



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

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

## PROCLAMATION

**WHEREAS**, April is National Child Abuse Prevention Month, a time to recognize that children are our most valuable resources and to raise awareness that abuse and neglect can have severe and lasting impacts on a child’s physical, emotional, and developmental well-being; and

**WHEREAS**, child abuse is preventable through education, early intervention, and strong community partnerships, and the Worcester County Child Advocacy Center, Life Crisis, and the Department of Social Services play vital roles in supporting victims, strengthening families, and promoting safe, stable, and nurturing environments for all children. Learn how you can partner with these agencies to protect children at <https://worcestercac.org/>.

**NOW, THEREFORE**, we, the County Commissioners of Worcester County, Maryland, do hereby proclaim April 2026 as **National Child Abuse Prevention Month** and urge all citizens to partner with these organizations to prevent child abuse and neglect and help build a safer, stronger community for future generations.

Executed under the Seal of the County of Worcester, State of Maryland, this 21<sup>st</sup> day of April, in the Year of Our Lord Two Thousand and Twenty-Six.



\_\_\_\_\_  
Theodore J. Elder, President

\_\_\_\_\_  
Madison J. Bunting, Jr., Vice President

\_\_\_\_\_  
Caryn G. Abbott

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Eric J. Fiori

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\_\_\_\_\_  
Diana Purnell



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### COMMENDATION

**WHEREAS**, Stephen Decatur High School (SDHS) senior Trey Rill was selected to serve as Worcester County’s Page to the 2026 Maryland General Assembly. He received this honor for his dedication to academic excellence and active school and community involvement; and

**WHEREAS**, Mr. Rill, an outstanding young leader, is a dedicated student who is committed to learning more about government roles while preparing for a career as a lawyer. He adheres to a rigorous course load, serves as a Mock Trial member and captain of the tennis team. He also volunteers for Special Olympics.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Trey Rill** for his service as Worcester County’s Page to the 2026 Maryland General Assembly and express to him our pride in his accomplishments.

Executed under the Seal of the County of Worcester, State of Maryland, this 21<sup>st</sup> day of April, in the Year of Our Lord Two Thousand and Twenty-Six.



\_\_\_\_\_  
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Diana Purnell

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

**JANA POTVIN**  
 ASSISTANT 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:** April 13, 2026  
**SUBJECT:** Request to Purchase New Fire and Security Alarm Systems

---

Public Works is requesting Commissioner approval to purchase a new Fire and Security alarm system for the Solid Waste Administration building. The current system being used is over 25 years old and is no longer repairable as parts are not available. The system is also out of current code by not being on two separate monitored systems. In addition, a card swipe access keypad will be installed to minimize unauthorized access to administrative offices.

Absolute Security has provided the attached proposal to complete the replacement/upgrade at the cost of \$26,855.95. They currently provide and maintain all the County's alarm and camera systems. Funding for this purchase is available in the Solid Waste budget account 680.7002.6550.020, Building Site Expenses, Buildings & Grounds Maintenance.


Please let me know if there are any questions.

Attachment

cc: Jana Potvin  
 David Candy



**Absolute  
Security**  
Group, LLC

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Absolute Security Group  
300 Mill St., Ste A  
Salisbury, MD 21801  
410-860-0620  
www.absolutesecuritygroup.com

**ITEM 2**

***Proposal***

**Client Information**

Worcester County Landfill-Scale & Admin (Burg & Fire)  
7091 Central Site Lane  
Newark, MD 21841

**Proposal Number** 6795  
**Date** 3/24/2026      **Expires** 4/23/2026  
**Salesperson** Steve Smith

**Fire Alarm System Proposal**

**Absolute Security Group, Inc.** is a locally owned and operated security company that has served Delmarva for over twenty years. We take pride in our exceptional service, in the fact that we install only the best equipment on the market, and our commitment to fulfilling the every need of our customers while making their experience as wonderful as possible. We are looking forward to working with you and appreciate the opportunity to propose the following fire alarm system.


**Options for a residential or commercial fire alarm system:**

- Smoke detectors
- Heat detectors
- CO detectors
- Gas detectors
- Sprinkler monitoring
- Annual inspection
- Strobe lights
- Horn strobes
- Speaker strobes
- Temperature sensors

**Absolute Security Group, Inc.** is committed to providing exceptional and timely service while also building close customer relationships.



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Newark, MD 21841

**Proposal Number 6795**  
**Date 3/24/2026 Expires 4/23/2026**  
**Salesperson Steve Smith**

Qty	Description
-----	-------------

- 1 FIRE DOCUMENT CABINET – RED
- 1 POTTER 60 POINT ADDRESSABLE FIRE PANEL
- 1 160 CHARACTER LCD REMOTE ANNUNCIATOR RED
- 1 Digital Alarm Communicator
- 1 SOLE/DUAL-PATH AT&T & VERIZON ALARM COMMUNICATOR
- 2 12V 7AH SLA BATTERY
- 9 Photoelectric Smoke Detector
- 12 POTTER PAD 300 HEAT DETECTOR
- 21 6" Detector Base
- 7 POTTER ADDRESSABLE PULL STATION (SINGLE ACTION)
- 2 POTTER STOBE WALL - RED
- 1 18/4 SOL JKT FPLR 5C BX RED
- 1 16/4 SOL JKT FPLR 5C EL Red
- 1 Extra Install Materials & Hardware
- 1 Plan Review, Submittal, Permitting & inspection Fees
- 1 LABOR
- 0 PROJECT NOTES

