation for the Island Resort Campground, located on the northerly side of Croppers Island Road in Newark and identified on tax Map 40 as Parcels 93 and 241, resulting in a reclassification of said property from Resource Conservation Area to Limited Developed Area. Environmental Programs Director Bob Mitchell reviewed the application, noting that the applicant is proposing to expand the existing campground by 62 campsites. He advised that there are currently 369.18 acres of growth allocation available, and the Planning Commission granted a favorable recommendation to the request. If the commissioners approve the request, this case will be sent to the Critical Area Commission for final approval.

Commissioner Bertino opened the floor to receive public comment.

Mr. Cropper reviewed the history of Island Resort Campground, including its prior use as a surface mine, and he advised that the proposed project received special exception approval from the Board of Zoning App, making this a legal, nonconforming use for which the county Code does allow for expansion. Therefore, the next step will be to file a request with the BZA for an expansion.

Mr. Yule, owner of the campground, advised that he would like to expand the campground to include an additional 62 sites in the existing campground, and he urged the commissioners to approve his request.

Engineer James Cook supported the proposed growth allocation and concurred with all but one exception on page 27 of the staff report that the request is consistent with the Critical Area Law. Mr. Cropper disagreed with staff's findings that the request is inconsistent with the Comprehensive Plan. He noted that staff compared this request to a rezoning; however, the two requests are not similar, as the special exception is a presumptively permitted use in the A-1 zone.

Stephan Katsanos of South Point opposed the requested growth allocation and urged the commissioners not to act on this request.

Commissioner Mitrecic read an email from Judy and Brian Wilbur of Croppers Island Road opposing the proposed growth allocation and campground expansion, but asked for certain studies and traffic calming measures be implemented in the event that the commissioners are inclined to approve the request.

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

In response to questions by Commissioner Bertino regarding Mr. Cropper's disagreement with staff's findings regarding the consistency with the Comprehensive Plan, Mr. Mitchel stated that staff did not ignore literal inconsistencies with the plan, but acknowledged that the existing campground was granted a special exception. He stated that staff comments were an initial take on the application for any campground in the agricultural zone. Environmental Programs Deputy Director David Bradford reviewed the environmental impacts for the project, including planting more trees than those to be removed, installing 21 acres of forest conservation area, and implementing stormwater management and wetland delineation. He stated that the County has only used 75 acres of growth allocation to date, and staff considers this request to be a good use of that growth allocation. Mr. Mitchell concurred, noting that the water quality in the Newport Bay has improved according to the Maryland Coastal Bays Program's most recent report card.

Upon a motion by Commissioner Mitrecic, the commissioners unanimously approved the requested growth allocation and accepted the Findings of Fact.

The commissioners met with Development Review and Permitting (DRP) Director Jennifer Keener to review a text amendment application submitted by Hugh Cropper to add a special exception use in the C-2 General Commercial District to allow multi-family dwelling units to be detached from the principal commercial structure. Ms. Keener stated that this mirrors what the commissioners recently approved in the C-3 Highway Commercial District.

Following some discussion, Commissioners Elder, Mitrecic, and Purnell introduced the aforementioned text amendment and agreed to schedule a public hearing on the bill.

The commissioners met with County Attorney Roscoe Leslie to review a text amendment application drafted by staff to make minor changes to the Ethics Ordinance to comply with State law. Mr. Leslie stated that this is a housekeeping measure.

Following some discussion, Commissioners Abbott, Bertino, Bunting, Elder, Fiori, Mitrecic, and Purnell introduced the aforementioned text amendment and agreed to schedule a public hearing on the bill.

The commissioners adjourned their legislative session.

The commissioners met with Procurement Officer Nick Rice to discuss the five proposals submitted for the construction manager at risk services for the new Pocomoke Branch Library project. Mr. Rice advised that staff evaluated and ranked the proposals, and earlier that morning the commissioners and staff interviewed the three, top-ranked firms: Bancroft Construction, Keller Construction Management (The Design Group), and Whiting -Turner.

Upon a motion by Commissioner Mitrecic, the commissioners unanimously accepted the proposal from Keller Construction Management as presented.

Information Technology Director Brian Jones provided an update on County partnerships with Choptank, Talkie, Maryland Broadband Cooperative, and Simple Fiber to extend the availability of broadband to unserved and underserved areas of the County. He stated that in 2021 over 6,400 homes in the County had no access to broadband; however, upon completion of currently planned projects, over 5,000 homes will have access to broadband internet services. He then reviewed broadband initiatives in the County, which include but are not limited to the following: Choptank has already hooked up 470 residents, Talkie has made service available to 558 homes, Simple Fiber is actively installing fiber in Pocomoke City, and MdBC has deployed next generation of middle-mile optical equipment through Points of Presence on the Lower Eastern Shore, will upgrade to 10 Gigabit cell service at all MdBC served towers in the County by the end of 2024, expanded its footprint of service offerings, and is working directly with the above providers to distribute grant funds for local projects. He also reviewed ongoing and upcoming projects, as well as federal and state grants awarded to the County. He noted that the cost to extend broadband to the rural areas of the County was estimated to cost $77 million; however, through aggressively applying for and being awarded a mix of federal and state grants, the County has only expended $96,000 in matching funds to date. He concluded that a map showing the progress of fiber installation in the County will be available for public viewing on the County website, so residents may identify and contact service providers in their area.

The commissioners thanked County staff and the providers for their aggressive schedule to make broadband service available to County residents.

Budget Officer Kim Reynolds presented the schedule for the requested FY25 County Operating Budget, with budget work sessions to take place April 9 and 16, the public hearing on May 7, and budget work sessions to balance the budget and consider personnel matters on May 14 and May 21 (if needed). In response to questions by Commissioner Bertino, Chief Administrative Officer Weston Young confirmed that he will be meeting with Board of Education officials later this month to discuss budget formatting.

Emergency Services Director Billy Birch and Deputy Director James Hamilton met with the commissioners to seek approval for an over expenditure to purchase L3Harris radios at discounted costs of 54% to 64% to update the County's cache of radios. Mr. Birch reviewed the details and proposed four potential purchase options. In response to questions by Commissioner Bertino, Mr. Hamilton advised that the new radios would be distributed to the Sheriff's Office, with older models to be passed on to non-public safety agencies, like Public Works, and eliminate radios that are 20 years old. In response to questions by Commissioner Bunting, Mr. Hamilton explained that the sale models are of equal value and include additional features not available on than the existing models. In response to questions by Commissioner Bertino regarding potentially funding sources in the event that the commissioners approve the purchase of radios, Deputy Chief Administrative Officer Candace Savage recommended utilizing Local Impact Grant (LIG) funds from the Casino at Ocean Downs. There is currently $2 million available in LIG funding, and Ms. Savage recommended holding a contingency fund of at least $1 million.

Following much discussion and upon a motion by Commissioner Bunting, the commissioners unanimously approved Option 2 at a cost of $338,914.60 to purchase 17 mobiles and 58 portables for fire and EMS agencies and 41 portables for the Sheriff's Office. This represents a savings of $569,930.90.

Pursuant to the recommendation of Procurement Officer Nick Rice and upon a motion by Commissioner Mitrecic, the commissioners unanimously accepted a proposal from Value Carpet One for the purchase and installation of vinyl flooring in the patient and surgical areas of the Berlin Dental Clinic and to install carpeting in other areas of the building at a total cost of $39,454. Mr. Rice explained that the inclusion of carpet installation will result in a budget overage of $4,454; however, funding is available within Assigned Funds to cover the overage.

Pursuant to the recommendation of Mr. Rice and upon a motion by Commissioner Bunting, the commissioners unanimously accepted a proposal from Value Carpet One to replace the carpet at the Health Department in Snow Hill at a total cost of $78,628.89 utilizing assigned fund balance.

Pursuant to the recommendation of Mr. Young and upon a motion by Commissioner Bunting, the commissioners unanimously authorized County staff to meet with Town of Ocean City officials to discuss options to improve sewer capacity in West Ocean City.

The commissioners met with Mr. Young to discuss correspondence from the Town of Ocean City advising that the town has agreed to a request from Diakonia to connect to the WOC sewer collection system utilizing the town's sewer capacity in exchange for a deed restriction on the property. Town officials further advised that sewer capacity to Diakonia would not count toward the existing one million gallons per day of treatment allocation reserved for the WOC service area nor would the town charge Diakonia any equity fees to acquire this allocation. Mr. Young noted that the proposed project falls within the Mystic Harbour service area, which is currently at capacity and unable to provide sewer capacity to this and several other requested projects. Therefore, he advised that staff is requesting guidance regarding whether Environmental Programs should proceed with modifying the WOC service area to include the

project to allow Diakonia to bypass the adjacent Mystic Harbour collection system and connect directly to the WOC collection system.

Commissioner Mitrecic commended the service that Diakonia provides. He noted that Diakonia contacted the town directly to secure the necessary flow, they are not asking for anything from the County, and he concluded that allowing them to tie into the WOC collection system is the right thing to do. Commissioner Fiori agreed that Diakonia provides necessary services, but stated that the County must maintain a level playing field when approving sewer projects, and it would not be fair to give this project an advantage that is not currently available to others. In response to a question by Commissioner Elder, Mr. Young advised that the only cost to the County would be staff time, albeit likely significant staff time. Commissioner Bertino stated that no other entity outside of the County should be determining future growth within unincorporated areas, and stressed that those residing or doing business in unincorporated areas should not attempt to circumvent that process by requesting service from a municipality. He also urged Mr. Young to share the details of today's conversation when he meets with Ocean City Town Manager Terry McGean later this month. Commissioner Abbott stressed that negotiating with Ocean City officials is the best course of action to secure the sewer needed for shovel-ready projects.

Following much discussion, a motion by Commissioner Mitrecic to approve the request to allow Diakonia to connect to the WOC sewer collection district failed 3-4, with Commissioners Elder, Mitrecic, and Purnell voting in favor and Commissioners Abbott, Bertino, Bunting, and Fiori voting in opposition.

The commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Bunting, the commissioners unanimously agreed to reappoint Marlene Ott to the Planning Commission and to appoint Kathy Drew to the Planning Commission and Stephen Kolarik, Jr. to the Economic Development Advisory Board.

Upon a nomination by Commissioner Abbott, the commissioners unanimously agreed to reappoint Kenneth Lambertson to the Board of Electrical Examiners and to appoint Kathleen Palmer to the Commission for Women.

Upon a nomination by Commissioner Purnell, the Commissioners unanimously agreed to appoint Michael Trader to Drug and Alcohol Abuse Council (DAAC) and to reappoint Jim Freeman and Mimi Deen to the DAAC and Dr. Mark Bowne to the Local Management Board.

Upon a nomination by Commissioner Elder, the commissioners unanimously agreed to appoint Joseph Stigler to Recreation Advisory Board.

Pursuant to the request of Ann Coates and upon a motion by Commissioner Mitrecic, the commissioners unanimously agreed to send a letter to Maryland Transportation Secretary Paul J. Wiedefeld seeking his support to expedite drainage improvements on MD Rt. 12 north of the drawbridge in Snow Hill. This project was included in the County's 2023 State Transportation Priorities letter to the State, as this designated evacuation route floods even during moderate rain events, making it impassable when the route is needed most.

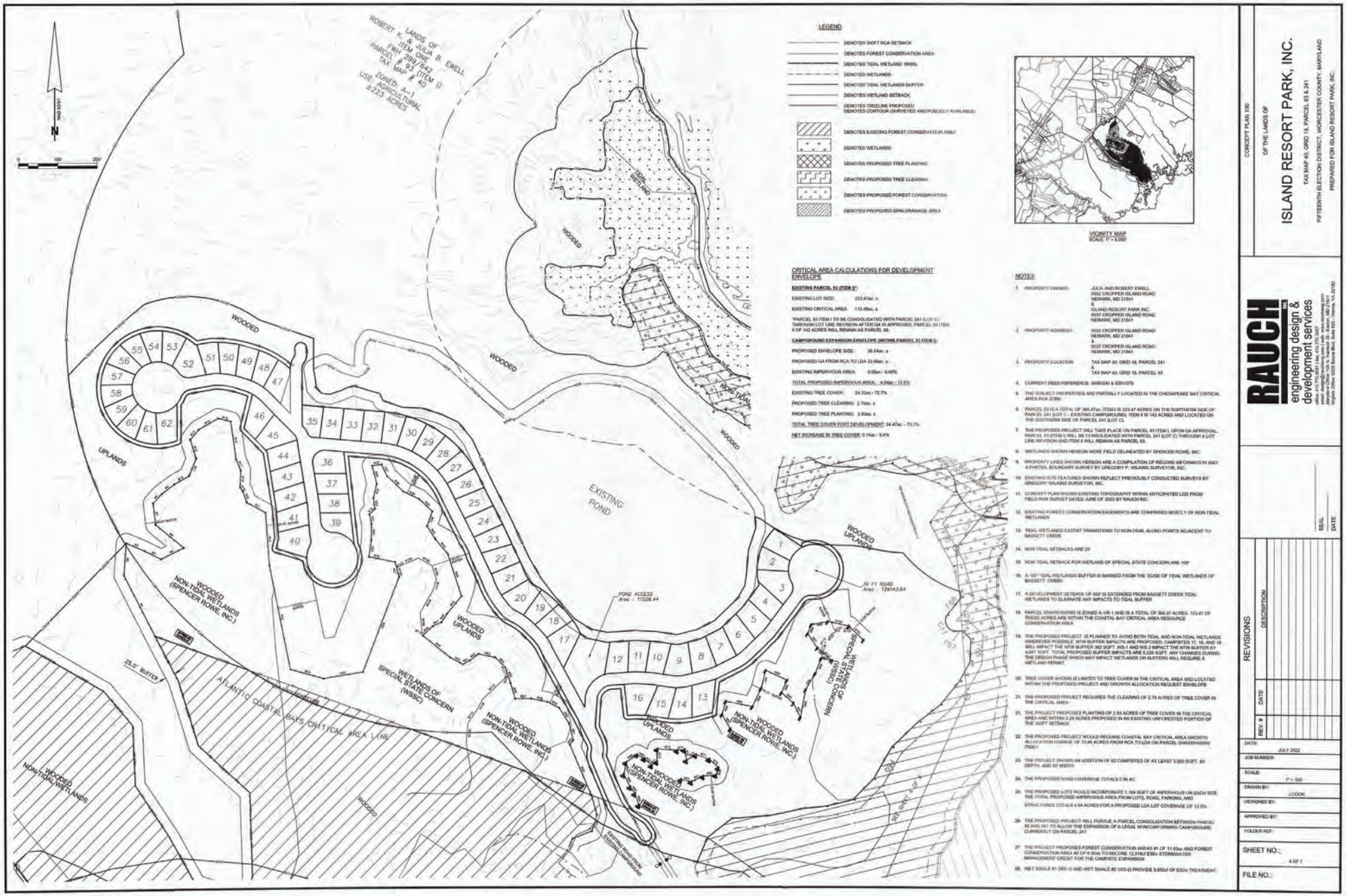
Commissioner Mitrecic addressed an editorial in Maryland Coast Dispatch condemning the commissioners for being one of the few entities in the State that does not allow public comments during meetings. He stated that it is important for the public to have a voice before

government and favored allowing comments at the commissioners' meetings. Commissioners Elder and Purnell concurred. Commissioners Abbott and Bertino both noted that they host town hall events and maintain open-door policies and welcome constituents to contact them directly, and these methods are very effective in addressing public concerns. Commissioner Bertino stated that it has been his experience that public comments do not necessarily provide more effective government, as they are a one-way conversation. Whereas, two-way conversations that offer real results have proven success.

Following some discussion and upon a motion by Commissioner Mitrecic, the commissioners voted 5-2, with Commissioners Bertino and Bunting voting in opposition, to direct staff to develop a vehicle for their consideration that would permit public comments at future commissioners' meetings.

Mr. Young informed the commissioners and the public that Representative Andy Harris will host a public form in Ocean City Saturday, January 20, at 2 p.m. on the harmful effects offshore wind industrialization is having on marine life, the environment, and the economy. Commissioner Mitrecic agreed to attend and speak in opposition to the project on behalf of the commissioners.

The commissioners answered questions from the press, after which they adjourned to meet again on February 6, 2024.



CRITICAL AREA CALCULATIONS FOR DEVELOPMENT ENVELOPE

EXISTING PARCEL 93 (ITEM I)*:

EXISTING LOT SIZE: 223.47ac ±

EXISTING CRITICAL AREA: 113.69ac ±

*PARCEL 93 ITEM I TO BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH LOT LINE REVISION AFTER GA IS APPROVED. PARCEL 93 ITEM II OF 142 ACRES WILL REMAIN AS PARCEL 93.

CAMPGROUND EXPANSION ENVELOPE (WITHIN PARCEL 93 ITEM I):

PROPOSED ENVELOPE SIZE: 39.54ac ±

PROPOSED GA FROM RCA TO LDA 33.46ac ±

EXISTING IMPERVIOUS AREA: 0.00ac - 0.00%

TOTAL PROPOSED IMPERVIOUS AREA: 4.54ac - 13.5%

EXISTING TREE COVER: 24.33ac - 72.7%

PROPOSED TREE CLEARING: 2.79ac ±

PROPOSED TREE PLANTING: 2.93ac ±

TOTAL TREE COVER POST DEVELOPMENT: 24.47ac - 73.1%

NET INCREASE IN TREE COVER: 0.14ac - 0.4%

NOTES

1. PROPERTY OWNER: JULIA AND ROBERT EWELL, 9562 CROPPER ISLAND ROAD, NEWARK, MD 21841 & ISLAND RESORT PARK INC. 9537 CROPPER ISLAND ROAD, NEWARK, MD 21841
2. PROPERTY ADDRESS: 9562 CROPPER ISLAND ROAD NEWARK, MD 21841 & 9537 CROPPER ISLAND ROAD, NEWARK, MD 21841
3. PROPERTY LOCATION: TAX MAP 40, GRID 18, PARCEL 241 & TAX MAP 40, GRID 18, PARCEL 93
4. CURRENT DEED REFERENCE: 5490/330 & 5391/075
5. THE SUBJECT PROPERTIES ARE PARTIALLY LOCATED IN THE CHESAPEAKE BAY CRITICAL AREA RCA ZONE.
6. PARCEL 93 IS A TOTAL OF 365.47ac, ITEM I IS 223.47 ACRES ON THE NORTHERN SIDE OF PARCEL 241 (LOT C - EXISTING CAMPGROUND). ITEM II IS 142 ACRES AND LOCATED ON THE SOUTHERN SIDE OF PARCEL 241 (LOT C).
7. THE PROPOSED PROJECT WILL TAKE PLACE ON PARCEL 93 ITEM I, UPON GA APPROVAL. PARCEL 93 (ITEM I) WILL BE CONSOLIDATED WITH PARCEL 241 (LOT C) THROUGH A LOT LINE REVISION AND ITEM II WILL REMAIN AS PARCEL 93.
8. WETLANDS SHOWN HEREON WERE FIELD DELINEATED BY SPENCER ROWE, INC.
9. PROPERTY LINES SHOWN HEREON ARE A COMPILATION OF RECORD INFORMATION AND A PARTIAL BOUNDARY SURVEY BY GREGORY P. WILKINS SURVEYOR, INC.
10. EXISTING SITE FEATURES SHOWN REFLECT PREVIOUSLY CONDUCTED SURVEYS BY GREGORY WILKINS SURVEYOR, INC.
11. CONCEPT PLAN SHOWS EXISTING TOPOGRAPHY WITHIN ANTICIPATED LOD FROM FIELD-RUN SURVEY DATED JUNE OF 2022 BY RAUCH INC.
12. EXISTING FOREST CONSERVATION EASEMENTS ARE COMPRISED MOSTLY OF NON-TIDAL WETLANDS
13. TIDAL WETLANDS EXTENT TRANSITIONS TO NON-TIDAL ALONG POINTS ADJACENT TO BASSETT CREEK
14. NON-TIDAL SETBACKS ARE 25'
15. NON-TIDAL SETBACK FOR WETLAND OF SPECIAL STATE CONCERN ARE 100'
16. A 100' TIDAL WETLANDS BUFFER IS MARKED FROM THE EDGE OF TIDAL WETLANDS OF BASSETT CREEK
17. A DEVELOPMENT SETBACK OF 300' IS EXTENDED FROM BASSETT CREEK TIDAL WETLANDS TO ELIMINATE ANY IMPACTS TO TIDAL BUFFER
18. PARCEL 0040/0018/0093 IS ZONED A-1/R-1 AND IS A TOTAL OF 368.47 ACRES. 1/3-47 OF THESE ACRES ARE WITHIN THE COASTAL BAY CRITICAL AREA RESOURCE CONSERVATION AREA
19. THE PROPOSED PROJECT IS PLANNED TO AVOID BOTH TIDAL AND NON-TIDAL WETLANDS WHEREVER POSSIBLE. NTW BUFFER IMPACTS ARE PROPOSED. CAMPSITES 17, 18, AND 19 WILL IMPACT THE NTW BUFFER 362 SQFT. WS-1 AND WS-2 IMPACT THE NTW BUFFER BY 4,647 SQFT. TOTAL PROPOSED BUFFER IMPACTS ARE 5,229 SQFT. ANY CHANGES DURING THE DESIGN PHASE WHICH MAY IMPACT WETLANDS OR BUFFERS WILL REQUIRE A WETLAND PERMIT.
20. TREE COVER SHOWN IS LIMITED TO TREE COVER IN THE CRITICAL AREA AND LOCATED WITHIN THE PROPOSED PROJECT AND GROWTH ALLOCATION REQUEST ENVELOPE
21. THE PROPOSED PROJECT REQUIRES THE CLEARING OF 2.79 ACRES OF TREE COVER IN THE CRITICAL AREA.
21. THE PROJECT PROPOSES PLANTING OF 2.93 ACRES OF TREE COVER IN THE CRITICAL AREA AND WITHIN 2.29 ACRES PROPOSED IN AN EXISTING UNFORESTED PORTION OF THE 300FT SETBACK.
22. THE PROPOSED PROJECT WOULD REQUIRE COASTAL BAY CRITICAL AREA GROWTH ALLOCATION CHANGE OF 33.46 ACRES FROM RCA TO LDA ON PARCEL 0040/0018/0093 ITEM I
23. THE PROJECT SHOWS AN ADDITION OF 62 CAMPSITES OF AT LEAST 3,000 SQFT. 60' DEPTH. AND 50' WIDTH.
24. THE PROPOSED ROAD COVERAGE TOTALS 2.96 AC
25. THE PROPOSED LOTS WOULD INCORPORATE 1,104 SQFT OF IMPERVIOUS ON EACH SITE. THE TOTAL PROPOSED IMPERVIOUS AREA FROM LOTS, ROAD, PARKING, AND STRUCTURES TOTALS 4.54 ACRES FOR A PROPOSED LDA LOT COVERAGE OF 13.5%
26. THE PROPOSED PROJECT WILL PURSUE A PARCEL CONSOLIDATION BETWEEN PARCEL 93 AND 241 TO ALLOW THE EXPANSION OF A LEGAL NONCONFORMING CAMPGROUND CURRENTLY ON PARCEL 241
27. THE PROJECT PROPOSES FOREST CONSERVATION AREAS #1 OF 11.63ac AND FOREST CONSERVATION AREA #2 OF 9.93ac TO SECURE 12,316cf ESDv STORMWATER MANAGEMENT CREDIT FOR THE CAMPSITE EXPANSION
28. WET SWALE #1 (WS-1) AND WET SWALE #2 (WS-2) PROVIDE 9,850cf OF ESDv TREATMENT.

CONCEPT PLAN 100

OF THE LANDS OF

ISLAND RESORT PARK, INC.

TAX MAP 40, GRID 18, PARCEL 93 & 241

FIFTEENTH ELECTION DISTRICT, WORCESTER COUNTY, MARYLAND

PREPARED FOR ISLAND RESORT PARK, INC.

RAUCH PA
engineering design & development services
office: 410.770.8051 | fax: 410.770.2407
Maryland Office: 104 N. Harrison St. - 2 floors | 800.210.6121
Virginia Office: 4309 Bruce St. - 2 floors | 800.210.6121

REVISIONS

REV. #	DATE	DESCRIPTION

SEAL

DATE

DATE:	JULY 2022
JOB NUMBER:	
SCALE:	1" = 100'
DRAWN BY:	J.COOK
DESIGNED BY:	
APPROVED BY:	
FOLDER REF:	
SHEET NO.:	4 OF 7
FILE NO.:	


Bassett Creek
Island Resort
Campground
3D


EXISTING DIRT ROAD
FUTURE EXPANSION
25' BUFFER TO
NON-TIDAL WETLANDS
FUTURE EXPANSION
FUTURE
861.34'
OTHER LANDS OF
ROBERT K. & JULIA B. EWELL
ITEM ONE
FWH 299/642
PARCEL # 93
TAX MAP # 40
ZONED: A-1
USE: AGRICULTURAL
±226 ACRES
BY AND WITH NON-TIDAL WETLANDS LINE
OUTLOT A
OPEN SPACE AREA
F

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September 4, 2024

Mr. Mark Cropper
Ayres, Jenkins, Gordy, & Almand, P.A.
6200 Coastal Highway, Suite 200
Ocean City, Maryland 21842

RE: Island Resort Campground
Worcester County, Maryland
Our Job No.: 2024-0331

Dear Mr. Cropper:

The Traffic Group, Inc. has prepared a Traffic Impact Analysis for the proposed expansion of the Island Resort Campground on the surrounding roadway network, which is located along Croppers Island Road, east of US 113 in Newark, Worcester County, Maryland as shown on Figure 1. Presently, Island Resort Campground has a total of 175 Rental Sites/Units where most of the sites are for RVs with a small number of Rental Cabin Units and the proposed increase will be 53 Rental Sites for a total of 228 Rental Sites/Units.

Study Area and Traffic Volumes

Based on our knowledge of the area and the anticipated impact of new trips from the Island Resort Campground, the following intersections were identified to be included as part of this analysis:

1. US 113 @ Cropper Island Road; and
2. Croppers Island Road @ Bay Harbour Road.

In addition to these intersections, Croppers Island Road was analyzed to determine if it could accommodate the increased traffic from the Island Resort Campground. Figure 2 has been prepared to detail the existing lane use and traffic control devices at each of the study intersections as well as the roadway widths along Croppers Island Road, which is a two-lane undivided roadway with a minimum width of 22 feet and a maximum width of 24 feet. This roadway has white edgelines to identify the edge of the road and a double yellow line that separates the lanes.

Intersection turning movement counts were collected at each of the study intersections and at the Island Resort Campground Access on Memorial Day Weekend during the following times:

- Thursday May 23, 2024, from 7–9 AM and 4–6 PM
- Friday May 24, 2024, from 7–9 AM and 4–6 PM
- Saturday May 25, 2024, from 11 AM to 3 PM

A summary of the existing peak hour traffic volumes can be found on Figures 3A (Thursday), 3B (Friday), and 3C (Saturday) and all the counts can be found in Appendix A along with aerial photos.

Existing Conditions

Intersection Capacity Analyses were undertaken at each of the study intersections based on the 2024 existing traffic conditions using the Maryland Department of Transportation State Highway Administration (MDOT SHA) Critical Land Volume (CLV) and Highway Capacity Manual Roadway Link Methodologies. The results can be found in Tables 1 and 2, respectively.

Table 1 – Intersection Capacity Analysis (CLV)

	5/23/2024	5/24/2024	5/25/2024
1. US 113 & Croppers Island Road			
Morning Peak Hour Traffic	A/308	A/323	N/A
Evening Peak Hour Traffic	A/390	A/399	N/A
Saturday Midday Peak Hour Traffic	N/A	N/A	A/411
2. Croppers Island Road & Bay Harbour Road			
Morning Peak Hour Traffic	A/30	A/34	N/A
Evening Peak Hour Traffic	A/53	A/64	N/A
Saturday Midday Peak Hour Traffic	N/A	N/A	A/47

As shown in Table 1, each of the intersections are operating at LOS A based on the MDOT SHA CLV Analysis with plenty of available capacity. It should be noted that LOS A is up to 1000 CLV Units and the maximum CLV under this analysis is 411 on Saturday. Also, failure for CLV (LOS E) is above 1450. Full CLV worksheets can be found in Appendix B.

Table 2 – Two-Lane Highway Link Analysis – (HCM)

	5/23/2024	5/24/2024	5/25/2024
1. Croppers Island Road near Bay Harbour Road			
Morning Peak Hour Traffic	A/2%	A/2%	N/A
Evening Peak Hour Traffic	A/3%	A/4%	N/A
Saturday Midday Peak Hour Traffic	N/A	N/A	A/3%
2. Croppers Island Road near Campground			
Morning Peak Hour Traffic	A/<1%	A/1%	N/A
Evening Peak Hour Traffic	A/2%	A/3%	N/A
Saturday Midday Peak Hour Traffic	N/A	N/A	A/3%

Note: Reported are Demand/Capacity (D/C) ratios.

As shown in Table 2, Croppers Island Road is currently operating at LOS A at a maximum capacity of 4% using the Two-Lane Highway Link Analysis by the HCM Methodology with plenty of available capacity. Full HCM Worksheets can be found in Appendix C.

Trip Generation and Future Conditions

Based on the data collected at the site access, we have prepared Table 3 below which details the existing peak hour trips into and out of Island Resort Campground on Thursday, Friday, and Saturday of Memorial Day Weekend 2024. Please note that most of the campground rental spaces/units were rented on all three days at a rate of 95% on Thursday and Friday (166 of 175) and 97% (169 of 175) on Saturday.

Table 3 – Trip Generation for Island Resort Campground

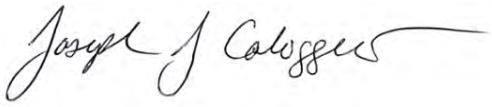
TRIP TOTALS	AM Peak Hour			PM Peak Hour			Saturday Peak Hour			Rented Sites
	In	Out	Total	In	Out	Total	In	Out	Total	
5/23/2024	7	4	11	26	8	34	N/A	N/A	N/A	166
5/24/2024	6	10	16	40	26	66	N/A	N/A	N/A	166
5/25/2024	N/A	N/A	N/A	N/A	N/A	N/A	40	22	62	169
Average Trips	7	7	14	33	17	50	40	22	62	
Trip Rates/Rented Site	0.04	0.04	0.08	0.20	0.10	0.30	0.24	0.13	0.37	
Trip Rates/Site	0.04	0.04	0.08	0.19	0.10	0.29	0.23	0.13	0.36	
Trips by 53 Additional Sites	**2**	**2**	**4**	**10**	**5**	**15**	**12**	**7**	**19**	

Using the Trip Rates/Site, we have projected AM, PM, and Saturday Peak Hour Trips expected to be generated by an additional 53 rental spaces, which equates to 4 AM, 15 PM, and 19 Saturday Peak Hour Trips.

A review of these trips with the existing conditions analysis using the CLV and HCM Methodolgies would continue to yield LOS A conditions with continued significant available capacity. Therefore, it is our opinion, based on the data and analysis contained in this letter, that the expansion of the Island Campground Resort by 53 Rental Sites/Units would have a de minimis impact on the existing roadway network and LOS A will be maintained with insignificant increases to the analysis results.

If you have any questions, please let me know. Thank you.

Sincerely,



Joseph J. Caloggero, P.E., PTOE, PTP
Vice President

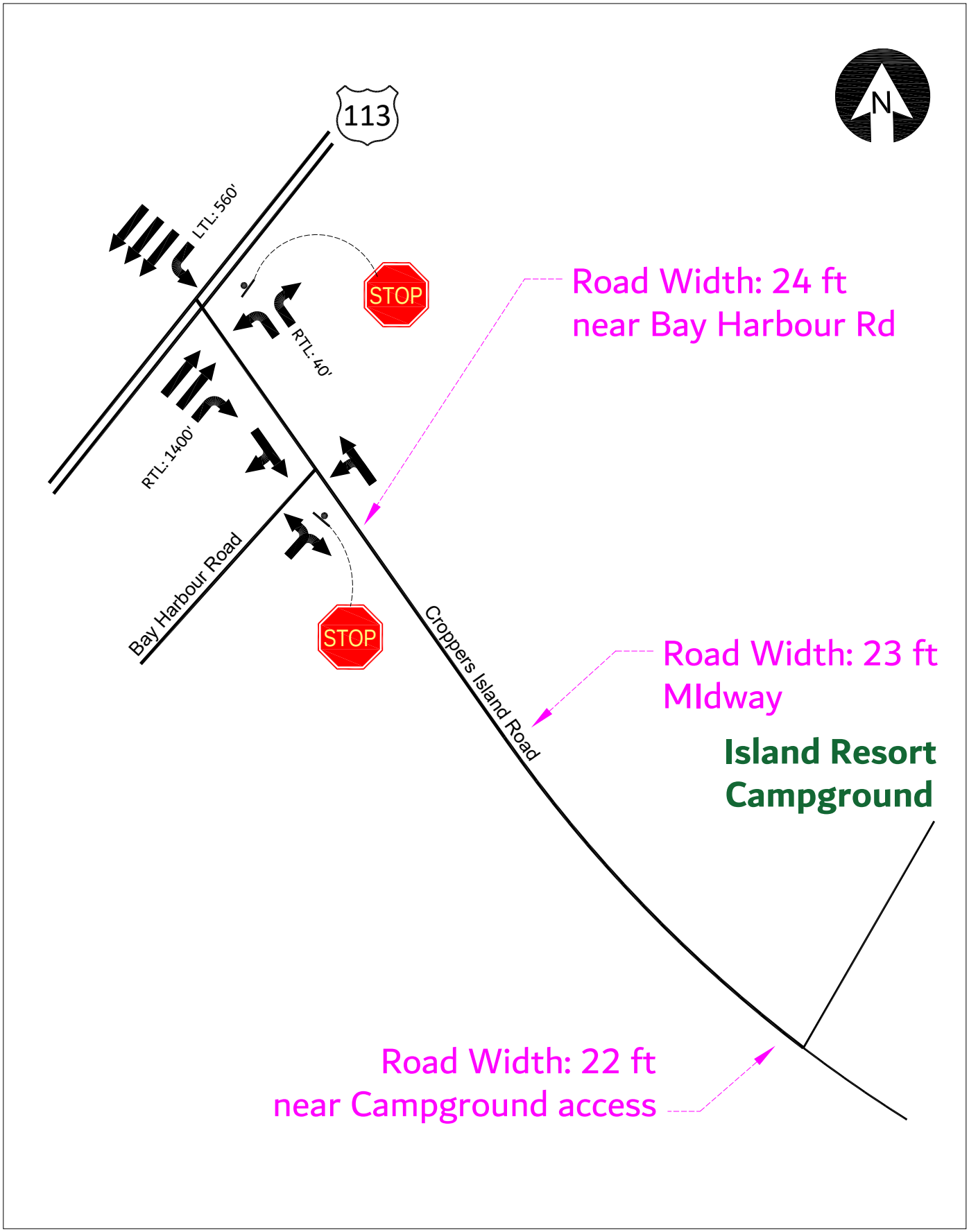
JJC:amr

(F:\2024\2024-0331_Island Resort Campground\DOCS\CORRESP\ANALYST\Island Resort Campground.docx)

Figure 1. Site Location Map

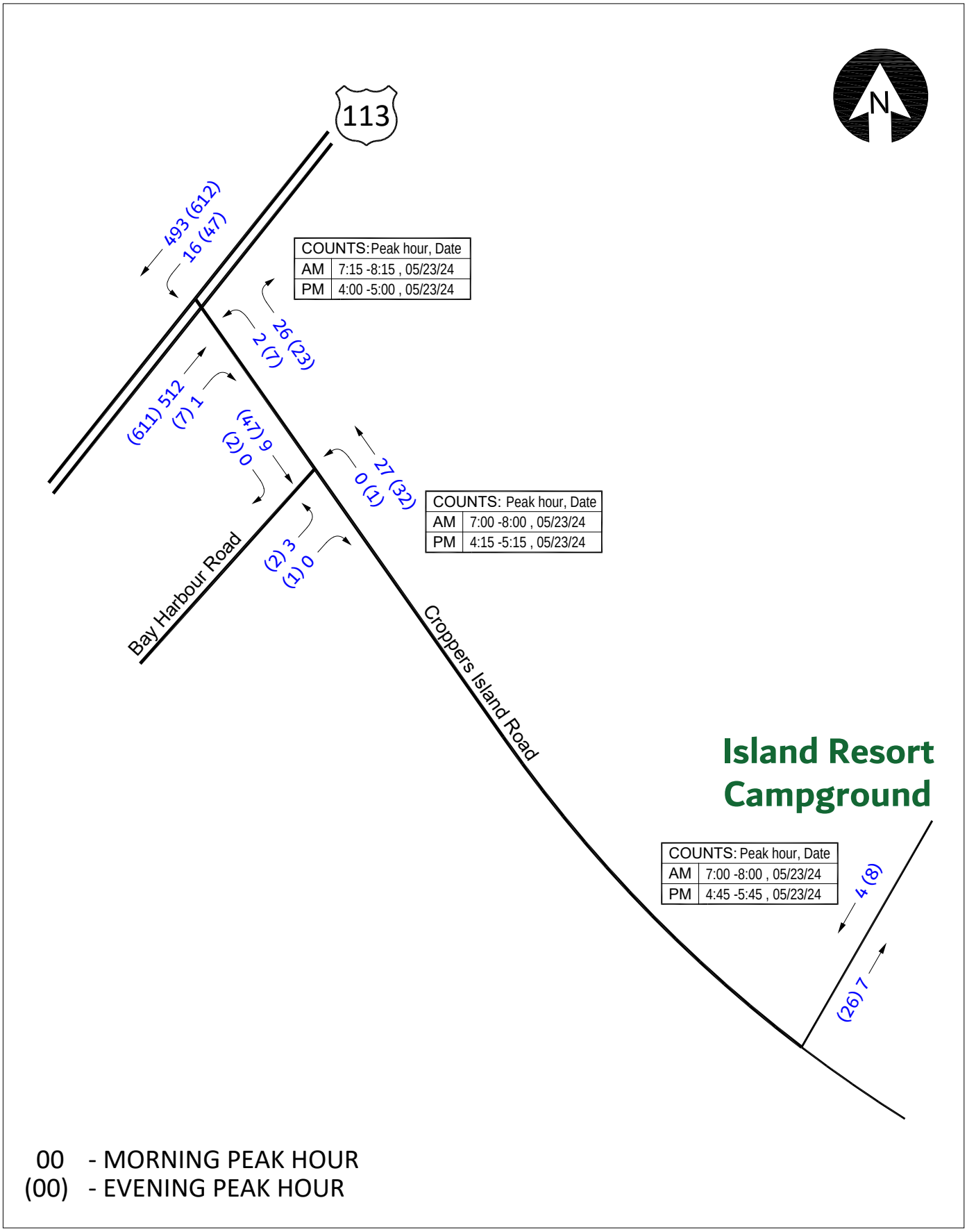


Figure 2. Existing Lane Use



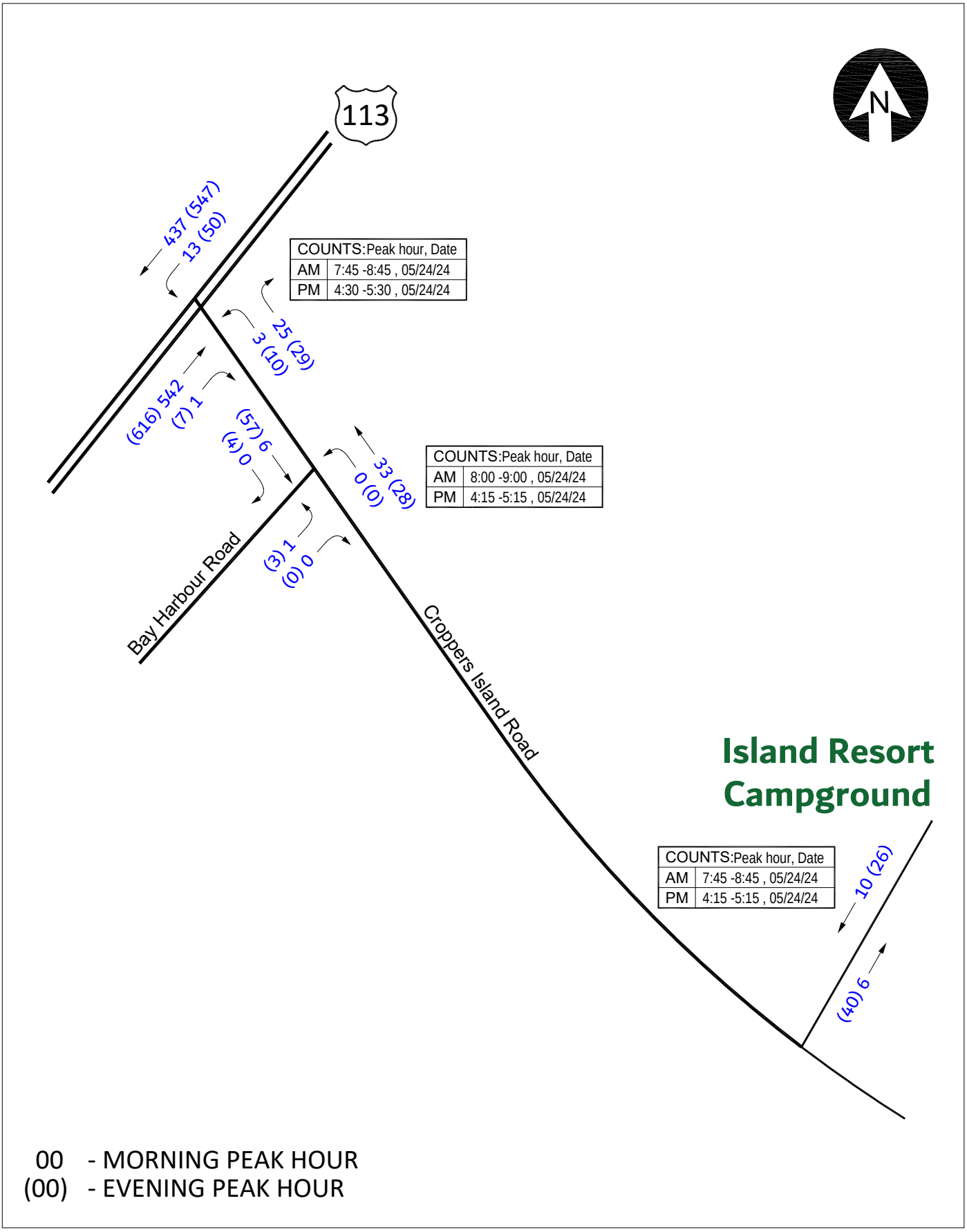
SLI, 240331\INITIAL\fig.dwg-LU-EX, F7/29/2024

Figure 3A. Existing Peak Hour Traffic Volumes (Thursday, May 23,2024)



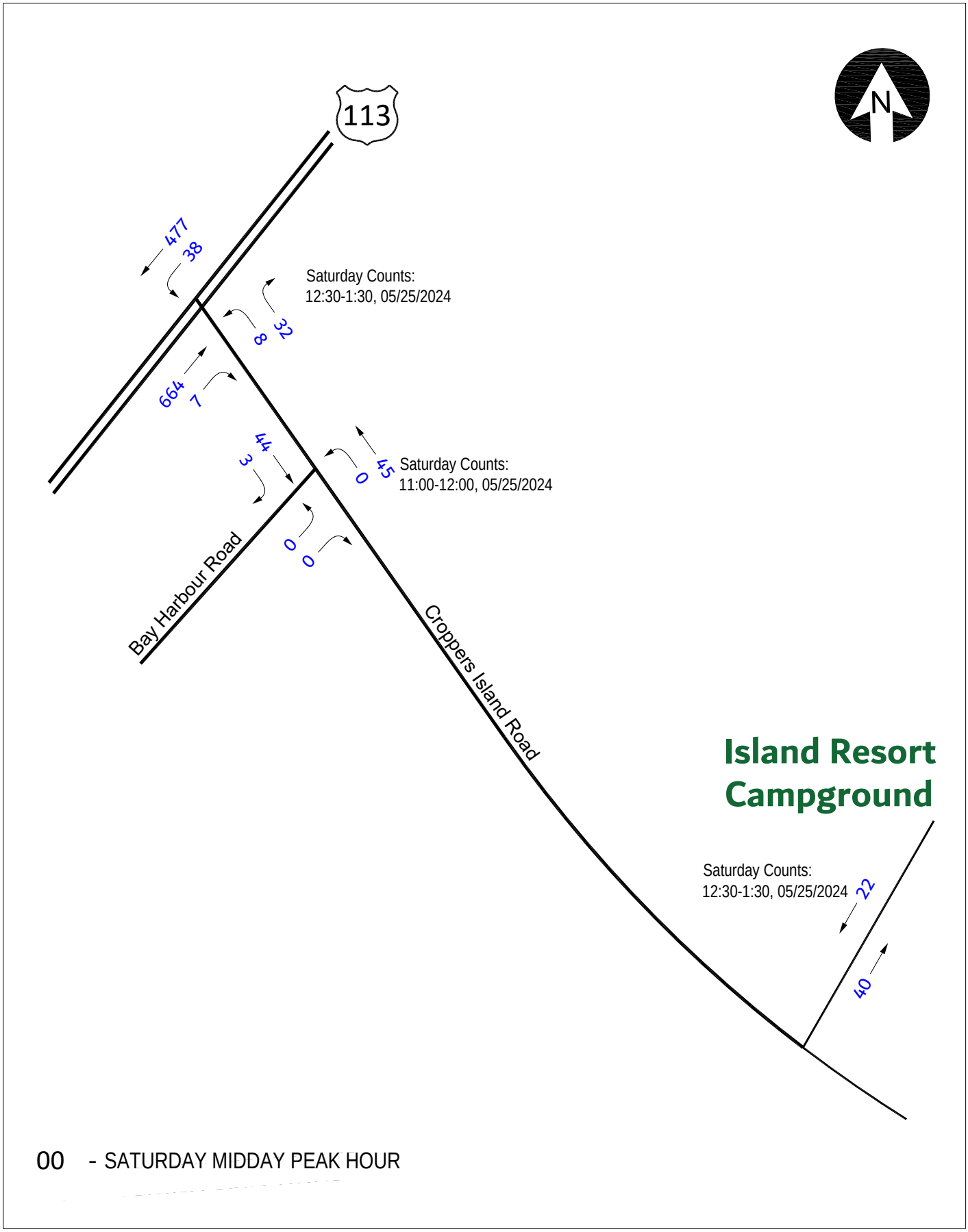
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Figure 3B. Existing Peak Hour Traffic Volumes (Friday, May 24,2024)



SLI, 240331\INITIAL\fig.dwg-EXIST2, F7/29/2024

Figure 3C. Existing Peak Hour Traffic Volumes (Saturday, May 25,2024)



SLI, 240331\INITIAL\fig.dwg-EXIST3, F7/29/2024

ITEM 32

APPENDIX A

Turning Movement Counts

and Intersection Aerials

TOTALS TURNING MOVEMENT COUNT - SUMMARY

Counted by: VCU

Intersection of: US 113 | Date: May 23, 2024 | Thursday

and: Croppers Island Road | Weather: Sunny/Warm

Location: Dorcester County, Maryland | Entered by: CP | Star Rating: 4

TIME	TRAFFIC FROM NORTH on: US 113					TRAFFIC FROM SOUTH on: US 113					TRAFFIC FROM EAST on: Croppers Island Road					TRAFFIC FROM WEST on:					TOT N + S
	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	E + W
AM																					
7:00 - 7:15	0	82	1	2	85	0	99	0	0	99	3	0	2	0	5	0	0	0	0	0	189
7:15 - 7:30	0	114	4	1	119	0	122	0	2	124	3	0	2	0	5	0	0	0	0	0	248
7:30 - 7:45	0	114	2	1	117	0	138	0	0	138	10	0	0	0	10	0	0	0	0	0	265
7:45 - 8:00	0	137	2	3	142	0	121	0	0	121	9	0	0	0	9	0	0	0	0	0	272
8:00 - 8:15	0	128	1	2	131	1	129	0	0	130	4	0	0	0	4	0	0	0	0	0	265
8:15 - 8:30	0	113	2	4	119	0	120	0	0	120	6	0	0	0	6	0	0	0	0	0	245
8:30 - 8:45	0	111	1	2	114	2	134	0	0	136	6	0	1	0	7	0	0	0	0	0	257
8:45 - 9:00	0	94	0	3	97	2	119	0	0	121	7	0	1	0	8	0	0	0	0	0	226
2 Hr Totals	0	893	13	18	924	5	982	0	2	989	48	0	6	0	54	0	0	0	0	0	1967
1 Hr Totals																					
7:00 - 8:00	0	447	9	7	463	0	480	0	2	482	25	0	4	0	29	0	0	0	0	0	974
7:15 - 8:15	0	493	9	7	509	1	510	0	2	513	26	0	2	0	28	0	0	0	0	0	1050
7:30 - 8:30	0	492	7	10	509	1	508	0	0	509	29	0	0	0	29	0	0	0	0	0	1047
7:45 - 8:45	0	489	6	11	506	3	504	0	0	507	25	0	1	0	26	0	0	0	0	0	1039
8:00 - 9:00	0	446	4	11	461	5	502	0	0	507	23	0	2	0	25	0	0	0	0	0	993
PEAK HOUR																					
7:15 - 8:15	0	493	9	7	509	1	510	0	2	513	26	0	2	0	28	0	0	0	0	0	1050
PM																					
4:00 - 4:15	0	155	4	2	161	2	157	0	0	159	3	0	2	0	5	0	0	0	0	0	325
4:15 - 4:30	0	147	16	1	164	1	125	0	0	126	3	0	3	0	6	0	0	0	0	0	296
4:30 - 4:45	0	152	11	1	164	3	151	0	0	154	7	0	1	0	8	0	0	0	0	0	326
4:45 - 5:00	0	158	11	1	170	1	178	0	0	179	10	0	1	0	11	0	0	0	0	0	360
5:00 - 5:15	0	142	5	0	147	0	113	0	0	113	5	0	1	0	6	0	0	0	0	0	266
5:15 - 5:30	0	153	6	1	160	1	146	0	0	147	8	0	0	0	8	0	0	0	0	0	315
5:30 - 5:45	0	146	14	0	160	1	108	0	0	109	5	0	1	0	6	0	0	0	0	0	275
5:45 - 6:00	0	130	10	0	140	0	131	0	0	131	2	0	2	0	4	0	0	0	0	0	275
2 Hr Totals	0	1183	77	6	1266	9	1109	0	0	1118	43	0	11	0	54	0	0	0	0	0	2438
1 Hr Totals																					
4:00 - 5:00	0	612	42	5	659	7	611	0	0	618	23	0	7	0	30	0	0	0	0	0	1307
4:15 - 5:15	0	599	43	3	645	5	567	0	0	572	25	0	6	0	31	0	0	0	0	0	1248
4:30 - 5:30	0	605	33	3	641	5	588	0	0	593	30	0	3	0	33	0	0	0	0	0	1267
4:45 - 5:45	0	599	36	2	637	3	545	0	0	548	28	0	3	0	31	0	0	0	0	0	1216
5:00 - 6:00	0	571	35	1	607	2	498	0	0	500	20	0	4	0	24	0	0	0	0	0	1131
PEAK HOUR																					
4:00 - 5:00	0	612	42	5	659	7	611	0	0	618	23	0	7	0	30	0	0	0	0	0	1307

TOTALS TURNING MOVEMENT COUNT - SUMMARY

Counted by: VCU

Intersection of: US 113 | Date: May 24, 2024 | Friday

and: Croppers Island Road | Weather: Sunny/Warm

Location: Dorcester County, Maryland | Entered by: CP | Star Rating: 4

TIME	TRAFFIC FROM NORTH on: US 113					TRAFFIC FROM SOUTH on: US 113					TRAFFIC FROM EAST on: Croppers Island Road					TRAFFIC FROM WEST on:					TOT N + S
	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	E + W
AM																					
7:00 - 7:15	0	76	3	1	80	0	101	0	0	101	3	0	0	0	3	0	0	0	0	0	184
7:15 - 7:30	0	101	3	1	105	0	140	0	0	140	4	0	0	0	4	0	0	0	0	0	249
7:30 - 7:45	0	112	1	1	114	0	115	0	0	115	11	0	2	0	13	0	0	0	0	0	242
7:45 - 8:00	0	113	2	2	117	0	129	0	0	129	3	0	0	0	3	0	0	0	0	0	249
8:00 - 8:15	0	131	1	1	133	0	126	0	0	126	4	0	0	0	4	0	0	0	0	0	263
8:15 - 8:30	0	96	3	2	101	0	119	0	0	119	9	0	1	0	10	0	0	0	0	0	230
8:30 - 8:45	0	97	0	2	99	1	168	0	0	169	9	0	2	0	11	0	0	0	0	0	279
8:45 - 9:00	0	106	1	2	109	0	128	0	0	128	4	0	2	0	6	0	0	0	0	0	243
2 Hr Totals	0	832	14	12	858	1	1026	0	0	1027	47	0	7	0	54	0	0	0	0	0	1939
1 Hr Totals																					
7:00 - 8:00	0	402	9	5	416	0	485	0	0	485	21	0	2	0	23	0	0	0	0	0	924
7:15 - 8:15	0	457	7	5	469	0	510	0	0	510	22	0	2	0	24	0	0	0	0	0	1003
7:30 - 8:30	0	452	7	6	465	0	489	0	0	489	27	0	3	0	30	0	0	0	0	0	984
7:45 - 8:45	0	437	6	7	450	1	542	0	0	543	25	0	3	0	28	0	0	0	0	0	1021
8:00 - 9:00	0	430	5	7	442	1	541	0	0	542	26	0	5	0	31	0	0	0	0	0	1015
PEAK HOUR																					
7:45 - 8:45	0	437	6	7	450	1	542	0	0	543	25	0	3	0	28	0	0	0	0	0	1021
PM																					
4:00 - 4:15	0	137	12	0	149	2	153	0	0	155	4	0	3	0	7	0	0	0	0	0	311
4:15 - 4:30	0	144	15	1	160	1	131	0	0	132	3	0	1	0	4	0	0	0	0	0	296
4:30 - 4:45	0	140	18	1	159	1	145	0	0	146	4	0	1	0	5	0	0	0	0	0	310
4:45 - 5:00	0	141	8	0	149	4	171	0	0	175	7	0	2	0	9	0	0	0	0	0	333
5:00 - 5:15	0	123	12	2	137	2	153	0	0	155	9	0	4	0	13	0	0	0	0	0	305
5:15 - 5:30	0	143	9	0	152	0	147	0	0	147	9	0	3	0	12	0	0	0	0	0	311
5:30 - 5:45	0	134	15	1	150	0	128	0	0	128	3	0	2	0	5	0	0	0	0	0	283
5:45 - 6:00	0	89	3	0	92	1	143	0	0	144	5	0	0	0	5	0	0	0	0	0	241
2 Hr Totals	0	1051	92	5	1148	11	1171	0	0	1182	44	0	16	0	60	0	0	0	0	0	2390
1 Hr Totals																					
4:00 - 5:00	0	562	53	2	617	8	600	0	0	608	18	0	7	0	25	0	0	0	0	0	1250
4:15 - 5:15	0	548	53	4	605	8	600	0	0	608	23	0	8	0	31	0	0	0	0	0	1244
4:30 - 5:30	0	547	47	3	597	7	616	0	0	623	29	0	10	0	39	0	0	0	0	0	1259
4:45 - 5:45	0	541	44	3	588	6	599	0	0	605	28	0	11	0	39	0	0	0	0	0	1232
5:00 - 6:00	0	489	39	3	531	3	571	0	0	574	26	0	9	0	35	0	0	0	0	0	1140
PEAK HOUR																					
4:30 - 5:30	0	547	47	3	597	7	616	0	0	623	29	0	10	0	39	0	0	0	0	0	1259

TOTALS TURNING MOVEMENT COUNT - SUMMARY

Counted by: VCU

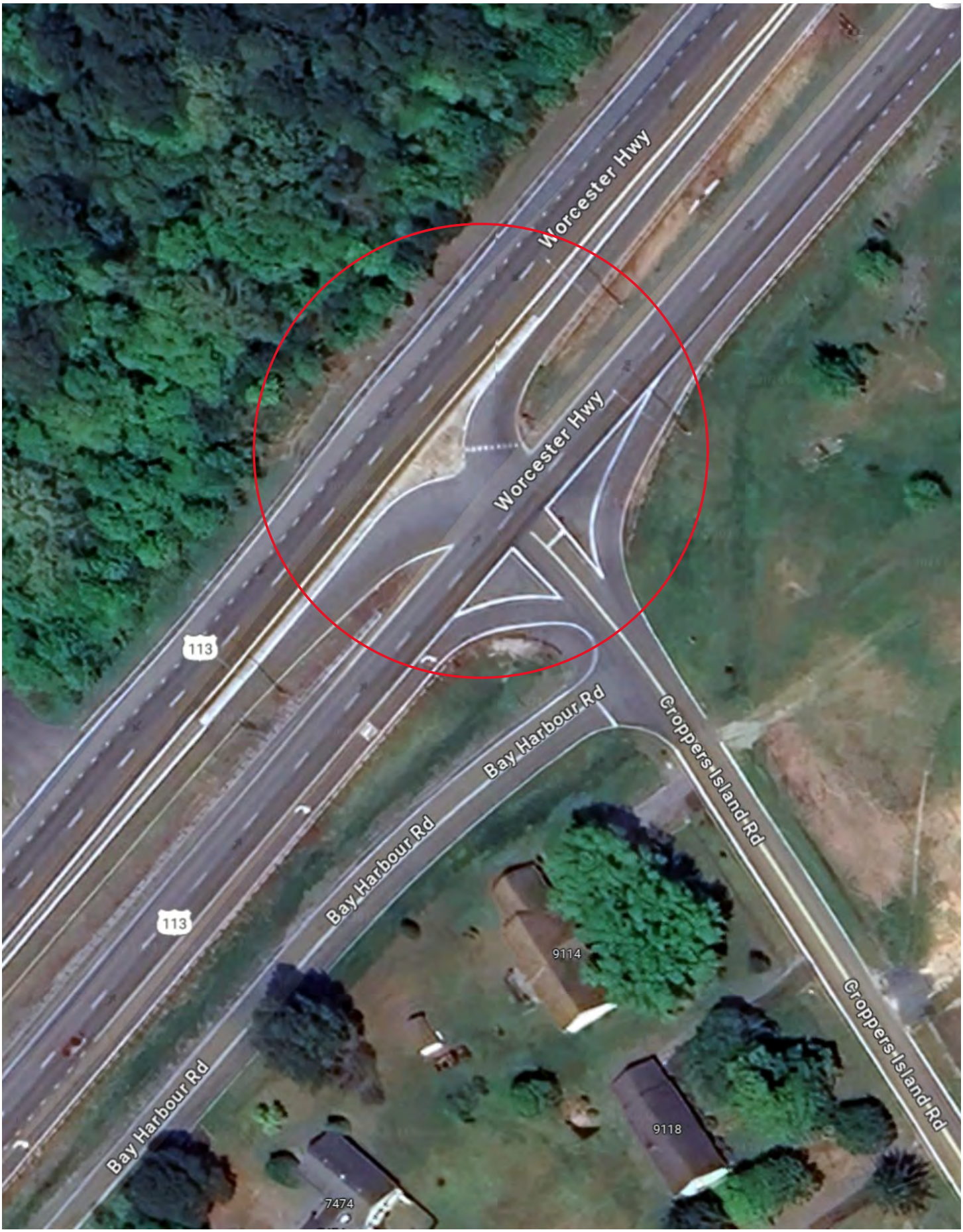
Intersection of: US 113 | Date: May 25, 2024 | Saturday

and: Croppers Island Road | Weather: Sunny/Warm

Location: Dorcester County, Maryland | Entered by: CP | Star Rating: 4

TIME	TRAFFIC FROM NORTH on: US 113					TRAFFIC FROM SOUTH on: US 113					TRAFFIC FROM EAST on: Croppers Island Road					TRAFFIC FROM WEST on:					TOT N + S
	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	E + W
AM																					
11:00 - 11:15	0	168	13	0	181	2	129	0	0	131	9	0	0	0	9	0	0	0	0	0	321
11:15 - 11:30	0	130	8	1	139	2	160	0	0	162	7	0	1	0	8	0	0	0	0	0	309
11:30 - 11:45	0	136	9	0	145	2	134	0	0	136	9	0	1	0	10	0	0	0	0	0	291
11:45 - 12:00	0	104	11	1	116	0	162	0	0	162	16	0	1	0	17	0	0	0	0	0	295
12:00 - 12:15	0	89	9	2	100	0	119	0	0	119	5	0	0	0	5	0	0	0	0	0	224
12:15 - 12:30	0	110	9	1	120	4	145	0	0	149	7	0	0	0	7	0	0	0	0	0	276
12:30 - 12:45	0	119	7	0	126	1	149	0	0	150	10	0	4	0	14	0	0	0	0	0	290
12:45 - 1:00	0	100	11	2	113	4	170	0	0	174	4	0	1	0	5	0	0	0	0	0	292
1:00 - 1:15	0	138	8	0	146	2	159	0	0	161	7	0	2	0	9	0	0	0	0	0	316
1:15 - 1:30	0	120	10	0	130	0	186	0	0	186	11	0	1	0	12	0	0	0	0	0	328
1:30 - 1:45	0	107	7	1	115	0	169	0	0	169	4	0	1	0	5	0	0	0	0	0	289
1:45 - 2:00	0	133	9	1	143	1	166	0	0	167	4	0	2	0	6	0	0	0	0	0	316
2:00 - 2:15	0	106	9	1	116	3	150	0	0	153	8	0	6	0	14	0	0	0	0	0	283
2:15 - 2:30	0	94	5	0	99	2	151	0	0	153	8	0	0	0	8	0	0	0	0	0	260
2:30 - 2:45	0	115	6	1	122	0	136	0	0	136	4	0	5	0	9	0	0	0	0	0	267
2:45 - 3:00	0	134	14	4	152	2	134	0	0	136	5	0	0	0	5	0	0	0	0	0	293
4 Hr Totals	0	1903	145	15	2063	25	2419	0	0	2444	118	0	25	0	143	0	0	0	0	0	4650
1 Hr Totals																					
11:00 - 12:00	0	538	41	2	581	6	585	0	0	591	41	0	3	0	44	0	0	0	0	0	1216
11:15 - 12:15	0	459	37	4	500	4	575	0	0	579	37	0	3	0	40	0	0	0	0	0	1119
11:30 - 12:30	0	439	38	4	481	6	560	0	0	566	37	0	2	0	39	0	0	0	0	0	1086
11:45 - 12:45	0	422	36	4	462	5	575	0	0	580	38	0	5	0	43	0	0	0	0	0	1085
12:00 - 1:00	0	418	36	5	459	9	583	0	0	592	26	0	5	0	31	0	0	0	0	0	1082
12:15 - 1:15	0	467	35	3	505	11	623	0	0	634	28	0	7	0	35	0	0	0	0	0	1174
12:30 - 1:30	0	477	36	2	515	7	664	0	0	671	32	0	8	0	40	0	0	0	0	0	1226
12:45 - 1:45	0	465	36	3	504	6	684	0	0	690	26	0	5	0	31	0	0	0	0	0	1225
1:00 - 2:00	0	498	34	2	534	3	680	0	0	683	26	0	6	0	32	0	0	0	0	0	1249
1:15 - 2:15	0	466	35	3	504	4	671	0	0	675	27	0	10	0	37	0	0	0	0	0	1216
1:30 - 2:30	0	440	30	3	473	6	636	0	0	642	24	0	9	0	33	0	0	0	0	0	1148
1:45 - 2:45	0	448	29	3	480	6	603	0	0	609	24	0	13	0	37	0	0	0	0	0	1126
2:00 - 3:00	0	449	34	6	489	7	571	0	0	578	25	0	11	0	36	0	0	0	0	0	1103
PEAK HOUR																					
12:30 - 1:30	0	477	36	2	515	7	664	0	0	671	32	0	8	0	40	0	0	0	0	0	1226

US 113 & Croppers Island Road



TOTALS TURNING MOVEMENT COUNT - SUMMARY

Counted by: VCU

Intersection of: Croppers Island Road | Date: May 23, 2024 | Thursday

and: Bay Harbour Road | Weather: Sunny/Warm

Location: Dorcester County, Maryland | Entered by: CP | Star Rating: 5

TIME	TRAFFIC FROM NORTH on:					TRAFFIC FROM SOUTH on: Bay Harbour Road					TRAFFIC FROM EAST on: Croppers Island Road					TRAFFIC FROM WEST on: Croppers Island Road					TOT N + S + E + W
	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	
AM																					
7:00 - 7:15	0	0	0	0	0	0	0	0	0	0	0	5	0	0	5	0	1	0	0	1	6
7:15 - 7:30	0	0	0	0	0	0	0	0	0	0	0	6	0	0	6	0	4	0	0	4	10
7:30 - 7:45	0	0	0	0	0	0	0	2	0	2	0	9	0	0	9	0	3	0	0	3	14
7:45 - 8:00	0	0	0	0	0	0	0	1	0	1	0	7	0	0	7	0	1	0	0	1	9
8:00 - 8:15	0	0	0	0	0	1	0	0	0	1	0	3	0	0	3	1	1	0	0	2	6
8:15 - 8:30	0	0	0	0	0	0	0	0	0	0	0	6	0	0	6	0	2	0	0	2	8
8:30 - 8:45	0	0	0	0	0	0	0	3	0	3	0	4	0	0	4	0	2	0	0	2	9
8:45 - 9:00	0	0	0	0	0	0	0	1	0	1	0	7	0	0	7	0	2	0	0	2	10
2 Hr Totals	0	0	0	0	0	1	0	7	0	8	0	47	0	0	47	1	16	0	0	17	72
1 Hr Totals																					
7:00 - 8:00	0	0	0	0	0	0	0	3	0	3	0	27	0	0	27	0	9	0	0	9	39
7:15 - 8:15	0	0	0	0	0	1	0	3	0	4	0	25	0	0	25	1	9	0	0	10	39
7:30 - 8:30	0	0	0	0	0	1	0	3	0	4	0	25	0	0	25	1	7	0	0	8	37
7:45 - 8:45	0	0	0	0	0	1	0	4	0	5	0	20	0	0	20	1	6	0	0	7	32
8:00 - 9:00	0	0	0	0	0	1	0	4	0	5	0	20	0	0	20	1	7	0	0	8	33
PEAK HOUR																					
7:00 - 8:00	0	0	0	0	0	0	0	3	0	3	0	27	0	0	27	0	9	0	0	9	39
PM																					
4:00 - 4:15	0	0	0	0	0	0	0	1	0	1	0	4	1	0	5	1	5	0	0	6	12
4:15 - 4:30	0	0	0	0	0	0	0	0	0	0	0	7	0	0	7	0	18	0	0	18	25
4:30 - 4:45	0	0	0	0	0	1	0	2	0	3	0	7	1	0	8	1	12	0	0	13	24
4:45 - 5:00	0	0	0	0	0	0	0	0	0	0	0	10	0	0	10	0	13	0	0	13	23
5:00 - 5:15	0	0	0	0	0	0	0	0	0	0	0	8	0	0	8	1	4	0	0	5	13
5:15 - 5:30	0	0	0	0	0	0	0	3	0	3	0	3	0	0	3	0	6	0	0	6	12
5:30 - 5:45	0	0	0	0	0	0	0	1	0	1	0	5	0	0	5	1	14	0	0	15	21
5:45 - 6:00	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	1	9	0	0	10	14
2 Hr Totals	0	0	0	0	0	1	0	7	0	8	0	48	2	0	50	5	81	0	0	86	144
1 Hr Totals																					
4:00 - 5:00	0	0	0	0	0	1	0	3	0	4	0	28	2	0	30	2	48	0	0	50	84
4:15 - 5:15	0	0	0	0	0	1	0	2	0	3	0	32	1	0	33	2	47	0	0	49	85
4:30 - 5:30	0	0	0	0	0	1	0	5	0	6	0	28	1	0	29	2	35	0	0	37	72
4:45 - 5:45	0	0	0	0	0	0	0	4	0	4	0	26	0	0	26	2	37	0	0	39	69
5:00 - 6:00	0	0	0	0	0	0	0	4	0	4	0	20	0	0	20	3	33	0	0	36	60
PEAK HOUR																					
4:15 - 5:15	0	0	0	0	0	1	0	2	0	3	0	32	1	0	33	2	47	0	0	49	85

TOTALS TURNING MOVEMENT COUNT - SUMMARY

Counted by: VCU

Intersection of: Croppers Island Road | Date: May 24, 2024 | Friday

and: Bay Harbour Road | Weather: Sunny/Warm

Location: Dorcester County, Maryland | Entered by: CP | Star Rating: 5

TIME	TRAFFIC FROM NORTH on:					TRAFFIC FROM SOUTH on: Bay Harbour Road					TRAFFIC FROM EAST on: Croppers Island Road					TRAFFIC FROM WEST on: Croppers Island Road					TOT N + S
	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	E + W
AM																					
7:00 - 7:15	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	0	3	0	0	3	7
7:15 - 7:30	0	0	0	0	0	0	0	0	0	0	0	3	0	0	3	0	3	0	0	3	6
7:30 - 7:45	0	0	0	0	0	0	0	3	0	3	0	11	0	0	11	0	1	0	0	1	15
7:45 - 8:00	0	0	0	0	0	0	0	0	0	0	0	2	0	0	2	0	2	0	0	2	4
8:00 - 8:15	0	0	0	0	0	0	0	0	0	0	0	6	0	0	6	0	1	0	0	1	7
8:15 - 8:30	0	0	0	0	0	0	0	0	0	0	0	10	0	0	10	0	3	0	0	3	13
8:30 - 8:45	0	0	0	0	0	0	0	1	0	1	0	10	0	0	10	0	1	0	0	1	12
8:45 - 9:00	0	0	0	0	0	0	0	0	0	0	0	7	0	0	7	0	1	0	0	1	8
2 Hr Totals	0	0	0	0	0	0	0	4	0	4	0	53	0	0	53	0	15	0	0	15	72
1 Hr Totals																					
7:00 - 8:00	0	0	0	0	0	0	0	3	0	3	0	20	0	0	20	0	9	0	0	9	32
7:15 - 8:15	0	0	0	0	0	0	0	3	0	3	0	22	0	0	22	0	7	0	0	7	32
7:30 - 8:30	0	0	0	0	0	0	0	3	0	3	0	29	0	0	29	0	7	0	0	7	39
7:45 - 8:45	0	0	0	0	0	0	0	1	0	1	0	28	0	0	28	0	7	0	0	7	36
8:00 - 9:00	0	0	0	0	0	0	0	1	0	1	0	33	0	0	33	0	6	0	0	6	40
PEAK HOUR																					
8:00 - 9:00	0	0	0	0	0	0	0	1	0	1	0	33	0	0	33	0	6	0	0	6	40
PM																					
4:00 - 4:15	0	0	0	0	0	0	0	0	0	0	0	5	0	0	5	0	16	0	0	16	21
4:15 - 4:30	0	0	0	0	0	0	0	0	0	0	0	4	0	0	4	1	15	0	0	16	20
4:30 - 4:45	0	0	0	0	0	0	0	0	0	0	0	5	0	0	5	2	15	0	0	17	22
4:45 - 5:00	0	0	0	0	0	0	0	2	0	2	0	7	0	0	7	0	13	0	0	13	22
5:00 - 5:15	0	0	0	0	0	0	0	1	0	1	0	12	0	0	12	1	14	0	0	15	28
5:15 - 5:30	0	0	0	0	0	0	0	1	0	1	0	11	0	0	11	0	7	0	0	7	19
5:30 - 5:45	0	0	0	0	0	0	0	0	0	0	0	5	0	0	5	1	14	0	0	15	20
5:45 - 6:00	0	0	0	0	0	0	0	0	0	0	0	6	0	0	6	0	4	0	0	4	10
2 Hr Totals	0	0	0	0	0	0	0	4	0	4	0	55	0	0	55	5	98	0	0	103	162
1 Hr Totals																					
4:00 - 5:00	0	0	0	0	0	0	0	2	0	2	0	21	0	0	21	3	59	0	0	62	85
4:15 - 5:15	0	0	0	0	0	0	0	3	0	3	0	28	0	0	28	4	57	0	0	61	92
4:30 - 5:30	0	0	0	0	0	0	0	4	0	4	0	35	0	0	35	3	49	0	0	52	91
4:45 - 5:45	0	0	0	0	0	0	0	4	0	4	0	35	0	0	35	2	48	0	0	50	89
5:00 - 6:00	0	0	0	0	0	0	0	2	0	2	0	34	0	0	34	2	39	0	0	41	77
PEAK HOUR																					
4:15 - 5:15	0	0	0	0	0	0	0	3	0	3	0	28	0	0	28	4	57	0	0	61	92

TOTALS TURNING MOVEMENT COUNT - SUMMARY

Counted by: VCU

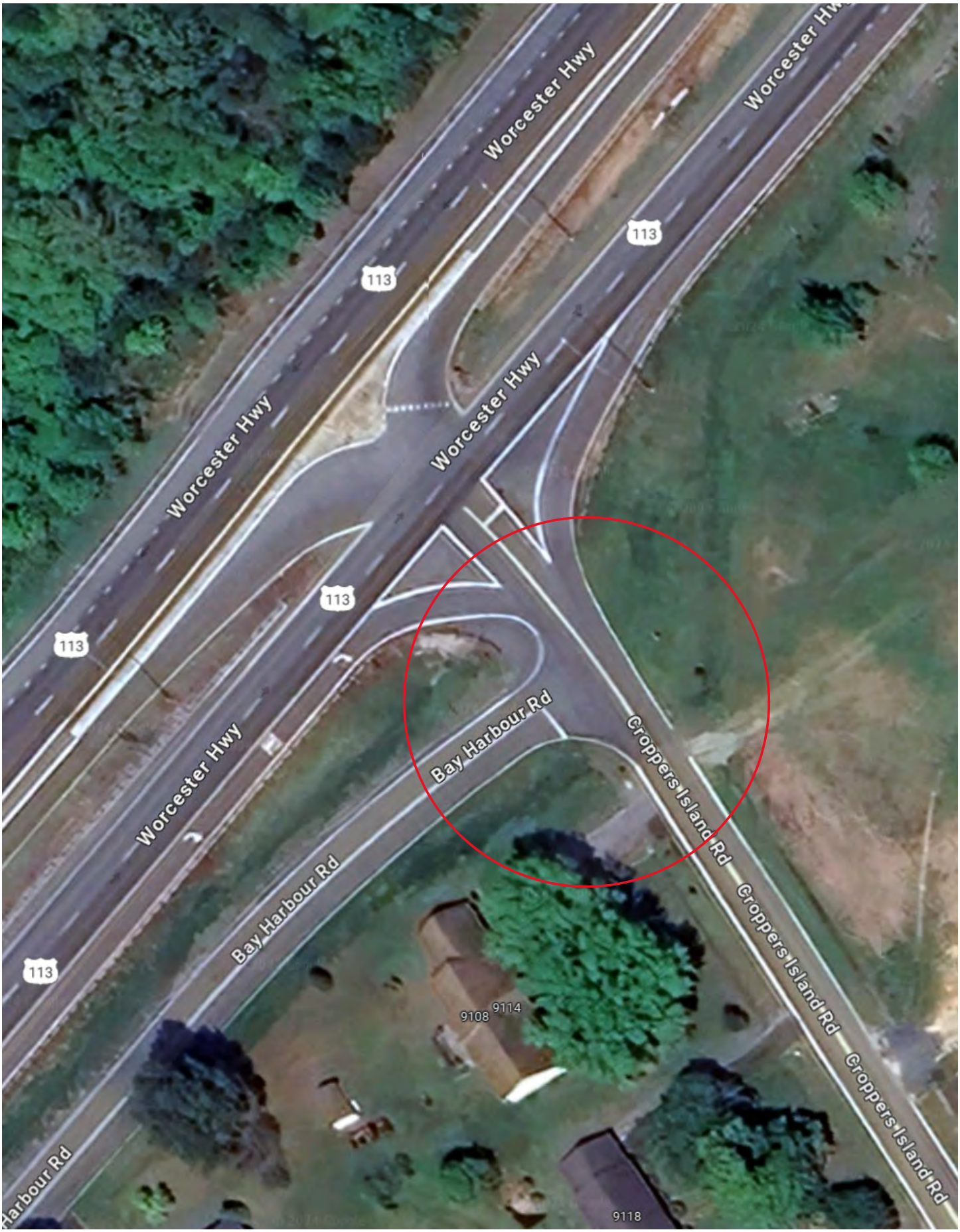
Intersection of: Croppers Island Road | Date: May 25, 2024 | Saturday

and: Bay Harbour Road | Weather: Sunny/Warm

Location: Dorcester County, Maryland | Entered by: CP | Star Rating: 5

TIME	TRAFFIC FROM NORTH on:					TRAFFIC FROM SOUTH on: Bay Harbour Road					TRAFFIC FROM EAST on: Croppers Island Road					TRAFFIC FROM WEST on: Croppers Island Road					TOT N + S
	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	RT	TH	LT	UT	TOT	E + W
AM																					
11:00 - 11:15	0	0	0	0	0	0	0	0	0	0	0	9	0	0	9	0	15	0	0	15	24
11:15 - 11:30	0	0	0	0	0	0	0	0	0	0	0	9	0	0	9	3	7	0	0	10	19
11:30 - 11:45	0	0	0	0	0	0	0	0	0	0	0	13	0	0	13	0	11	0	0	11	24
11:45 - 12:00	0	0	0	0	0	0	0	0	0	0	0	14	0	0	14	0	11	0	0	11	25
12:00 - 12:15	0	0	0	0	0	0	0	0	0	0	0	6	0	0	6	0	10	0	0	10	16
12:15 - 12:30	0	0	0	0	0	1	0	0	0	1	0	7	0	0	7	1	12	0	0	13	21
12:30 - 12:45	0	0	0	0	0	0	0	2	0	2	0	11	0	0	11	0	9	0	0	9	22
12:45 - 1:00	0	0	0	0	0	0	0	1	0	1	0	5	1	0	6	0	14	0	0	14	21
1:00 - 1:15	0	0	0	0	0	0	0	0	0	0	0	10	0	0	10	0	10	0	0	10	20
1:15 - 1:30	0	0	0	0	0	0	0	0	0	0	0	10	0	0	10	0	10	0	0	10	20
1:30 - 1:45	0	0	0	0	0	0	0	0	0	0	0	6	0	0	6	0	7	0	0	7	13
1:45 - 2:00	0	0	0	0	0	0	0	0	0	0	0	6	0	0	6	0	10	0	0	10	16
2:00 - 2:15	0	0	0	0	0	0	0	0	0	0	0	13	0	0	13	0	12	0	0	12	25
2:15 - 2:30	0	0	0	0	0	0	0	0	0	0	0	8	0	0	8	0	7	0	0	7	15
2:30 - 2:45	0	0	0	0	0	0	0	0	0	0	0	9	0	0	9	0	9	0	0	9	18
2:45 - 3:00	0	0	0	0	0	0	0	0	0	0	0	6	0	0	6	1	15	0	0	16	22
4 Hr Totals	0	0	0	0	0	1	0	3	0	4	0	142	1	0	143	5	169	0	0	174	321
1 Hr Totals																					
11:00 - 12:00	0	0	0	0	0	0	0	0	0	0	0	45	0	0	45	3	44	0	0	47	92
11:15 - 12:15	0	0	0	0	0	0	0	0	0	0	0	42	0	0	42	3	39	0	0	42	84
11:30 - 12:30	0	0	0	0	0	1	0	0	0	1	0	40	0	0	40	1	44	0	0	45	86
11:45 - 12:45	0	0	0	0	0	1	0	2	0	3	0	38	0	0	38	1	42	0	0	43	84
12:00 - 1:00	0	0	0	0	0	1	0	3	0	4	0	29	1	0	30	1	45	0	0	46	80
12:15 - 1:15	0	0	0	0	0	1	0	3	0	4	0	33	1	0	34	1	45	0	0	46	84
12:30 - 1:30	0	0	0	0	0	0	0	3	0	3	0	36	1	0	37	0	43	0	0	43	83
12:45 - 1:45	0	0	0	0	0	0	0	1	0	1	0	31	1	0	32	0	41	0	0	41	74
1:00 - 2:00	0	0	0	0	0	0	0	0	0	0	0	32	0	0	32	0	37	0	0	37	69
1:15 - 2:15	0	0	0	0	0	0	0	0	0	0	0	35	0	0	35	0	39	0	0	39	74
1:30 - 2:30	0	0	0	0	0	0	0	0	0	0	0	33	0	0	33	0	36	0	0	36	69
1:45 - 2:45	0	0	0	0	0	0	0	0	0	0	0	36	0	0	36	0	38	0	0	38	74
2:00 - 3:00	0	0	0	0	0	0	0	0	0	0	0	36	0	0	36	1	43	0	0	44	80
PEAK HOUR																					
11:00 - 12:00	0	0	0	0	0	0	0	0	0	0	0	45	0	0	45	3	44	0	0	47	92