THIS QUOTE IS FOR THE INSTALLATION OF A NEW ADDRESSABLE FIRE ALARM SYSTEM

PRICE INCLUDES - LABOR, WIRE, MATERIALS, SET-UP, PROGRAMMING, DEMONSTRATION, TESTING AND WALK-THROUGH INSPECTION WITH THE FIRE MARSHAL


THIS SYSTEM REQUIRES MONTHLY MONITORING SERVICE AND SEMI-ANNUAL INSPECTION AND WE WILL PROVIDE BOTH

THIS SYSTEM IS SUBJECT TO FIRE MARSHALS APPROVAL ( AHJ )

WE PROVIDE A FULL ONE YEAR WARRANTY ON PARTS



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Newark, MD 21841

**Proposal Number 6795**  
**Date 3/24/2026 Expires 4/23/2026**  
**Salesperson Steve Smith**

Qty	Description
	AND LABOR

**Sub Total \$14,820.08**


**Total This Proposal \$14,820.08**

**Recurring Charges**

Description	Monthly Amount	Frequency
CELL FIRE DIALER	\$52.43	Monthly
FIRE INSPECTION PLAN AGREEMENT	\$55.00	Monthly
<b>Total Recurring Monthly Amount:</b>	<b>\$107.43</b>	



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**Proposal Number 6795**  
**Date 3/24/2026 Expires 4/23/2026**  
**Salesperson Steve Smith**

**ABSOLUTE SECURITY GROUP, INC.**

**SUBSCRIBER:**

\_\_\_\_\_  
*SECURITY CONSULTANT*

\_\_\_\_\_  
*ACCEPTED BY* *TITLE*

\_\_\_\_\_  
*EMAIL*

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

\_\_\_\_\_  
*DATE* *PRIMARY PHONE*

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VA:    -    MD:    DE:   

*ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:*


\_\_\_\_\_  
Please print name here

\_\_\_\_\_  
Please sign name here

\_\_\_\_\_  
Date Approved



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**ITEM 2**

***Proposal***

**Client Information**

Worcester County Landfill-Scale & Admin (Burg & Fire)  
7091 Central Site Lane  
Newark, MD 21841

**Proposal Number** 6797  
**Date** 3/24/2026      **Expires** 4/23/2026  
**Salesperson** Steve Smith

**Access Control System Proposal**

**Absolute Security Group, LLC.** is a locally owned and operated security company that has served Delmarva for over twenty years. We take pride in our exceptional service, in the fact that we install only the best equipment on the market, and our commitment to fulfilling the every need of our customers while making their experience as wonderful as possible. We are looking forward to working with you and appreciate the opportunity to propose the following access control system.


**Options for a residential or commercial access control system:**

- Intercom system
- Key fobs
- Keypads
- Remote access

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***Proposal***

**Client Information**

Worcester County Landfill-Scale & Admin (Burg & Fire)  
7091 Central Site Lane  
Newark, MD 21841

**Proposal Number 6797**  
**Date 3/24/2026 Expires 4/23/2026**  
**Salesperson Steve Smith**

Qty	Description
-----	-------------

- 1 Keyscan 4 Door Controller
- 1 KEYSKAN NETWORK COMM BOARD
- 1 THIN LINE II READER BLACK
- 1 6AMP 12/ 24VDC PS W/ ACM8 8 OTPT
- 2 12V 7AH SLA BATTERY
- 1 ACCESS WIRE 18(4)+22(2+4+6) 500' YELLOW
- 1 12vdc. Electric Strike Locks
- 1 LABOR
- 0 PROJECT NOTES

NEW KEYSKAN DOOR ACCESS CONTROL SYSTEM

INCLUDES - LABOR, WIRE, INSTALL, SET-UP,  
PROGRAMMING


ONE YEAR WARRANTY ON PARTS & LABOR

WE WILL NEED TO WORK WITH WOR.CO. MAINT.  
DEPT. AS WE WILL PROVIDE THE ELECTRIC LOCK AND  
THEY WILL INSTALL AND WE WILL NEED SOME  
ADDITIONAL ELECTRIC RAN FOR THIS NEW KEYSKAN  
MAIN PANEL

<b>Sub Total</b>	<b>\$9,199.92</b>
<b>Total This Proposal</b>	<b>\$9,199.92</b>



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Newark, MD 21841

**Proposal Number 6797**  
**Date 3/24/2026 Expires 4/23/2026**  
**Salesperson Steve Smith**

**ABSOLUTE SECURITY GROUP, LLC.**

**SUBSCRIBER:**

\_\_\_\_\_  
SECURITY CONSULTANT

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

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TITLE

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VA: \_\_\_-\_\_\_ MD: \_\_\_\_\_ DE: \_\_\_\_\_

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:


\_\_\_\_\_  
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Newark, MD 21841

**Proposal Number 6798**  
**Date 3/24/2026 Expires 4/23/2026**  
**Salesperson Steve Smith**

**Burglar Alarm System Proposal**

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**Options for a residential or commercial burglar system:**

- Door/window sensors
- Motion Detectors
- Glass break detectors
- CO detectors
- Camera systems
- Garage door receiver
- Doorbell camera
- Alarm.com mobile app with remote monitoring capability for locks, lights, and thermostats
- Smart home automation
- Environmental management
- Marine security
- 24-hour maintenance and service
- 24-hour monitoring

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**Proposal Number 6798**  
**Date 3/24/2026 Expires 4/23/2026**  
**Salesperson Steve Smith**

Qty	Description
1	VISTA 20P W/ 6160 & 6160RF
1	12V 7AH SLA BATTERY
1	GLASSBREAK, WIRELESS,
2	1-BTTN MULTI-PURPOSE PANIC
4	DT8035V,WIRED DUAL TEC,35FT
1	LABOR
0	PROJECT NOTES
	INSTALL FOR A NEW SECURITY ALARM SYSTEM
	INCLUDES - LABOR, WIRE, INSTALL, SET-UP AND PROGRAMMING
	ONE YEAR WARRANTY ON PARTS & LABOR
	THIS IS REQUIRED NOW THAT THE NEW FIRE ALARM SYSTEM IS NEEDED. THE EXISTING SYSTEM IS A FIRE/BURG COMBO UNIT AND LONGER IS SUPPORTED AND OUT OF CODE COMPLIANCE THEREFORE AND SEPARATE SECURITY SYSTEM IS REQUIRED.


<b>Sub Total</b>	<b>\$2,835.95</b>
<b>Total This Proposal</b>	<b>\$2,835.95</b>

**Recurring Charges**

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	\$38.52	Monthly
<b>Total Recurring Monthly Amount:</b>	<b>\$38.52</b>	



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**Salesperson Steve Smith**

**ABSOLUTE SECURITY GROUP, LLC.**

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SNOW HILL, MD 21863

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

**JANA POTVIN**  
ASSISTANT 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: April 13, 2026**  
**SUBJECT: Request to Purchase New 3 Yard Compactor at Berlin Convenience Center**

---

Public Works is requesting Commissioner approval to purchase a new trash compactor at the Berlin Homeowner Convenience Center in the amount of \$59,380.90. The current compactor has reached the end of its useful life and requires continuous repairs and down time. The compactor replacement is part of the planned improvements to the Berlin Homeowner Convenience Center (HOCC) which is funded through the Assigned Fund Balance. The attached quote was obtained from Mid-Atlantic Waste Systems through the competitively bid Sourcewell contract no. 010825 MEC Marathon. These are the same compactors used at the other HOCC and their use allows standardization of parts and repairs when needed. Funding for this purchase is available in the Assigned Fund Balance account "Recycle HOCC Imp".

Please let me know if there are any questions.

Attachment

cc: Ed Welch  
Jana Potvin  
David Candy  
Quinn Dittrich



Division of THC Enterprises, Inc.  
 Easton, MD \* Baltimore, MD \* Chesapeake, VA Chester, PA \*  
 Clinton, MD \* Cheswick, PA \* Salem, VA  
 Phone 800-338-7274 Fax 410-820-9916  
 Visit us on the web! www.mawaste.com



PROPOSAL

Remittance Address for Deposits:

10641 Cordova Road  
 Easton, MD 21601

**SOLD TO**  
 David Candy  
 Worcester County Central Landfill Facility  
 Central Facility Landfill  
 7091 Central Site Lane  
 Newark, MD 21841

**END USER / SHIP TO**  
 David Candy  
 Worcester County Central Landfill Facility  
 Central Facility Landfill  
 7091 Central Site Lane  
 Newark, MD 21841

Quote #: RSSQ43288  
 Account:  
 Terms:  
 Date: 03/19/26

+1 410-632-3177  
 dcandy@co.worcester.md.us

+1 410-632-3177  
 dcandy@co.worcester.md.us

Sales Rep Colin Kraus

Quote expires 30 days from proposal date. Due to fluctuating materials and fuel charges, final price can change without notice. We appreciate the opportunity to work with you on this!

QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
<b>**PRICING IS PER SOURCEWELL CONTRACT #010825-MEC MARATHON</b>			
<i>Worcester County Maryland Account #21046</i>			
1.00	Marathon RJ-325 Stationary 3 Yard Compactor Totally UL Listed; RH Side-Mounted Power Pack (3/60 - 230/460 Volt); Push Button Control Station Mounted on 13' Sealtite; Ratchets with Grab Claws; External Reset Button In Panel Box Face; Paint of Standard Color	\$38,925.90	\$38,925.90
1.00	Oil Heater Thermostatically Controlled (All Voltages up to 30 HP Power Units)		
1.00	Side Feed Hopper - 4-Sided with left side built up to side dock feed, 24" from side, extend hopper to ledge of dock and add 24" around top of the hopper on 4 sides		
1.00	Right Hand Remote		
1.00	Controls on 20' Sealtite (in lieu of 13 ft.)		
1.00	Pushbutton on 13' Sealtite No Option Package Stationary		
1.00	10HP Single Phase, 208/230V, Remote Power Pack With Inverter		
1.00	Add for Pressure Gauges to be connected to 20' Hydraulic Hose in lieu of on Remote Power Pack		
1.00	ANSI Key Switch F/Remote		
1.00	7' - 3/4" Hose W/QD's and 1/2" Adaptor		
1.00	Container Guide - 15' Long		
1.00	<b>**NOTE** Per Drawing 78836 **CUSTOMER MUST SIGN APPROVAL DRAWING</b>		
1.00	<b>**PRICING IS PER SOURCEWELL CONTRACT #010825-WQI</b>	\$13,455.00	\$13,455.00
	40 Cubic Yard Standard Duty Octagon Receiver Container 22' Long - Floor: 7 gauge with 3" structural channels on 18" centers and 6"x 2"x 3/16" Structural Tubing Main Rails, Walls: 7 gauge lower and 10 gauge upper, Wheels: (2), Primed and Painted any Standard Color		
	- Dempster Dino Understructure		
1.00	Freight-Compactor	\$2,000.00	\$2,000.00
1.00	Stationary Compactor Installation, new compactor anchor, locate controls and pressure gauge up to top of rail, install guide tracks, hook up electric, test and check unit for proper	\$5,000.00	\$5,000.00

# ITEM 3

QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1.00	<p>operation, delivery &amp; offload, alterations to hopper ledge, modifications of hopper to fit dock, materials etc.</p> <p><b>**NOTE**</b> Unless expressed otherwise, Removal of Old Compactor to be done by customer and pad to be clean upon installation. Equipment will be provided to off load and set new compactor.</p> <p><i>All installation practices will be in accordance with A.N.S.I. safety standards.</i></p> <p><i>All prices based on regular-time worked. If overtime is required, overtime rates will apply.</i></p> <p><i>Customer to provide fused electric disconnect within 6 feet of pad prior to installation.</i></p> <p><i>If site is not ready on install/delivery date, a road call time charge will apply and Mid-Atlantic Waste Systems will invoice for the equipment separately from the installation. The installation will be billed upon completion.</i></p> <p><i>Customer to provide concrete pad. Concrete pad to be a minimum 3000 PSI, steel reinforced, 6" thick.</i></p> <p><i>All built per manufacturer's standard specifications.</i></p> <p><i>Price includes one standard color paint. Additional charges will apply if not a standard color paint from paint brochure or a metallic paint.</i></p> <p><i>Due to the volatility of the fuel and steel markets, prices are subject to change without notice.</i></p> <p><i>Approximate Delivery: 60-90 Days After Receipt of Signed Sales Order and Deposit (if applicable).</i></p> <p><i>Terms: Net 30 Days</i></p>		

Quote expires 30 days from proposal date. Due to fluctuating materials and fuel charges, final price can change without notice. We appreciate the opportunity to work with you on this!

Subtotal	\$59,380.90
Federal Excise Tax	\$0.00
Sales Tax	\$0.00
<b>TOTAL*</b>	<b>\$59,380.90</b>

For orders under \$5,000 you may pay by credit card. Please visit [www.mawaste.com](http://www.mawaste.com) and select "Pay Bill"  
 \*Terms and limitations apply, see Payment terms below

\*Total does not include optional items

***F.E.T will be charged on all applicable items unless current F.E.T Exemption form is on file.***

*Any cancellation or modification of order will result in a 20% restocking charge to Buyer.*



## TERMS AND CONDITIONS

### 1. General

No terms or condition of Buyer's purchase order which is different from or in addition to Seller's terms and conditions set forth herein shall bind Seller unless expressly agreed to in writing by Seller's duly authorized representative. Buyer's acceptance of any offer made by Seller is expressly limited to the terms and conditions provided herein. Unless otherwise stated, Seller's quotation may be modified or withdrawn prior to acceptance, and in any event, shall expire after 30 days from its date. This order is not binding on MID-ATLANTIC WASTE SYSTEMS until officially approved. The said machinery, equipment and/or parts are ordered and will be purchased subject to written contract only, and are not affected by any verbal representations or agreements, nor is this order subject to cancellation by the Purchaser without the Seller's consent. Any cancellation or modification of order will result in a 20% restocking charge to Buyer.

### 2. Price and Payment

**\*\*Payments Accepted:** Cash, Checks, ACH & Wires. Credit Card payments above \$5,000 will incur a 3% fee.

(a) Prices quoted herein are exclusive of all taxes. Any taxes levied or which may become due, and other charges or assessments made by any taxing authority in connection with this contract or the sale, except those measured by Seller's net income, shall be the expense of the Buyer and shall be payable to Seller at or before such tax or other amount is due. When Buyer is entitled to exemption from any tax, Buyer shall furnish Seller with a tax exemption certificate acceptable to the taxing authorities.