Croppers Island Road & Bay Harbour Road



IN & OUT TOTALS

Island Resort Campground
IN/OUT
May 23, 2024
Thursday

TIME	ALL VEHICLES		
	IN	OUT	TOTAL
AM			
7:00-7:15	2	3	5
7:15-7:30	1	0	1
7:30-7:45	2	1	3
7:45-8:00	2	0	2
8:00-8:15	0	2	2
8:15-8:30	0	0	0
8:30-8:45	1	0	1
8:45-9:00	0	4	4
2 Hr Totals	8	10	18
1 Hr Totals			
7:00-8:00	7	4	11
7:15-8:15	5	3	8
7:30-8:30	4	3	7
7:45-8:45	3	2	5
8:00-9:00	1	6	7
PEAK HOUR			
7:00-8:00	7	4	11
PM			
4:00-4:15	2	0	2
4:15-4:30	8	2	10
4:30-4:45	2	4	6
4:45-5:00	9	4	13
5:00-5:15	0	2	2
5:15-5:30	8	1	9
5:30-5:45	9	1	10
5:45-6:00	4	2	6
2 Hr Totals	42	16	58
1 Hr Totals			
4:00-5:00	21	10	31
4:15-5:15	19	12	31
4:30-5:30	19	11	30
4:45-5:45	26	8	34
5:00-6:00	21	6	27
PEAK HOUR			
4:45-5:45	26	8	34

IN & OUT TOTALS

Island Resort Campground
IN/OUT
May 24, 2024
Friday

TIME	ALL VEHICLES		
	IN	OUT	TOTAL
AM			
7:00-7:15	2	0	2
7:15-7:30	0	3	3
7:30-7:45	0	3	3
7:45-8:00	3	1	4
8:00-8:15	0	2	2
8:15-8:30	2	4	6
8:30-8:45	1	3	4
8:45-9:00	0	1	1
2 Hr Totals	8	17	25
1 Hr Totals			
7:00-8:00	5	7	12
7:15-8:15	3	9	12
7:30-8:30	5	10	15
7:45-8:45	6	10	16
8:00-9:00	3	10	13
PEAK HOUR			
7:45-8:45	6	10	16
PM			
4:00-4:15	9	2	11
4:15-4:30	9	10	19
4:30-4:45	14	3	17
4:45-5:00	8	8	16
5:00-5:15	9	5	14
5:15-5:30	8	3	11
5:30-5:45	11	2	13
5:45-6:00	4	2	6
2 Hr Totals	72	35	107
1 Hr Totals			
4:00-5:00	40	23	63
4:15-5:15	40	26	66
4:30-5:30	39	19	58
4:45-5:45	36	18	54
5:00-6:00	32	12	44
PEAK HOUR			
4:15-5:15	40	26	66

IN & OUT TOTALS

Island Resort Campground
IN/OUT
May 25, 2024
Saturday

TIME	ALL VEHICLES		
	IN	OUT	TOTAL
AM			
11:00-11:15	8	7	15
11:15-11:30	5	4	9
11:30-11:45	6	10	16
11:45-12:00	6	10	16
12:00-12:15	6	6	12
12:15-12:30	7	4	11
12:30-12:45	10	7	17
12:45-1:00	13	1	14
1:00-1:15	8	8	16
1:15-1:30	9	6	15
1:30-1:45	4	3	7
1:45-2:00	9	4	13
2:00-2:15	7	4	11
2:15-2:30	3	7	10
2:30-2:45	6	5	11
2:45-3:00	14	4	18
4 Hr Totals	121	90	211
1 Hr Totals			
11:00-12:00	25	31	56
11:15-12:15	23	30	53
11:30-12:30	25	30	55
11:45-12:45	29	27	56
12:00-1:00	36	18	54
12:15-1:15	38	20	58
12:30-1:30	40	22	62
12:45-1:45	34	18	52
1:00-2:00	30	21	51
1:15-2:15	29	17	46
1:30-2:30	23	18	41
1:45-2:45	25	20	45
2:00-3:00	30	20	50
PEAK HOUR			
12:30-1:30	40	22	62

Island Campground Resort



ITEM 32

APPENDIX B

CLV Intersection Capacity Analysis Worksheets

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CRITICAL LANE VOLUME (CLV) METHODOLOGY

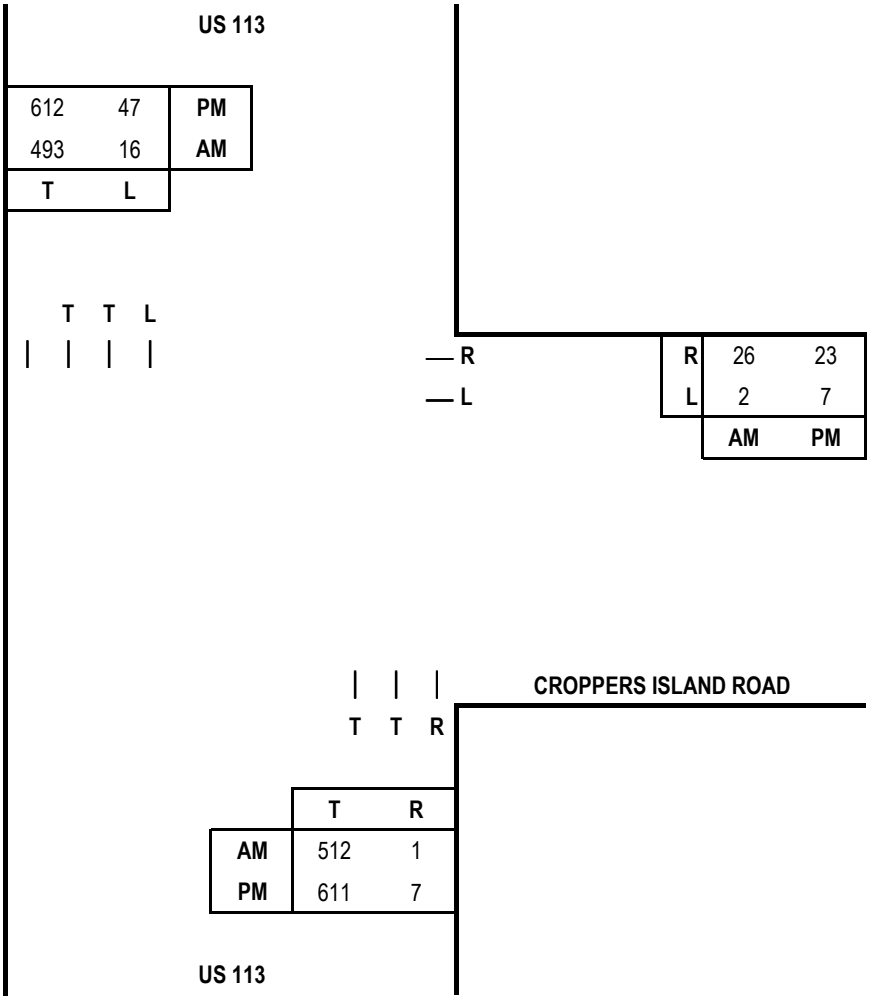
for MSHA

E/W Road: Croppers Island Road
N/S Road: US 113
Conditions: **Existing** Traffic

Date of Count: 5/23/2024
Day of Count: Thursday
Analyst: Shulin Li



Peak: 7:15 -8:15
Peak: 4:00 -5:00



Capacity Analysis

Morning Peak Hour

Dir	Thru Volumes VOL	x LUF	= Total	+ Opposing Lefts VOL	x LUF	= Total	AM CLV
WB	10	1.00	10				10
NB	512	0.55	282	16	1.00	16	298
SB	493	0.55	271				
					CLV TOTAL=		**308**
					Level of Service (LOS)=		**A**

Scenario ID - TOT11
AM V/C =0.19

Evening Peak Hour

Dir	Thru Volumes VOL	x LUF	= Total	+ Opposing Lefts VOL	x LUF	= Total	PM CLV
WB	7	1.00	7				7
NB	611	0.55	336	47	1.00	47	383
SB	612	0.55	337				
					CLV TOTAL=		**390**
					Level of Service (LOS)=		**A**

PM V/C =0.24

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CRITICAL LANE VOLUME (CLV) METHODOLOGY

for MSHA

E/W Road: Croppers Island Road
N/S Road: Bay Harbour Road
Conditions: Existing Traffic

Date of Count: 5/23/2024
Day of Count: Thursday
Analyst: Shulin Li

Peak: 7:00 -8:00
Peak: 4:15 -5:15

CROPPERS ISLAND ROAD — **LT**

T	27	32
L	0	1
	AM	**PM**
adjusted lefts	0	1

PM	AM	
47	9	**T**
2	0	**R**

TR —

	L	**R**
AM	3	0
PM	2	1

LR

CROPPERS ISLAND ROAD

BAY HARBOUR ROAD

Capacity Analysis

Morning Peak Hour

Dir	Thru Volumes VOL	x LUF	= Total	+ Opposing Lefts VOL	x LUF	= Total	AM CLV
NB	3	1.00	3				3
EB	9	1.00	9	0	1.00	0	27
WB	27	1.00	27				
						CLV TOTAL=	**30**
						Level of Service (LOS)=	**A**

Evening Peak Hour

Dir	Thru Volumes VOL	x LUF	= Total	+ Opposing Lefts VOL	x LUF	= Total	PM CLV
NB	3	1.00	3				3
EB	49	1.00	49	1	1.00	1	50
WB	33	1.00	33				
						CLV TOTAL=	**53**
						Level of Service (LOS)=	**A**

Scenario ID - TOT12

AM V/C =0.02

PM V/C =0.03

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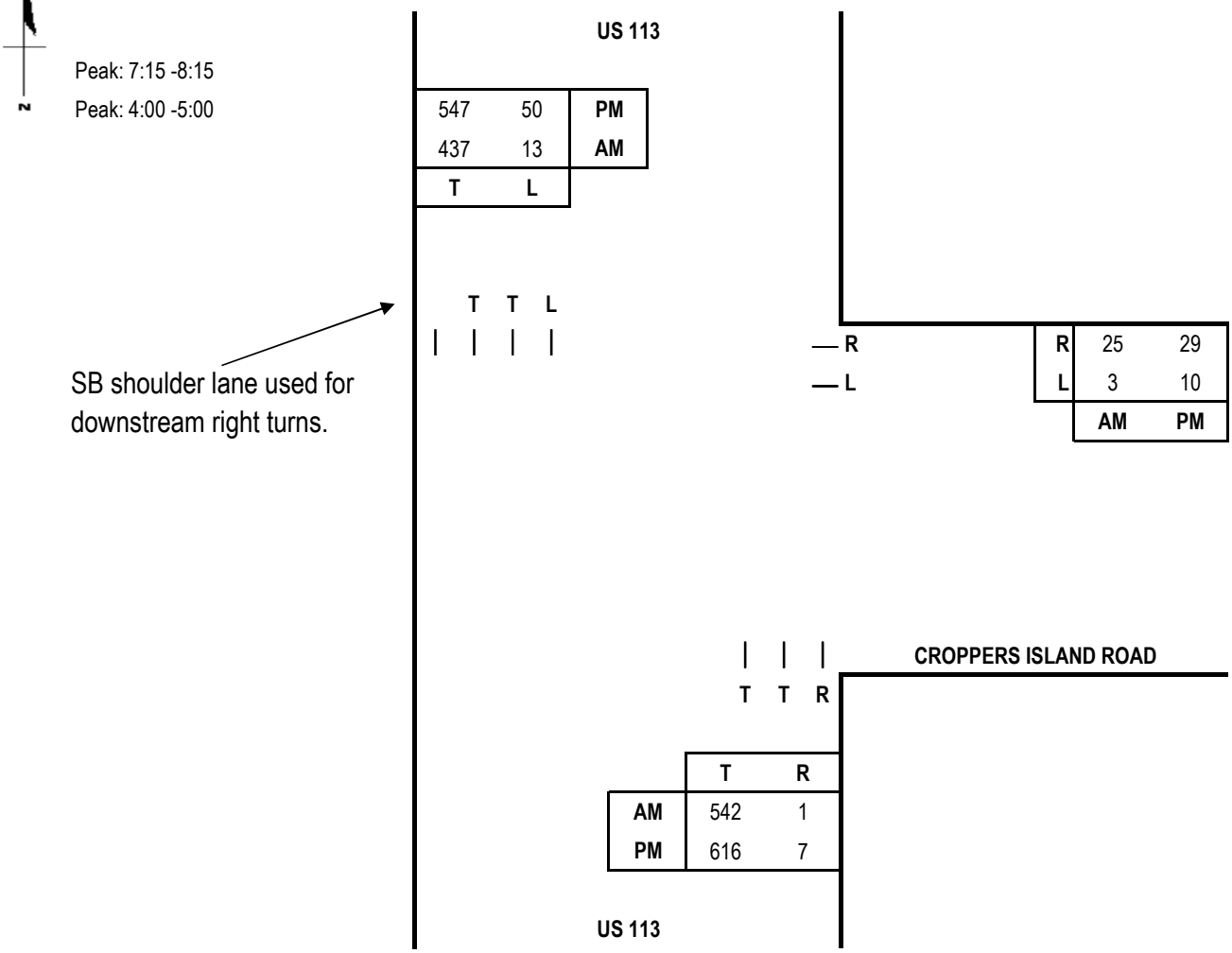
CRITICAL LANE VOLUME (CLV) METHODOLOGY

for MSHA

E/W Road: Croppers Island Road
N/S Road: US 113
Conditions: Existing Traffic

Date of Count: 5/24/2024
Day of Count: Friday
Analyst: Shulin Li

Peak: 7:15 -8:15
Peak: 4:00 -5:00



Capacity Analysis

Morning Peak Hour							
	Thru Volumes			+ Opposing Lefts			AM
Dir	VOL	x LUF	= Total	VOL	x LUF	= Total	CLV
WB	12	1.00	12				12
NB	542	0.55	298	13	1.00	13	311
SB	437	0.55	240				
						CLV TOTAL=	323
						Level of Service (LOS)=	A

Evening Peak Hour							
	Thru Volumes			+ Opposing Lefts			PM
Dir	VOL	x LUF	= Total	VOL	x LUF	= Total	CLV
WB	10	1.00	10				10
NB	616	0.55	339	50	1.00	50	389
SB	547	0.55	301				
						CLV TOTAL=	399
						Level of Service (LOS)=	A

Scenario ID - TOT21
AM V/C =0.2
PM V/C =0.25

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CRITICAL LANE VOLUME (CLV) METHODOLOGY

for MSHA

E/W Road: Croppers Island Road
N/S Road: Bay Harbour Road
Conditions: Existing Traffic

Date of Count: 5/24/2024
Day of Count: Friday
Analyst: Shulin Li

Peak: 7:00 -8:00
Peak: 4:15 -5:15

CROPPERS ISLAND ROAD — **LT**

T	33	28
L	0	0
	AM	**PM**
adjusted lefts	0	0

PM	AM	
57	6	**T**
4	0	**R**

TR —

	L	**R**
AM	1	0
PM	3	0

LR

CROPPERS ISLAND ROAD

BAY HARBOUR ROAD

Capacity Analysis

Morning Peak Hour

Dir	Thru Volumes VOL	x LUF	= Total	+ Opposing Lefts VOL	x LUF	= Total	AM CLV
NB	1	1.00	1				1
EB	6	1.00	6	0	1.00	0	33
WB	33	1.00	33				
						CLV TOTAL=	**34**
						Level of Service (LOS)=	**A**

Evening Peak Hour

Dir	Thru Volumes VOL	x LUF	= Total	+ Opposing Lefts VOL	x LUF	= Total	PM CLV
NB	3	1.00	3				3
EB	61	1.00	61	0	1.00	0	61
WB	28	1.00	28				
						CLV TOTAL=	**64**
						Level of Service (LOS)=	**A**

Scenario ID - TOT22

AM V/C =0.02

PM V/C =0.04

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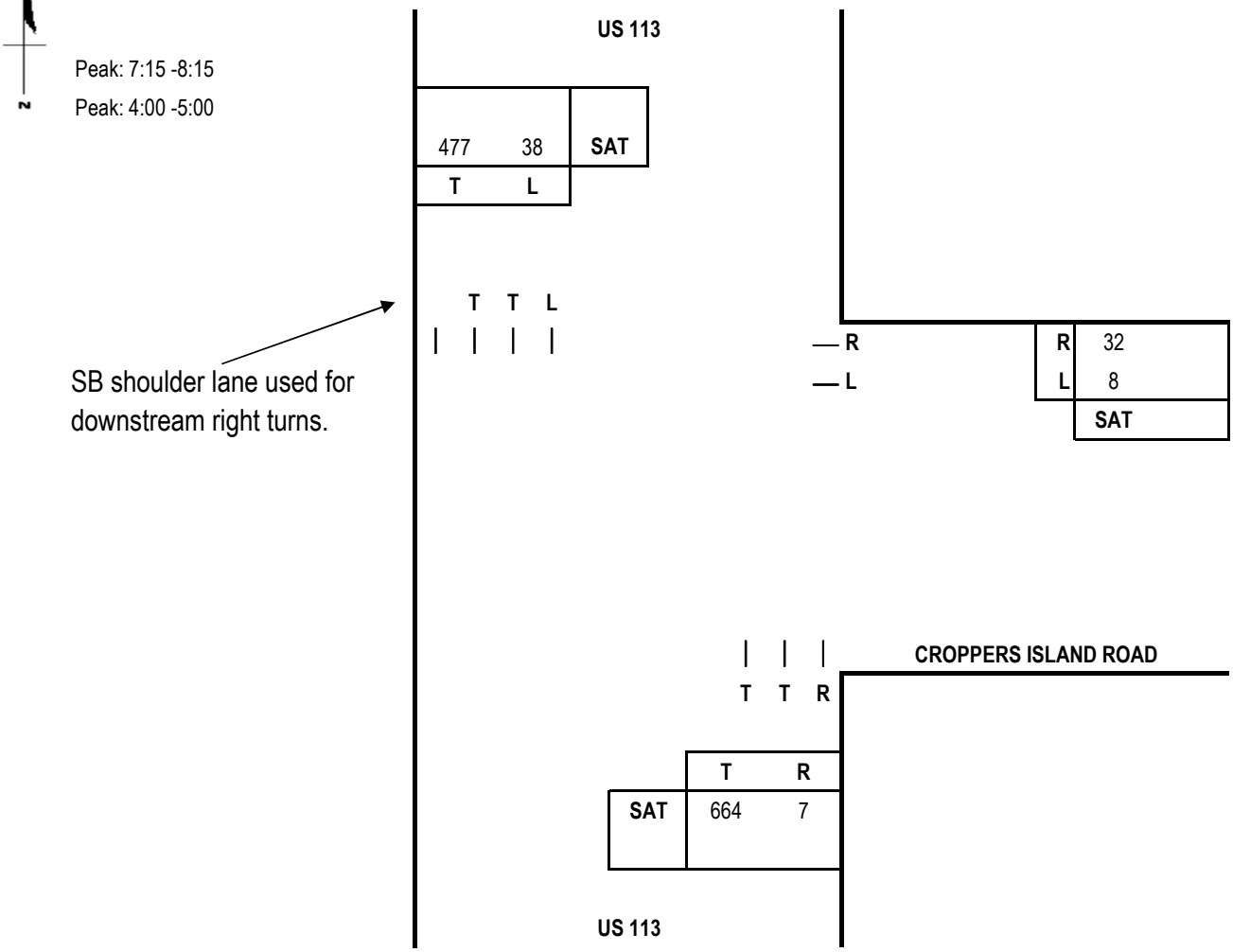
CRITICAL LANE VOLUME (CLV) METHODOLOGY

for MSHA

E/W Road: Croppers Island Road
N/S Road: US 113
Conditions: Existing Traffic

Date of Count: 5/25/2024
Day of Count: Saturday
Analyst: Shulin Li

Peak: 7:15 -8:15
Peak: 4:00 -5:00



Capacity Analysis

Sat. Midday Peak Hour							
	Thru Volumes			+ Opposing Lefts			SAT
Dir	VOL	x LUF	= Total	VOL	x LUF	= Total	CLV
WB	8	1.00	8				8
NB	664	0.55	365	38	1.00	38	403
SB	477	0.55	262				
						CLV TOTAL=	411
						Level of Service (LOS)=	A

Scenario ID - TOT31

SAT V/C =0.26

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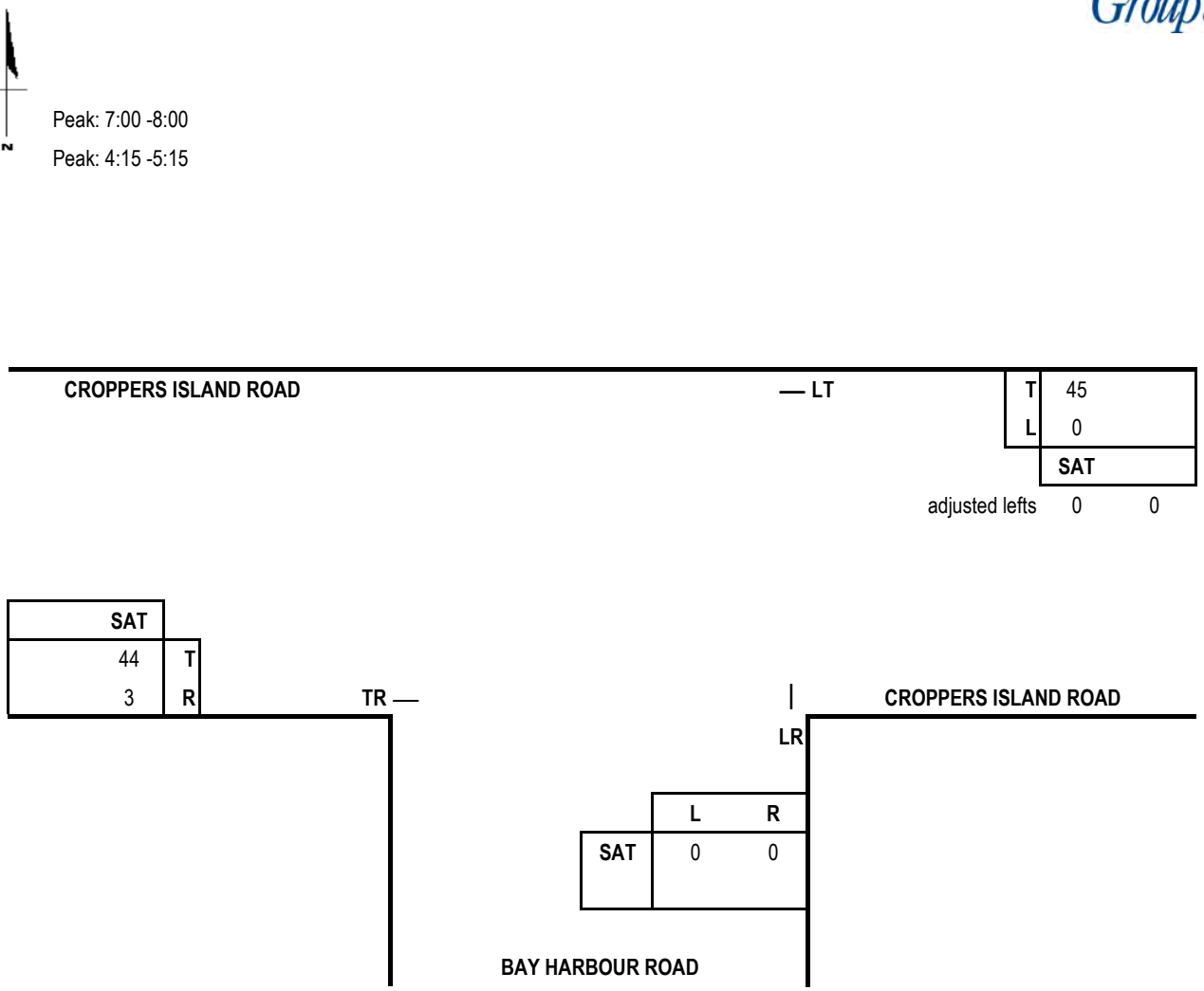
CRITICAL LANE VOLUME (CLV) METHODOLOGY

for MSHA

E/W Road: Croppers Island Road
N/S Road: Bay Harbour Road
Conditions: Existing Traffic

Date of Count: 5/25/2024
Day of Count: Saturday
Analyst: Shulin Li

Peak: 7:00 -8:00
Peak: 4:15 -5:15



Capacity Analysis

Sat. Midday Peak Hour							
	Thru Volumes			+ Opposing Lefts			SAT
Dir	VOL	x LUF	= Total	VOL	x LUF	= Total	CLV
NB	0	1.00	0				0
EB	47	1.00	47	0	1.00	0	47
WB	45	1.00	45				
						CLV TOTAL=	47
						Level of Service (LOS)=	A

Scenario ID - TOT32

SAT V/C =0.03

ITEM 32

APPENDIX C

Roadway Link Analysis for Croppers Island Rd

HCS Two-Lane Highway Report

Project Information			
Analyst	Sli	Date	7/30/2024
Agency	TTG	Analysis Year	2024
Jurisdiction	Worcester County	Time Analyzed	5/23 AM near Bay Harbour
Project Description	Island Resort Campground	Units	U.S. Customary

Segment 1

Vehicle Inputs			
Segment Type	Passing Constrained	Length, ft	5280
Measured FFS	Measured	Free-Flow Speed, mi/h	40.0

Demand and Capacity			
Directional Demand Flow Rate, veh/h	29	Opposing Demand Flow Rate, veh/h	-
Peak Hour Factor	0.94	Total Trucks, %	0.00
Segment Capacity, veh/h	1700	Demand/Capacity (D/C)	0.02

Intermediate Results			
Segment Vertical Class	1	Free-Flow Speed, mi/h	40.0
Speed Slope Coefficient (m)	4.62517	Speed Power Coefficient (p)	0.41674
PF Slope Coefficient (m)	-1.39645	PF Power Coefficient (p)	0.69730
In Passing Lane Effective Length?	No	Follower Density, followers/mi/ln	0.1
%Improvement to Percent Followers	0.0	%Improvement to Speed	0.0

Subsegment Data

#	Segment Type	Length, ft	Radius, ft	Superelevation, %	Average Speed, mi/h
1	Tangent	5280	-	-	40.0

Vehicle Results			
Average Speed, mi/h	40.0	Percent Followers, %	11.1
Segment Travel Time, minutes	1.50	Adj. Follower Density, followers/mi/ln	0.1
Vehicle LOS	A		

Bicycle Results			
Percent Occupied Parking	0	Pavement Condition Rating	4
Flow Rate Outside Lane, veh/h	29	Bicycle Effective Width, ft	22
Bicycle LOS Score	1.17	Bicycle Effective Speed Factor	3.39
Bicycle LOS	A		

Facility Results

T	VMT veh-mi/AP	VHD veh-h/p	Follower Density, followers/ mi/ln	LOS
1	7	0.00	0.1	A

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HCS Two-Lane Highway Report

Project Information			
Analyst	Sli	Date	7/30/2024
Agency	TTG	Analysis Year	2024
Jurisdiction	Worcester County	Time Analyzed	5/23 PM near Bay Harbour
Project Description	Island Resort Campground	Units	U.S. Customary

Segment 1

Vehicle Inputs			
Segment Type	Passing Constrained	Length, ft	5280
Measured FFS	Measured	Free-Flow Speed, mi/h	40.0

Demand and Capacity			
Directional Demand Flow Rate, veh/h	51	Opposing Demand Flow Rate, veh/h	-
Peak Hour Factor	0.94	Total Trucks, %	0.00
Segment Capacity, veh/h	1700	Demand/Capacity (D/C)	0.03

Intermediate Results			
Segment Vertical Class	1	Free-Flow Speed, mi/h	40.0
Speed Slope Coefficient (m)	4.62517	Speed Power Coefficient (p)	0.41674
PF Slope Coefficient (m)	-1.39645	PF Power Coefficient (p)	0.69730
In Passing Lane Effective Length?	No	Follower Density, followers/mi/ln	0.2
%Improvement to Percent Followers	0.0	%Improvement to Speed	0.0

Subsegment Data

#	Segment Type	Length, ft	Radius, ft	Superelevation, %	Average Speed, mi/h
1	Tangent	5280	-	-	40.0

Vehicle Results			
Average Speed, mi/h	40.0	Percent Followers, %	16.1
Segment Travel Time, minutes	1.50	Adj. Follower Density, followers/mi/ln	0.2
Vehicle LOS	A		

Bicycle Results			
Percent Occupied Parking	0	Pavement Condition Rating	4
Flow Rate Outside Lane, veh/h	51	Bicycle Effective Width, ft	21
Bicycle LOS Score	1.67	Bicycle Effective Speed Factor	3.39
Bicycle LOS	B		

Facility Results

T	VMT veh-mi/AP	VHD veh-h/p	Follower Density, followers/ mi/ln	LOS
1	12	0.00	0.2	A

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HCS Two-Lane Highway Report

Project Information			
Analyst	Sli	Date	7/30/2024
Agency	TTG	Analysis Year	2024
Jurisdiction	Worcester County	Time Analyzed	5/24 AM near Bay Harbour
Project Description	Island Resort Campground	Units	U.S. Customary

Segment 1

Vehicle Inputs			
Segment Type	Passing Constrained	Length, ft	5280
Measured FFS	Measured	Free-Flow Speed, mi/h	40.0

Demand and Capacity			
Directional Demand Flow Rate, veh/h	35	Opposing Demand Flow Rate, veh/h	-
Peak Hour Factor	0.94	Total Trucks, %	0.00
Segment Capacity, veh/h	1700	Demand/Capacity (D/C)	0.02

Intermediate Results			
Segment Vertical Class	1	Free-Flow Speed, mi/h	40.0
Speed Slope Coefficient (m)	4.62517	Speed Power Coefficient (p)	0.41674
PF Slope Coefficient (m)	-1.39645	PF Power Coefficient (p)	0.69730
In Passing Lane Effective Length?	No	Follower Density, followers/mi/ln	0.1
%Improvement to Percent Followers	0.0	%Improvement to Speed	0.0

Subsegment Data

#	Segment Type	Length, ft	Radius, ft	Superelevation, %	Average Speed, mi/h
1	Tangent	5280	-	-	40.0

Vehicle Results			
Average Speed, mi/h	40.0	Percent Followers, %	12.6
Segment Travel Time, minutes	1.50	Adj. Follower Density, followers/mi/ln	0.1
Vehicle LOS	A		

Bicycle Results			
Percent Occupied Parking	0	Pavement Condition Rating	4
Flow Rate Outside Lane, veh/h	35	Bicycle Effective Width, ft	22
Bicycle LOS Score	1.26	Bicycle Effective Speed Factor	3.39
Bicycle LOS	A		

Facility Results

T	VMT veh-mi/AP	VHD veh-h/p	Follower Density, followers/ mi/ln	LOS
1	8	0.00	0.1	A

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HCS Two-Lane Highway Report

Project Information			
Analyst	Sli	Date	7/30/2024
Agency	TTG	Analysis Year	2024
Jurisdiction	Worcester County	Time Analyzed	5/24 PM near Bay Harbour
Project Description	Island Resort Campground	Units	U.S. Customary

Segment 1

Vehicle Inputs			
Segment Type	Passing Constrained	Length, ft	5280
Measured FFS	Measured	Free-Flow Speed, mi/h	40.0

Demand and Capacity			
Directional Demand Flow Rate, veh/h	61	Opposing Demand Flow Rate, veh/h	-
Peak Hour Factor	0.94	Total Trucks, %	0.00
Segment Capacity, veh/h	1700	Demand/Capacity (D/C)	0.04

Intermediate Results			
Segment Vertical Class	1	Free-Flow Speed, mi/h	40.0
Speed Slope Coefficient (m)	4.62517	Speed Power Coefficient (p)	0.41674
PF Slope Coefficient (m)	-1.39645	PF Power Coefficient (p)	0.69730
In Passing Lane Effective Length?	No	Follower Density, followers/mi/ln	0.3
%Improvement to Percent Followers	0.0	%Improvement to Speed	0.0

Subsegment Data

#	Segment Type	Length, ft	Radius, ft	Superelevation, %	Average Speed, mi/h
1	Tangent	5280	-	-	40.0

Vehicle Results			
Average Speed, mi/h	40.0	Percent Followers, %	17.9
Segment Travel Time, minutes	1.50	Adj. Follower Density, followers/mi/ln	0.3
Vehicle LOS	A		

Bicycle Results			
Percent Occupied Parking	0	Pavement Condition Rating	4
Flow Rate Outside Lane, veh/h	61	Bicycle Effective Width, ft	21
Bicycle LOS Score	1.76	Bicycle Effective Speed Factor	3.39
Bicycle LOS	B		

Facility Results

T	VMT veh-mi/AP	VHD veh-h/p	Follower Density, followers/ mi/ln	LOS
1	14	0.00	0.3	A

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HCS Two-Lane Highway Report

Project Information			
Analyst	Sli	Date	7/30/2024
Agency	TTG	Analysis Year	2024
Jurisdiction	Worcester County	Time Analyzed	5/25 Midday near Bay Harbour
Project Description	Island Resort Campground	Units	U.S. Customary

Segment 1

Vehicle Inputs			
Segment Type	Passing Constrained	Length, ft	5280
Measured FFS	Measured	Free-Flow Speed, mi/h	40.0

Demand and Capacity			
Directional Demand Flow Rate, veh/h	48	Opposing Demand Flow Rate, veh/h	-
Peak Hour Factor	0.94	Total Trucks, %	0.00
Segment Capacity, veh/h	1700	Demand/Capacity (D/C)	0.03

Intermediate Results			
Segment Vertical Class	1	Free-Flow Speed, mi/h	40.0
Speed Slope Coefficient (m)	4.62517	Speed Power Coefficient (p)	0.41674
PF Slope Coefficient (m)	-1.39645	PF Power Coefficient (p)	0.69730
In Passing Lane Effective Length?	No	Follower Density, followers/mi/ln	0.2
%Improvement to Percent Followers	0.0	%Improvement to Speed	0.0

Subsegment Data

#	Segment Type	Length, ft	Radius, ft	Superelevation, %	Average Speed, mi/h
1	Tangent	5280	-	-	40.0

Vehicle Results			
Average Speed, mi/h	40.0	Percent Followers, %	15.4
Segment Travel Time, minutes	1.50	Adj. Follower Density, followers/mi/ln	0.2
Vehicle LOS	A		

Bicycle Results			
Percent Occupied Parking	0	Pavement Condition Rating	4
Flow Rate Outside Lane, veh/h	48	Bicycle Effective Width, ft	38
Bicycle LOS Score	0.00	Bicycle Effective Speed Factor	3.39
Bicycle LOS	A		

Facility Results

T	VMT veh-mi/AP	VHD veh-h/p	Follower Density, followers/ mi/ln	LOS
1	11	0.00	0.2	A

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HCS Two-Lane Highway Report

Project Information			
Analyst	Sli	Date	7/30/2024
Agency	TTG	Analysis Year	2024
Jurisdiction	Worcester County	Time Analyzed	5/23 AM near Campground
Project Description	Island Resort Campground	Units	U.S. Customary

Segment 1

Vehicle Inputs			
Segment Type	Passing Constrained	Length, ft	5280
Measured FFS	Measured	Free-Flow Speed, mi/h	40.0

Demand and Capacity			
Directional Demand Flow Rate, veh/h	7	Opposing Demand Flow Rate, veh/h	-
Peak Hour Factor	0.94	Total Trucks, %	0.00
Segment Capacity, veh/h	1700	Demand/Capacity (D/C)	0.00

Intermediate Results			
Segment Vertical Class	1	Free-Flow Speed, mi/h	40.0
Speed Slope Coefficient (m)	4.62517	Speed Power Coefficient (p)	0.41674
PF Slope Coefficient (m)	-1.39645	PF Power Coefficient (p)	0.69730
In Passing Lane Effective Length?	No	Follower Density, followers/mi/ln	0.0
%Improvement to Percent Followers	0.0	%Improvement to Speed	0.0

Subsegment Data

#	Segment Type	Length, ft	Radius, ft	Superelevation, %	Average Speed, mi/h
1	Tangent	5280	-	-	40.0

Vehicle Results			
Average Speed, mi/h	40.0	Percent Followers, %	4.5
Segment Travel Time, minutes	1.50	Adj. Follower Density, followers/mi/ln	0.0
Vehicle LOS	A		

Bicycle Results			
Percent Occupied Parking	0	Pavement Condition Rating	4
Flow Rate Outside Lane, veh/h	7	Bicycle Effective Width, ft	22
Bicycle LOS Score	0.45	Bicycle Effective Speed Factor	3.39
Bicycle LOS	A		

Facility Results

T	VMT veh-mi/AP	VHD veh-h/p	Follower Density, followers/ mi/ln	LOS
1	2	0.00	0.0	A

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HCS Two-Lane Highway Report

Project Information			
Analyst	Sli	Date	7/30/2024
Agency	TTG	Analysis Year	2024
Jurisdiction	Worcester County	Time Analyzed	5/23 PM near Campground
Project Description	Island Resort Campground	Units	U.S. Customary

Segment 1

Vehicle Inputs			
Segment Type	Passing Constrained	Length, ft	5280
Measured FFS	Measured	Free-Flow Speed, mi/h	40.0

Demand and Capacity			
Directional Demand Flow Rate, veh/h	28	Opposing Demand Flow Rate, veh/h	-
Peak Hour Factor	0.94	Total Trucks, %	0.00
Segment Capacity, veh/h	1700	Demand/Capacity (D/C)	0.02

Intermediate Results			
Segment Vertical Class	1	Free-Flow Speed, mi/h	40.0
Speed Slope Coefficient (m)	4.62517	Speed Power Coefficient (p)	0.41674
PF Slope Coefficient (m)	-1.39645	PF Power Coefficient (p)	0.69730
In Passing Lane Effective Length?	No	Follower Density, followers/mi/ln	0.1
%Improvement to Percent Followers	0.0	%Improvement to Speed	0.0

Subsegment Data

#	Segment Type	Length, ft	Radius, ft	Superelevation, %	Average Speed, mi/h
1	Tangent	5280	-	-	40.0

Vehicle Results			
Average Speed, mi/h	40.0	Percent Followers, %	10.8
Segment Travel Time, minutes	1.50	Adj. Follower Density, followers/mi/ln	0.1
Vehicle LOS	A		

Bicycle Results			
Percent Occupied Parking	0	Pavement Condition Rating	4
Flow Rate Outside Lane, veh/h	28	Bicycle Effective Width, ft	21
Bicycle LOS Score	1.36	Bicycle Effective Speed Factor	3.39
Bicycle LOS	A		

Facility Results

T	VMT veh-mi/AP	VHD veh-h/p	Follower Density, followers/ mi/ln	LOS
1	7	0.00	0.1	A

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HCS Two-Lane Highway Report

Project Information			
Analyst	Sli	Date	7/30/2024
Agency	TTG	Analysis Year	2024
Jurisdiction	Worcester County	Time Analyzed	5/24 AM near Campground
Project Description	Island Resort Campground	Units	U.S. Customary

Segment 1

Vehicle Inputs			
Segment Type	Passing Constrained	Length, ft	5280
Measured FFS	Measured	Free-Flow Speed, mi/h	40.0

Demand and Capacity			
Directional Demand Flow Rate, veh/h	11	Opposing Demand Flow Rate, veh/h	-
Peak Hour Factor	0.94	Total Trucks, %	0.00
Segment Capacity, veh/h	1700	Demand/Capacity (D/C)	0.01

Intermediate Results			
Segment Vertical Class	1	Free-Flow Speed, mi/h	40.0
Speed Slope Coefficient (m)	4.62517	Speed Power Coefficient (p)	0.41674
PF Slope Coefficient (m)	-1.39645	PF Power Coefficient (p)	0.69730
In Passing Lane Effective Length?	No	Follower Density, followers/mi/ln	0.0
%Improvement to Percent Followers	0.0	%Improvement to Speed	0.0

Subsegment Data

#	Segment Type	Length, ft	Radius, ft	Superelevation, %	Average Speed, mi/h
1	Tangent	5280	-	-	40.0

Vehicle Results			
Average Speed, mi/h	40.0	Percent Followers, %	5.7
Segment Travel Time, minutes	1.50	Adj. Follower Density, followers/mi/ln	0.0
Vehicle LOS	A		

Bicycle Results			
Percent Occupied Parking	0	Pavement Condition Rating	4
Flow Rate Outside Lane, veh/h	11	Bicycle Effective Width, ft	21
Bicycle LOS Score	0.89	Bicycle Effective Speed Factor	3.39
Bicycle LOS	A		

Facility Results

T	VMT veh-mi/AP	VHD veh-h/p	Follower Density, followers/ mi/ln	LOS
1	3	0.00	0.0	A

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HCS Two-Lane Highway Report

Project Information			
Analyst	Sli	Date	7/30/2024
Agency	TTG	Analysis Year	2024
Jurisdiction	Worcester County	Time Analyzed	5/24 PM near Campground
Project Description	Island Resort Campground	Units	U.S. Customary

Segment 1

Vehicle Inputs			
Segment Type	Passing Constrained	Length, ft	5280
Measured FFS	Measured	Free-Flow Speed, mi/h	40.0

Demand and Capacity			
Directional Demand Flow Rate, veh/h	43	Opposing Demand Flow Rate, veh/h	-
Peak Hour Factor	0.94	Total Trucks, %	0.00
Segment Capacity, veh/h	1700	Demand/Capacity (D/C)	0.03

Intermediate Results			
Segment Vertical Class	1	Free-Flow Speed, mi/h	40.0
Speed Slope Coefficient (m)	4.62517	Speed Power Coefficient (p)	0.41674
PF Slope Coefficient (m)	-1.39645	PF Power Coefficient (p)	0.69730
In Passing Lane Effective Length?	No	Follower Density, followers/mi/ln	0.2
%Improvement to Percent Followers	0.0	%Improvement to Speed	0.0

Subsegment Data

#	Segment Type	Length, ft	Radius, ft	Superelevation, %	Average Speed, mi/h
1	Tangent	5280	-	-	40.0

Vehicle Results			
Average Speed, mi/h	40.0	Percent Followers, %	14.3
Segment Travel Time, minutes	1.50	Adj. Follower Density, followers/mi/ln	0.2
Vehicle LOS	A		

Bicycle Results			
Percent Occupied Parking	0	Pavement Condition Rating	4
Flow Rate Outside Lane, veh/h	43	Bicycle Effective Width, ft	20
Bicycle LOS Score	1.79	Bicycle Effective Speed Factor	3.39
Bicycle LOS	B		

Facility Results

T	VMT veh-mi/AP	VHD veh-h/p	Follower Density, followers/ mi/ln	LOS
1	10	0.00	0.2	A

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HCS Two-Lane Highway Report

Project Information			
Analyst	Sli	Date	7/30/2024
Agency	TTG	Analysis Year	2024
Jurisdiction	Worcester County	Time Analyzed	5/25 Midday near Campground
Project Description	Island Resort Campground	Units	U.S. Customary

Segment 1

Vehicle Inputs			
Segment Type	Passing Constrained	Length, ft	5280
Measured FFS	Measured	Free-Flow Speed, mi/h	40.0

Demand and Capacity			
Directional Demand Flow Rate, veh/h	43	Opposing Demand Flow Rate, veh/h	-
Peak Hour Factor	0.94	Total Trucks, %	0.00
Segment Capacity, veh/h	1700	Demand/Capacity (D/C)	0.03

Intermediate Results			
Segment Vertical Class	1	Free-Flow Speed, mi/h	40.0
Speed Slope Coefficient (m)	4.62517	Speed Power Coefficient (p)	0.41674
PF Slope Coefficient (m)	-1.39645	PF Power Coefficient (p)	0.69730
In Passing Lane Effective Length?	No	Follower Density, followers/mi/ln	0.2
%Improvement to Percent Followers	0.0	%Improvement to Speed	0.0

Subsegment Data

#	Segment Type	Length, ft	Radius, ft	Superelevation, %	Average Speed, mi/h
1	Tangent	5280	-	-	40.0

Vehicle Results			
Average Speed, mi/h	40.0	Percent Followers, %	14.3
Segment Travel Time, minutes	1.50	Adj. Follower Density, followers/mi/ln	0.2
Vehicle LOS	A		

Bicycle Results			
Percent Occupied Parking	0	Pavement Condition Rating	4
Flow Rate Outside Lane, veh/h	43	Bicycle Effective Width, ft	20
Bicycle LOS Score	1.79	Bicycle Effective Speed Factor	3.39
Bicycle LOS	B		

Facility Results

T	VMT veh-mi/AP	VHD veh-h/p	Follower Density, followers/ mi/ln	LOS
1	10	0.00	0.2	A

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MARYLAND'S Coast WORCESTER COUNTY

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

MEMORANDUM

TO: *The Salisbury Daily Times* and *The Ocean City Today Group*
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: October 16, 2024
SUBJECT: Worcester County Requested Capital Improvement Plan for FY 2026 through FY 2030

Please print the below notice as a display ad at the legal advertising rates per our agreement in *The Salisbury Daily Times* and *Ocean City Today Group* on October 24, 2024 and October 31, 2024. Please make the advertisement approximately 3 columns wide with a prominent border and place the ad in a part of the newspaper other than the legal ads. Thank you.

Notice of Public Hearing
REQUESTED Five-Year Capital Improvement Plan
FY 2026 through FY 2030
Worcester County, Maryland

The Worcester County Commissioners will conduct a public hearing on the REQUESTED Five-Year Capital Improvement Plan (CIP) for fiscal year (FY) 2026 through FY2030. The CIP is a planning document the County will use in preparing future operating budgets, to anticipate future financial needs of the County and to identify possible funding resources. Inclusion of a project in the CIP does not constitute a guarantee of funding from the County. Some capital projects will be added, deleted and/or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund. Copies of the Worcester County REQUESTED Capital Improvement Plan for FY2026 through FY2030 summary may be obtained online at www.co.worcester.md.us. For additional information, please contact the County Administration Office at (410) 632-1194.

The public hearing will be held on:

Wednesday, November 6, 2024
at 10:35 a.m.
in the
County Commissioners Meeting Room
Room 1101 - Government Center
One West Market Street
Snow Hill, Maryland 21863

MARYLAND'S Coast WORCESTER COUNTY

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

TO: Weston Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Lynn Wright, Senior Budget Accountant
DATE: October 28, 2024
RE: "Requested" Capital Improvement Plan FY2026 through FY2030

The updated Requested Fiscal Year 2026 through Fiscal Year 2030 Five-Year Capital Improvement Plan is attached. There are several changes to the CIP since the last meeting on October 15, 2024. Three public school roof replacement projects have been added after the Board of Education approved their CIP: Worcester Technical High School Roof, Stephen Decatur High School Roof, and Ocean City Elementary School Roof. Two projects have updated construction costs: Pocomoke Health Department & 50 Plus Center Replacement and the Pocomoke Library.

The Requested Plan Summary by Category indicates that projects totaling $301,516,923 are requested over the five-year period. Of these projects, $89,277,145, or 30%, is proposed to come from Assigned Funds, and $84,319,669, or 28%, from General Bond Funds. The remaining portion would come from grant funds, state matching funds, state loans, user fees, and enterprise bonds.

Please assess the requests for FY 2026 to note if there are items in the plan that the County should further review. The FY 2026 Assigned Funds request is $17,564,274, or 41% of the capital outlay, and the General Bonds total is $235,000, or less than 1% of the capital outlay. The Bond Rating Agencies look closely at the Capital Improvement Plan as a financial planning tool for the County.

Attachments

Worcester County

Requested

5 Year Capital Improvement Plan
FY 2026 to FY 2030

NOTE: **The proposed Capital Improvement Plan is a planning document to anticipate future financial needs of the County. Inclusion of a project in the plan does not constitute a guarantee of funding from the county. Some capital projects will be added, deleted and or amended as necessary. As with the Operating Budget, the projects for each fund have to be balanced with the resources available in that fund.**

November 6, 2024

REQUESTED PLAN SUMMARY BY CATEGORY

11/6/2024

WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN
FY 2026 TO FY 2030 PROJECT SUMMARY

Project Category	2026	2027	2028	2029	2030	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete *	Total Project Cost
General Government	10,122,939	1,523,300	8,734,800	0	0	20,381,039	6.76%	6,607,000	0	26,988,039
Public Safety	912,540	15,291,256	30,571,278	814,364	0	47,589,438	15.78%	4,165,000	0	51,754,438
Public Works	25,695,109	33,617,500	9,300,000	4,300,000	12,500,000	85,412,609	28.33%	6,456,100	0	91,868,709
Recreation & Parks and Natural Resources	138,600	0	0	0	0	138,600	0.05%	1,386,000	0	1,524,600
Public Schools	5,660,524	8,441,951	39,336,142	43,729,470	47,045,900	144,213,987	47.83%	149,320	42,759,669	187,122,976
Community College	0	0	171,875	3,437,500	171,875	3,781,250	1.25%	0	0	3,781,250
TOTAL	42,529,712	58,874,007	88,114,095	52,281,334	59,717,775	301,516,923	100.00%	18,763,420	42,759,669	363,040,012

Source of Funds	2026	2027	2028	2029	2030	Five Year Project Cost Total	Five Year % to Total Costs	Actual Prior Years	Balance to Complete	Total Project Cost
General Fund	0	0	0	0	0	0	0.00%	0	0	0
User Fees	7,700,000	0	200,000	300,000	0	8,200,000	2.72%	461,550	0	8,661,550
Grant Funds	6,267,052	11,530,000	2,000,000	0	0	19,797,052	6.57%	3,746,533	0	23,543,585
State Match	4,619,329	2,620,671	16,538,500	18,424,000	14,226,500	56,429,000	18.72%	3,070,000	10,984,500	70,483,500
State Loan	1,695,000	4,850,000	0	0	0	6,545,000	2.17%	0	0	6,545,000
Assigned Funds	17,564,274	11,963,133	29,649,638	22,821,834	7,278,266	89,277,145	29.61%	8,143,394	631,826	98,052,365
Private Donation	276,000	0	0	0	0	276,000	0.09%	0	0	276,000
Enterprise Bonds	4,173,057	15,400,000	6,100,000	3,000,000	8,000,000	36,673,057	12.16%	426,943	0	37,100,000
General Bonds	235,000	12,510,203	33,625,957	7,735,500	30,213,009	84,319,669	27.97%	2,915,000	31,143,343	118,378,012
General Bonds (Re-paid through VLT)	0	0	0	0	0	0	0.00%	0	0	0
TOTAL	42,529,712	58,874,007	88,114,095	52,281,334	59,717,775	301,516,923	100.00%	18,763,420	42,759,669	363,040,012

* Balance to Complete - Years FY2031 and future

FY 2026 TO FY 2030 SUMMARY BY PROJECT
REQUESTED

11/6/2024

WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2026	FY2027	FY2028	FY2029	FY2030	Prior Allocation	Balance To Complete	TOTAL
General Government Facilities								
New Pocomoke Library	3,405,860					6,140,000		9,545,860
Snow Hill Library Building Improvements	3,113,727					250,000		3,363,727
Government Center Roof Replacement	2,771,152					50,000		2,821,152
Courthouse Courtroom 4/ Family Services Expansion	308,000	833,000	83,000			117,000		1,341,000
Courthouse Washington Street Entrance	50,000	460,000	46,000			50,000		606,000
Pocomoke Health Department & 50 Plus Center Replacement	474,200	230,300	8,605,800					9,310,300
Total General Government Facilities	**10,122,939**	**1,523,300**	**8,734,800**	**0**	**0**	**6,607,000**	**0**	**26,988,039**
Public Safety								
Public Safety Logistical Storage Facility	560,000					2,915,000		3,475,000
Outdoor Warning Siren System	150,000					1,250,000		1,400,000
State's Attorney Building Addition	97,540	2,781,053	2,423,321	814,364				6,116,278
Public Safety Building	105,000	12,510,203	28,147,957	0				40,763,160
Total Public Safety	**912,540**	**15,291,256**	**30,571,278**	**814,364**	**0**	**4,165,000**	**0**	**51,754,438**
Public Works								
Roads- Asphalt Overlay or Pavement of County Roads	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,551,752		6,551,752
Roads- Cove Landing Road Cross Road Pipes	60,000	350,000				10,000		420,000
Water Wastewater								
Riddle Farm WWTP Rehabilitation	2,000,000					1,578,490		3,578,490
Riddle Farm WWTP Bypass to OP WWTP	3,090,000					161,500		3,251,500
Lewis Road Sewer System	2,026,152					2,025,000		4,051,152
Ocean Pines WWTP Lagoon Expansion	150,000					300,000		450,000
Mystic Harbor Water to Riddle Farm	2,000,000					67,765		2,067,765
Riddle Farm Water Treatment Plant &Tower Rehabilitation	650,000					100,000		750,000
Ocean Pines Wastewater Belt Filter Press Replacement	4,173,057					426,943		4,600,000
Ocean City Sunset Avenue Sewer Relief	2,000,000					35,000		2,035,000
St. Martin's By the Bay Water System	2,445,900					73,100		2,519,000
Newark WTP Rehabilitation	150,000	5,887,500						6,037,500
Mystic Harbour Solids Handling & Storage Building	200,000	6,700,000						6,900,000
Ocean Pines Force Main Replacement Station N to L	200,000	1,500,000						1,700,000
Ocean Pines Wastewater Drying Beds	50,000	500,000						550,000
Mystic Harbour WTP Rehabilitation		1,600,000						1,600,000
Landings Water Tower Rehabilitation		580,000						580,000
River Run Sewer Interconnection to Ocean Pines		100,000	2,000,000					2,100,000
Mystic Harbour Effluent Connection to Riddle Farm Lagoon		400,000	6,100,000					6,500,000
Assateague Point WWTP Replacement Liner			100,000	1,500,000				1,600,000
River Run Replacement Liner			100,000	1,500,000				1,600,000
Mystic Harbour Effluent Disposal Expansion				150,000	3,500,000			3,650,000

FY 2026 TO FY 2030 SUMMARY BY PROJECT
REQUESTED

11/6/2024

WORCESTER COUNTY
FIVE YEAR CAPITAL IMPROVEMENT PLAN

	FY2026	FY2027	FY2028	FY2029	FY2030	Prior Allocation	Balance To Complete	TOTAL
Solid Waste								
Landfill Gas Collection System	4,500,000					126,550		4,626,550
Landfill Cell 6 Design and Construction	1,000,000	15,000,000						16,000,000
Landfill Cell 1 Capping and Closure				150,000	8,000,000			8,150,000
Total Public Works	**25,695,109**	**33,617,500**	**9,300,000**	**4,300,000**	**12,500,000**	**6,456,100**		**91,868,709**
Recreation & Parks								
Recreation Center - HVAC Replacement	138,600					1,386,000		1,524,600
Total Recreation & Parks	**138,600**	**0**	**0**	**0**	**0**	**1,386,000**		**1,524,600**
Public Schools								
Pocomoke Elementary School - Roof Replacement	3,199,000					60,000		3,259,000
Buckingham Elementary Replacement School	1,860,329	5,632,541	28,069,011	28,069,101	7,053,391	50,306	631,826	71,366,505
Berlin Intermediate School	601,195	2,411,410	246,131	663,369	33,986,509	39,014	42,127,843	80,075,471
Worcester Technical High School Roof Replacement		398,000	10,458,000					10,856,000
Stephen Decatur High School Roof Replacement			563,000	14,768,000				15,331,000
Ocean City Elementary School Roof Replacement				229,000	6,006,000			6,235,000
Total Public Schools	**5,660,524**	**8,441,951**	**39,336,142**	**43,729,470**	**47,045,900**	**149,320**	**42,759,669**	**187,122,976**
Wor-Wic Community College								
Wor-Wic Student Success and Wellness Center			171,875	3,437,500	171,875			3,781,250
Total Wor-Wic		**0**	**171,875**	**3,437,500**	**171,875**	**0**	**0**	**3,781,250**
CAPITAL PROJECT SUMMARY - BY SOURCE OF FUNDS								
Source of Funds	**FY2026**	**FY2027**	**FY2028**	**FY2029**	**FY2030**	**Prior Allocation**	**Balance to Complete**	**TOTAL**
General Fund								0
User Fees	7,700,000		200,000	300,000		461,550		8,661,550
Grant Funds	6,267,052	11,530,000	2,000,000			3,746,533		23,543,585
State Match	4,619,329	2,620,671	16,538,500	18,424,000	14,226,500	3,070,000	10,984,500	70,483,500
State Loan	1,695,000	4,850,000						6,545,000
Assigned Funds	17,564,274	11,963,133	29,649,638	22,821,834	7,278,266	8,143,394	631,826	98,052,365
Private Donation	276,000							276,000
Enterprise Bonds	4,173,057	15,400,000	6,100,000	3,000,000	8,000,000	426,943		37,100,000
General Bonds	235,000	12,510,203	33,625,957	7,735,500	30,213,009	2,915,000	31,143,343	118,378,012
General Bonds (Debt Service to be paid through Video Lottery Funds)								0
TOTAL	**42,529,712**	**58,874,007**	**88,114,095**	**52,281,334**	**59,717,775**	**18,763,420**	**42,759,669**	**363,040,012**

CIP Project Name: New Pocomoke Library

Project Director (Name & Title): Jennifer Ranck, library director
Phone Number: 410-632-2600

Project Summary and Purpose: To replace the current 54 year old facility with a new, larger building

Project Location: 301 Market Street, Pocomoke MD 21851

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Yes, the Public Library Grant program is available and administered through the Maryland State Library Agency. The library has received a match of $3.999 million for FY 25 ($1,799,000 and $2,200,000 in deferred funding from FY 2024) and is seeking funds for FY 26 to help with the cost of furnishings and equipment ($275,000). The Library Foundation will help raise funds to help with furnishings and materials.

Is there a Federal or State mandate related to this project? If so, please elaborate: The Public Library Capital Grant requires a 50% match.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? The library will need to hire two additional part-time employees. We hope to maintain utility costs at their current level.

What is the useful life of the asset/project? A new building is likely to last another 50 years.

Will this project generate revenue? The library will generate revenue through copier services and meeting room usage fees.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						520,000		**520,000**
Land Acquisition								**0**
Site Work								**0**
Construction	2,855,860					5,620,000		**8,475,860**
Equipment/Furnishings	550,000							**550,000**
Other - Please Specify								**0**
TOTAL	**3,405,860**	**0**	**0**	**0**	**0**	**6,140,000**	**0**	**9,545,860**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match	1,204,000					3,070,000		**4,274,000**
State Loan								**0**
Assigned Funds	2,201,860					3,070,000		**5,271,860**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**3,405,860**	**0**	**0**	**0**	**0**	**6,140,000**	**0**	**9,545,860**
PROJECTED OPERATING IMPACTS	21,051	42,100	42,100	42,100	42,100			189,451

CIP Project Name: New Pocomoke Library

Complete the following questions.

Project scope.

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

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

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

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

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The most recent cost estimate was developed in May 2024 and includes design fees, contingencies, insurance and bonds, and FFE.

CIP Timing.

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

This project was first requested in FY 2019 and several options for facility upgrades and other locations have been discussed. An alternative downtown Pocomoke site was considered in Spring 2020 but upon further evaluation the location was not viable. The library apply for construction funding through the Public Library Capital Grant program in FY 24, but the grant did not move forward due to the location change. Fortunately, the library received funding in FY 25 to help offset the cost to the County.

Urgency.

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

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

CIP Operating Impact Projections

Project: New Pocomoke Library
Department & Signature of Department Head:

Personnel Expenses	FY 26	FY 27	FY 28	FY 29	FY 30	Total Operating Cost
Job Title & Salary/Beneift Costs (List Separately)						
Part Time Library Services Assistant	9,500	19,000	19,000	19,000	19,000	**85,500**
Part Time Library Services Assistant	9,500	19,000	19,000	19,000	19,000	**85,500**
Benefits	2,051	4,100	4,100	4,100	4,100	**18,451**
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**21,051**	**42,100**	**42,100**	**42,100**	**42,100**	**189,451**

Operating Expenses	FY 26	FY 27	FY 28	FY 29	FY 30	Total Operating Cost
Utilities						**0**
Telephone						**0**
Custodial						**0**
Cleaning						**0**
Maintenance Repairs						**0**
Refuse						**0**
Fire/Security Alarm						**0**
Internet						**0**
Vehicle Expense						**0**
Other						**0**
						0
						0
						0
EXPENDITURES						
Operating TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Project: New Pocomoke Library

Capital Expenses	FY 26	FY 27	FY 28	FY 29	FY 30	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 26	FY 27	FY 28	FY 29	FY 30	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	21,051	42,100	42,100	42,100	42,100	189,451

Project: New Pocomoke Library

Complete the following questions.

Operating Impacts

Employee positions.
Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.

With a larger building, we anticipate the need of two additional part-time employees.

Utility costs.
Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.

New equipment should help the library maintain current utility cost, despite a larger facility.

Maintenance costs.
Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

Maintenance costs could increase depending on building systems selected and if outside vendors will need to support. Custodial costs will increase with a larger building.

Insurance costs.
Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

A larger building may increase property insurance.

Telecommunications.
Consider the potential need of telephones, copiers, and computers and hardware. List them below.

New telephone and updated security system will be needed; no additional computers will be needed, though current machines will be replaced.

Furniture, equipment or capital outlay.
Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?

New shelving and furniture will be needed, approximately $550,000. The Library Foundation will also help fundraise for furnishings and materials.

October 23, 2024

Sent via e-mail to: nrice@co.worcester.md.us

Nicholas W. Rice, Procurement Officer
Worcester County, Office of County Commissioners
1 West Market Street, Room 1103
Snow Hill, Maryland 21863

RE: Worcester County Library – Pocomoke Branch
Construction Management at Risk Services – GMP Proposal

Mr. Rice,

Keller Construction Management, a Division of Keller Brothers Inc., ("Keller") is pleased to submit to Worcester County, this Guaranteed Maximum Price (GMP) proposal for the Worcester County Library - Pocomoke Branch project. At this time, Keller's preconstruction service phase prior to execution of the Contract Amendment is complete and the project has been bid to subcontractors. For the basis of this GMP proposal, the Contract is based on the requirements set forth within the AIA A133 – Standard Form of Agreement Between Owner and Construction Manager as Constructor ("Contract"). It is further based on the Bid Set Drawings and Project Manual / Specifications developed by The Design Group and dated August 28, 2024, including six (6) addenda generated by Keller.

Basis of GMP Proposal - List of GMP Proposal Documents:
The GMP Price Proposal is based on the following documents and clarifications, assumptions, and deviations from the Owner's criteria as detailed below:

- BID SET DRAWINGS issued August 28, 2024 and updated by addendum
- BID PROJECT MANUAL / SPECIFICATIONS issued August 28, 2024, and updated by addendum
- Addendum 1 dated September 12, 2024
- Addendum 2 dated September 16, 2024
- Addendum 3 dated September 23, 2024
- Addendum 4 dated September 25, 2024
- Addendum 5 dated September 26, 2024
- Addendum 6 dated October 2, 2024
- Bid Proposal results received by Keller and follow-up scope review meetings with subcontractors

Project Background
On January 16, 2024, Keller was issued a Notice of Award from Worcester County in the amount of $39,900 to conduct preconstruction services for this project. This award was based on Keller's proposal responding to the associated Worcester County RFP dated November 29, 2023. Keller began immediately, starting with a kickoff meeting with Worcester County staff as well as the design team, held at the Berlin branch of the Worcester County Library. A site walkthrough was held after the meeting in order for Keller to gather tangible information regarding the design intent, as the Berlin branch was designed by The Design Group as well.

Keller collaborated with Worcester County and The Design Group throughout the preconstruction phase, providing professional cost, schedule, and constructability deliverables at specific design milestones, as well as a comprehensive and collaborative value engineering (VE) exercise prior to bidding. Additionally, Keller has spearheaded efforts with local permitting agencies as well as state agencies typically involved in procurement activities for projects subject to state funding. The issuance of this GMP proposal represents the conclusion of the preconstruction phase and upon approval, Keller is prepared to mobilize and manage this project through the construction phase. Statement on market conditions?

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Bid Process & Results

On September 4, 2024, Keller issued a bid invitation and qualification form to subcontractors for the above referenced project. Keller organized the work into contract bid packages defined by detailed scopes of work included within the contract documents.

During the bid period, addenda 1-6 were issued. Keller evaluated all bids received and performed scope reviews with select apparent low bidders. The GMP proposal is based on the bid results that have been inserted into the attached GMP cost summary. The GMP proposal assumes Keller will successfully execute subcontracts with the proposed subcontract awardees that Keller has deemed to provide the best value option to Worcester County. A table of the subcontractor trade packages that apply to this project, as well as the proposed subcontractor for each package, is shown below.

CONTRACT BID PACKAGE	DESCRIPTION	PROPOSED SUBCONTRACTOR
01A	Building Envelope Testing	Sustainable Building Partners
02A	Earthwork & Utilities	Reynolds Excavating, Inc.
12B	Field Engineering	George E. Young, III, PC
02F	Landscaping	JND
03A	Concrete	The Bartley Corp
04A	Masonry	Diamond State Masonry
05A	Metals	Custom Welding & Fabricating
06A	General Carpentry	Above All Construction, LLC
07A	Weather Barrier – Air Barrier	Summit Insulation
07A	Weather Barrier – Cellulose Insulation	Accurate Insulation, LLC
07C	Roofing	Above All Construction, LLC
08A	Doors-Furnish Only	Salisbury Door and Hardware, Inc.
08B	Fiberglass Windows- Furnish Only	Pella Mid-Atlantic
08C	Storefront/Windows/Glazing	*Included with 08A*
09A	Framing/Drywall/Ceilings	C&C Drywall Contractors North, Inc.
09B	Ceramic Tile	East Coast Tile Contractors, Inc.
09D	Resilient Flooring	*Included with 09B*
09E	Painting	True Colors, LLC
10A	Specialties	Salisbury Specialties
10B	Signage	DUO Signage + Graphics
11A	Residential Appliances	Keller
12A	Casework	Cabinetry Unlimited
12A	Millwork	Above All Construction, LLC
12B	Window Shades	B&G Blinds LLC
21A	Fire Suppression	Bear Industries, Inc.
22A-23A	Plumbing, HVAC, Controls	Hancock & Son
26A	Electrical	Lambent Electrical Contractors or Bausum & Duckett Electric LLC

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Guaranteed Maximum Price (GMP)
Please reference the attached GMP cost summary spreadsheet for a detailed list of work included. The GMP includes:

- Cost of the Work organized into contract bid packages as described above
- All work as assigned to the contract bid package scopes
- General Conditions
- Performance and Payment Bond/Insurance
- Construction Manager's Fee
- Construction Contingency
- Allowances
- Alternates recommended for acceptance

The proposed GMP amount is *$8,300,871*

Clarifications, Assumptions, Exclusions, and Deviations
A list of the Construction Manager's clarifications, assumptions, exclusions, and deviations are as follows:

1. A sanitary lift station, including associated electrical components, as discussed during the bid period, is excluded. Preliminary cost estimates for this work have been received from our subcontractors, but the bid documents show gravity fed sanitary pipe and connections.

2. Costs/fees associated with permit applications and/or additional work required due to permit/plan review comments are excluded. It is Keller's understanding that Worcester County will directly pay for all permit fees with the exception of trade permit fees. Approved Erosion and Sediment Control (ESC) drawings are in hand and the City of Pocomoke's third party inspection agency has approved the bid documents.

3. The Maryland State Highway Administration (SHA) provided review comments near the conclusion of the bid period and an allowance is included below to account for work related to these specific comments.

4. The automatic irrigation system described on Sheet L-101 is excluded, as it is not desired by Worcester County.

5. Costs associated with utility service required to accommodate the new building are excluded. This proposal assumes that Worcester County will directly pay all service/connection fees related to new service including but not limited to, fiber optic, communications, electric, gas, and water/sewer.

6. Keller will coordinate, with the Owner, the careful and selective removal of the two existing trees identified within the bid documents to accommodate the needs of the Owner's third party woodworking firm. Additionally, Keller will coordinate specific removal and reinstallation requirements of the two (2) time capsules currently on site.

7. Per discussions with the Owner and design team, construction of the children's porch/walkway/gazebo, as shown within the bid documents, is not included in the GMP proposal. The design details are not developed enough to accurately price this scope. An allowance could be carried for this item if desired.

8. There are several items excluded from this GMP proposal as they are outside of Keller's scope of work. It is anticipated that these items will be directly contracted by Worcester County via other means. These items, and their estimated cost, include but are not limited to:

    a. Third party testing and inspections $23,000
    b. Commissioning $15,000

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c.	Furniture, fixtures and equipment (FFE)	$500,000
d.	Permit Fees	$25,000
e.	Installation/Relocation of Underground Electrical Facilities	$11,120
f.	Moving costs	$XX,XXX

Allowances
This GMP proposal includes the following allowances:

Final Cleaning	$10,700
Casework Elaboration	$35,000
Unit Price Utilization	$30,000
Rooftop Equipment Screen	$15,000
State Highway Administration (SHA) Comments	$10,000
Water Meter	$4,000

Allowances will be managed in accordance with the contract. Any unused portions of scheduled GMP allowances will be 100% returned to the Owner.

Contingencies
This GMP proposal includes the following contingencies:

Construction Contingency $125,000

Contingencies will be managed at the discretion of the Construction Manager. Unused portions of these contingencies will be reflected in contract amount adjustments executed after final completion and will be shared between Owner (70%) and Construction Manager (30%). These shared savings allocations are proposed as a mutually agreeable method to manage contingency funds and to ensure their efficient utilization.

Alternates
Keller, in conjunction with Worcester County and The Design Group, identified specific alternate requests that were included in the bid documents. Some of these requests were the result of options approved during the value engineering process. **Alternates marked with a "YES" represent alternates that Keller is recommending for acceptance and are therefore included in the proposed GMP amount above.** These recommendations are presented with prioritization of the project budget in mind.

Add Alternate 1	Metal Stud Wall Framing in lieu of (ILO) Wood	
YES	($83,779)*	*Metal stud wall framing ILO wood provides a cost savings
Add Alternate 2	Two Year Warranty $49,828	
Add Alternate 3	Metal Roof ILO Asphalt Shingles $176,642	
Add Alternate 4	Metal Panels ILO Fiber Cement Battened Siding $93,578	
Add Alternate 5	Full New Sidewalks $33,646	
Add Alternate 6	Sod ILO Planted Grass Seed $10,028	

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Add Alternate 7	ATC System by Modern Controls
YES	$0
Add Alternate 8	Square D Company Electrical Gear
YES	$21,029
Add Alternate 9	PVC Jacketing
	$45,002
Add Alternate 10	Lighting Protection System
	$78,858
Add Alternate 11	Lighting Control System
	$52,572

Unit Prices
Keller, in conjunction with Worcester County and The Design Group, identified specific unit prices that can be utilized if change order work is identified and warranted. A specific allowance for unit price work has been included in this GMP proposal, per Worcester County request.

Compensation Method
The compensation method for the GMP amount is proposed to be in monthly progress payments per Article 11 of the Contract. General Conditions are proposed as a lump sum and will be billed in equal increments throughout the project's construction duration.

Schedule and Completion Dates
With the exception of substantial completion date(s), information shown is subject to revision by the Owner and Construction Manager. A copy of the construction schedule, as issued with the bid documents, is attached for reference.

On-Site Mobilization	November 2024
Substantial Completion	December 2025

Minority Business Enterprise (MBE) Participation and Maryland DLLR Prevailing Wages
MBE goals and subgoals are not applicable to this project. Documentation with the Maryland Governor's Office of Small, Minority & Women Business Affairs (GOSBA), specific to this project, is on file.

Maryland Department of Labor, Licensing, and Regulation (DLLR) Prevailing Wages are applicable to this project and applicable wage and fringe data was included in the bid documents. Subcontractors will be required to adhere to these requirements at minimum.

It is anticipated and understood that **Keller will receive a Notice to Proceed no later than November 7, 2024.**

Keller appreciates the opportunity to work with Worcester County on this exciting project. Please feel free to contact me or our other project team members if you have any questions or require additional information to assist in your review of this GMP proposal. I can be reached by telephone at 301-370-6212 (cell) or by email at thamilton@kellerbrothers.com.