(b) Interest at the rate of one and one-half per cent (1.5%) per month (18% per annum), or the maximum lawful rate allowable, will be charged, whichever is less, on all past due invoices. The undersigned agrees to pay all expenses, charges, costs and fees, including, without limitation, attorney's fees and expenses, of any nature whatsoever paid or incurred by, or on behalf of MID-ATLANTIC WASTE SYSTEMS, DIVISION OF THE ENTERPRISES, INC., in connection with any collection action brought hereunder. The invalidity of all or any part of any provision of this Agreement shall not render invalid the remainder of such provision or any other part of this Agreement.

(c) MID-ATLANTIC WASTE SYSTEMS, DIVISION OF THE ENTERPRISES, INC., shall retain ownership of and title to the above machinery, equipment and parts covered by this order until fully paid for in cash and until any note given in evidence of indebtedness, and any renewals thereof, have been fully paid. If any such note is not paid in full at its maturity, all other notes and obligations given in evidence of indebtedness hereof shall at once become due, and the said MID-ATLANTIC WASTE SYSTEMS, DIVISION OF THE ENTERPRISES, INC., shall have the right to take possession of said machinery wheresoever it may be situated and sell the same pursuant to the conditional sales statutes of the State of Maryland.

### 3. Delivery

(a) Delivery dates are estimated and not guaranteed by Seller and, in any event are conditioned upon receipt of all specifications and other data required to be furnished by the Buyer.

(b) If shipment or delivery is delayed because of an act or omission of the Buyer, payment shall be due upon notification by Seller that goods are ready for shipment. Buyer shall pay any additional charges including, but not limited to, cost of storage, handling, and insurance.

### 4. WARRANTY AND LIMITATIONS OF LIABILITY

ANY EXPRESS WRITTEN WARRANTY PROVIDED BY THE MANUFACTURER OF THE EQUIPMENT DESCRIBED IN THIS QUOTATION IS GIVEN IN LIEU OF ALL OTHER WARRANTIES EXPRESS OR IMPLIED, INCLUDING ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. SELLER SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL, OR CONSEQUENTIAL DAMAGES RESULTING FROM DEFECTIVE GOODS, SELLER'S NEGLIGENCE, BREACH OF WARRANTY OR CONTRACT, OR CLAIMS BASED UPON STRICT LIABILITY. IN NO EVENT SHALL SELLER BE LIABLE FOR CONSEQUENTIAL DAMAGES COMMERCIAL IN NATURE.

5. Delays

Seller shall not be liable for the failure or delay in the performance of any term, condition, or obligation hereunder due to any cause beyond the Seller's control, including but not limited to Acts of God, acts of the Buyer, war, insurrections or riots, fires, floods, accidents, acts, orders or regulations of any government, inability to obtain necessary materials, services or facilities, strikes or other labor troubles.

6. Development Changes

Changes in design, specifications, construction or materials, may be made at Seller's discretion, and without Buyer's consent, where such changes do not materially affect price, delivery or guaranteed performance (if any) of the goods, or make unusable any other item of goods furnished hereunder.

7. Termination

No order may be terminated without Seller's written consent. Upon any termination Buyer shall pay reasonable termination charges, including but not limited to, manufacturing and sales costs, overhead, costs or goods and profit. Any cancellation or modification of order will result in a 20% restocking charge to Buyer.

8. Miscellaneous

This agreement shall be binding upon the successors and assigns of the parties. If any provision herein is found to be invalid as a matter of law or by public policy, it shall be considered severed from the remainder of the provisions which shall remain in full force and effect. This agreement shall be governed by the laws of the State of Maryland.

Equipment Purchase Agreement - [MUST BE COMPLETED OR A PURCHASE ORDER\* MUST BE ATTACHED TO PROCESS ORDER]

PO attached  \*\*PURCHASE ORDER MUST INCLUDE BILLING INFORMATION, TAX STATUS AND EXEMPTION (IF APPLICABLE) TO BE ACCEPTED IN LIEU OF COMPLETING BELOW.

Sales Tax Status - MUST SELECT AN OPTION NOT EXEMPT  TAX EXEMPT \*  \* COPY OF TAX EXEMPTION ATTACHED

PLEASE NOTE: Tax exemption form is mandatory if the "Tax Exempt" box is checked, otherwise sales tax will be applied if supporting document is not provided. We are not able to remove sales tax once billed. It will be the customers responsibility to contact the state agency in order to request a refund.

Billing Information:

LEGAL BUSINESS NAME: \_\_\_\_\_

NAME CONT./DBA: \_\_\_\_\_

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

ADD CONT. \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

ACCOUNTS PAYABLE NAME: \_\_\_\_\_

AP PHONE NUMBER: \_\_\_\_\_

AP EMAIL (invoice will be sent here): \_\_\_\_\_

NOTE: Please read carefully. This quote becomes a sales order if signed by customer. Your order will be processed as written! Notify of any changes needed within five (5) days of signing. Financing available, subject to credit approval. I have read and understand the terms and conditions on this Order.

You are agreeing to be invoiced \$59,380.90 per quote RSSQ43288

X \_\_\_\_\_  
Customer Approval to Process Order

\_\_\_\_\_  
Date

Thank you for the opportunity to earn your business!