Sincerely,

Thomas Hamilton, LEED AP
Executive Vice President

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Worcester County Library - Pocomoke Branch
Pocomoke City, MD
GMP Cost Summary **10/23/2024**

A Project for
Worcester County, MD

#	Bid Package Description	Bid Amount	
01A	Building Envelope Testing	$24,100	Sustainable Building Partners
02A	Earthwork, Exterior Improvements & Utilities	$931,800	Reynolds Excavating, Inc.
02B	Field Engineering	$48,675	George E Young, III, PC
02F	Landscaping	$24,967	JND
03A	Concrete	$232,064	The Bartley Corp
04A	Masonry	$370,500	Diamond State Masonry
05A	Metals	$50,068	Custom Welding & Fabricating
06A	General Carpentry	$794,000	Above All Construction, LLC
07A	Weather Barrier - Air Barrier	$119,750	Summit Insulation
07A	Weather Barrier - Cellulose Insulation	$69,206	Accurate Insulation, LLC
07C	Roofing	$669,275	Above All Construction, LLC
08A	Doors Furnish Only	$139,980	Salisbury Door and Hardware, Inc.
08B	Fiberglass Windows - Furnish Only	$90,850	Pella Mid-Atlantic
08C	Storefront/Windows/Glazing	$0	*Included with 08A*
09A	Framing/Drywall/Ceilings	$370,629	C&C Drywall Contractors North, Inc.
09B	Ceramic Tile	$152,000	East Coast Tile Contractors, Inc.
09D	Resilient Flooring/Base/Carpet	$0	*Included with 09B*
09E	Painting	$40,700	True Colors, LLC
10A	Specialties	$77,000	Salisbury Specialties
10B	Signage	$15,224	DUO Signage + Graphics
11A	Residential Appliances	$6,000	Keller
12A	Casework	$40,750	Cabinetry Unlimited
12A	Millwork	$188,000	Above All Construction, LLC
12B	Window Shades	$7,700	B&G Blinds LLC
21A	Fire Suppression	$152,150	Bear Industries, Inc.
2A & 23	Plumbing/HVAC	$1,419,000	Hancock & Son
26A	Electrical	$1,136,095	
	Trade Packages Subtotal		**$7,170,483**
	Construction Manager's General Conditions (Inclusive of Staffing)	$550,136	
	Construction Contingency	$125,000	
	Bonds and Insurances	$86,302	
	CM Fee	$297,000	
	Total - Base Bid		**$8,228,921**
	Allowance Schedule		
	Final Cleaning	$10,700	
	Casework Elaboration	$35,000	
	Unit Price Utilization	$30,000	
	Rooftop Equipment Screen	$15,000	
	SHA Comments	$10,000	
	Water Meter	$4,000	
	Total - Base Bid + Allowances		**$8,363,621**
Alternate 001	Metal Stud Framing ILO Wood	-$83,779	*ACCEPT*
Alternate 002	Two Year Warranty	$49,828	
Alternate 003	Metal Roof ILO Asphalt Shingles	$176,642	
Alternate 004	Metal Panels ILO Fiber Cement Battened Siding	$93,578	

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Alternate 005	Full New Sidewalks	$33,646	
Alternate 006	Sod ILO Planted Grass Seed	$10,028	
Alternate 007	ATC System by Modern Controls	$0	*ACCEPT*
Alternate 008	Square D Company Electrical Gear	$21,029	*ACCEPT*
Alternate 009	PVC Jacketing	$45,002	
Alternate 010	Lighting Protection Systems	$78,858	
Alternate 011	Lighting Control System	$52,572	

PROPOSED GMP CONTRACT AMOUNT	**$8,300,871**

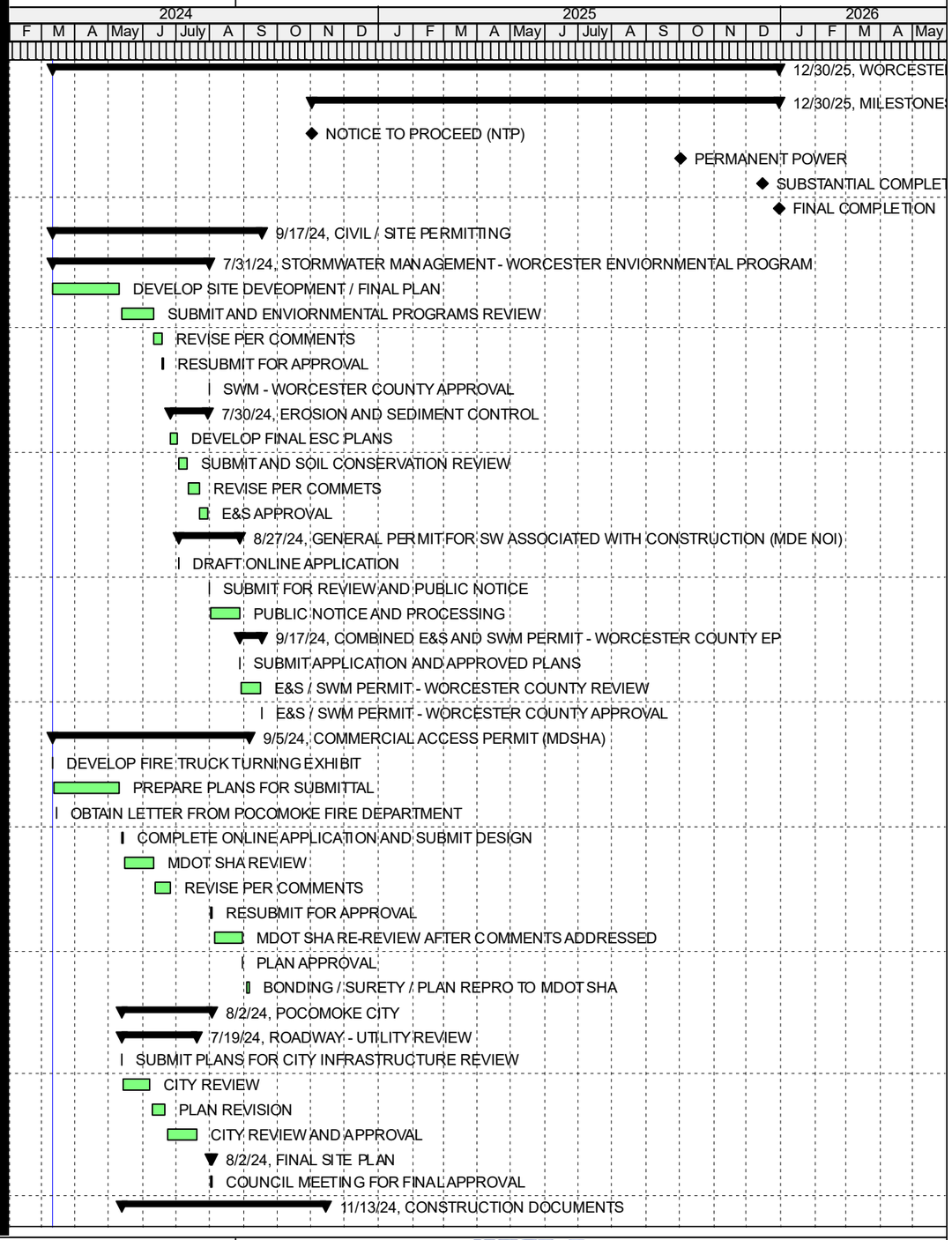
Unit Price Schedule

Unit Price 1	Undercut Unsuitable Soil	$55.00	/CY
Unit Price 2	Cement Subgrade Stabilization	$33.00	/SY
Unit Price 3	Undercut Footing Excavation	$176.00	/CY
Unit Price 4	Place Tensar Geo-Grid (Tensar TX-140)	$3.30	/SY
Unit Price 5	Place GABC over Geo-Grid	$77.00	/Ton

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POCOMOKE-BLREVA WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH — APX A - ALL AC — Data Date: 3/11/24 Print Date:8/9/24 15:19

Activity ID	Activity Name	Orig Duration	Rem Duration	Start	Finish
WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH		459	459	3/11/24	12/30/25
MILESTONES		425	425	11/1/24	12/30/25
MS-NTP	NOTICE TO PROCEED (NTP)	0	0	11/1/24	
MS-PP	PERMANENT POWER	0	0		10/2/25
MS-SC	SUBSTANTIAL COMPLETION	0	0		12/15/25
MS-FC	FINAL COMPLETION	0	0		12/30/25
CIVIL / SITE PERMITTING		134	134	3/11/24	9/17/24
STORMWATER MANAGEMENT - WORCESTER ENVIORNMENTAL PROGRAM		101	101	3/11/24	7/31/24
CS-PERM-1000	DEVELOP SITE DEVEOPMENT / FINAL PLAN	45	45	3/11/24	5/10/24
CS-PERM-1010	SUBMIT AND ENVIORNMENTAL PROGRAMS REVIEW	20	20	5/13/24	6/10/24
CS-PERM-1020	REVISE PER COMMENTS	6	6	6/11/24	6/18/24
CS-PERM-1030	RESUBMIT FOR APPROVAL	1	1	6/19/24	6/19/24
CS-PERM-1040	SWM - WORCESTER COUNTY APPROVAL	1	1	7/31/24	7/31/24
EROSION AND SEDIMENT CONTROL		24	24	6/26/24	7/30/24
CS-PERM-1050	DEVELOP FINAL ESC PLANS	5	5	6/26/24	7/2/24
CS-PERM-1060	SUBMIT AND SOIL CONSERVATION REVIEW	6	6	7/3/24	7/11/24
CS-PERM-1070	REVISE PER COMMETS	7	7	7/12/24	7/22/24
CS-PERM-1080	E&S APPROVAL	6	6	7/23/24	7/30/24
GENERAL PERMIT FOR SW ASSOCIATED WITH CONSTRUCTION (MDE NOI)		39	39	7/3/24	8/27/24
CS-PERM-1090	DRAFT ONLINE APPLICATION	1	1	7/3/24	7/3/24
CS-PERM-1100	SUBMIT FOR REVIEW AND PUBLIC NOTICE	1	1	7/31/24	7/31/24
CS-PERM-1110	PUBLIC NOTICE AND PROCESSING	19	19	8/1/24	8/27/24
COMBINED E&S AND SWM PERMIT - WORCESTER COUNTY EP		14	14	8/28/24	9/17/24
CS-PERM-1120	SUBMIT APPLICATION AND APPROVED PLANS	1	1	8/28/24	8/28/24
CS-PERM-1130	E&S / SWM PERMIT - WORCESTER COUNTY REVIEW	12	12	8/29/24	9/16/24
CS-PERM-1140	E&S / SWM PERMIT - WORCESTER COUNTY APPROVAL	1	1	9/17/24	9/17/24
COMMERCIAL ACCESS PERMIT (MDSHA)		126	126	3/11/24	9/5/24
CS-PERM-1160	DEVELOP FIRE TRUCK TURNING EXHIBIT	1	1	3/11/24	3/11/24
CS-PERM-1170	PREPARE PLANS FOR SUBMITTAL	44	44	3/12/24	5/10/24
CS-PERM-1150	OBTAIN LETTER FROM POCOMOKE FIRE DEPARTMENT	1	1	3/15/24	3/15/24
CS-PERM-1180	COMPLETE ONLINE APPLICATION AND SUBMIT DESIGN	2	2	5/13/24	5/14/24
CS-PERM-1190	MDOT SHA REVIEW	19	19	5/15/24	6/11/24
CS-PERM-1200	REVISE PER COMMENTS	10	10	6/12/24	6/25/24
CS-PERM-1210	RESUBMIT FOR APPROVAL	2	2	8/1/24	8/2/24
CS-PERM-1220	MDOT SHA RE-REVIEW AFTER COMMENTS ADDRESSED	20	20	8/5/24	8/30/24
CS-PERM-1230	PLAN APPROVAL	1	1	8/30/24	8/30/24
CS-PERM-1240	BONDING / SURETY / PLAN REPRO TO MDOT SHA	3	3	9/3/24	9/5/24
POCOMOKE CITY		58	58	5/13/24	8/2/24
ROADWAY - UTILITY REVIEW		48	48	5/13/24	7/19/24
CS-PERM-1250	SUBMIT PLANS FOR CITY INFRASTRUCTURE REVIEW	1	1	5/13/24	5/13/24
CS-PERM-1260	CITY REVIEW	18	18	5/14/24	6/7/24
CS-PERM-1270	PLAN REVISION	10	10	6/10/24	6/21/24
CS-PERM-1280	CITY REVIEW AND APPROVAL	19	19	6/24/24	7/19/24
FINAL SITE PLAN		1	1	8/2/24	8/2/24
CS-PERM-1290	COUNCIL MEETING FOR FINAL APPROVAL	1	1	8/2/24	8/2/24
CONSTRUCTION DOCUMENTS		130	130	5/13/24	11/13/24



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Actual Work — Remaining Work — Critical Remaining Work — Milestone — Summary

KELLER

POCOMOKE-BLREVA WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH — APX A - ALL AC — Data Date: 3/11/24 Print Date:8/9/24 15:19

Activity ID	Activity Name	Orig Duration	Rem Duration	Start	Finish
CD-1000	FORMULATE 95% CONSTRUCTION DOCUMENTS	69	69	5/13/24	8/19/24
CD-1010	SEND 80% CD'S TO KELLER (FOR SCOPE FORMULATION)	1	1	7/10/24	7/10/24
CD-1020	FINALIZE DIVISION 0 AND SCOPES	14	14	7/11/24	7/30/24
CD-1030	SUBMIT BUILDING PERMIT SET	1	1	8/20/24	8/20/24
CD-1040	RECEIVE BUILDING PERMIT	60	60	8/21/24	11/13/24
BIDDING / GMP		51	51	8/21/24	10/31/24
BID-1000	SEND 95% CD'S (BID/PERMIT SET) TO KELLER	1	1	8/21/24	8/21/24
BID-1010	ADVERTISE TO BID	5	5	8/22/24	8/28/24
BID-1020	BID PERIOD / DUE DATE	19	19	8/29/24	9/25/24
BID-1030	BID DUE DATE EXTENSION (IF NECESSARY)	6	6	9/26/24	10/3/24
BID-1040	SUBMT GMP TO OWNER	5	5	10/4/24	10/10/24
BID-1050	GMP APPROVAL	15	15	10/11/24	10/31/24
AWARD SUBCONTRACTS		5	5	11/1/24	11/7/24
AWARD-1000	AWARD ELECTRICAL	5	5	11/1/24	11/7/24
AWARD-1010	AWARD BUILDING CONCRETE	5	5	11/1/24	11/7/24
AWARD-1020	AWARD MECHANICAL	5	5	11/1/24	11/7/24
AWARD-1030	AWARD PLUMBING	5	5	11/1/24	11/7/24
AWARD-1040	AWARD EXCAVATION	5	5	11/1/24	11/7/24
AWARD-1050	AWARD DEMOLITION	5	5	11/1/24	11/7/24
AWARD-1070	AWARD REMAINING SUBCONTRACTS	5	5	11/1/24	11/7/24
AWARD-1060	AWARD SPRINKLER	5	5	11/1/24	11/7/24
SUBMITTALS / PROCUREMENT		195	195	11/8/24	8/15/25
033100-10	PREPARE/SUBMIT - FOUNDATION REBAR SHOP DRAWINGS	15	15	11/8/24	12/2/24
211000-10	PREPARE/SUBMIT - SPRINKLER SHOP DRAWINGS	20	20	11/8/24	12/9/24
238126-10	PREPARE/SUBMIT - ERV UNIT	20	20	11/8/24	12/9/24
262416-10	PREPARE/SUBMIT - PANELBOARDS / SWITCHBOARDS	30	30	11/8/24	12/23/24
334000-10	PREPARE/SUBMIT - STORM DRAINAGE UTILITIES	15	15	11/8/24	12/2/24
061000-10	PREPARE SUBMITTAL - PRE-ENGINEERED WOOD TRUSS SHOP DRA	15	15	11/8/24	12/2/24
072000-10	PREPARE/SUBMIT - METAL PANEL PRODUCT DATA AND SHOP DRAW	20	20	11/8/24	12/9/24
033100-20	REVIEW/APPROVE - FOUNDATION REBAR SHOP DRAWINGS	15	15	12/3/24	12/23/24
334000-20	REVIEW/APPROVE - STORM DRAINAGE UTILITIES	15	15	12/3/24	12/23/24
061000-20	REVIEW/APPROVE - PRE-ENGINEERED WOOD TRUSS SHOP DRAWI	15	15	12/3/24	12/23/24
211000-20	REVIEW/APPROVE - SPRINKLER SHOP DRAWINGS (ARCHITECT)	15	15	12/10/24	12/31/24
238126-20	REVIEW/APPROVE - ERV UNIT	15	15	12/10/24	12/31/24
211000-30	REVIEW/APPROVE - SPRINKLER SHOP DRAWINGS (FIRE MARSHAL)	20	20	12/10/24	1/8/25
072000-20	REVIEW/APPROVE - METAL PANEL PRODUCT DATA AND SHOP DRAW	10	10	12/10/24	12/23/24
033100-30	FABRICATE/DELIVER - FOUNDATION REBAR SHOP DRAWINGS	15	15	12/24/24	1/15/25
262416-20	REVIEW/APPROVE - PANELBOARDS / SWITCHBOARDS	15	15	12/24/24	1/15/25
334000-30	FABRICATE/DELIVER - STORM DRAINAGE UTILITIES	20	20	12/24/24	1/22/25
061000-30	FABRICATE/DELIVER - PRE-ENGINEERED WOOD TRUSSES	80	80	12/24/24	4/16/25
238126-30	FABRICATE/DELIVER - ERV UNIT	60	60	1/2/25	3/26/25
211000-40	FABRICATE/DELIVER - SPRINKLER SYSTEM	10	10	1/9/25	1/22/25
262416-30	FABRICATE/DELIVER - PANELBOARDS / SWITCHBOARDS	150	150	1/16/25	8/15/25
CONSTRUCTION		293	293	11/1/24	12/30/25
SITE		282	282	11/1/24	12/12/25
DEMOLITION		60	60	11/1/24	1/29/25



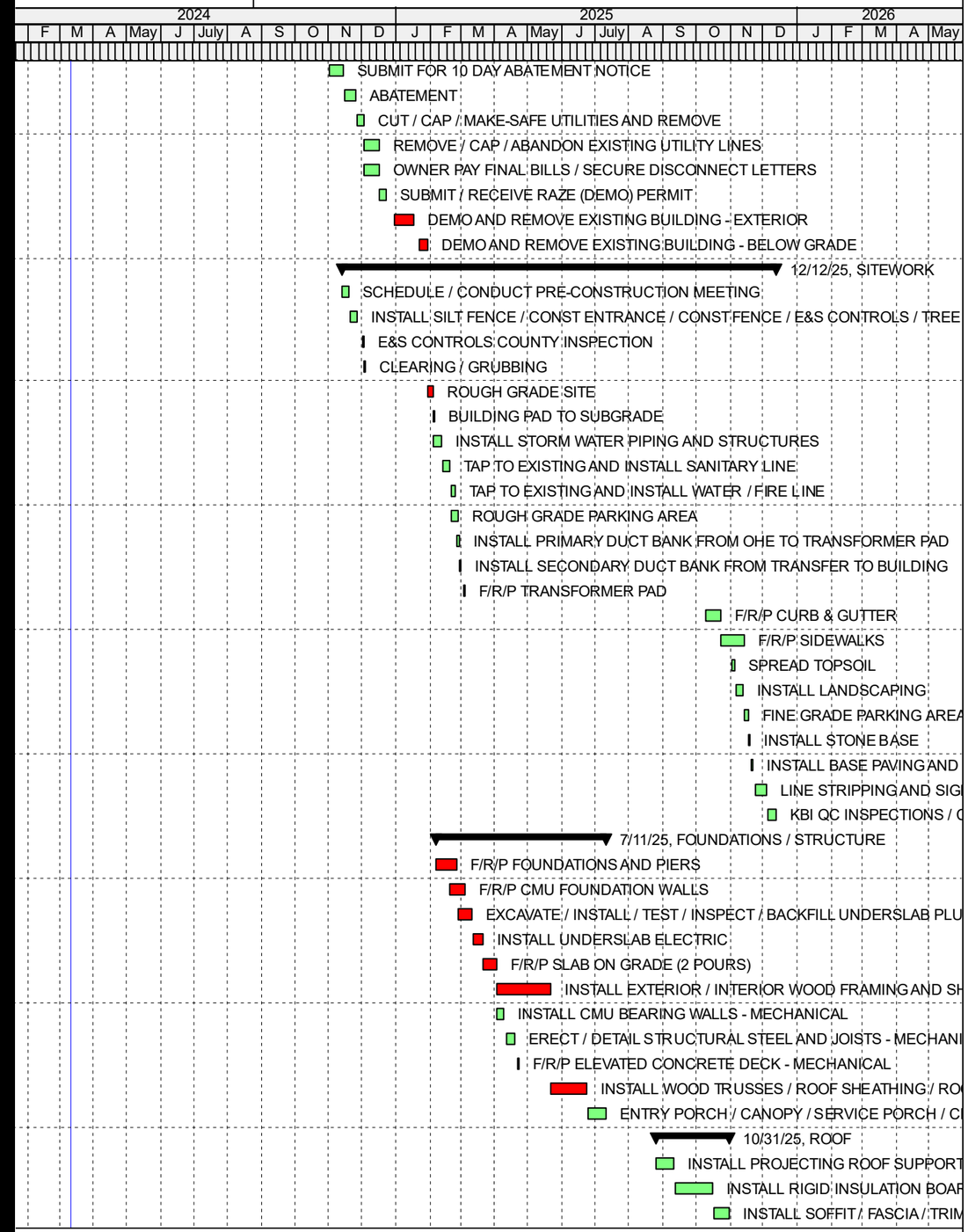
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Actual Work — Critical Remaining Work — Summary
Remaining Work — Milestone

KELLER

POCOMOKE-BLREVA WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH — APX A - ALL A — Data Date: 3/11/24 Print Date:8/9/24 15:19

Activity ID	Activity Name	Orig Duration	Rem Duration	Start	Finish
DEMO-1000	SUBMIT FOR 10 DAY ABATEMENT NOTICE	10	10	11/1/24	11/14/24
DEMO-1010	ABATEMENT	5	5	11/15/24	11/25/24
DEMO-1020	CUT / CAP / MAKE-SAFE UTILITIES AND REMOVE	5	5	11/26/24	12/2/24
DEMO-1030	REMOVE / CAP / ABANDON EXISTING UTILITY LINES	10	10	12/3/24	12/16/24
DEMO-1040	OWNER PAY FINAL BILLS / SECURE DISCONNECT LETTERS	10	10	12/3/24	12/16/24
DEMO-1050	SUBMIT / RECEIVE RAZE (DEMO) PERMIT	5	5	12/17/24	12/23/24
DEMO-1060	DEMO AND REMOVE EXISTING BUILDING - EXTERIOR	10	10	12/30/24	1/17/25
DEMO-1070	DEMO AND REMOVE EXISTING BUILDING - BELOW GRADE	5	5	1/22/25	1/29/25
SITEWORK		274	274	11/13/24	12/12/25
SITE-5000	SCHEDULE / CONDUCT PRE-CONSTRUCTION MEETING	5	5	11/13/24	11/19/24
SITE-5010	INSTALL SILT FENCE / CONST ENTRANCE / CONST FENCE / E&S CON	5	5	11/20/24	11/26/24
SITE-5020	E&S CONTROLS COUNTY INSPECTION	1	1	12/2/24	12/2/24
SITE-5030	CLEARING / GRUBBING	2	2	12/3/24	12/4/24
SITE-5040	ROUGH GRADE SITE	3	3	1/30/25	2/3/25
SITE-5050	BUILDING PAD TO SUBGRADE	2	2	2/4/25	2/5/25
SITE-5060	INSTALL STORM WATER PIPING AND STRUCTURES	5	5	2/4/25	2/11/25
SITE-5070	TAP TO EXISTING AND INSTALL SANITARY LINE	3	3	2/12/25	2/19/25
SITE-5080	TAP TO EXISTING AND INSTALL WATER / FIRE LINE	3	3	2/20/25	2/24/25
SITE-5100	ROUGH GRADE PARKING AREA	5	5	2/20/25	2/26/25
SITE-5090	INSTALL PRIMARY DUCT BANK FROM OHE TO TRANSFORMER PAD	3	3	2/25/25	2/27/25
SITE-5110	INSTALL SECONDARY DUCT BANK FROM TRANSFER TO BUILDING	1	1	2/28/25	2/28/25
SITE-5120	F/R/P TRANSFORMER PAD	2	2	3/3/25	3/4/25
SITE-5130	F/R/P CURB & GUTTER	8	8	10/10/25	10/23/25
SITE-5140	F/R/P SIDEWALKS	10	10	10/24/25	11/13/25
SITE-5180	SPREAD TOPSOIL	3	3	11/3/25	11/5/25
SITE-5220	INSTALL LANDSCAPING	5	5	11/6/25	11/12/25
SITE-5150	FINE GRADE PARKING AREA	2	2	11/14/25	11/17/25
SITE-5160	INSTALL STONE BASE	2	2	11/18/25	11/19/25
SITE-5170	INSTALL BASE PAVING AND TOP COURSE PAVING	2	2	11/20/25	11/21/25
SITE-5190	LINE STRIPPING AND SIGNAGE	5	5	11/24/25	12/3/25
SITE-5200	KBI QC INSPECTIONS / CORRECTIONS	5	5	12/5/25	12/12/25
FOUNDATIONS / STRUCTURE		83	83	2/6/25	7/11/25
FDN-STR-5000	F/R/P FOUNDATIONS AND PIERS	10	10	2/6/25	2/25/25
FDN-STR-5010	F/R/P CMU FOUNDATION WALLS	10	10	2/19/25	3/4/25
FDN-STR-5020	EXCAVATE / INSTALL / TEST / INSPECT / BACKFILL UNDERSLAB PLUM	10	10	2/26/25	3/11/25
FDN-STR-5030	INSTALL UNDERSLAB ELECTRIC	5	5	3/12/25	3/20/25
FDN-STR-5040	F/R/P SLAB ON GRADE (2 POURS)	8	8	3/21/25	4/2/25
FDN-STR-5050	INSTALL EXTERIOR / INTERIOR WOOD FRAMING AND SHEATHING	25	25	4/3/25	5/21/25
FDN-STR-5055	INSTALL CMU BEARING WALLS - MECHANICAL	4	4	4/3/25	4/9/25
FDN-STR-5060	ERECT / DETAIL STRUCTURAL STEEL AND JOISTS - MECHANICAL	3	3	4/11/25	4/18/25
FDN-STR-5080	F/R/P ELEVATED CONCRETE DECK - MECHANICAL	2	2	4/21/25	4/22/25
FDN-STR-5070	INSTALL WOOD TRUSSES / ROOF SHEATHING / ROOF AIR BARRIER (	15	15	5/22/25	6/23/25
FDN-STR-5090	ENTRY PORCH / CANOPY / SERVICE PORCH / CHILDREN'S PORCH F	10	10	6/24/25	7/11/25
ROOF		40	40	8/25/25	10/31/25
RF-5010	INSTALL PROJECTING ROOF SUPPORTS / BLOCKING FOR FASCIA - A	10	10	8/25/25	9/10/25
RF-5000	INSTALL RIGID INSULATION BOARD / UNDERLAYMENT / ROOFING S	20	20	9/12/25	10/16/25
RF-5020	INSTALL SOFFIT / FASCIA / TRIM / GUTTERS / DOWNSPOUTS - ALL ARI	10	10	10/17/25	10/31/25



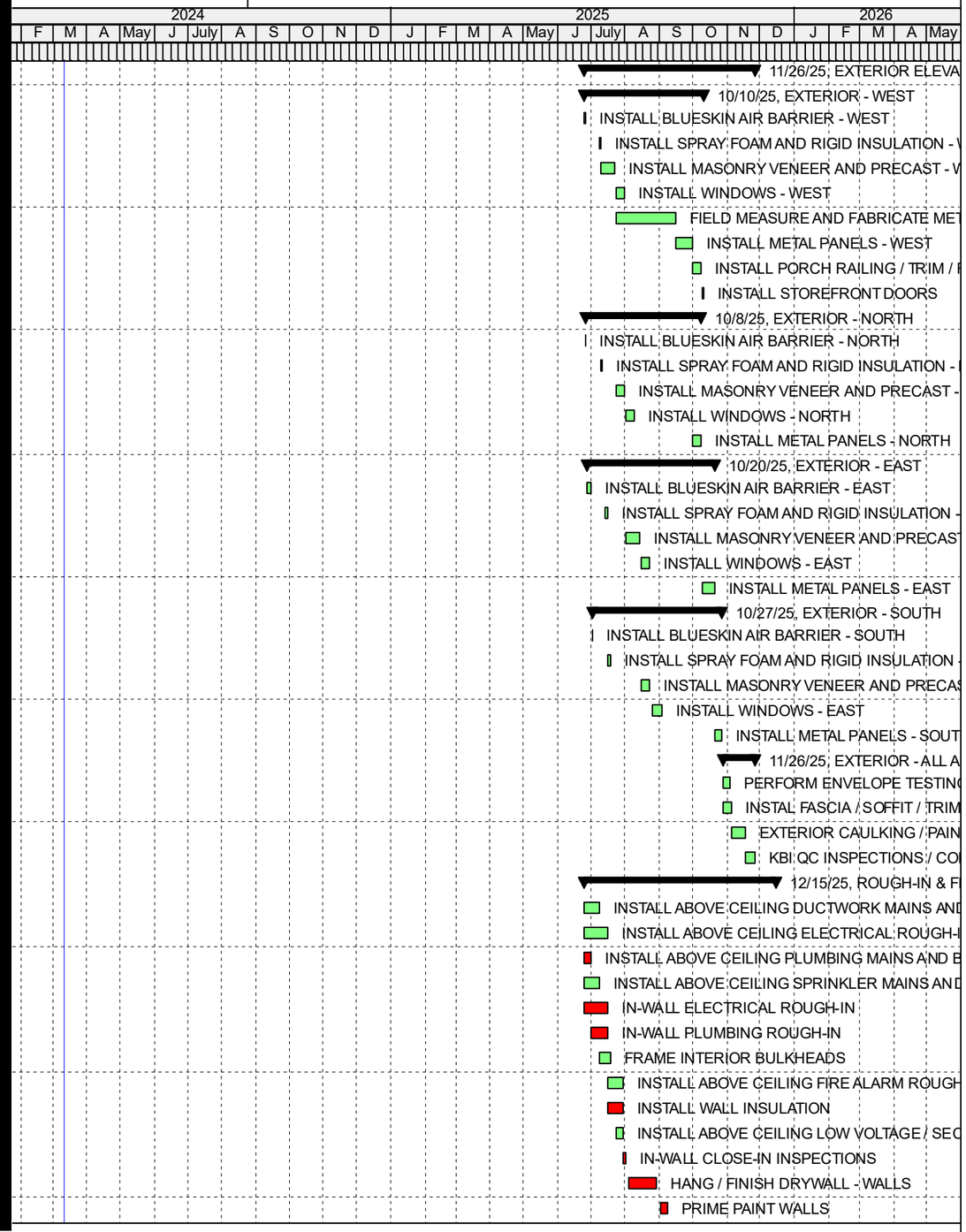
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Actual Work — Critical Remaining Work — Summary
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POCOMOKE-BLREVA WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH — APX A - ALL AC — Data Date: 3/11/24 Print Date:8/9/24 15:19

Activity ID	Activity Name	Orig Duration	Rem Duration	Start	Finish
EXTERIOR ELEVATIONS		108	108	6/24/25	11/26/25
EXTERIOR - WEST		77	77	6/24/25	10/10/25
EXT-W-2000	INSTALL BLUESKIN AIR BARRIER - WEST	2	2	6/24/25	6/25/25
EXT-W-2010	INSTALL SPRAY FOAM AND RIGID INSULATION - WEST	2	2	7/8/25	7/9/25
EXT-W-2020	INSTALL MASONRY VENEER AND PRECAST - WEST	8	8	7/10/25	7/22/25
EXT-W-2030	INSTALL WINDOWS - WEST	5	5	7/24/25	7/31/25
EXT-W-2040	FIELD MEASURE AND FABRICATE METAL PANELS - ALL ELEVATIONS	30	30	7/24/25	9/15/25
EXT-W-2050	INSTALL METAL PANELS - WEST	10	10	9/16/25	9/30/25
EXT-W-2060	INSTALL PORCH RAILING / TRIM / FINISH CARPENTRY	5	5	10/1/25	10/8/25
EXT-W-2070	INSTALL STOREFRONT DOORS	2	2	10/9/25	10/10/25
EXTERIOR - NORTH		59	59	6/26/25	10/8/25
EXT-N-2000	INSTALL BLUESKIN AIR BARRIER - NORTH	1	1	6/26/25	6/26/25
EXT-N-2010	INSTALL SPRAY FOAM AND RIGID INSULATION - NORTH	2	2	7/10/25	7/11/25
EXT-N-2020	INSTALL MASONRY VENEER AND PRECAST - NORTH	5	5	7/24/25	7/31/25
EXT-N-2030	INSTALL WINDOWS - NORTH	5	5	8/1/25	8/8/25
EXT-N-2040	INSTALL METAL PANELS - NORTH	5	5	10/1/25	10/8/25
EXTERIOR - EAST		63	63	6/27/25	10/20/25
EXT-E-2000	INSTALL BLUESKIN AIR BARRIER - EAST	2	2	6/27/25	7/1/25
EXT-E-2010	INSTALL SPRAY FOAM AND RIGID INSULATION - EAST	2	2	7/14/25	7/15/25
EXT-E-2020	INSTALL MASONRY VENEER AND PRECAST - EAST	8	8	8/1/25	8/14/25
EXT-E-2030	INSTALL WINDOWS - EAST	5	5	8/15/25	8/22/25
EXT-E-2040	INSTALL METAL PANELS - EAST	5	5	10/10/25	10/20/25
EXTERIOR - SOUTH		66	66	7/2/25	10/27/25
EXT-S-2000	INSTALL BLUESKIN AIR BARRIER - SOUTH	1	1	7/2/25	7/2/25
EXT-S-2010	INSTALL SPRAY FOAM AND RIGID INSULATION - SOUTH	2	2	7/16/25	7/18/25
EXT-S-2020	INSTALL MASONRY VENEER AND PRECAST - SOUTH	5	5	8/15/25	8/22/25
EXT-S-2030	INSTALL WINDOWS - EAST	5	5	8/25/25	9/3/25
EXT-S-2040	INSTALL METAL PANELS - SOUTH	5	5	10/21/25	10/27/25
EXTERIOR - ALL AREAS		20	20	10/28/25	11/26/25
EXT-A-1030	PERFORM ENVELOPE TESTING	5	5	10/28/25	11/3/25
EXT-A-1000	INSTAL FASCIA / SOFFIT / TRIM / GUTTERS / DOWNSPOUTS - ALL ARE	5	5	10/29/25	11/4/25
EXT-A-1010	EXTERIOR CAULKING / PAINTING - ALL AREAS	5	5	11/5/25	11/17/25
EXT-A-1020	KBI QC INSPECTIONS / CORRECTIONS - ALL EXTERIOR ELEVATIONS	5	5	11/18/25	11/26/25
ROUGH-IN & FINISHES		121	121	6/24/25	12/15/25
RIF-5000	INSTALL ABOVE CEILING DUCTWORK MAINS AND BRANCHES	10	10	6/24/25	7/8/25
RIF-5010	INSTALL ABOVE CEILING ELECTRICAL ROUGH-IN AND MAIN CONDUI	15	15	6/24/25	7/15/25
RIF-5020	INSTALL ABOVE CEILING PLUMBING MAINS AND BRANCHES	5	5	6/24/25	6/30/25
RIF-5030	INSTALL ABOVE CEILING SPRINKLER MAINS AND BRANCHES	10	10	6/24/25	7/8/25
RIF-5060	IN-WALL ELECTRICAL ROUGH-IN	15	15	6/24/25	7/15/25
RIF-5070	IN-WALL PLUMBING ROUGH-IN	10	10	7/1/25	7/15/25
RIF-5110	FRAME INTERIOR BULKHEADS	8	8	7/9/25	7/18/25
RIF-5040	INSTALL ABOVE CEILING FIRE ALARM ROUGH-IN	10	10	7/16/25	7/29/25
RIF-5100	INSTALL WALL INSULATION	10	10	7/16/25	7/29/25
RIF-5050	INSTALL ABOVE CEILING LOW VOLTAGE / SECURITY ROUGH-IN	5	5	7/23/25	7/29/25
RIF-5080	IN-WALL CLOSE-IN INSPECTIONS	3	3	7/30/25	8/1/25
RIF-5090	HANG / FINISH DRYWALL - WALLS	20	20	8/4/25	8/29/25
RIF-5130	PRIME PAINT WALLS	5	5	9/2/25	9/8/25



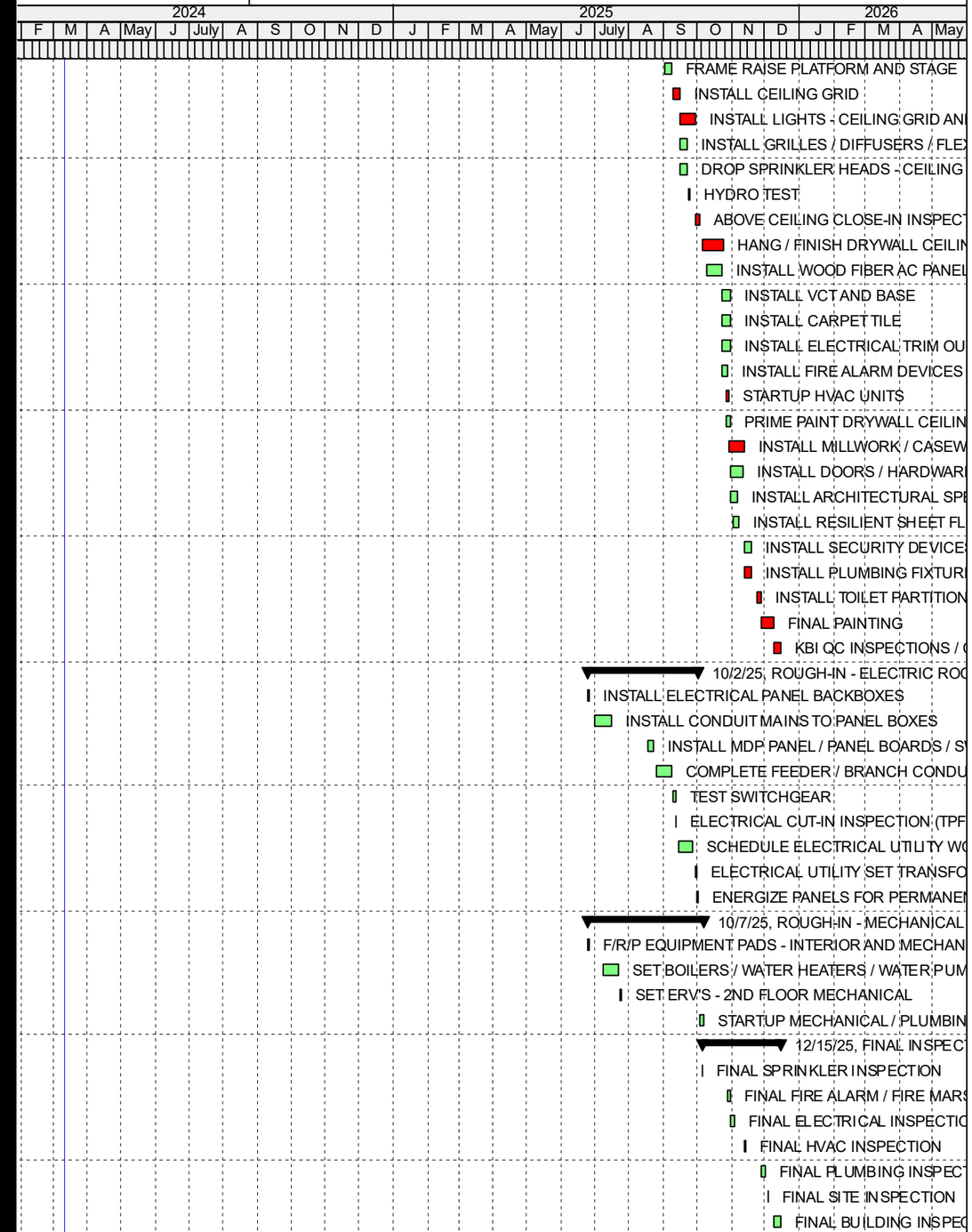
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Actual Work — Critical Remaining Work — Summary
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POCOMOKE-BLREVA WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH — APX A - ALL AC — Data Date: 3/11/24 Print Date:8/9/24 15:19

Activity ID	Activity Name	Orig Duration	Rem Duration	Start	Finish
RIF-5115	FRAME RAISE PLATFORM AND STAGE	5	5	9/2/25	9/8/25
RIF-5120	INSTALL CEILING GRID	5	5	9/9/25	9/15/25
RIF-5140	INSTALL LIGHTS - CEILING GRID AND DRYWALL CEILINGS	10	10	9/16/25	9/29/25
RIF-5150	INSTALL GRILLES / DIFFUSERS / FLEX DUCT - CEILING GRID AND DR	5	5	9/16/25	9/22/25
RIF-5160	DROP SPRINKLER HEADS - CEILING GRID AND DRYWALL CEILINGS	5	5	9/16/25	9/22/25
RIF-5170	HYDRO TEST	2	2	9/23/25	9/24/25
RIF-5180	ABOVE CEILING CLOSE-IN INSPECTIONS	4	4	9/30/25	10/3/25
RIF-5190	HANG / FINISH DRYWALL CEILINGS	15	15	10/6/25	10/24/25
RIF-5240	INSTALL WOOD FIBER AC PANELS	10	10	10/10/25	10/23/25
RIF-5290	INSTALL VCT AND BASE	5	5	10/24/25	10/30/25
RIF-5300	INSTALL CARPET TILE	5	5	10/24/25	10/30/25
RIF-5310	INSTALL ELECTRICAL TRIM OUT / LOW VOLTAGE DEVICES	5	5	10/24/25	10/30/25
RIF-5320	INSTALL FIRE ALARM DEVICES	3	3	10/24/25	10/28/25
RIF-5200	STARTUP HVAC UNITS	3	3	10/27/25	10/29/25
RIF-5210	PRIME PAINT DRYWALL CEILINGS	5	5	10/27/25	10/31/25
RIF-5220	INSTALL MILLWORK / CASEWORK	10	10	10/30/25	11/12/25
RIF-5280	INSTALL DOORS / HARDWARE	8	8	10/31/25	11/11/25
RIF-5350	INSTALL ARCHITECTURAL SPECIALTIES / SIGNAGE	5	5	10/31/25	11/6/25
RIF-5230	INSTALL RESILIENT SHEET FLOORING - RESTROOMS	5	5	11/3/25	11/7/25
RIF-5330	INSTALL SECURITY DEVICES	5	5	11/12/25	11/18/25
RIF-5250	INSTALL PLUMBING FIXTURES	5	5	11/13/25	11/19/25
RIF-5260	INSTALL TOILET PARTITIONS AND ACCESSORIES	4	4	11/24/25	11/27/25
RIF-5270	FINAL PAINTING	7	7	11/28/25	12/8/25
RIF-5340	KBI QC INSPECTIONS / CORRECTIONS	5	5	12/9/25	12/15/25
ROUGH-IN - ELECTRIC ROOM		71	71	6/24/25	10/2/25
ER-2000	INSTALL ELECTRICAL PANEL BACKBOXES	3	3	6/24/25	6/26/25
ER-2010	INSTALL CONDUIT MAINS TO PANEL BOXES	10	10	7/1/25	7/15/25
ER-2020	INSTALL MDP PANEL / PANEL BOARDS / SWITCHGEAR	5	5	8/18/25	8/22/25
ER-2030	COMPLETE FEEDER / BRANCH CONDUIT AND WIRE ROUGH-IN	10	10	8/25/25	9/8/25
ER-2040	TEST SWITCHGEAR	3	3	9/9/25	9/11/25
ER-2050	ELECTRICAL CUT-IN INSPECTION (TPF)	1	1	9/12/25	9/12/25
ER-2060	SCHEDULE ELECTRICAL UTILITY WORK	10	10	9/15/25	9/26/25
ER-2070	ELECTRICAL UTILITY SET TRANSFORMER / PULL PRIMARY / SECONI	2	2	9/29/25	9/30/25
ER-2080	ENERGIZE PANELS FOR PERMANENT POWER	2	2	10/1/25	10/2/25
ROUGH-IN - MECHANICAL ROOMS		74	74	6/24/25	10/7/25
MR-2000	F/R/P EQUIPMENT PADS - INTERIOR AND MECHANICAL YARD	3	3	6/24/25	6/26/25
MR-2010	SET BOILERS / WATER HEATERS / WATER PUMPS / MECH EQUIPMEN	10	10	7/9/25	7/22/25
MR-2020	SET ERV'S - 2ND FLOOR MECHANICAL	2	2	7/23/25	7/24/25
MR-2030	STARTUP MECHANICAL / PLUMBING EQUIPMENT	3	3	10/3/25	10/7/25
FINAL INSPECTIONS		49	49	10/6/25	12/15/25
FINAL-1010	FINAL SPRINKLER INSPECTION	1	1	10/6/25	10/6/25
FINAL-1050	FINAL FIRE ALARM / FIRE MARSHAL INSPECTION	2	2	10/29/25	10/30/25
FINAL-1040	FINAL ELECTRICAL INSPECTION	2	2	10/31/25	11/3/25
FINAL-1020	FINAL HVAC INSPECTION	2	2	11/12/25	11/13/25
FINAL-1030	FINAL PLUMBING INSPECTION	2	2	11/28/25	12/1/25
FINAL-1000	FINAL SITE INSPECTION	1	1	12/4/25	12/4/25
FINAL-1060	FINAL BUILDING INSPECTION	5	5	12/9/25	12/15/25



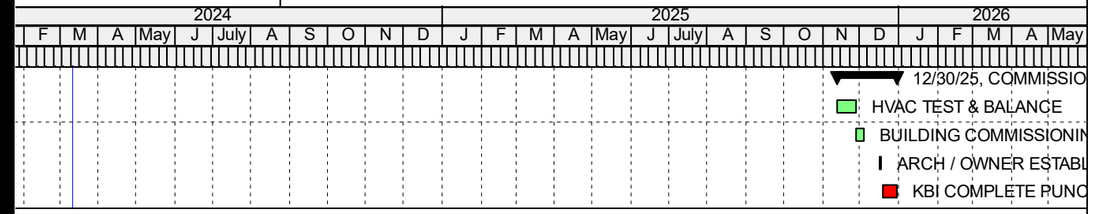
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POCOMOKE-BLREVA WORCESTER COUNTY LIBRARY - POCOMOKE BRANCH — APX A - ALL AC — Data Date: 3/11/24 Print Date:8/9/24 15:19

Activity ID	Activity Name	Orig Duration	Rem Duration	Start	Finish
COMMISSIONING AND CLOSE-OUT		32	32	11/12/25	12/30/25
CO-1020	HVAC TEST & BALANCE	10	10	11/12/25	11/27/25
CO-1030	BUILDING COMMISSIONING	5	5	11/28/25	12/4/25
CO-1000	ARCH / OWNER ESTABLISH PUNCH LIST	3	3	12/16/25	12/18/25
CO-1010	KBI COMPLETE PUNCH LIST	7	7	12/19/25	12/30/25



DRAFT

Actual Work — Critical Remaining Work — Summary
Remaining Work — Milestone

CIP Project Name: Snow Hill Library Building Improvements

Project Director (Name & Title): Jennifer Ranck, library director
Phone Number: 410-632-2600

Project Summary and Purpose:
Replace HVAC system and make energy improvements to plumbing and lighting systems. Plans include some changes to building layout to maximize space and enhance accessibility.