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: Ed Welch, Procurement Officer  
DATE: April 10, 2026  
RE: Request to Award – Refuse Collection

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Public Works is requesting that the Commissioner’s review and approve the awarding of a 2-year contract (with an option for 3-year extension) for **Refuse Collection** to the only responsive and responsible vendor, **Republic**, our incumbent service provider.

Renegotiating Refuse Collection has resulted in savings of approximately \$21,799 in the first year alone. It would have cost the County \$51,852 to extend this existing contract for a fifth year. The new 2-year contract will only cost \$30,053.16 per year for two years (\$60,106.32 total).

The optional fifth year of the current refuse collection contract was not exercised, and the service was re-bid. There were some issues with billing and pickups in the past with Republic, but these have improved recently.

Considering the significant savings this new contract provides it is recommended that the initial 2-year period be approved at this time. Before the second year is over, we will return for approval of the Commissioners to either extend the contract or re-bid the service.

Bids were due and opened on Wednesday, April 8, 2026, at 2 p.m. Only one bid was received despite an Invitation to Bid having been advertised, posted on-line, and emailed to other potential suppliers.

Funding for this purchase was approved in the current FY26 operating budget in general ledger account # 6550.300 (Building Site Expense – Trash Removal).

Please feel free to contact me if you have any questions. Thank you.

<b>Refuse Collection</b>		
<b>Wednesday, April 8, 2026 @ 2:00 pm</b>		
<b>Bid Tabulation</b>		
<b>Vendor</b>	<b>Year 1</b>	<b>Year 2</b>
<b>Republic</b>	\$30,053.16	\$30,053.16
<b>Seagull</b>	no bid	no bid
<b>Waste Management</b>	no bid	no bid



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 21, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Republic Services** (“Successful Vendor”).

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

1. Successful Vendor agrees to provide **Refuse Collection** (“Services”) at the prices as shown in the Bid Specification during the duration on the contract term.
2. Successful Vendor will, when requested by an authorized employee of the County, furnish the equipment, supplies, tools, and labor for the ordered Services described in the Contract Documents and subsequent purchase orders.
3. Successful Vendor will provide the Services ordered during the initial contract term (**2-years**) listed in the Contract Documents unless the period for completion is extended by mutual agreement.
4. Successful Vendor will comply with the terms & conditions in the Contract Documents.
5. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Any Addendums
  - 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 written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

---

Theodore J. Elder  
President  
Date:

**CONTRACTOR:  
Republic Services**

---

By:  
Title:  
Date:



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: Ed Welch, Procurement Officer
DATE: April 10, 2026
RE: Request to Award – Propane Gas Delivery

Public Works is requesting that the Commissioner’s review and approve the awarding of a 5-year contract (two-year initial term with an option for 3-year extension) to supply & deliver Propane Gas to the only responsive and responsible vendor, Sharp Energy.

The propane bid by Sharp Energy will initially save the County approximately \$1,700 in the first year. Their bid includes an annual increase of \$0.01 per gallon during each of the five years, which is the same mark-up increase in the existing contract with the incumbent vendor, Superior Plus Propane. Propane costs will vary throughout the years due to market fluctuations, but the mark-up is a known increase of only one cent per gallon.

The incumbent vendor, Superior Plus Propane, has had service issues this past year that caused some County facilities to run out of propane in the winter months. Currently, all tanks are on autofill with remote level readers (telematics) that the vendor uses to track tank levels for refilling. Even with this technology, various buildings ran out of fuel.

It is recommended that the contract be approved in its entirety for five years (two-year initial term with 3-year extension). The contract includes testing by Sharp Energy of county-owned tanks plus installation of their remote telematics. This will allow fuel levels to be known without them visiting each site thus making the automatic fill-ups easier.

Bids were due and opened on Thursday, April 9, 2026, at 2 pm. Only one bid was received despite an Invitation to Bid having been sent to the incumbent vendor and several other potential suppliers.

Funding for this purchase was approved in the current FY26 operating budget in general ledger account # 6550.1220 (Building Site Expense Heating Propane).

Please feel free to contact me if you have any questions. Thank you.

(see Bid Tabulation next page)

<b>Propane Gas</b>					
<b>Thursday, April 9, 2026 @ 2:00 pm</b>					
<b>Bid Tabulation</b>					
<b>Vendor</b>	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>	<b>Year 5</b>
<b>Sharp Energy</b>	\$0.65	\$0.66	\$0.67	\$0.68	\$0.69
<b>Superior Plus</b>	no bid	no bid	no bid	no bid	no bid
<b>Pep-Up</b>	no bid	no bid	no bid	no bid	no bid
<b>Pillar Energy</b>	no bid	no bid	no bid	no bid	no bid
<b>Nova Gas</b>	no bid	no bid	no bid	no bid	no bid



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 21, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Sharp Energy Inc.** (“Successful Vendor”).