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

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Funding is available through the Public Library Capital Grant program administered by the Maryland State Library Agency. Total funding for the grant program is $7.5 million and is open to all 24 jurisdictions. The library's first priority has been securing funds for the Pocomoke project.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No, not that the library is aware of.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? No impact to personnel; operating and maintenance costs should decrease with efficient equipment.

What is the useful life of the asset/project? Equipment replacement should last 20-25 years.

Will this project generate revenue? The library generates some revenue through book replacement and copy services.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						250,000		**250,000**
Land Acquisition								**0**
Site Work								**0**
Construction	2,837,727							**2,837,727**
Equipment/Furnishings	276,000							**276,000**
Other - Please Specify								**0**
TOTAL	**3,113,727**	**0**	**0**	**0**	**0**	**250,000**	**0**	**3,363,727**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	2,837,727					250,000		**3,087,727**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify: Riley Fund for the Snow	276,000							**276,000**
TOTAL	**3,113,727**	**0**	**0**	**0**	**0**	**250,000**	**0**	**3,363,727**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Snow Hill Library Building Improvements

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Worcester County Library completed a Facilities Master Plan in 2013. Building improvements to the Snow Hill Branch Library were identified as the third priority after the Berlin Branch Library replacement project and building improvements to the Pocomoke Branch Library. The Snow Hill branch was built in 1974 and is in good shape architecturally but the building's mechanical systems are in need of replacement. Some of the lighting has been upgraded, but improvements are needed in the staff areas and meeting room. The building's plumbing, including domestic water heater and restroom fixtures, need to be upgraded as well. A new Facility Plan was completed in FY 23 and similar building deficiencies were noted.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

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

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

In May 2023, GIPE Engineering completed a Mechanical, Electrical, Plumbing, and Fire Protection Feasability Study. In 2024, the library began design work with DBF. Attached is the most recent cost estimate.

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

This project was first submitted in FY 2019. Currently there is $2,545,000 allocated for the project. The Library needs help to determine how to phase the project. The timing of this project has been delayed due to the priority of the Pocomoke library project.

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

This project is necessary but not time critical; although the age of the building equipment is a concern. Building improvements should lower ongoing operating costs. Delays will of course increase the cost of the project. In addition, the library shelving is approaching 50 years old and

PROJECT CONSTRUCTION COST ESTIMATE (BREAKDOWN SHEET)

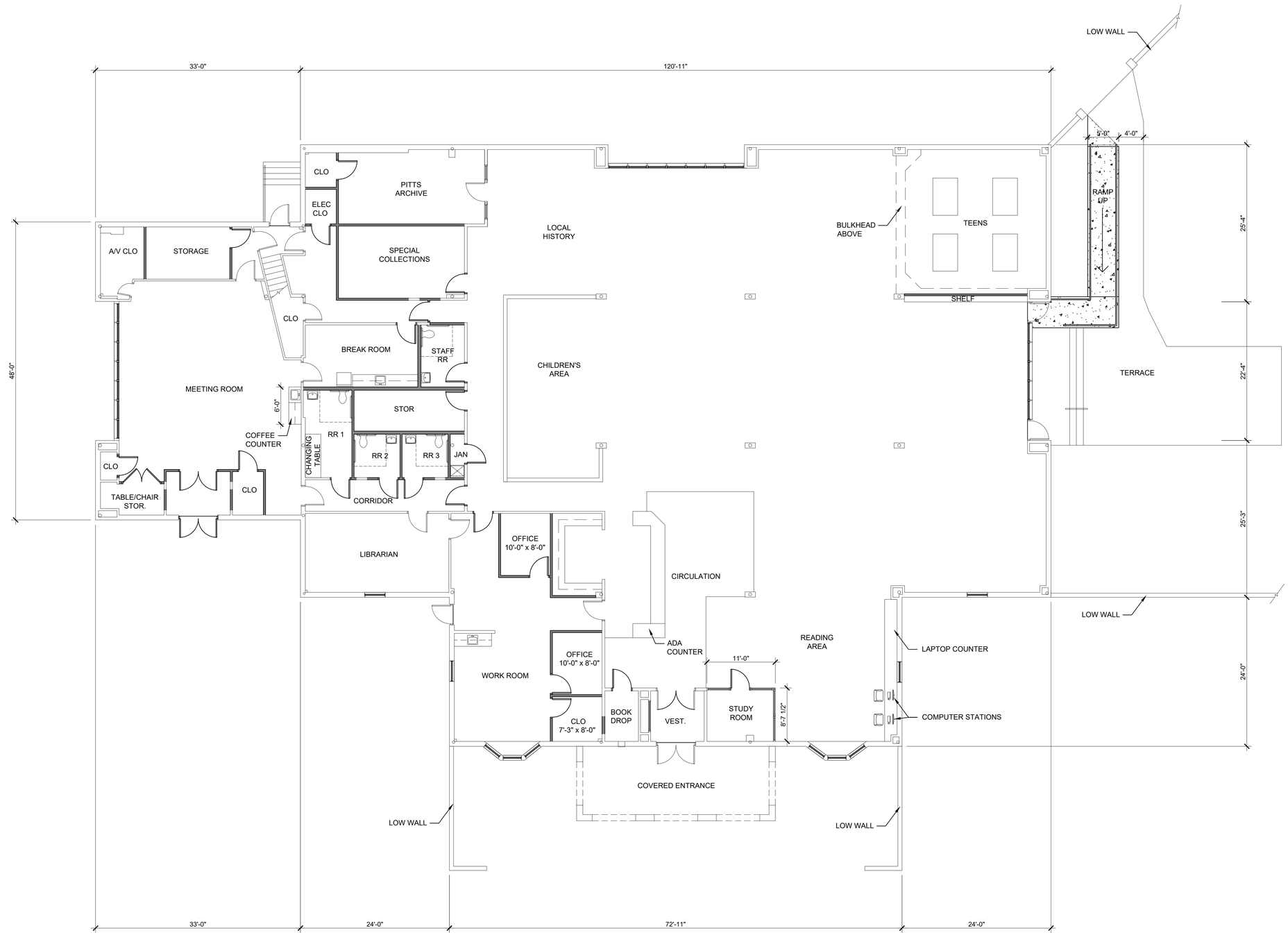
PROJECT: Snow Hill Library Renovation	DATE: September 4, 2024
LOCATION: Snow Hill, Maryland	JOB NO.: 0085B054.A01
OWNER: Worcester County	DESIGN STATUS OF ESTIMATE: Preliminary

ARCHITECTURAL / STRUCTURAL

ITEM	QUANTITY NO. UNITS	QUANTITY UNIT MEAS.	MATERIAL PER UNIT	TOTAL COST
Demolition/Disposal	12,968	SF	$ 1.20	$ 15,561.60
Exterior Ramp / Railing	1	LS	$ 15,000.00	$ 15,000.00
Exterior Doors / Hardware	9	Units	$ 2,000.00	$ 18,000.00
Interior Walls	6,000	SF	$ 15.00	$ 90,000.00
New Ceiling (Lay-in)	9,000	SF	$ 6.50	$ 58,500.00
New Flooring - LVT	4,000	SF	$ 10.00	$ 40,000.00
New Flooring - Carpet Tiles	6,000	SF	$ 5.00	$ 30,000.00
New Circulation Desk / Casework	1	LS	$ 25,000.00	$ 25,000.00
New Interior Doors / Hardware	24	Units	$ 1,500.00	$ 36,000.00
New Glass Walls	250	SF	$ 35.00	$ 8,750.00
Restrooms / Break Room (Arch)	600	SF	$ 100.00	$ 60,000.00
Spray Foam at Concrete Deck	1	LS	$ 30,000.00	$ 30,000.00
Cutting / Patching / Painting	1	LS	$ 20,000.00	$ 20,000.00
Library Shelving	400	Units	$ 690.00	$ 276,000.00
HVAC (System #3)	1	LS	$ 1,063,000.00	$ 1,063,000.00
Structural for HVAC	1	LS	$ 12,500.00	$ 12,500.00
Attic Ventilation	1	LS	$ 13,000.00	$ 13,000.00
Plumbing Systems	1	LS	$ 275,000.00	$ 275,000.00
Electrical Work	1	LS	$ 365,600.00	$ 365,600.00
Fire Protection (Sprinkler)	1	LS	$ 160,000.00	$ 160,000.00
Commissioning	1	LS	$ 16,000.00	$ 16,000.00

SUBTOTAL	**$ 2,627,911.60**
GENERAL CONDITIONS (5%)	**$ 131,395.58**
INSURANCE / BOND (3%)	**$ 78,837.35**
CONTRACTOR OH&P (10%)	**$ 262,791.16**
CONTINGENCY (10%)	**$ 262,791.16**
TOTAL COST	**$ 3,363,726.85**

NOTES:



PROPOSED FLOOR PLAN

1/8" = 1'-0"

NORTH

Professional Certification. I hereby certify that these documents were prepared or approved by me, and that I am a duly licensed Professional in the laws of the State of
License No. Expiration Date:

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS - ENGINEERS - SURVEYORS
EASTON, MARYLAND 410.770.4744
MILFORD, DELAWARE 302.424.1444
SALISBURY, MARYLAND 410.543.9091

SNOW HILL LIBRARY RENOVATIONS

307 N WASHINGTON ST
SNOW HILL, MD 21863

COMMENTS

DATE

Date: 08/01/2024
Scale: AS NOTED
Dwn.By: WLN
Proj.No.: 0085B054.A01

PROPOSED FLOOR PLAN

Dwg.No.: **A-101**

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R:\0085\0085B054.A01 snow hill library\2-SD\Drawings\Option 1.dwg Aug 15, 2024 - 3:37pm NSWA

CIP Project Name: Government Center Roof Replacement

Project Director (Name & Title): Michael Hutchinson, Public Works Maintenance Superintendent
Phone Number: 410-632-3766

Project Summary and Purpose:
Complete roof replacement of all metal and EPDM sections due to potentially severe failures of the roof system. The roof structure was value engineered during construction of the building and not re-engineered to factor the eliminated materials. The as-built condition of the roof system significantly deviates from the design intent. Additional structural support, adequate insulation, and proper construction is needed to ensure continued operation of this facility.

Project Location:
Government Center, 1 West Market Street, Snow Hill

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No
Is there a Federal or State mandate related to this project? If so, please elaborate:
No
Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
If the roof is compromised significant funding would be required to temporarily protect the interior spaces of the building. Depending on the damage incurred, additional funding would be required for relocation of county departments and services.
What is the useful life of the asset/project?
40 years +/-
Will this project generate revenue?

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						50,000		**50,000**
Land Acquisition								**0**
Site Work								**0**
Construction	2,771,152							**2,771,152**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**2,771,152**	**0**	**0**	**0**	**0**	**50,000**	**0**	**2,821,152**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	2,771,152					50,000		**2,821,152**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**2,771,152**	**0**	**0**	**0**	**0**	**50,000**	**0**	**2,821,152**
PROJECTED OPERATING IMPACTS	0	0	0	0	0	0	0	0

CIP Project Name: Government Center Roof Replacement

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Complete roof replacement of all metal and EPDM sections due tp potentially severe failures of the roof system. The roof structure was value engineered during construction of the building and not re-engineered to factor the eliminated materials. The as-built condition of the roof system significantly deviates from the design intent. Additional structural support, adequate insulation, and proper construction is needed to ensure continued operation of this facility. An engineers evaluation was obtained along with review of as-built conditions, blue prints and original design documents.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

A significant roof failure will impact the operations of the building and county operations as a whole. The building may not be able to be occupied which will severely affect continuity of county operations.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Pricing was obtained using a cooperative contract and Garland/DBS Inc. As part of the contract pricing they obtained 4 bids. Unsure of when this request may be approved, we used the highest pricing.

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

Recent discoveries upon investigation have ruled this project a priority. The evaluating engineer and roofing contractors commented they are surprised the roof has not blown off yet.

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

Recent discoveries upon investigation have ruled this project a priority. The evaluating engineer and roofing contractors commented they are surprised the roof has not blown off yet. The value engineering of the roof system during construction eliminated the plywood underlayment under the metal roof sections. The roof panels were not upgraded as required to a structural roof panel when the plywood was eliminated.

CIP Project Name: Courthouse - Courtroom 4/Family Services Expansion

Project Director: Judge Brian D. Shockley
Phone Number: (410) 632-0600

Project Summary and Purpose:
More than 1,100 hearings for divorce, child custody and truancy were held in Courtroom 4 during FY24. Attending the hearings are representatives from partner agencies including schools, probation and child protective services, along with the Magistrate, Clerk, Trust Clerk, one Bailiff, one Sheriff's Deputy, the plaintiff, defendant and counsel, child's counsel, and members of the public. According to the Worcester County Fire Marshals' Office, the capacity of this Courtroom is a maximum of 17 people seated in the gallery, 4 at the defense and plaintiff tables, and 4 on the bench. The Courtroom is an inadequate size at approximately 1,500 square feet, compared to 3,000 square feet or more in each of the other three courtrooms.

The National Center for State Courts Best Practices for Court Building Security recommends keeping presentation tables a safe distance away from the bench and establishing separate courtroom entrances for judges and court staff. To access the bench in Courtroom 4, the Magistrate must walk through the Family Services conference room, causing disruption to ongoing scheduled conferences and jeopardizing her safety. Once seated at the bench, the Magistrate hearing and ruling on the cases is located only six feet from the defendant and plaintiff tables. The security risk presented by the current configuration is heightened by the fact that the types of cases heard in Courtroom 4 are often emotional and volatile and are recognized as the most dangerous cases heard by the Court.

The renovation is requested to expand the size of Courtroom 4 to provide distance between parties to the case, and also to centralize the offices and the intake/reception area of Family Services to improve public access. Currently, the office of the Forensic Child Custody evaluator is located on the Courthouse second floor, away from the rest of Family Services Staff on the first floor. The current public intake area is insufficiently sized to accommodate the more than 1,700 in-person requests for assistance annually. Like many older Courthouses in Maryland, room for expansion by the Court and Clerk's office would not be possible without removal of some existing offices including the Register of Wills and some divisions of the Clerk of Court. Approximately 2,000 additional square feet of office space will need to be allocated for some divisions of the Clerk of Court and the Register of Wills, but consolidation of some current storage space could reduce that number.

The renovation requested will expand Courtroom 4 and Family Services offices. $100,000 was awarded from the FY2023 Fund Balance by the Commissioners for an evaluation of the project. $225,000 is included in the estimate below to relocate approximately 2,0000 square feet for the Clerk of Court and Register of Wills offices during and after construction.

Project Location: Circuit Courthouse, Courtroom 4 and Family Services Offices.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
In the past, funding from the State of Maryland Administrative Office of the Courts has not been available for capital improvements, but there is increased scrutiny on Courthouse safety, so funding could become available. As always, the Court will continue to pursue any State or Federal funding available.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No additional costs are anticipated.

What is the useful life of the asset/project?
30 years +/-.

Will this project generate revenue?

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	83,000					117,000		**200,000**
Land Acquisition								**0**
Site Work								**0**
Construction	225,000	833,000						**1,058,000**
Equipment/Furnishings			83,000					**83,000**
Other - Please Specify								**0**
TOTAL	**308,000**	**833,000**	**83,000**	**0**	**0**	**117,000**	**0**	**1,341,000**

CIP Project Name: Courthouse - Courtroom 4/Family Services Expansion

SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	308,000	833,000	83,000			117,000		**1,341,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**308,000**	**833,000**	**83,000**	**0**	**0**	**117,000**	**0**	**1,341,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Courthouse - Courtroom 4/Family Services Expansion

Complete the following questions.

Project scope.

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

$100,000 was awarded from the FY2023 Fund Balance by the Commissioners for an evaluation of the project Square footage needs were determined by the architect, working with County and Court personnel. The project has been developed in partnership with the Sheriff's Department to improve Courthouse safety.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

The project is necessary for the safety of the public and staff and benefits all who work in or visit the Courthouse.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Renderings and plans (attached) were developed by David Bowen & Friedel, Inc. using funds approved by the Commissioners. Cost estimates of $150 per square foot were also provided by David Bowen & Friedel, Inc.

CIP Timing.

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

N/A

Urgency.

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

Delays in funding could impact public safety and the safety of staff.

CIP Project Name: Courthouse - Washington Street Entrance

Project Director: Administrative Judge Brian D. Shockley
Phone Number: (410) 632-0600

Project Summary and Purpose:
To enhance public safety, the entrance of the Courthouse at Washington Street will be expanded to allow Sheriff's Deputies to better control the flow of traffic into the Courthouse while screening individuals through the magnetometer and x-ray machine. According to a 2023 security review conducted by the Maryland Administrative Office of the Courts (AOC) Office of Security Administration, the portico outside the entrance should be enclosed giving the Deputies a larger space to screen individuals quickly and efficiently. During jury trials, more than 80 jurors can be summoned to the Courthouse, entering at the same time as attorneys, witnesses, staff, and members of the public. The entrance is also used by members of the public to access the services of the Clerk of Court. Currently, individuals walk into the building and pass an interior door leading to the basement Jury assembly room before entering the deputy screening area with magnetometer and x-ray machine. After security screening, individuals must then proceed either to the elevator on the side of the screening area or go back to the interior basement door via a narrow space between the hallway wall and the outside of the magnetometer and x-ray machine. The renovation requested will create an additional 672 square feet of enclosed space to move the screening area forward in front of the basement door and the elevator, will bring the Courthouse entrance parallel to the County Government Center entrance and relocate the wheelchair ramp to connect it to the sidewalk leading to accessible parking. $50,000 was awarded from the FY2023 Fund Balance by the Commissioners for an evaluation of the project (see attached architect renderings). In short, the existing configuration is inefficient and constitutes a serious security risk in that it creates a backlog of unscreened people (potential bad-actors and targets) and prevents their safe, orderly and efficient screening and entry.

Project Location: Main entrance to the Courthouse at Washington Street.

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
In the past, funding has not been available for capital improvements, but with recent violent events against judges, funding could become available through the AOC. As always, the Court will continue to pursue any State or Federal funding available.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No.
Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No additional costs are anticipated, other than cleaning and maintaining the additional square footage requested.
What is the useful life of the asset/project?
30 years or more.
Will this project generate revenue?
No.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	50,000					50,000		**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction		460,000						**460,000**
Equipment/Furnishings			46,000					**46,000**
Other - Please Specify								**0**
TOTAL	**50,000**	**460,000**	**46,000**	**0**	**0**	**50,000**	**0**	**606,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	50,000	460,000	46,000			50,000		**606,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**50,000**	**460,000**	**46,000**	**0**	**0**	**50,000**	**0**	**606,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Courthouse - Washington Street Entrance

Complete the following questions.

Project scope.

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

$50,000 was awarded in FY2023 Fund Balance monies by the Commissioners for an evaluation of expanding the Courthouse entrance. Square footage needs were determined by the architect, working with County and Court personnel. The project has been developed in partnership with the Sheriff's Department to enhance safety of the Courthouse.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

The project is necessary for the safety of the public and staff and benefits all who work in or visit the Courthouse.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Renderings and plans (attached) were developed by David Bowen & Friedel, Inc. using funds approved by the Commissioners. Cost estimates of $500 per square foot were also provided by David Bowen & Friedel, Inc.

CIP Timing.

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

N/A

Urgency.

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

The project has been recommended as part of a security assessment conducted in 2023 by the Maryland Administrative Office of the Courts (AOC) Office of Security Administration. Recommendations to provide sufficient space in and entrances and queueing areas to avoid congestion are also included in the National Center for State Courts Best Practices for Court Building Security report. Delays in funding could impact public safety.



:STER COUNTY COURTHOUSE RENOVATIONS - OPTION 1
, Maryland

dbf ARCHITECTS • E



:STER COUNTY COURTHOUSE RENOVATIONS - OPTION 2
, Maryland

dbf ARCHITECTS



:STER COUNTY COURTHOUSE RENOVATIONS - OPTION 3
, Maryland

dbr ARCHITECTS • E

CIP Project Name: Health Department and 50plus Center Pocomoke Service Building Replacement

Project Director (Name & Title): Michael Hutchinson, Maintenance Superintendent
Phone Number: 410 632 3766

Project Summary and Purpose:
There was a Facility Condition Assessment of the Pocomoke Service Facility completed in June 2024 by Davis Bowen & Friedel, Inc, which has been provided to you and documents the state of the building. The proposed project involves the complete replacement of the existing building in the same location that is in a deteriorated state and fails to meet current building codes and safety standards. The building's age (constructed in 1949/1950), non-compliance with modern safety, accessibility, and energy efficiency codes necessitate a comprehensive approach to address these issues. The primary purpose of this capital improvement plan is to ensure the safety, usability, and longevity of the facility by replacing the outdated structure with a new, code-compliant building. The new building will meet all current regulations, including fire safety, accessibility (ADA), structural integrity, and energy efficiency standards. Additionally, the project aims to: 1. **Enhance Safety:** Address critical safety concerns related to the building's deteriorated condition, ensuring the well-being of all occupants. 2. **Improve Functionality:** Provide a modern facility that meets the operational needs of its users, supporting current and future activities effectively. 3. **Ensure Compliance:** Bring the facility up to code, eliminating legal liabilities and ensuring adherence to local, state, and federal regulations. 4. **Optimize Energy Efficiency:** Incorporate energy-efficient systems and materials to reduce operating costs and environmental impact. 5. **Support Community and Economic Growth:** The new building will serve as a vital asset to the community, potentially attracting investment, improving public services, and contributing to local economic development. This capital improvement plan is a critical investment in the future of the facility and the Pocomoke community it serves, ensuring it remains a safe, functional, and valuable asset for years to come.

Project Location: 400 Walnut Street Pocomoke, MD 21851

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: None at this time. For the 50plus Center section costs, State and foundation grants and donor contributions would be solicited.

Is there a Federal or State mandate related to this project? If so, please elaborate: No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

What is the useful life of the asset/project?

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	474,200	230,300						**704,500**
Land Acquisition								**0**
Site Work								**0**
Construction			7,825,800					**7,825,800**
Equipment/Furnishings			780,000					**780,000**
Other - Please Specify								**0**
TOTAL	**474,200**	**230,300**	**8,605,800**	**0**	**0**	**0**	**0**	**9,310,300**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	474,200	230,300	8,605,800					**9,310,300**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**474,200**	**230,300**	**8,605,800**	**0**	**0**	**0**	**0**	**9,310,300**
PROJECTED OPERATING IMPACTS	66,438	0	0	0	0			66,438

CIP Project Name: Health Department and 50plus Center Pocomoke Service Building Replacement

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?
The project scope is to completely replace the Pocomoke Service Building that is in a deteriorated state and fails to meet current building codes and safety standards. The scope was determined by using an assessment by DBF, Davis Bowen & Friedel, Inc.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?
A new building means upgraded facilities which can enhance the delivery of public health services. It will provide enhanced safety and accessibility, meeting current safety standards, including fire safety, and accessibility for people with disabilities.
For the County: Long-term Cost Savings, Increased Efficiency, Increased Property Values, Community Pride, Attraction of Businesses, and Compliance with Regulations.
Negative Impacts to not funding or delaying this project? Staff are working in a building and clients are being served in a building that continues to not be at current code standards. The costs will continue to rise to upkeep the deteriorating building. The costs to rebuild at a later date will also keep rising.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
The estimate was developed from an assessment by Davis Bowen & Friedel, Inc, which is an engineers estimate. It is a square foot estimate of $600.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
We are requesting this new project because of the continued deterioration of the Pocomoke Service Building used by the Health Department and the Pocomoke City 50plus Center.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?
The project is necessary and of great important due to the continued deterioration and safety concerns addressed in the Facility Condition Assessment by DBF, Davis Bowen & Friedel, Inc.

CIP Project Name: Public Safety Logistical Storage Facility

Project Director (Name & Title): Matthew Owens, Fire Marshal/Director of Emergency Services
Phone Number: 410-632-5666

Project Summary and Purpose:
The proposed building will house vehicles and storage for the Department of Emergency Services, the Sheriff's Office and the Fire Marshal's Office. The proposed building will hold the current 22 vehicles and the many trailers used by all three departments. Plus the building will house the storage for the Logistical Staging Area (LSA) inventory and supplies for all emergency preparation, to include pandemics, weather related emergencies, hazardous materials responses (CBRNE) and a secure impound facility.
Currently there is a need due to no covered storage for vehicles and trailers containing expensive and sensitive equipment with the need to respond to emergencies quickly. Although the county currently leases space for the LSA, the accessibility and security of the lease space is not desirable.

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

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: No grants.

Is there a Federal or State mandate related to this project? If so, please elaborate: N/A

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? The impacts, from a financial standpoint would be high. Partial funding for the project may qualify under grants provided from multiple sources, however that funding cannot be guaranteed. From a personnel standpoint, no immediate additional personnel is projected for this project. Obviously there would be an increase in maintenance cost due to the larger size building.

What is the useful life of the asset/project? 30 + years

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work						165,000		**165,000**
Construction	250,000					2,750,000		**3,000,000**
Equipment/Furnishings	60,000							**60,000**
Other - Please Specify	250,000							**250,000**
TOTAL	**560,000**	**0**	**0**	**0**	**0**	**2,915,000**	**0**	**3,475,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	325,000							**325,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds	235,000					2,915,000		**3,150,000**
Other - Please Specify								**0**
TOTAL	**560,000**	**0**	**0**	**0**	**0**	**2,915,000**	**0**	**3,475,000**
PROJECTED OPERATING IMPACTS	23,300	0	0	0	0	0	0	23,300

CIP Project Name: Public Safety Logistical Storage Facility

Complete the following questions.

Project scope.

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

The project was discussed between the 3 public safety departments to include Emergency Services, Sheriff's Office and the Fire Marshal's Office. A larger "warehouse" style building is needed for several purposes. To include current emergency response vehicles to be stored inside out of the weather. These vehicles are critical response vehicles for a multitude array of purposes to support emergency management, law enforcement and hazardous materials and CBRNE type incidents.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

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

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate was difficult to determine due to the current environment of supplies and materials. The county is currently entered into a contract with Davis Bowen and Friedel to provide architectural and engineering services. At this time the building product cost vary day to day and have steadily increased over the past several years. There was no scope performed, the demand for this is driven by the pandemic, the need for the LSA and the protection of current assets exceending $1,000,000 in value. A square foot estimate is being prepared by DBF. A concern of material cost exist due to the current building industry.

CIP Timing.

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

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

Urgency.

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

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

CIP Operating Impact Projections

Project: LSA Storage Building at Fire Training Center

Department & Signature of Department Head: Matthew Owens, Fire Marshal/Director of Emergency Services

Personnel Expenses	FY 26	FY 27	FY 28	FY 29	FY 30	Total Operating Cost
Job Title & Salary/Beneift Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 26	FY 27	FY 28	FY 29	FY 30	Total Operating Cost
Utilities	10,000					**10,000**
Telephone	500					**500**
Custodial	2,500					**2,500**
Cleaning	300					**300**
Maintenance Repairs	6,000					**6,000**
Refuse	1,000					**1,000**
Fire/Security Alarm	2,000					**2,000**
Internet	1,000					**1,000**
Vehicle Expense						**0**
Other						**0**
						0
						0
						0
EXPENDITURES						
Operating TOTAL	**23,300**	**0**	**0**	**0**	**0**	**23,300**

Project: LSA Storage Building at Fire Training Center

Capital Expenses	FY 26	FY 27	FY 28	FY 29	FY 30	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 26	FY 27	FY 28	FY 29	FY 30	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	23,300	0	0	0	0	23,300

Project: LSA Storage Building at Fire Training Center

Complete the following questions.

Operating Impacts

Employee positions.
Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.
No new personnel is expected at this time.

Utility costs.
Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.
Utility costs will be increased because this is a new building.

Maintenance costs.
Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.
Maintenance cost will increase because this is a new building.

Insurance costs.
Does the project increase insurance costs? You should consider liability, property and vehicle insurance.
Insurance cost will increase because this is a new building in the county's inventory.

Telecommunications.
Consider the potential need of telephones, copiers, and computers and hardware. List them below.
Insurance cost will increase because this is a new building in the county's inventory.

Furniture, equipment or capital outlay.
Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?
There will be a one-time furniture and equipment cost.

CIP Project Name: Outdoor Warning Siren Replacement

Project Director (Name & Title): James E Hamilton, JR - Deputy Director DES
Phone Number: 410-632-3080

Project Summary and Purpose: This project seek to continue the replacement of the Worcester County outdoor warning system.

Project Location: Countywide

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Not at this time however the department continues to explore grant options.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? This project directly impacts operating and personnel costs.

What is the useful life of the asset/project? 20 years

Will this project generate revenue? No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction						725,000		**725,000**
Equipment/Furnishings	150,000					525,000		**675,000**
Other - Please Specify								**0**
TOTAL	**150,000**	**0**	**0**	**0**	**0**	**1,250,000**	**0**	**1,400,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	150,000					1,250,000		**1,400,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**150,000**	**0**	**0**	**0**	**0**	**1,250,000**	**0**	**1,400,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0	0		0

CIP Project Name: Outdoor Warning Siren Replacement

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?
Scope is a best estimate based on experience in more recent siren replacements along with long lead times and rising costs.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?
Project will ultimately provide for coverage of the majority of most populated areas of the county.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Cost estimate developed based on experience from previous project coupled with anticipation of continued rising costs.

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

No Change

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?
Project urgency is based on the continuing aging system in place within major portions of the county. Absent project proceeding as contained herein, staff will continue to provide maintenance and singular replacements of sirens as they fail.

CIP Project Name: State's Attorney Building Addition

Project Director (Name & Title): William Bradshaw, P.E. County Engineer
Phone Number: 410-632-1200

Project Summary and Purpose:
Provide office space for the State's Attorney Offices (SAO). The current building will not accommodate authorized and projected staffing levels. This estimate is for a 6,000 SF building addition adjacent to the existing SAO building with elevator. No formal design has been completed for this conceptual estimate. This estimate includes preliminary schematic design professional services.

Project Location: Snow Hill MD (Walking proximity to both Circuit and District Courthouses)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: None identified

Is there a Federal or State mandate related to this project? If so, please elaborate:
State mandate for law enforcement to use body/video cameras increases personnel/attorney resources required to process.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
Yes operating costs including utilities and maintenance.

What is the useful life of the asset/project? 40 years

Will this project generate revenue? No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	50,000	200,000	50,000	50,000				**350,000**
Land Acquisition	0							**0**
Site Work		600,000	703,852					**1,303,852**
Construction		1,705,813	1,194,069	511,744				**3,411,626**
Equipment/Furnishings			50,000	100,000				**150,000**
Other - Cont, Permitting, Moving, Escalation (+4% FY2	47,540	275,240	425,400	152,620				**900,800**
TOTAL	**97,540**	**2,781,053**	**2,423,321**	**814,364**	**0**	**0**	**0**	**6,116,278**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	97,540	2,781,053	2,423,321	814,364				**6,116,278**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**97,540**	**2,781,053**	**2,423,321**	**814,364**	**0**	**0**	**0**	**6,116,278**
PROJECTED OPERATING IMPACTS	0	12,950	13,025	13,025	13,450			52,450

CIP Project Name: State's Attorney Building Addition

Complete the following questions.

Project scope.

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

The scope of this project is to design and build an addition adjacent to the existing SAO office building. The building will need to be elevated to maintain ground level stormwater system function for the existing facility and to accommodate new roof/collection requirements for the addition. New parking lot expansion will be needed on Washington street. There is a vacant lot the County owns for the purpose of additional parking. For CIP FY26 update escalation of 4% was added.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

The County will benefit by locating State's Attorney personnel in a central location adjacent to existing court facilities and supervisory staff.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

This estimate is based on order of magnitude building area metrics and fee base percentages of construction cost (eg., architect fees, construction management fees, etc.).

CIP Timing.

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

This project is requested by direction of the County Commissioners on 9/6/22 as a result of new SAO employee needs. No design has been intiated for this project per FY 26 update.

Urgency.

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

CIP Operating Impact Projections

Project: State's Attorney Building Addition

Department & Signature of Department Head: States Attorney - Kris Heiser

Personnel Expenses	FY 26	FY 27	FY 28	FY 29	FY 30	Total Operating Cost
Job Title & Salary/Beneift Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 26	FY 27	FY 28	FY 29	FY 30	Total Operating Cost
Utilities		8,500	8,575	8,575	9,000	**34,650**
Telephone						**0**
Custodial		1,200	1,200	1,200	1,200	**4,800**
Cleaning						**0**
Maintenance Repairs		1,500	1,500	1,500	1,500	**6,000**
Refuse						**0**
Fire/Security Alarm		1,000	1,000	1,000	1,000	**4,000**
Internet						**0**
Vehicle Expense						**0**
Other		750	750	750	750	**3,000**
						0
						0
						0
EXPENDITURES						
Operating TOTAL	**0**	**12,950**	**13,025**	**13,025**	**13,450**	**52,450**

Project: State's Attorney Building Addition

Capital Expenses	FY 26	FY 27	FY 28	FY 29	FY 30	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 26	FY 27	FY 28	FY 29	FY 30	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	0	12,950	13,025	13,025	13,450	52,450

Project: State's Attorney Building Addition

Complete the following questions.

Operating Impacts

Employee positions.
Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%. This project was requested to accomodate additional SAO employees.

Utility costs.
Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.
Yes utility costs will increase due to the increase in building size. Primarily electricity costs will increase for heating/cooling additional space.

Maintenance costs.
Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

Yes, additional custodial services, alarm systems maintenance/monitoring and general maintenance costs will increase.

Insurance costs.
Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

Yes, est. $750 per year.

Telecommunications.
Consider the potential need of telephones, copiers, and computers and hardware. List them below.

Furniture, equipment or capital outlay.
Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time? There would be an increase in space and furniture.

CIP Project Name: Public Safety Facility

Project Director (Name & Title): Sheriff Matthew Crisafulli
Phone Number: 410-632-1111

Project Summary and Purpose: Worcester County Public Safety Facility, to include WCSO and WCES

Project Location: US Route 113, adjacent to the Worcester County Technical High School and Fire Training Center

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:

WCSO is unaware of any current grants available for this project; however, we are constantly checking for the availability of grants to assist in supporting this project.

Is there a Federal or State mandate related to this project? If so, please elaborate:

WCSO is not aware of any Federal mandates related to this project.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

Utilities and maintenance of this property would increase due to being a new standalone property and not part of the government center.

What is the useful life of the asset/project? Indefinite

Will this project generate revenue? This project will not generate any additional revenue.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	105,000	1,563,775						**1,668,775**
Land Acquisition								**0**
Site Work		1,251,020						**1,251,020**
Construction		9,695,408	27,835,204					**37,530,612**
Equipment/Furnishings			312,755					**312,755**
Other - Please Specify								**0**
TOTAL	**105,000**	**12,510,203**	**28,147,959**	**0**	**0**	**0**	**0**	**40,763,162**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	105,000							**105,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds		12,510,203	28,147,957					**40,658,160**
Other - General Bond to be re-paid thru VLT								**0**
TOTAL	**105,000**	**12,510,203**	**28,147,957**	**0**	**0**	**0**	**0**	**40,763,160**
PROJECTED OPERATING IMPACTS	0	0	261,500	262,500	262,500			786,500

CIP Project Name: Public Safety Facility

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The costs for a new public safety facility are based on costs derived from public safety building projects currently taking place in nearby jurisdictions.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

- Currently the WCSO is located in the basement of the Government Center and not easily accessible to the public. - Individuals party to a criminal investigation are currently utilizing the public entrance to the Government Center, which can create safety issues for county personnel and the general public within the Government Center. - The WCSO is unable to completely isolate individuals in custody due to the current floor plan of the WCSO. - Due to the limited amount of space available, measures such as turning storage areas into offices have been completed/requested to create as much work space as possible. - Currently multi-agency initiative briefings/coordination typically have to take place at other locations within the county due to the limited space at the WCSO.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

There have been no space studies completed at this time; however, it is apparent that WCSO is in need of space. Estimates regarding the cost of a new public safety building are based on public safety building projects currently taking place in nearby jurisdictions.

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

It is WCSO's understanding that a project of this nature would take approximately 5-7 years to complete. WCSO has been dealing with a space needs issue for approximately eight years. We are respectfully requesting to move forward with this project as soon as possible. WCSO is unaware of any other CIP projects within Worcester County that are taking place.

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

As previously stated, we consider this project critical to alleviate exposure to safety concerns within the Government Center and current WCSO location, as well as to allow proper working spaces for employees.

CIP Operating Impact Projections

Project: Public Safety Facility

Department & Signature of Department Head: Sheriff Matthew Crisafulli

Personnel Expenses	FY 26	FY 27	FY 28	FY 29	FY 30	Total Operating Cost
Job Title & Salary/Benefit Costs (List Separately)						
						0
						0
						0
						0
						0
						0
						0
						0
EXPENDITURES						
New Positions Salary & Benefits TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Operating Expenses	FY 26	FY 27	FY 28	FY 29	FY 30	Total Operating Cost
Utilities			26,000	26,000	26,000	**78,000**
Telephone			210,000	211,000	211,000	**632,000**
Custodial			5,000	5,000	5,000	**15,000**
Cleaning			10,000	10,000	10,000	**30,000**
Maintenance Repairs						**0**
Refuse			1,000	1,000	1,000	**3,000**
Fire/Security Alarm			7,500	7,500	7,500	**22,500**
Internet			2,000	2,000	2,000	**6,000**
Vehicle Expense						**0**
Other						**0**
						0
						0
						0
EXPENDITURES						
Operating TOTAL	**0**	**0**	**261,500**	**262,500**	**262,500**	**786,500**

Project: Public Safety Facility

Capital Expenses	FY 26	FY 27	FY 28	FY 29	FY 30	Total Operating Cost
Furnishings						**0**
Equipment						**0**
						0
						0
						0
						0
						0
						0
EXPENDITURES						
Capital TOTAL	**0**	**0**	**0**	**0**	**0**	**0**

Projected Revenue Impact	FY 26	FY 27	FY 28	FY 29	FY 30	Revenue Total
						0
						0
						0
						0
						0
						0
						0
						0
REVENUES						
Project Revenue TOTAL	**0**	**0**	**0**	**0**	**0**	**0**
PROJECTED OPERATING IMPACTS	0	0	261,500	262,500	262,500	786,500

Project: Public Safety Facility

Complete the following questions.

Operating Impacts

Employee positions.
Does the project increase or reduce the number of employees needed? How many positions would be affected? Are the positions full-time, part-time, contractual, grant-funded, enterprise funded? What is the projected cost (savings) of the employees? Are there benefit costs for additional full-time or part-time employees? Benefit cost should be calculated by using the full time 46.54% or for part time 21.58%.

As you are aware, the State of Maryland has imposed a number of unfunded mandates for law enforcement in general that has caused additional positions to be funded, which is part of the work space issue that we are currently experiencing. WCSO is not currently aware of any additional needed positions directly related to an increase in square footage for work space. Any needs for additional personnel would be a request directly related to law enforcement operational needs within Worcester County, such as patrol deputies, etc. It is unknown at this time if there will be any additional unfunded mandates passed by the legislature.

Utility costs.
Does the project increase or reduce utility costs? Utilities may include electricity, oil, gas, telephone, water or sewer costs.

Due to being a new stand-alone facility, the cost for utilities would increase. However, based on the desired location, sewer and fiber would be easily accessible.

Maintenance costs.
Does the project increase or reduce internal maintenance costs or maintenance agreements with outside vendors? Some costs to consider are custodial services, ball field maintenance, road maintenance and general preventative maintenance.

There would be additional costs for custodial services and any maintenance performed by Worcester County and/or a vendor.

Insurance costs.
Does the project increase insurance costs? You should consider liability, property and vehicle insurance.

It is unknown what the insurance cost would be for this facility.

Telecommunications.
Consider the potential need of telephones, copiers, and computers and hardware. List them below.

The majority of our current telecommunications equipment would be moved with us; however, there maybe a request for additional equipment. What that equipment would be and cost of that equipment is unknown at this time.

Furniture, equipment or capital outlay.
Does the project increase or reduce the need for furniture and equipment or other capital outlay items? Is the increase or savings on-going or one-time?

As much as possible, the existing furniture at WCSO would be utilized in the new facility. However, there is a number of work spaces within WCSO with furniture that would need to be replaced.

CIP Project Name: Asphalt Overlay/Pavement Preservation of County Roads

Project Director (Name & Title): Dallas Baker, Jr., P.E., Public Works Director
Phone Number: 410-632-5623

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

Project Location: Various roads throughout Worcester County

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
In FY10 the Highway User Revenue was cut significantly, therefore the General Fund has been funding the cost of our paving projects. The Highway User Revenue has not been restored which means the General Fund will have to continue funding future paving projects. By doing so this puts a strain on the County's General Fund Budget and also limits how much paving we are able to provide to the citizens of Worcester County.

What is the useful life of the asset/project?
20+ years

Will this project generate revenue?

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,551,752		**6,551,752**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,551,752**	**0**	**6,551,752**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	1,000,000	1,000,000	1,000,000	1,000,000	1,000,000	1,551,752		**6,551,752**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,000,000**	**1,551,752**	**0**	**6,551,752**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Asphalt Overlay/Pavement Preservation of County Roads

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

To preserve and maintain the roads within Worcester County to allow for safe travel for the citizens and guests. We receive some funding from Highway User Revenue funds to cover transportation costs, however this allocation has been reduced significantly since FY10.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This would benefit the County as a whole since this project would cover all roads maintained by Worcester County. Delay or reduced funding will only enhance the deterioration of roads leading to unsafe travel and/or leading to even more costly repairs to the roadways.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Cost estimate was developed based off our current paving contract pricing. The price per ton of hot mix asphalt has increased tremendously along with fuel costs resulting in higher contractor costs and less miles of roadway we are able to pave. Additional funding would allow us to get our paving operations back on track and allow us to pave more roadway and provide a safer commute in Worcester County.

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

N/A

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

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

CIP Project Name: Cove Landing Road

Project Director (Name & Title): Dallas Baker, Jr., P.E, Public Works Director
Phone Number: 410-632-5623

Project Summary and Purpose: Engineer design and construction of 3 new crossroad pipes on Cove Landing Road.

Project Location: Cove Landing Road, Bishopville, MD

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
N/A

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
25+ years

Will this project generate revenue? No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	60,000					10,000		**70,000**
Land Acquisition								**0**
Site Work								**0**
Construction		350,000						**350,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**60,000**	**350,000**	**0**	**0**	**0**	**10,000**	**0**	**420,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	60,000	350,000				10,000		**420,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**60,000**	**350,000**	**0**	**0**	**0**	**10,000**	**0**	**420,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Cove Landing Road

Complete the following questions.

Project scope.

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

We are requesting to hire an engineering firm to design construction drawings to replace 3 failed crossroad pipes located on Cove Landing Road. Once drawings are complete and approved, we are requesting hiring an outside contractor to perform the work detailed in the engineer drawings. Due to the depth of the pipes and the amount of water present, County Road's doesn't have the means to handle this size of project in house. The project would go much smoother and safer for all involved to hire a contractor that can perform the work.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

The residents that utilize Cove Landing Road in their daily travels would benefit directly by having these pipes replaced, as this is the only roadway that access their homes. Delaying or not funding this project will only allow the pipes to deteriorate further and could result in a total road failure, which would completely close off numerous County residents from getting to and from their homes.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

This cost estimate was developed based off past engineer costs on similar related projects.

CIP Timing.

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

This project needs to be completed first on the CIP given the current state of the roadway and pipes and the importance that roadway has to the residents who utilize it in their daily commute.

Urgency.

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

This project is very urgent and critical based off the current state of the pipes and the roadway. Should that roadway completely fail, the residents would have no means of access to/from their homes. Emergency vehicles would have no access to the homes should that road fail and a emergency arise.

CIP Project Name: Riddle Farm WWTP Rehabilitation

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: Rehabilitate the existing WWTP to include new membranes and aeration processes that will return the treatment plant to its designed capapcity. The overall purpose of this project is to provide a functional plant that has the ability to treat the flows coming to it, rather than having to pump & haul raw wastewater away due to reduced capacity in the current membranes.

Project Location: Riddle Farm WWTP (Riddle Farm Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Yes, Tri-County are covering $1.4 Million

Is there a Federal or State mandate related to this project? If so, please elaborate:
Not yet, but MDE has indicated a consent order is coming.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
10-15 years depending on growth in the region

Will this project generate revenue?
Yes, additional EDUs will be available for sale.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	2,000,000					1,578,490		**3,578,490**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**2,000,000**	**0**	**0**	**0**	**0**	**1,578,490**	**0**	**3,578,490**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	2,000,000					159,322		**2,159,322**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Tri County Grant						1,419,168		**1,419,168**
TOTAL	**2,000,000**	**0**	**0**	**0**	**0**	**1,578,490**	**0**	**3,578,490**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Riddle Farm WWTP Rehabilitation

Complete the following questions.

Project scope.

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

The scope of the project was determined via an engineering report by GMB. The original membranes lasted 14 years and were replaced by membranes from an alternate supplier. These alternate membranes are failing and have already been replaced by the manufacturer. It is the intent of this project to replace the faulty membranes and add new membranes from the original membrane supplier to make the operation more reliable and capable of treating design flows.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Impacts will benefit the Riddle Farm and the Ocean Pines Service Area. The Ocean Pines Service Area will see a reduction in the amount of truck traffic generated by pumping and hauling operations. Additionally, both service areas will benefit as the Riddle Farm WTP will be able to come back into service, therefor reducing the water demand from the Ocean Pines Service Area. Negative impacts include the continuation of pumping & hauling costs, environmental risks of from accidental spills, increased debt to the Riddle Farm Service Area for pumping & hauling operations, and no expansion of the Riddle Farm Service Area.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Cost estimate was developed based off of the construction contract awarded to M2 Construction.

CIP Timing.

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

The construction contract has already been awarded.

Urgency.

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

The project is critical and needs to be completed as soon as possible.

CIP Project Name: Riddle Farm WWTP Bypass to OP WWTP

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: Install a sewer force main bypass line to allow untreated wastewater to flow from the Riddle Farm Service Area to the Ocean Pines WWTP for treatment. This will allow for the Riddle Farm WWTP to be bypassed during emergency plant shutdowns and future rehabilitation without the need for pumping & hauling operations. This will also eliminate the risk of sanitary sewer overflows that are a risk during plant shutdown or failure.

Project Location: Riddle Farm WWTP (Riddle Farm Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Yes, $161,500 has been allocated for design from the Tri-County grant and $1.09 Million has been allocated for construction through a Federal earmark grant.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No direct mandates, but DPW is at risk of violating discharge permits if pumping & hauling operations continue or if a plant failure resulted in sewer overflows at the plant.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
30-40 years
Will this project generate revenue?

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						161,500		**161,500**
Land Acquisition								**0**
Site Work								**0**
Construction	3,090,000							**3,090,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**3,090,000**	**0**	**0**	**0**	**0**	**161,500**	**0**	**3,251,500**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds	1,090,000					161,500		**1,251,500**
State Match								**0**
State Loan								**0**
Assigned Funds	2,000,000							**2,000,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CDBG								**0**
TOTAL	**3,090,000**	**0**	**0**	**0**	**0**	**161,500**	**0**	**3,251,500**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Riddle Farm WWTP Bypass to OP WWTP

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The scope of this project is to design and install a sewer force main running from the Riddle Farm WWTP to the Ocean Pines WWTP. This scope was determined due to the need for the interconnect of the two plants so that raw, untreated sanitary sewerage can be treated during the Riddle Farm WWTP upgrades and during emergency situations that could impact plant operations. The Riddle Farm WWTP has been having issues treating wastewater effectively over the past few years due to ineffective membranes. This project will allow for wastewater to still be treated while the plant is taken offline for rehabilitation.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Impacts will benefit the Riddle Farm and the Ocean Pines Service Area. Additional plant resiliency will be introduced to the Riddle Farm Service Area. The Ocean Pines Service Area will see a reduction in the amount of truck traffic generated by pumping and hauling operations. Additionally, both service areas will benefit as the Riddle Farm WTP will be able to come back into service, therefor reducing the demand of water from the Ocean Pines Service Area. Negative impacts include the continuation of pumping & hauling costs, environmental risks of from accidental spills, increased debt to the Riddle Farm Service Area for pumping & hauling operations, and no expansion of the Riddle Farm Service Area.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
The construction cost estimate was developed from estimates on similar, recent, construction projects. The design cost is from the project award to KCI.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
This project will likely take place after the construction of the Riddle Farm WWTP. The bypass force main is currently under design and is scheduled to be complete by winter 2025. Permitting for the construction will likely take a year.

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

The project is critical and needs to be completed as soon as possible so that raw wastewater flow can be routed to another WWTP during routine repairs and in cases of emergencies.

CIP Project Name: Lewis Road Sewer System

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: The project is proposed to eliminate approximately 60 septic systems in an area of high groundwater. The project will require extension of the sanitary sewer line to the Landings WWTP.

Project Location: Lewis Road behind the Landings WWTP

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Yes, the project has been funded with an ARPA grant from $507,000 and a USDA grant for $1,518,000/

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
30 years, based off of estimated
Will this project generate revenue?
No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						224,251		**224,251**
Land Acquisition								**0**
Site Work								**0**
Construction	2,026,152					1,800,749		**3,826,901**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**2,026,152**	**0**	**0**	**0**	**0**	**2,025,000**	**0**	**4,051,152**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds	2,026,152					2,025,000		**4,051,152**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE								**0**
TOTAL	**2,026,152**	**0**	**0**	**0**	**0**	**2,025,000**	**0**	**4,051,152**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Lewis Road Sewer System

Complete the following questions.

Project scope.

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

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

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

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

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The engineering design costs are based on the contract awarded to EA. Construction costs are based on EA's estimate. Additional funds are needed and have been applied to USDA for more grant monies.

CIP Timing.

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

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

Urgency.

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

This was a priority of the 2017/2018 County Commissioners and a great deal of funding has been secured to complete it.

CIP Project Name: Ocean Pines WWTP Lagoon Expansion

Project Director (Name & Title): Tony Fascelli, Superintendent **Dallas Baker Jr., P.E. - Director of Public Works**
Phone Number: 410-641-5251 **410-632-5623**

Project Summary and Purpose: This project is to provide an increase in emergency storage capacity in the Ocean Pines WWTP lagoon. The increase is needed per MDE for the WWTP permit to be increased from 2.5 Million Gallons per Day (MGD) to 2.6 MGD. The additional capacity is needed to support the previous expansion of the Ocean Downs Casino EDU sales.

Project Location: Ocean Pines WWTP

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
30 years, based off of estimated
Will this project generate revenue?
The additional EDUs created from this project have already been sold to Ocean Downs.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						5,990		**5,990**
Land Acquisition								**0**
Site Work								**0**
Construction	150,000					294,010		**444,010**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**150,000**	**0**	**0**	**0**	**0**	**300,000**	**0**	**450,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees	150,000					300,000		**450,000**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE								**0**
TOTAL	**150,000**	**0**	**0**	**0**	**0**	**300,000**	**0**	**450,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Ocean Pines WWTP Lagoon Expansion

Complete the following questions.

Project scope.

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

This project scope involves the expansion of the Ocean Pines WWTP lagoon storage. EA Engineering provided 100% design early August and a cost estimate. Comments from MDE expanded the original scope to now include building a retaining wall around one side of the lagoon to support the soil to account for the 1ft height increase in the berm elevation. Because of the retaining wall construction, a gas main needs to be relocated out of the way.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

EDUs have already been sold to Ocean Downs with the assumption the Ocean Pines WWTP capacity would be expanded from 2.5 MGD to 2.6 MGD. MDE will not rerate the plant to 2.6 MGD without the lagoon expansion.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The original cost estimate was completed by EA Engineering and revised in March 2023. The expanded cost accounts for the retaining wall and gas main relocation.

CIP Timing.

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

This project was approved under previous CIPs and is in the W&WW approved budget with the original $300,000 amount. The project has taken an extended period of time to go through MDE construction permitting and MDE Dam Safety review.

Urgency.

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

The EDUs this project will create have already been sold. If the project is not undertaken, the money will most likely have to be returned.

CIP Project Name: Mystic Harbour Water to Riddle Farm

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: Interconnect Mystic Harbor water to Riddle Farm service area as a backup via water main. This will allow Mystic Harbor to provide Riddle Farm water in the event of emergency.

Project Location: Mystic Harbor WTP to Riddle Farm WTP

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Yes, $67,765 has been secured for design using Tri- County grant funds. Funding has not been secured for construction however grant applications have been submitted to MDE.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
40 years, based off of estimated

Will this project generate revenue?
No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						67,765		**67,765**
Land Acquisition								**0**
Site Work								**0**
Construction	2,000,000							**2,000,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**2,000,000**	**0**	**0**	**0**	**0**	**67,765**	**0**	**2,067,765**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds - Tri County						67,765		**67,765**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE	2,000,000							**2,000,000**
TOTAL	**2,000,000**	**0**	**0**	**0**	**0**	**67,765**	**0**	**2,067,765**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Mystic Harbour Water to Riddle Farm

Complete the following questions.

Project scope.

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

This project scope involves the interconnection of the Mystic Harbor water to Riddle Farm WTP. The work entails running a water main from Mystic Harbor plant down Old Bridge Road Rt. 707, along Rt. 50 heading west, boring under neath Herring Creek, and eventually turning North into Man O War Ln. This project would include permitting work within Maryland SHA right of way for a utility permitting and traffic control. J.W. Salm Engineering provided 85% design showing the layout and submitted permit applications to MDE/SHA.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This interconnect would minimize the potential for downtime in the event of equipment failure at Riddle Farm, Mystic Harbor, or Ocean Pines water. Since these three facilities will be interconnected for water we could push water whichever way we see is needed to assist. The negative impacts of not funding or delaying this project would be Riddle Farm would be reliant upon Ocean Pines water in the event of a failure.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Cost estimate is from J.W. Salm Engineering.

CIP Timing.

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

New Project

Urgency.

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

Yes, this project is critical. This project needs to be completed as soon as feasibly possible to provide a interconnect and backup for Riddle Farm. In the event of delay or failure of equipment at Ocean Pines it would result in a water outage for Riddle Farm.

CIP Project Name: Riddle Farm Water Treatment Plant & Tower Rehabilitation

Project Director (Name & Title):Dallas Baker Jr., P.E. - Director of Public Works
Phone Number:410-632-5623

Project Summary and Purpose: Repair, paint, and prep the existing Riddle Farm tower now, so that it is ready for when the water plant can be turned back on in the Fall of 2025. The painting and cleaning of the inside of the tower is needed to protect the metal structure from rusting and losing structural integrity. Rehabilitation and repair of equipment inside the Water Treatment Plant building will ensure proper funcitionality and high quaility water treatment capabilities moving forward.

Project Location: Riddle Farm WTP (Riddle Farm Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
In the past, Public Works has twice applied to MDE for grant funding to cover the work but MDE considers it a maintenance activity and is not providing funds.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
15-20 years

Will this project generate revenue?
Yes, this will allow for efficient operations of the Riddle Farm WTP; hence allowing for water production for the service area.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						50,000		**50,000**
Land Acquisition								**0**
Site Work								**0**
Construction	650,000					50,000		**700,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**650,000**	**0**	**0**	**0**	**0**	**100,000**	**0**	**750,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	650,000					100,000		**750,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CDBG								**0**
TOTAL	**650,000**	**0**	**0**	**0**	**0**	**100,000**	**0**	**750,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Riddle Farm Water Treatment Plant & Tower Rehabilitation

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Repair, paint, and prep the existing Riddle Farm tower now, so that it is ready for when the water plant can be turned back on in the Fall of 2025. The painting and cleaning of the inside of the tower is needed to protect the metal structure from rusting and losing structural integrity. Rehabilitation and repair of equipment inside the Water Treatment Plant building will ensure proper funcitionality and high quaility water treatment capabilities moving forward.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Extending the life of an important water treatment plant and storage tower that is currecntly offline.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Cost estimate was developed based off of an inspection done by the County's trusted water tower consultant, MWB Tanks.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
No change in timing.

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

Waiting will increase the deterioration and increase rehabilitation cost

CIP Project Name: Ocean Pines Belt Filter Press

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: This project is to replace the belt filter press equipment at Ocean Pines Wastewater Treatment Plant.

Project Location: Ocean Pines WWTP

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
30 years, based off of estimated

Will this project generate revenue?
No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						426,943		**426,943**
Land Acquisition								**0**
Site Work								**0**
Construction	4,173,057							**4,173,057**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**4,173,057**	**0**	**0**	**0**	**0**	**426,943**	**0**	**4,600,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds	4,173,057					426,943		**4,600,000**
General Bonds								**0**
Other - USDA / MDE								**0**
TOTAL	**4,173,057**	**0**	**0**	**0**	**0**	**426,943**	**0**	**4,600,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Ocean Pines Belt Filter Press

Complete the following questions.

Project scope.

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

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

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

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

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

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

CIP Timing.

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

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

Urgency.

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

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

CIP Project Name: West Ocean City - Sunset Avenue Sewer Relief

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: The project is proposed to eliminate an undersized gravity sewer main. The replacement sewer line will be designed to handle the existing flow and include capacity for future potential changes.

Project Location: Sunset Avenue, West Ocean City

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
30 years, based off of estimated
Will this project generate revenue?
No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						35,000		**35,000**
Land Acquisition								**0**
Site Work								**0**
Construction	2,000,000							**2,000,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**2,000,000**	**0**	**0**	**0**	**0**	**35,000**	**0**	**2,035,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees	2,000,000					35,000		**2,035,000**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE								**0**
TOTAL	**2,000,000**	**0**	**0**	**0**	**0**	**35,000**	**0**	**2,035,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: West Ocean City - Sunset Avenue Sewer Relief

Complete the following questions.

Project scope.

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

This project involves constructing a replacement pipeline designed to handle the existing flow and potential future expansion in the area. The scope was determined from existing gravity sewer not being capable to handle full flow during peak demand season. Important historical information to understanding the scope of this project is this line helps assist flow over to West Ocean City service area without this line backups within homes may occur more frequently.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

The primary benefit of this project is minimizing the risk of potential backups and health impacts caused from not continous operation of the sewer utility. This project would benefit the West Ocean City service area. The negative impacts to not funding this project are more frequent backups could create sanitary sewer overflows that would solicit fines over time from MDE.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

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

CIP Timing.

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

New CIP Item.

Urgency.

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

This project is extremely critical and needs to be completed as soon as possible. Without this line customers may be impacted in service and backups into homes could lead to potential insurance claims for damages of property. Delaying this project will be putting the County at risk for fines from MDE.

CIP Project Name: St. Martin's By the Bay Water System

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: Install a new water system in St. Martin's by the Bay community. This will allow for the community the ability to replace the private supply well and distribution system by connecting to the Ocean Pines water system. The connection to Ocean Pines will alleviate concerns about salt water intrusion into the private well, provide fire flow protection (including new hydrants), and eliminate water shortage issues that have occurred since the system was installed in 1984.

Project Location: St. Martin's By the Bay and Ocean Pines Water System

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
USDA has provided a grant of $1,024,000 and a loan $1,495,000.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No direct mandates related to this project.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
30 years
Will this project generate revenue?
Yes, this project will generate revenue for the Ocean Pines Water System.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						73,100		**73,100**
Land Acquisition								**0**
Site Work								**0**
Construction	2,445,900							**2,445,900**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**2,445,900**	**0**	**0**	**0**	**0**	**73,100**	**0**	**2,519,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds - USDA	950,900					73,100		**1,024,000**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA Loan	1,495,000							**1,495,000**
TOTAL	**2,445,900**	**0**	**0**	**0**	**0**	**73,100**	**0**	**2,519,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: St. Martin's By the Bay Water System

Complete the following questions.

Project scope.

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

The scope of this project is to design and install a water distribution system to connect with the Ocean Pines water system. This scope was determined due to the requests from the community to help with the failing water system. The St. Martin's by the Bay community has been having issues with water shortages and concerns with the potential for salt water intrusion.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Impacts will benefit the St. Martin's by the Bay Community and the Ocean Pines Service Area. The St. Martin's by the Bay community will now have fire protection and consistent water supply. The Ocean Pines Service Area will see a increase in revenue from the usage. Negative impacts include the potential risk of the St. Martins by the Bay community going without water which is vital to human health. The environmental risks of prolonged use of this private well could allow for increased risk of salt water intrusion impacting shallow aquifers.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Cost estimate was developed based off of an engineering study completed by DBF. This is a project specific estimate based off of real time materials and construction costs. Costs are subject to change in the future due to market volatility and inflation. The engineering cost was developed from the design bid awarded to DBF.

CIP Timing.

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

No changes are being requested. The cost estimate numbers have been updated with the latest information. USDA has already awarded these grant/loans to the County and they've been accepted by the Commissioners.

Urgency.

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

The community is already experiencing water shortages and water quality issues. The problems need to be corrected as soon as possible.

CIP Project Name: Newark WTP Rehabilitation

Project Director (Name & Title): Tony Fascelli, Superintedent
Phone Number:410-641-5251

Project Summary and Purpose: Replacement of the Newark Water Treatment plant building and equipment as the existing treatment plant is at the end of its useful life.
Project Location: Newark WTP (Newark Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Not yet. Public Works has submitted a grant funding request to USDA for this project. In addition, the project is making it's way through the Federal earmark process for a possible grant of $2,550,000.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No, but MDE is aware of the iron sediment issues the community's water system has been facing.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	150,000							**150,000**
Land Acquisition								**0**
Site Work								**0**
Construction		5,887,500						**5,887,500**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**150,000**	**5,887,500**	**0**	**0**	**0**	**0**	**0**	**6,037,500**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds - Federal earmark		2,550,000						**2,550,000**
State Match								**0**
State Loan								**0**
Assigned Funds	150,000	487,500						**637,500**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA grant / loan		2,850,000						**2,850,000**
TOTAL	**150,000**	**5,887,500**	**0**	**0**	**0**	**0**	**0**	**6,037,500**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Newark WTP Rehabilitation

Complete the following questions.

Project scope.

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

The current Newark WTP and building was put into service in 1971. While numerous upgrades have been made over the last 50 years, the plant is nearing the end of its useful life. A new WTP building will need to be built at an undetermined site so that the existing plant can remain in-service during construction. As part of a new WTP construction, at least one new supply well will need to be constructed.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Project is required to maintain the operation of the Newark Water Treatment Plant to continue to efficiently serve the Newark Service Area.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate is based off of recent estimates for similar engineering estimates for projects in Worcester County.

CIP Timing.

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

This is the second time as a CIP item. Construction funding is added for the last year of the CIP. Engineering/design funding is requested in FY26 in order to have construction documents and permitting complete prior to bidding for construction.

Urgency.

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

This facility is the only supplier of water to Newark Area and needs to be replaced in order to maintain plant resiliency. It is critical to fund the engineering/design/permitting phases sooner as plan development and permitting with the State may take an extended period of time.

CIP Project Name: Mystic Harbour Solids Handling & Storage Building

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: Upgrades to the Mystic Harbor Solids Dewatering process which will resolve the dewatering and screening problems at the Mystic Harbour Wastewater Treatment Plant. This project also includes retrofitting the existing storage building as part of its scope of work.

Project Location: Mystic Harbour/West OC

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
Yes, $2.2 Million from MDE grant (another $2.2 Million in MDE loan), and $2.5 Million from Federal earmark grant.

Is there a Federal or State mandate related to this project? If so, please elaborate:
Not yet, but MDE has indicated a consent order is coming.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
10 - 15 years depending on growth in the region.

Will this project generate revenue?
No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	200,000							**200,000**
Land Acquisition								**0**
Site Work								**0**
Construction		6,700,000						**6,700,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**200,000**	**6,700,000**	**0**	**0**	**0**	**0**	**0**	**6,900,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds (Federal earmark)		2,500,000						**2,500,000**
State Match								**0**
State Loan	200,000	2,000,000						**2,200,000**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CDBG		2,200,000						**2,200,000**
TOTAL	**200,000**	**6,700,000**	**0**	**0**	**0**	**0**	**0**	**6,900,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Mystic Harbour Solids Handling & Storage Building

Complete the following questions.

Project scope.

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

This project includes improvement to the Mystic Harbour Wastewater Treatment Plan by construction of needed improvements to the sludge handling and influent screening facilities. Also, includes rehabilitation of the storage building in order to provide a conditioned space for safe storage of equipment.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This project will permanently resolve the handling of bio-solids at the Mystic Harbour Wastewater Treatment Plant and provide adequate safe storage of equipment to benefit the Mystic Harbor Service.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate for the Solids Handling and Storage Building improvements were taken from a 2017 Preliminary Engineering Report completed by GMB. This is a complete design, permitting, and construction cost estimate including Construction Admin and Inspection.

CIP Timing.

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

This was on last years CIP for FY 23 & FY 24 but not funded.

Urgency.

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

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

CIP Project Name: Ocean Pines - Force Main Replacement Station N to L

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: This project is to replace the failing force main from Station N to L. The pipe material is deteriorating and is in need of replacement.

Project Location: Ocean Pines Collections Station N to Station L along Ocean Parkway

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
Not yet, however, MDE has issued several fines to the County for sanitary sewer overflows related to pipe breaks along this force main. If the breaks continue to occur, MDE may issue a consent order to replace the force main.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
30 years, based off of estimated
Will this project generate revenue?
No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	200,000							**200,000**
Land Acquisition								**0**
Site Work								**0**
Construction		1,500,000						**1,500,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**200,000**	**1,500,000**	**0**	**0**	**0**	**0**	**0**	**1,700,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE	200,000	1,500,000						**1,700,000**
TOTAL	**200,000**	**1,500,000**	**0**	**0**	**0**	**0**	**0**	**1,700,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Ocean Pines - Force Main Replacement Station N to L

Complete the following questions.

Project scope.

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

The existing force main from Stations N to L has a common line that has failures routinely over the last three years. The number of failures over the last two years is 8 breaks which has yielded fines to the service area and emergency repair work. The limits of the project would be to replace in-kind with the same size pipe but with a stronger material to the common manifold point. Historically, the same force main has been repaired over 24 times in the last 5 years based upon patches in the road.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

The primary benefit of this project to the Citizens and the County is it would minimize the amount of fines, eliminate some of the emergency repair work, minimize the number of patches, routine disturbance to the neighboring property owners, and minimize the need for staff to do traffic control at such a busy intersection on the south side of Ocean Pines. (Macklin Creek and Ocean Parkway)

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate for the force main replacement station N to L was determined by similar project costs were currently experiencing. A full cost estimate will be provided at the design stage.

CIP Timing.

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

New CIP item.

Urgency.

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

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

CIP Project Name: Ocean Pines Drying Beds

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: This project is to design and construct drying beds in support to the new belt filter press equipment.

Project Location: Ocean Pines WWTP

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	50,000							**50,000**
Land Acquisition								**0**
Site Work								**0**
Construction		500,000						**500,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**50,000**	**500,000**	**0**	**0**	**0**	**0**	**0**	**550,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees	50,000							**50,000**
Grant Funds		500,000						**500,000**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE								**0**
TOTAL	**50,000**	**500,000**	**0**	**0**	**0**	**0**	**0**	**550,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Ocean Pines Drying Beds

Complete the following questions.

Project scope.

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

The Ocean Pines WWTP had originally 6 drying beds 3 were utilized for sludge. During the 1994 plant upgrades, three of the drying beds were demo'ed and only three remain currently. The decrease in drying bed storage creates a operational issue for continuous wasting causing less efficient solids management within the treatment trains.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

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

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate for the drying bed space was taken from a recent study completed by GMB for Mystic Harbour.

CIP Timing.

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

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

Urgency.

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

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

CIP Project Name: Mystic Harbour WTP Rehabilitation

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: Rehabilitation of the Mystic Harbour Water Treatment plant building and equipment. The project includes rehabilitation of the exterior and interior of the Water Treatment building at Mystic Harbour. The exterior of the building needs a new roof, repair of the concrete block, insulation, water prrof coating, painting or siding to prevent heat loss and to support the installation of HVAC equipment. Security fencing, alarms, and cameras are needed around the site to secure the property. The building interior requires a new interior ceiling, cleaning and painting of the walls, sandblasting and painting of the interior piping and filters. In addition there are a number of electrical improvements needed, safety issues addressed and chemical feed systems upgraded to current standards. All of these repairs will extend the useful life of this building.

Project Location: Mystic Harbour

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No, although Public Works has applied to MDE over the past 2 years for grant funds to cover the needed rehab. Grant applications will continue to be submitted until funding is secured.

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
40 years
Will this project generate revenue?
No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		200,000						**200,000**
Land Acquisition								**0**
Site Work								**0**
Construction		1,400,000						**1,400,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**1,600,000**	**0**	**0**	**0**	**0**	**0**	**1,600,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CDBG		1,600,000						**1,600,000**
TOTAL	**0**	**1,600,000**	**0**	**0**	**0**	**0**	**0**	**1,600,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Mystic Harbour WTP Rehabilitation

Complete the following questions.

Project scope.

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

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

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Project is required to maintain the operation of the Mystic Harbour Water system.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate is from the preliminary engineering study conducted in December 2021. The estimated impact (IF NO GRANT FUNDING WERE TO BE USED) to water debt service (EDUs) will increase the rate by $7.78 per EDU per quarter assuming a 15 year bond. This estimate does not factor in interest rates on bond projects.

CIP Timing.

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

This was on last years CIP for FY 23, FY 24, and FY 25 but not funded.

Urgency.

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

This facility is the primary supplier of water to the Mystic Harbour and West Ocean City Area. In early August of 2024 a section of deteriorated drywall ceiling fell on top of the chemical tanks, no one was injured. Public Works Maintenance staff was brought in to help troubleshoot ways to temporarily secure the ceiling until the full rehab work can commence.

CIP Project Name: Landings Water Tower Rehabilitation

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

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

Project Location: Landings WTP (Landings Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
15-20 years, based off of estimated lifespan at other County-operated facilities

Will this project generate revenue?

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		30,000						**30,000**
Land Acquisition								**0**
Site Work								**0**
Construction		550,000						**550,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**580,000**	**0**	**0**	**0**	**0**	**0**	**580,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CDBG		580,000						**580,000**
TOTAL	**0**	**580,000**	**0**	**0**	**0**	**0**	**0**	**580,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Landings Water Tower Rehabilitation

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Repainting, and miscellaneous improvements to the Landings Water Tower. Scope was determined by the County's tank consultant MBW tanks.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Extending the life of an important water storage tower

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Estimate developed from water tower inspection in December 2021 and historical costs from other tower painting projects. If a grant is not obtained, the estimated impact to water debt service (EDUs) will increase the rate by $24.17 per EDU per quarter assuming a 15 year repayment term. This estimate does not factor in interest rates on repayments.

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

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

Waiting will increase the deterioration and increase rehabilitation cost

CIP Project Name: River Run Sewer Interconnection to Ocean Pines

Project Director (Name & Title): Tony Fascelli, Superintendent

Phone Number: 410-641-5251

Project Summary and Purpose: Interconnect the River Run and Ocean Pines Sewer systems via the installation of a new sewer line. This will allow for the River Run lagoon liner to be replaced while still treating the service area's wastewater via the Ocean Pines WWTP. In the future, this interconnect allows for redundancy in the event of an emergency or unexpected shutdown of one of the connected plants.

Project Location: River Run WWTP (River Run Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
40 years

Will this project generate revenue?
No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		100,000						**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction			2,000,000					**2,000,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**100,000**	**2,000,000**	**0**	**0**	**0**	**0**	**2,100,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CDBG		100,000	2,000,000					**2,100,000**
TOTAL	**0**	**100,000**	**2,000,000**	**0**	**0**	**0**	**0**	**2,100,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: River Run Sewer Interconnection to Ocean Pines

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

This project involves the interconnection of the River Run and Ocean Pines Sewer systems via the installation of a new sewer line. This will allow for the River Run lagoon liner to be replaced while still treating the service area's wastewater via the Ocean Pines WWTP. In the future, this interconnect allows for redundancy in the event of an emergency or unexpected shutdown of one of the connected plants.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This interconnection allows for redundancy in the event of an emergency, unexpected shutdown, or maintenance of one of the connected plants. As a result of this interconnection, sewer flows can be directly sent to a connected treatment plant during shutdown periods which will avoid the need for expensive and intrusive pumping & hauling operations.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Estimate developed from recent force main installs in Worcester County.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
Third time on CIP, requesting the interconnection due to the need to send wastewater flow elsewhere for treatment during the River Run lagoon liner replacement. Once this project is complete, the raw wastewater from River Run can be directed to Ocean Pines for treatment while the River Run WWTP is take offline for the liner rehabilitation.

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

Not funding this project will lead to extremely high pumping & hauling costs that would be incurred during the River Run lagoon liner replacement. The need to resort to pumping & hauling operations could also open up the County to violation of the MDE permit regulations for the treatment plant.

CIP Project Name: Mystic Harbour Effluent Connection to Riddle Farm Lagoon

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: Connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon.
Project Location: Mystic Harbour/West OC

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No
What is the useful life of the asset/project?
30 years
Will this project generate revenue?

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		400,000						**400,000**
Land Acquisition								**0**
Site Work								**0**
Construction			6,100,000					**6,100,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**400,000**	**6,100,000**	**0**	**0**	**0**	**0**	**6,500,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds		400,000	6,100,000					**6,500,000**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**400,000**	**6,100,000**	**0**	**0**	**0**	**0**	**6,500,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Mystic Harbour Effluent Connection to Riddle Farm Lagoon

Complete the following questions.

Project scope.