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

1. Successful Vendor agrees to supply & deliver **Propane Gas** (“Materials”) at the prices as shown in the Bid Specification during the duration on the contract term.
2. County is under no obligation to purchase any quantities of the Materials shown in the Contract Documents, but from time-to-time authorized employees of the County may place orders at price with the “**mark-ups**” shown on Successful Vendor’s bid. Additionally, automatic re-orders are authorized during the contract period based on data from remote level readers (telematics).
3. Successful Vendor will, when requested by an authorized employee of the County, furnish the supplies, tools, equipment, labor, and other services necessary to supply & deliver the ordered Materials described in the Contract Documents and subsequent purchase orders.
4. Successful Vendor will supply & deliver the Materials ordered during the full contract term of **five (5) years** listed in the Contract Documents unless the period for completion is extended by mutual agreement.
5. Successful Vendor will comply with the terms & conditions in the Contract Documents.
6. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit

- n. Any Addendums
  - o. Successful Vendor's Completed Bid Documents
  - p. Notice of Award
  - q. Notice to Proceed
7. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
  8. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
  9. 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 written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

---

Theodore J. Elder  
President  
Date:

**CONTRACTOR:  
Sharp Energy Inc.**

---

By:  
Title:  
Date:



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: Ed Welch, Procurement Officer
Date: April 10, 2026
Re: Request to Award – Edgewater Acres Pump Station Replacement –
As-Built Survey Services & Design Phase Services (Tasks 1 & 2)

Public Works is recommending the County award the contract for development of the Edgewater Acres Pump Station Replacement for As-Built Survey Services and Design Phase Services (Tasks 1 & 2) to Whitman, Requardt & Associates, LLP. The Construction Phase Services & Inspection Phase Services will be bid out under a separate Request for Proposal. The total funds requested are \$98,221 which includes a 5% contingency fund to cover minor change orders.

Proposals were due and opened on March 26, 2026. Four (4) 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. The total value of the contract for Tasks 1 & 2 is \$93,544.

Funding in the amount of \$153,516 was approved for this project in G/L 530.9010 Edgewater Acres - Capital Equipment.

Please feel free to contact me if you have any questions. Thank you.

Table with 6 rows: Edgewater Acres Pump Station Replacement and Design; Thursday, March 26, 2026, at 2:30pm; Request for Proposals Tabulation Sheet; Respondent's Name(s); KCI TECH (Dover, DE); DAVIS, BOWEN & FRIEDEL (Salisbury, MD); WHITMAN, REQUARDT & ASSOCIATES, LLP (Georgetown, DE); EA ENGINEERING (Ocean Pines, MD)



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 21, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Whitman, Requardt & Associates, LLP** (“Successful Vendor”).

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

1. Successful Vendor will commence and complete **As-Built Survey Services and Design Phase Services (Tasks 1 & 2) for the Edgewater Acres Pump Station Replacement**.
2. Successful Vendor will furnish all materials, supplies, equipment, labor, and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all the Work described in the Contract Documents and comply with the terms therein for the sum of **\$8,628.<sup>00</sup> for As-Built Survey Services & \$84,916.<sup>00</sup> for Design Phase Services. The total agreed price for these two tasks is \$93,544.<sup>00</sup> (Ninety-Three Thousand Five Hundred Forty-Four Dollars and zero cents) or as shown in the Form of Bid. All other tasks included on the original bid documents are excluded from this contract and will be included in another Request for Proposal when and if the decision is made by the County to proceed.**
5. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid

- m. Non-Collusive Affidavit
  - n. Addenda
  - o. Successful Vendor's Completed Bid Documents
  - p. Notice of Award and/or 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 them to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_  
Theodore J. Elder  
President  
Date:

**CONTRACTOR:**  
\_\_\_\_\_

\_\_\_\_\_  
By:  
Title:  
Date:



Worcester County Alcohol and Other Drug Council  
P.O. Box 249  
Snow Hill, MD 21863  
410-632-1100  
Fax: 410-632-0080

April 7, 2026

Weston Young, Chief Administrative Officer  
Worcester County Government Center  
Snow Hill, Maryland 21863

The Worcester County Drug and Alcohol Council and the Worcester County Mental Health Advisory Committee are two groups that provide community input to the County Health Department as to the needs of the community.

Over the past years, the State and County Health Departments have reorganized their internal staff operations to combine the two fields into the Behavioral Health staff. There is a great deal of overlap of identified Worcester County needs between the two councils. Also, over half of each council membership is on both councils.

To better support and advise the Worcester County Health Department, the members of both local advisory Councils have agreed that it would serve Worcester County best to combine the two councils and create the Worcester County Behavioral Health Advisory Council. This creation is in accordance with State of Maryland Health Article 10-308(d). I have worked with the County Attorney to ensure all legal requirements and proper steps were followed.

On behalf of both Advisory Councils and as the Chair of both Councils, I request the County Commissioners enact the attached Resolution. I request this matter be placed on a May 2026 meeting agenda with the County Commissioners.