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

Design and construction of a force main to allow the connection of the Mystic Harbor Effluent Discharge to the Riddle Farm WWTP lagoon via installation of a force main. This will allow for interconnectivity of the plants during emergency situations while also allowing Mystic to utilize excess effluent discharge capacity already available within the Riddle Farm Lagoon. George Miles and Buhr provided the County with a preliminary cost estimate on July 25, 2023 outlining two paths. Option one was utilizing Maryland SHA right of ways and option two was utilizing Worcester County right of way for the path of the force main. Option one total cost was $8,551,410 and Option two total cost was $6,209,830. The costs reflected on this sheet have been updated to account for inflation.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

By interconnecting, Public Works would have the ability to store treated effluent during extreme weather events without sending the flow to the Ocean City WWTP (where it would have to be treated again). There is a cost saving to the rate payers by not having to pay for treatment and disposal fees from the Town of Ocean City.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate is based off of George Miles and Buhr provided a preliminary cost estimate on July 25, 2023 outlining two options. Option one was utilizing Maryland SHA right of ways and option two was utilizing Worcester County right of way for the path of the force main. Option one total cost was $8,551,410 and Option two total cost was $6,209,830. The costs reflected on this sheet have been updated to account for inflation.

CIP Timing.

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

Third time as CIP item, this is listed sooner due to the urgent need for effluent disposal capacity in the Mystic, Landings, and Assateague Point service areas. Due to the cost of the project needing to be bonded the project is being moved back to FY27/FY28.

Urgency.

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

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of. There is currently a

CIP Project Name: Assateague Point Replacement Liner

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: Replacement of the liner at the Assateague Point WWTP Lagoon

Project Location: Assateague Point WWTP (Assateague Point Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
30 years, based off of estimated lifespan of liners at other County-operated facilities

Will this project generate revenue?

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			100,000					**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction				1,500,000				**1,500,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**100,000**	**1,500,000**	**0**	**0**	**0**	**1,600,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees			100,000					**100,000**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds				1,500,000				**1,500,000**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**100,000**	**1,500,000**	**0**	**0**	**0**	**1,600,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Assateague Point Replacement Liner

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Replacement of the liner at the Assateague Point WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an in-kind replacement of the liner at the lagoon.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Estimate developed from recent costs to replace other pond/lagoon liners in Worcester County.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
Third time on CIP, requesting this liner due to the increasing costs and frequency of tears/breaks in the existing lagoon liner.

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

Waiting will increase the deterioration and increase repair cost to the existing liner. Leaks due to tears/breaks can also open the County up to liability and fines with MDE.

CIP Project Name: River Run Replacement Liner

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: Replacement of the liner at the River Run lagoon.

Project Location: River Run WWTP (River Run Service Area)

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
30 years, based off of estimated lifespan of liners at other County-operated facilities

Will this project generate revenue?
No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			100,000					**100,000**
Land Acquisition								**0**
Site Work								**0**
Construction				1,500,000				**1,500,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**100,000**	**1,500,000**	**0**	**0**	**0**	**1,600,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees			100,000					**100,000**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds				1,500,000				**1,500,000**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**100,000**	**1,500,000**	**0**	**0**	**0**	**1,600,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: River Run Replacement Liner

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

Replacement of the liner at the River Run WWTP Lagoon. Current liner is at the end of its useful life with increasing repair costs every year. Scope is based off of the need for an replacement of the Hypolon liner with a more durable 100 mil thick HDPE liner.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Extending the life of this lagoon will allow for continued operations of a critical WWTP in the County's network. A replacement liner will lessen the risk of breaks and tears which cost money to repair and open the potential for fines from MDE.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Estimate developed from recent costs to replace other pond/lagoon liners in Worcester County.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
Third time on CIP, requesting this liner sooner due to the increasing costs and frequency of tears/breaks in the existing lagoon liner.

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

Waiting will increase the deterioration and increase repair cost to the existing liner. Leaks due to tears/breaks can also open the County up to liability and fines with MDE.

CIP Project Name: Mystic Harbour Effluent Disposal Expansion

Project Director (Name & Title): Tony Fascelli, Superintendent
Phone Number: 410-641-5251

Project Summary and Purpose: Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant by tying in the Assateague Point and Landings WWTP systems. This will allow for additional effluent disposal capabilities for the network.

Project Location: Mystic Harbour/West OC

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?:
No

Is there a Federal or State mandate related to this project? If so, please elaborate:
No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance?
No

What is the useful life of the asset/project?
30 years

Will this project generate revenue?
Yes, this will free up the sale of additional EDU's currently limited at the Landings development due to inadequate effluent disposal capacity.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design				150,000				**150,000**
Land Acquisition								**0**
Site Work								**0**
Construction					3,500,000			**3,500,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**0**	**150,000**	**3,500,000**	**0**	**0**	**3,650,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees				150,000				**150,000**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - USDA / MDE / CDBG					3,500,000			**3,500,000**
TOTAL	**0**	**0**	**0**	**150,000**	**3,500,000**	**0**	**0**	**3,650,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Mystic Harbour Effluent Disposal Expansion

Complete the following questions.

Project scope.

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

Expansion of the effluent disposal network for Mystic Harbour Wastewater Treatment Plant by tying in the Assateague Point and Landings WWTP systems. This will allow for additional effluent disposal capabilities for the network. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of. Negative impacts would simply mean limited development and potentially a hold on the sale of EDUs.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate is based off of similar utility connection projects that have recently taken place in Worcester County.

CIP Timing.

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

Third time as a CIP item, this is listed due to the urgent need for effluent disposal capacity in the Mystic, Landings, and Assateague Point service areas.

Urgency.

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

Continued development along the Rt 611 corridor will require adequate public utilities. Expansion of the effluent capacity needs to be created as soon as possible as the WWTP's in this area (Mystic, Landings, Assateague Point) can collectively treat more than can be disposed of.

CIP Project Name: Landfill Gas Collection System

Project Director (Name & Title): David Candy, Solid Waste Superintendent
Phone Number: 410-632-3177

Project Summary and Purpose: New MDE Regulations are requiring us to build this Gas Collection System.

Project Location: Newark, MD

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: No

Is there a Federal or State mandate related to this project? If so, please elaborate: Yes. The Maryland Department of the Environment is mandating Worcester County install a gas collection system.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? No

What is the useful life of the asset/project? The gas collection should last for years with preventive maintenance.

Will this project generate revenue? No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design						126,550		**126,550**
Land Acquisition								**0**
Site Work	4,500,000							**4,500,000**
Construction								**0**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**4,500,000**	**0**	**0**	**0**	**0**	**126,550**	**0**	**4,626,550**
SOURCES OF FUNDS								
General Fund								**0**
User Fees	4,500,000					126,550		**4,626,550**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**4,500,000**	**0**	**0**	**0**	**0**	**126,550**	**0**	**4,626,550**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Landfill Gas Collection System

Complete the following questions.

Project scope.

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

The Gas Collection System will attach several gas wells with header and lateral piping to extract the Methane and take the it to an enclosed flare. The flare is used to burn off the methane in a more efficient manner. EA Engineering is doing the design work on the Gas Collection System.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

The Gas Collection project is more for MDE compliance than a benefit to the County.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Cost estimate is based on engineering and design from EA Engineering.

CIP Timing.

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

MDE set time lines on each phase of the Gas Collection System work. From the gas testing phase we have one year for design and two years to build the system.

Urgency.

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

The Gas Collection System has to be built in the time MDE gave Counties to comply with the new Methane regulations. After results of testing done late last year, MDE has given us 1 year to design the system and 2 years to complete construction.

CIP Project Name: Cell 6 Design & Construction

Project Director (Name & Title): David Candy, Superintendent, Solid Waste
Phone Number: 410-632-3177

Project Summary and Purpose: Design & construct Cell 6 to be available for future use.

Project Location: Central Site, Newark, MD

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: No

Is there a Federal or State mandate related to this project? If so, please elaborate: No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? No

What is the useful life of the asset/project? 15 years

Will this project generate revenue?
Yes Cell 6 will generate money for Solid Waste Enterprise Fund.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	1,000,000							**1,000,000**
Land Acquisition								**0**
Site Work								**0**
Construction		15,000,000						**15,000,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**1,000,000**	**15,000,000**	**0**	**0**	**0**	**0**	**0**	**16,000,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees	1,000,000							**1,000,000**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds		15,000,000						**15,000,000**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**1,000,000**	**15,000,000**	**0**	**0**	**0**	**0**	**0**	**16,000,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Cell 6 Design & Construction

Complete the following questions.

Project scope.

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

EA Engineering did a study on the amount of trash in place in Cell 5. They found Cell 5 will run out of landfill space by December 2027. Cell 6 will be built in the same manner as the last 5 cells.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

By building Cell 6, Worcester County residents should have landfill space until the year 2042.
If we don't build Cell 6, Worcester County will need to find a place for trash when Cell 5 is full.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

EA Engineering gave Worcester County Public Works a cost estimate for Cell 6. EA used their experience from designing Cells 1 thru 5 and other landfills around the state to work up the estimate.

CIP Timing.

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

Cell 6 needs to have the design work done in FY26 so the construction can start in FY27. This will make Cell 6 available to Solid Waste by the fall of FY27 to start putting the fluff trash in the bottom of the cell. This time line will allow Cell 5 to reach capacity and move into Cell 6.

Urgency.

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

Public Works Solid Waste Division needs to move forward with the design and construction of Cell 6 to keep Worcester County from running out of landfill space.

CIP Project Name: Capping Cell 1

Project Director (Name & Title): David Candy, Superintendent, Solid Waste
Phone Number: 410-632-3177

Project Summary and Purpose: Capping and finalizing closure of Cell 1.

Project Location: Newark, MD

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: No

Is there a Federal or State mandate related to this project? If so, please elaborate: Yes, MDE. When landfill cells are full and have set for years to allow for settling, they must be covered (Capped) with an HDPE liner, 2' of soil and planted with grass.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? No

What is the useful life of the asset/project? Once a cell has been capped, it should stay capped forever.

Will this project generate revenue? No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design				150,000				**150,000**
Land Acquisition								**0**
Site Work								**0**
Construction					8,000,000			**8,000,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**0**	**150,000**	**8,000,000**	**0**	**0**	**8,150,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees				150,000				**150,000**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds								**0**
Private Donation								**0**
Enterprise Bonds					8,000,000			**8,000,000**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**0**	**150,000**	**8,000,000**	**0**	**0**	**8,150,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Capping Cell 1

Complete the following questions.

Project scope.

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

Cell one was the first cell to be built at Central Site. It has given us alot of problems with washouts and leachate seeps. Grass cutting is another issue with all the holes and uneven slopes. Cell one will need to be closed in the same manner as Berlin, Pocomoke and Snow Hill as far as regrading and installing a cap system.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

By capping Cell 1 we will do away with issues that take alot of manpower to fix weekly and reduce leachate gneration. Capping Cell 1 will be another step towards keeping Central Site in compliance with MDE.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Cost estimate was developed by EA Engineering. EA did the original construction drawings for Cell 1.
We have no concerns with the estimate.

CIP Timing.

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

We have added to FY29 and FY30 because of all the other projects that need to come before capping Cell 1.

Urgency.

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

The Cell 1 capping project is necessary but not critical, so waiting until FY29 and FY30 will work in with all of the other construction at Central Site.

CIP Project Name: Recreation Center - HVAC replacement

Project Director (Name & Title): Kelly Rados, Director Recreation & Parks
Phone Number: 410-632-2144 x2502

Project Summary and Purpose:
This project will include a complete replacement of the existing ground mounted packaged rooftop HVAC unites for the gym arena at the Recreation Center. The current gymnasium HVAC units are undersized and inadequate. They are 20 years old and past their useful life expectancy of 15 to 18 years.

Project Location: Worcester County Recreation Center, Public Landing Road, Snow Hill, MD 21863

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: N/A

Is there a Federal or State mandate related to this project? If so, please elaborate: No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? General preventative maintenance and continued maintenance repairs

What is the useful life of the asset/project? 20 years

Will this project generate revenue? No

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design								**0**
Land Acquisition								**0**
Site Work								**0**
Construction	138,600					1,386,000		**1,524,600**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**138,600**	**0**	**0**	**0**	**0**	**1,386,000**	**0**	**1,524,600**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds	138,600					1,386,000		**1,524,600**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**138,600**	**0**	**0**	**0**	**0**	**1,386,000**	**0**	**1,524,600**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Recreation Center - HVAC replacement

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

This project involves replacement of the two current ground mounted packaged rooftop units and incorporating a single zone variable air volume (supply and exhaust fan) control strategies on the same. This will require removal of each ground mounted packaged rooftop unit. The new units would incorporate variable frequency drives on the supply and exhaust air fans for a single zone variable air volume operations. The project had an analysis completed in 2018 including a detailed scope of the projects and recommendations.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

This project would benefit citizens that utilize the Recreation Center facility, addressing comfort complaints while attending and participating in Recreation programs and events. Not funding or delaying the project could result in decreased attendance and registration to programs and unsatisfactory working conditions to employees. Delaying the project would result in increased costs trying to maintain the current systems and overall increased project costs due to construction costs continuing to increase.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The cost estimate was provided by Gipe Associates, Inc. Consulting Engineers. Gipe provided an HVAC Systems Analysis in 2018 for this project. An updated cost estimate was provided two years ago based on actuals for construction similar to what is needed for the Recreation Center, including projections for increased construction. Last year we were advised to add an additional 5 to 10% for escalation that has occurred in the last year. We applied the same percentage increase for this year. Concerns with my estimate would be the continued costs of construction and materials.

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

The condenser coils on the outside HVAC units are in bad shape and were scheduled for replacement 6-7 years ago. $300,000 was earmarked, at the time, for the Recreation Center - HVAC improvements in assigned funds when the coil replacements were in the works. The work was never completed as pricing back to high. The units have now aged and are not worth spending $30-$40K per unit for replacement coils.

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

The current HVAC units are not able to maintain the temperatures in the gym arena. The existing cooling set point of 80 degrees is inappropriate for a multipurpose area of this size related to temperature/humidity performance. Prolonging the project will incur additional maintenance costs and overall increased project costs.

CIP Project Name: Replace Roof: Pocomoke Elementary School

Project Director (Name & Title): Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number: 410 632-5063

Project Summary and Purpose: Demolish existing and install new built-up roof at Pocomoke Elementary School (52,512 square feet). Existing roof at Pocomoke Elementary School is 30-years-old.

Project Location: Pocomoke Elementary School, 2119 Pocomoke Beltway, Pocomoke, MD. 21851

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: State School Construction funding will be provided through the Interagency Commission on School Construction (IAC).

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? We anticipate decreased utility costs at Pocomoke Elementary School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

What is the useful life of the asset/project? 30-40 years.

Will this project generate revenue? No.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design	60,000					60,000		**120,000**
Land Acquisition								**0**
Site Work								**0**
Construction	3,139,000							**3,139,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**3,199,000**	**0**	**0**	**0**	**0**	**60,000**	**0**	**3,259,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match	1,555,000							**1,555,000**
State Loan								**0**
Assigned Funds	1,644,000					60,000		**1,704,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**3,199,000**	**0**	**0**	**0**	**0**	**60,000**	**0**	**3,259,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Replace Roof: Pocomoke Elementary School

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?
Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Pocomoke Elementary School roof. The deteriorating condition of the roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?
Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
The Pocomoke Elementary School roof replacement project request timing is consistent with previous Board of Education and County Capital Improvement Programs.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?
As stated above, the Pocomoke Elementary School roof continues to deteriorate over time. The project is the third in a series of three major roof replacement projects (PMS, SHMS/CCSS and PES).

CIP Project Name: Buckingham Elementary School

Project Director (Name & Title): Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number: 410 632-5063

Project Summary and Purpose: A Feasibility Study for the Buckingham Elementary School project began in July 2022. The Study documented existing building, site and instructional deficiencies at Buckingham Elementary School and provided options to address those deficiencies. The Study, and construction of a replacement school on the existing site, was approved by the Worcester County Board of Education in January 2023 and by the Worcester County Commissioners in March 2023. Educational Specifications were completed in May 2023 and Conceptual Planning was completed in September 2023. Following State determination that the BES replacement school project was not eligible for State funding, a BES Workgroup was formed in May 2024. The Workgroup reviewed five options to move the project forward. The option to construct the BES replacement school followed by a Berlin Intermediate Replacement School project was approved by the Workgroup and will be presented to the Board of Education for approval on 9/17/24 and to the County Commissioners in October 2024. All information and costs on this form assume approval by the Board of Education and the Worcester County Commissioners and the successful execution of a Memorandum of Understanding between the Commissioners and the State.

Project Location: Buckingham Elementary School, 100 Buckingham Road, Berlin, MD. 21811

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: State school construction funding will be requested through the Interagency Commission on School Construction (IAC) and the Maryland Stadium Authority (MSA- Built-To-Learn funding). Maximum State funding will be determined through MOU between the IAC and the County Commissioners.

Does this project qualify for IAC funding? If so, what is the status of the funding?: The preliminary State funding calculation for the project is $25,756,000, including BTL funding, pending BOE and Commissioner approval and execution of the MOU.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? The Buckingham Elementary Replacement School project will provide more square footage than the existing 49,000 square feet. However, with energy efficiency elements included in the future design and new building systems requiring minimal maintenance costs, impact on general funds is not expected to rise significantly.

What is the useful life of the asset/project? 30-50 years

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete (FY 25)	Total Project Cost
EXPENDITURES								
Engineering/Design	1,776,782	562,520	358,656	358,656	60,466	50,306	631,826	**3,799,212**
Land Acquisition								**0**
Site Work		689,532	4,137,134	4,137,224	689,532			**9,653,422**
Construction		3,704,226	22,225,213	22,225,213	4,297,851			**52,452,503**
Equipment/Furnishings					1,780,881			**1,780,881**
Other - Please Specify: Construction Manage	83,547	676,263	1,348,008	1,348,008	224,661			**3,680,487**
TOTAL	**1,860,329**	**5,632,541**	**28,069,011**	**28,069,101**	**7,053,391**	**50,306**	**631,826**	**71,366,505**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match	1,860,329	394,671	11,277,000	11,277,000	947,000			**25,756,000**
State Loan								**0**
Assigned Funds						50,306	631,826	**682,132**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds		5,237,870	16,792,011	16,792,101	6,106,391			**44,928,373**
Other - Please Specify								**0**
TOTAL	**1,860,329**	**5,632,541**	**28,069,011**	**28,069,101**	**7,053,391**	**50,306**	**631,826**	**71,366,505**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Buckingham Elementary School

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?

The Buckingham Elementary School project began in July 2022 with the Feasibility Study. The Study, and the replacement school construction option, were approved by the Worcester County Board of Education in January 2023 and by the Worcester County Commissioners in March 2023. Educational Specifications were completed in May 2023 and Conceptual Planning was completed in September 2023. The BES Workgroup, IAC staff, BOE staff and the Project Architect developed and agreed to a total maximum square footage for the BES replacement school.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Completion of the Buckingham Replacement School project will provide current and future students, faculty and Buckingham Elementary parents and community with a complete upgrade to the existing 46-year-old facility.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. The current cost estimate is based upon the school maximum square footage determined by the State and the BOE. Estimated costs for Architectural/Engineering design, Construction Management and Construction Contracts are preliminary; none of these contracts have been negotiated, bid or signed.

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

The Buckingham Elementary School project request timing is consistent with previous Board of Education and County Capital Improvement Programs.
Pending approval of the BES Workgroup recommendation by the BOE and Commissioners and execution of an MOU, executing design and construction of the BES replacement school project will determine the start of the Berlin Intermediate School replacement or renovation project.

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

Buckingham Elementary is a 46-year-old facility with aging structural/mechanical/electrical systems and five portable classrooms utilized for instructional space. Maintenance and repair costs will only increase as the building systems continue to age.

CIP Project Name: Berlin Intermediate School

Project Director (Name & Title): Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number: 410 632-5063

Project Summary and Purpose: Following State determination that the Buckingham Elementary replacement school project was not eligible for State funding, a BES Workgroup was formed in May 2024. The Workgroup reviewed five options to move the project forward. The option to construct the BES replacement school followed by a Berlin Intermediate Replacement School was approved by the Workgroup and will be presented to the Board of Education for approval on 9/17/24 and to the County Commissioners in October 2024. All information and costs on this form assume approval by the Board of Education and the Worcester County Commissioners and the successful execution of a Memorandum of Understanding between the Commissioners and the State for both projects.
Project Location: Berlin Intermediate School, 309 Franklin Avenue, Berlin, MD. 21811

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: State school construction funding will be requested through the Interagency Commission on School Construction (IAC). Maximum State funding (preliminarily $23,145,000) will be determined through the MOU between the IAC and the County Commissioners.

Does this project qualify for IAC funding? If so, what is the status of the funding?: The preliminary State funding calculation for the project is $23,145,000 pending BOE and Commissioner approval and execution of the MOU.

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? The Berlin Intermediate Replacement (or renovation) School project will provide more efficient square footage than the existing 101,000 sf facility. Also, with energy efficiency elements included in the future design and new building systems requiring minimal maintenance costs, impact on general funds should be lessened compared to those of the existing 54-year-old building.

What is the useful life of the asset/project? 30-50 years

Will this project generate revenue? No.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES						(FY 25)		
Engineering/Design	601,195	2,316,786	246,131	151,895	473,508	39,014	474,435	**4,302,964**
Land Acquisition								**0**
Site Work					4,978,798		5,808,598	**10,787,396**
Construction					26,890,023		31,909,578	**58,799,601**
Equipment/Furnishings							2,017,014	**2,017,014**
Other - Please Specify: Constructio		94,624		511,474	1,644,180		1,918,218	**4,168,496**
TOTAL	**601,195**	**2,411,410**	**246,131**	**663,369**	**33,986,509**	**39,014**	**42,127,843**	**80,075,471**

SOURCES OF FUNDS						(FY 25)		
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match		2,027,000			10,133,500		10,984,500	**23,145,000**
State Loan								**0**
Assigned Funds	601,195	384,410	246,131	663,369		39,014		**1,934,119**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds					23,853,009		31,143,343	**54,996,352**
Other - Please Specify								**0**
TOTAL	**601,195**	**2,411,410**	**246,131**	**663,369**	**33,986,509**	**39,014**	**42,127,843**	**80,075,471**

PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Berlin Intermediate School

Complete the following questions.

Project scope.

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

Project scope will be determined through a Feasibility Study and Educational Specifications. Start date for these design commencement processes is dependent upon BIS design and construction dates to be included in the MOU between the IAC and the County Commissioners.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Completion of the Berlin Intermediate Replacement School project will provide current and future students, faculty and Berlin Intermediate parents and community with a complete upgrade to the existing 54-year-old facility.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

Preliminary, pre-design cost estimate was developed by the BOE Facilities Department through school construction cost estimating worksheet developed and updated through execution of six major school construction projects, including the Showell Elementary Replacement School project, over the past twenty years. The current cost estimate is based upon the school maximum square footage determined by the State and the BOE. Estimated costs for Architectural/Engineering design, Construction Management and Construction Contracts are preliminary; none of these contracts have been negotiated, bid or signed.

CIP Timing.

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

The Berlin Intermediate School project request timing is a new Board of Education and County Capital Improvement Program project initiated through negotiations with the IAC to secure funding for both the Buckingham Elementary and Berlin Intermediate projects..
Pending approval of the BES Workgroup recommendation by the BOE and Commissioners and execution of an MOU, executing design and construction of the BES replacement school project will determine the start of the Berlin Intermediate School replacement or renovation project.

Urgency.

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

Berlin Intermediate is a 54-year-old facility with aging structural/mechanical/electrical systems. Maintenance and repair costs will only increase as the building systems continue to age.

CIP Project Name: Replace Roof: Worcester Technical High School

Project Director (Name & Title): Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number: 410 632-5063

Project Summary and Purpose: Demolish existing and install new roof at Worcester Technical High School

Project Location: Worcester Technical High School, 6290 Worcester Highway, Newark, MD. 21801

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: State School Construction funding will be requested through the Interagency Commission on School Construction (IAC).

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? We anticipate decreased utility costs at Worcester Technical High School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

What is the useful life of the asset/project? 30-40 years.

Will this project generate revenue? No.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design		398,000						**398,000**
Land Acquisition								**0**
Site Work								**0**
Construction			10,458,000					**10,458,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**398,000**	**10,458,000**	**0**	**0**	**0**	**0**	**10,856,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match		199,000	4,980,000					**5,179,000**
State Loan								**0**
Assigned Funds		199,000						**199,000**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds			5,478,000					**5,478,000**
Other - Please Specify								**0**
TOTAL	**0**	**398,000**	**10,458,000**	**0**	**0**	**0**	**0**	**10,856,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Replace Roof: Worcester Technical High School

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?
Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Worcester Technical High School roof. The deteriorating condition of the roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?
Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
The WTHS roof replacement project has been added to the revised WCPS FY 2026 Capital Improvement Program following small projects meeting between county government and WCPS leadership and staff.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?
As stated above, the Worcester Technical High School roof continues to deteriorate over time. The project is the first in a series of roof replacement projects (WTHS, SDHS, OCES).

CIP Project Name: Replace Roof: Stephen Decatur High School

Project Director (Name & Title): Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number: 410 632-5063

Project Summary and Purpose: Demolish existing and install new roof at Stephen Decatur High School.

Project Location: Stephen Decatur High School, 9913 Seahawk Road, Berlin, MD. 21811

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: State School Construction funding will be requested through the Interagency Commission on School Construction (IAC).

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? We anticipate decreased utility costs at Stephen Decatur High School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

What is the useful life of the asset/project? 30-40 years.

Will this project generate revenue? No.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			563,000					**563,000**
Land Acquisition								**0**
Site Work								**0**
Construction				14,768,000				**14,768,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**563,000**	**14,768,000**	**0**	**0**	**0**	**15,331,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match			281,500	7,032,500				**7,314,000**
State Loan								**0**
Assigned Funds			281,500					**281,500**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds				7,735,500				**7,735,500**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**563,000**	**14,768,000**	**0**	**0**	**0**	**15,331,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Replace Roof: Stephen Decatur High School

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?
Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Stephen Decatur High School roof. The deteriorating condition of the roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?
Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
The SDHS roof replacement project has been added to the revised WCPS FY 2026 Capital Improvement Program following small projects meeting between county government and WCPS leadership and staff.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?
As stated above, the Stephen Decatur High School roof continues to deteriorate over time. The project is the second in a series of roof replacement projects (WTHS, SDHS, OCES).

CIP Project Name: Replace Roof: Ocean City Elementary School

Project Director (Name & Title): Vince Tolbert, Chief Financial Officer, Worcester County Public Schools
Phone Number: 410 632-5063

Project Summary and Purpose: Demolish existing and install new roof at Ocean City Elementary School.

Project Location: 12828 Center Drive, Ocean City, MD. 21842

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: State School Construction funding will be requested through the Interagency Commission on School Construction (IAC).

Is there a Federal or State mandate related to this project? If so, please elaborate: No.

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? We anticipate decreased utility costs at Ocean City Elementary School following completion of the project due to an improvement of the building envelope insulation characteristics. Ongoing maintenance has increased over recent years to address roof deficiencies; the maintenance requirements will be mitigated following installation of the new roof.

What is the useful life of the asset/project? 30-40 years.

Will this project generate revenue? No.

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design				229,000				**229,000**
Land Acquisition								**0**
Site Work								**0**
Construction					6,006,000			**6,006,000**
Equipment/Furnishings								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**0**	**229,000**	**6,006,000**	**0**	**0**	**6,235,000**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match				114,500	3,146,000			**3,260,500**
State Loan								**0**
Assigned Funds				114,500				**114,500**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds					2,860,000			**2,860,000**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**0**	**229,000**	**6,006,000**	**0**	**0**	**6,235,000**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Replace Roof: Ocean City Elementary School

Complete the following questions.

Project scope.
Provide the detail available on the project scope. How was the scope determined? Is there any historical information critical to the understanding of scope development?
Ongoing roof inspections by an independent roofing contractor have resulted in prioritization of the replacement of the Ocean City Elementary School roof. The deteriorating condition of the roof has also been documented by the State of Maryland Public School Construction Program (PSCP) inspectors.

County benefit.
How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?
Completion of the roof replacement project will provide current and future students and staff with a sound roof structure and will eliminate roof leaks encountered at the school.

Cost estimate (Must Be Provided).
How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?
Current working construction and project cost estimates were developed based upon bids received from roof contractors for the Pocomoke Middle School Roof Replacement project (bid in December 2020) and through discussion with roof manufacturer regarding current and projected roof replacement square foot costs. There are no concerns with the estimate.

CIP Timing.
If you are requesting a change, please tell us why. New projects should typically be added to the last year of the CIP. If you are requesting a new project earlier, tell us why. Requesting a change in timing - tell us why. Is the timing of the project related to any other CIP project? Does it need to be completed before or at the same time as another project? Does another project need to be completed before this project?
The OCES roof replacement project has been added to the revised WCPS FY 2026 Capital Improvement Program following small projects meeting between county government and WCPS leadership and staff.

Urgency.
Help us to understand the relative urgency of the project. Is it critical? Does it need to be done and done now? Is the project necessary, but not as time critical? Does it need to be done, but will a delay of some years have a significant impact? Is the project something that would be good to do if the resources are available, but has no significant consequences if it isn't funded?
As stated above, the Ocean City Elementary School roof continues to deteriorate over time. The project is the third in a series of roof replacement projects (WTHS, SDHS, OCES).

CIP Project Name: Wor-Wic Student Success and Wellness Center

Project Director (Name & Title): Jennifer Sandt, Vice President for Administrative Services
Phone Number: 410-334-2911

Project Summary and Purpose: A Student Success and Wellness Center is being proposed for design in FY 2028 and completion in FY 2030. This building will be a 50,000 to 80,000 square foot building. The building will include the student engagement and student club offices, as well as additional student success and support services office space. It will also include a multi-purpose gym, physical fitness equipment, locker rooms, several multi-purpose meeting rooms, the student engagement, SGA and student club offices, the dean of student success office, the offices of mental health services and disabilities services offices, athletic offices, events offices and the public safety department offices. Other rooms include food services concession/catering kitchen, the college bookstore, student lounges, and tutoring and study spaces. A multi-purpose outdoor field with a track is also included, as well as some roadway infrastructure. The college currently has a space deficit for offices, and student wellness and recreational space. This project is projected to cost $55 million and will be eligible for 75% state funding.

Project Location: Wor-Wic Community College, 32000 Campus Drive, Salisbury, MD 21804

Are there any grant funds available? If so, through what agency? What is the grant deadline? How much funding will you be requesting through the grant?: Not that we are aware

Is there a Federal or State mandate related to this project? If so, please elaborate: No

Are there impacts to the General Fund operating expenditures such as personnel or utilities & maintenance? There are impacts to the college's operating budget, but not to the County's budget.

What is the useful life of the asset/project? 50 years

Will this project generate revenue? NA

	FY 26	FY 27	FY 28	FY 29	FY 30	Prior Allocation	Balance to Complete	Total Project Cost
EXPENDITURES								
Engineering/Design			171,875					**171,875**
Land Acquisition								**0**
Site Work								**0**
Construction				3,437,500				**3,437,500**
Equipment/Furnishings					171,875			**171,875**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**171,875**	**3,437,500**	**171,875**	**0**	**0**	**3,781,250**
SOURCES OF FUNDS								
General Fund								**0**
User Fees								**0**
Grant Funds								**0**
State Match								**0**
State Loan								**0**
Assigned Funds			171,875	3,437,500	171,875			**3,781,250**
Private Donation								**0**
Enterprise Bonds								**0**
General Bonds								**0**
Other - Please Specify								**0**
TOTAL	**0**	**0**	**171,875**	**3,437,500**	**171,875**	**0**	**0**	**3,781,250**
PROJECTED OPERATING IMPACTS	0	0	0	0	0			0

CIP Project Name: Wor-Wic Student Success and Wellness Center

Complete the following questions.

Project scope.

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

This project is included in our 10-Year Facilities Master Plan (Feb. 2019). According to our "space needs report" that is submitted to the State annually, we are deficit of square footage for the types of spaces that we'd like to incorporate into this building. The report shows a current deficit and then projects a 10-year deficit, as well. The half gym and fitness room in Guerrieri Hall is primarily used by the criminal justice students and is only available to students and employees for one hour per day. We are in need of a larger, more private area for student success and mental health services. Our student engagement (student activities) and student clubs are in need of dedicated spaces. There will also be opportunities available to the public.

County benefit.

How do the citizens and the County benefit from the project? Does it benefit the County as a whole or is the benefit targeted to a smaller area or population? What are the negative impacts to not funding or delaying this project?

Worcester County residents who attend Wor-Wic will benefit from the building. Some of our student service offices will move to the building to provide an improved experience for students. There will be an increase in student clubs and recreational offerings, which will help to recruit and retain students by providing more events/activities to students outside of their classes. Mental health and well-being are vital to student success/retention and this building will provide the opportunity to expand/improve services. The building will also house meeting space, study space and recreation space. There will also be opportunities open to the public and an increase in external events.

Cost estimate (Must Be Provided).

How was the cost estimate developed? Was a consultant used or a scope study? Is it an engineers estimate? Is it a square foot estimate? Is it based on similar projects? Provide quotes/estimates. For your project to be considered for the CIP, backup documentation must be provided. Are there any concerns with your estimate?

The estimate is based upon a doller per square foot provided by Whiting-Turner. We are working on the submission to the State, which is due in March 2025, and we will reassess our estimate at that time.

CIP Timing.

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

NA

Urgency.

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

WOR-WIC
COMMUNITY COLLEGE

32000 CAMPUS DR
SALISBURY MD 21804
410-334-2800
worwic.edu

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September 12, 2024

Mr. Weston Young
Chief Administrative Officer
Worcester County Government Center
1 W. Market St. Room 1103
Snow Hill, MD 21863

Dear Weston,

Attached you will find Wor-Wic Community College's 10-Year Capital Improvement Program (CIP) 2025-2034, adopted by the college's board of trustees today, Thursday, September 12, 2024.

An expansion of our existing Maintenance Building is being proposed for design in FY 2026 and completion in FY 2027. The 6,000+ square foot expansion will include additional office space, central storage space for college-wide needs, storage for college vehicles and equipment, and vehicle repair space. The college is in deficit of these spaces, as indicated in our space needs report that is submitted to the State on an annual basis. This project is projected to cost $4.75 million and will be eligible for 75% state funding. The college will fund the local share of this project, as approved by its board of trustees on October 5, 2023.

A Student Success and Wellness Center is being proposed for design in FY 2028 and completion in FY 2030. This building will be a 50,000 to 80,000 square foot building. The building will include offices for several departments reporting to the dean of student success, including student engagement, mental health services counseling, disabilities services counseling, judicial services, and the dean's office. Additional offices/suites are planned for the public safety, events and athletics departments. We also envision the building to include a multi-purpose gym, physical fitness equipment, locker rooms, several multi-purpose meeting rooms with a stage for performances, a food services/concession space, the college bookstore, an esports arena, and conference rooms. Comfortable and collaborative spaces designed for students to study, relax and socialize, such as lounges, study zones, a meditation/religious observance room, rooms for student clubs and the food pantry, will also be included. An outdoor multi-purpose athletic field with a track and a field house are also planned as part of the project. The college will need to redesign at least one roadway and some parking areas as part of this project. The college currently has a space deficit for offices, and student wellness and recreational spaces. The new building, field and roadway work is projected to cost $55 million and will be eligible for 75% state funding. The college is submitting a Capital Improvement Plan request to Worcester and Wicomico Counties for consideration for the 25% local share of the project.

If we can answer any questions regarding the 10-Year Capital Improvement Plan, please feel free to contact me or Deb Casey, President.

Sincerely,

Jennifer Sandt

Jennifer Sandt
Vice President for Administrative Services

Attachment
Cc: Lynn Wright
Kim Reynolds

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	FY 2025 STATE	FY 2025 WIC	FY 2025 WOR	FY 2026 STATE	FY 2026 WIC	FY 2026 WOR	FY 2026 COLLEGE
MAINTENANCE BUILDING EXPANSION							
Design, CM Preconstruction				375,000	0	0	125,000
Construction, CITS				1,312,000	0	0	438,000
Furniture and Equipment							
TOTAL	0	0	0	1,687,000	0	0	563,000
STUDENT SUCCESS & WELLNESS CENTER							
Design, CM Preconstruction							
Construction, CITS							
Furniture and Equipment							
TOTAL	0	0	0	0	0	0	
GRAND TOTAL	0	0	0	1,687,000	0	0	

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	FY 2027 STATE	WIC	WOR	COLLEGE	FY 2028 STATE	WIC	WOR	FY 2029 STATE	WIC	WOR
MAINTENANCE BUILDING EXPANSION										
Design, CM Preconstruction										
Construction, CITS	1,312,000	0	0	438,000						
Furniture and Equipment	563,000	0	0	186,000						
TOTAL	1,875,000	0	0	624,000	0	0	0	0	0	0
STUDENT SUCCESS & WELLNESS CENTER										
Design, CM Preconstruction					1,875,000	453,125	171,875			
Construction, CITS								37,500,000	9,062,500	3,437,500
Furniture and Equipment										
TOTAL	0	0	0		1,875,000	453,125	171,875	37,500,000	9,062,500	3,437,500
GRAND TOTAL	1,875,000	0	0		1,875,000	453,125	171,875	37,500,000	9,062,500	3,437,500

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	FY 2030 STATE	FY 2030 WIC	FY 2030 WOR	FY 2031 STATE	FY 2031 WIC	FY 2031 WOR	FY 2032 STATE	FY 2032 WIC	FY 2032 WOR
MAINTENANCE BUILDING EXPANSION									
Design, CM Preconstruction									
Construction, CITS									
Furniture and Equipment									
TOTAL	0	0	0	0	0	0	0	0	0
STUDENT SUCCESS & WELLNESS CENTER									
Design, CM Preconstruction									
Construction, CITS									
Furniture and Equipment	1,875,000	453,125	171,875						
TOTAL	1,875,000	453,125	171,875	0	0	0	0	0	0
GRAND TOTAL	1,875,000	453,125	171,875	0	0	0	0	0	0

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	FY 2033 STATE	FY 2033 WIC	FY 2033 WOR	FY 2034 STATE	FY 2034 WIC	FY 2034 WOR	TOTAL STATE	TOTAL WIC	TOTAL WOR
MAINTENANCE BUILDING EXPANSION									
Design, CM Preconstruction							375,000	0	0
Construction, CITS							2,624,000	0	0
Furniture and Equipment							563,000	0	0
TOTAL	0	0	0	0	0	0	3,562,000	0	0
STUDENT SUCCESS & WELLNESS CENTER									
Design, CM Preconstruction							1,875,000	453,125	171,875
Construction, CITS							37,500,000	9,062,500	3,437,500
Furniture and Equipment							1,875,000	453,125	171,875
TOTAL	0	0	0	0	0	0	41,250,000	9,968,750	3,781,250
GRAND TOTAL	0	0	0	0	0	0	44,812,000	9,968,750	3,781,250

WOR-WIC COMMUNITY COLLEGE - 10 YEAR CAPITAL IMPROVEMENT PROGRAM

CAPITAL PROJECTS	TOTAL COLLEGE	GRAND TOTAL
MAINTENANCE BUILDING EXPANSION		
Design, CM Preconstruction	125,000	500,000
Construction, CITS	876,000	3,500,000
Furniture and Equipment	186,000	749,000
TOTAL	1,187,000	4,749,000
STUDENT SUCCESS & WELLNESS CENTER		
Design, CM Preconstruction		2,500,000
Construction, CITS		50,000,000
Furniture and Equipment		2,500,000
TOTAL	0	55,000,000
GRAND TOTAL	1,187,000	59,749,000