*Douglas A. Dods*

Douglas A. Dods  
Chair, Worcester County Drug and Alcohol Council  
Chair, Worcester County Mental Health Advisory Committee

Attachments: (1) Resolution for creation of Behavioral Health Advisory Council  
(2) Exhibit A as referred in the Resolution  
(3) Exhibit B as referred in the Resolution

**RESOLUTION NO. 26-\_\_**  
**RESOLUTION CREATING WORCESTER COUNTY**  
**BEHAVIORAL ADVISORY COUNCIL**

**Recitals**

- A. The County Commissioners created the Worcester County Drug and Alcohol Council (DAC) pursuant to Maryland Code, Health General § 8-1001, attached as Exhibit A.
- B. The County Commissioners created the Worcester County Mental Health Advisory Committee (MHAC) pursuant to Maryland Code, Health General § 10-308, et seq, attached as Exhibit B.
- C. The County Commissioners now wish to combine the DAC and MHAC and create the Worcester County Behavioral Health Advisory Council pursuant to Health General § 10-308(d).

**NOW, THEREFORE, BE IT RESOLVED** by the County Commissioners of Worcester County, Maryland that:

- 1. The Worcester County Behavioral Health Advisory Council (BHAC) is hereby created, fully replacing the DAC and MHAC.
- 2. The BHAC membership must be consistent with the requirements and duties prescribed in the attached, applicable Maryland laws, including qualifications for required ex officio non-voting members and the Commissioner appointed voting members.
- 3. The BHAC may adopt rules of procedure consistent with the referenced Maryland laws.
- 4. Member Terms:
  - a. Members are appointed for 3 year terms.
  - b. After 2 consecutive full 3-year terms, a member may not be reappointed for 2 years after completion of the term.
- 5. This resolution shall be effective July 1, 2026.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2026:

Attest:

**County Commissioners of  
Worcester County, Maryland**

\_\_\_\_\_  
Weston S. Young  
Chief Administrative Officer

\_\_\_\_\_  
President

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

\_\_\_\_\_  
Commissioner

West's Annotated Code of Maryland  
Health--General

Title 8. Substance Use Disorders Law (Refs & Annos)

Subtitle 10. Local Drug and Alcohol Abuse Councils (Refs & Annos)

MD Code, Health - General, § 8-1001

§ 8-1001. Local drug and alcohol abuse councils

Effective: April 10, 2012

[Currentness](#)

- (a) Each county shall have a local drug and alcohol abuse council.
- (b) On application from a county, the Governor or the Governor's designee may designate a county criminal justice coordinating council, substance abuse advisory council, or other agency or organization as the local drug and alcohol abuse council for that county.
- (c) Except as provided in subsection (b) of this section, a local drug and alcohol abuse council shall consist of the following individuals:
- (1) The health officer of the local health department, or the health officer's designee;
  - (2) The director of the local department of social services, or the director's designee;
  - (3) The Regional Director of the Department of Juvenile Services, or the Director's designee;
  - (4) The Regional Director of the Division of Parole and Probation, or the Director's designee;
  - (5) The State's Attorney for the county, or the State's Attorney's designee;
  - (6) The district public defender for the district in which the county is located, or the district public defender's designee;
  - (7) The chief of the county police department, if the county has a police force, or the sheriff, if the county does not have a police force, or that individual's designee;
  - (8) The president of the local board of education, or the president's designee;

- (9) A representative of the county executive, the Mayor of Baltimore City, or the county commissioners or county council in counties with no county executive, as appropriate;
- (10) For charter counties and in Baltimore City, a representative of the county council or the city council in Baltimore City, appointed by the chairperson or president of the county council or city council;
- (11) The county administrative judge of the circuit court for the county, or the judge's designee;
- (12) The administrative judge of the district court for that district, or the judge's designee; and
- (13) The following individuals appointed by the county executive, the Mayor of Baltimore City, or the county commissioners or county council in counties with no county executive, as appropriate:
- (i) At least one recipient of addictions treatment services;
  - (ii) Two substance abuse providers, at least one of whom has experience with services to individuals with co-occurring substance abuse and mental health disorders;
  - (iii) At least one substance abuse prevention provider;
  - (iv) At least one individual who is knowledgeable and active on substance abuse issues that affect the county;
  - (v) The superintendent, warden, or director of the local correctional facility located in the county or in Baltimore City the warden of the Baltimore City Detention Center; and
  - (vi) At least one other individual who is knowledgeable about treatment of substance abuse in the county, including members of civic organizations, the chamber of commerce, health care professional organizations, or the clergy.
- (d)(1) The term of a member appointed under subsection (c) of this section is 4 years.
- (2) The terms of members are staggered as required by the terms provided for members of the council on July 1, 2004.
- (3) At the end of a term, a member continues to serve until a successor is appointed and qualifies.
- (4) A member who is appointed after a term has begun serves only for the rest of the term and until a successor is appointed and qualifies.
- (e) The local drug and alcohol abuse council shall:

- (1) Determine its own governing structure, including issues relating to appointment of a member to serve as chairman;
  - (2) Develop and submit a plan to the Administration as required in this section;
  - (3) Submit a summary report to the Governor or the Governor's designee on or before December 1, 2004, on its membership, organization, rules, progress in developing a plan, and compliance with this section; and
  - (4)(i) On July 1, 2005, and every 2 years thereafter, submit a local plan as described in subsection (f) of this section to the Governor, or the Governor's designee; and
    - (ii) Report every 6 months to the Administration on its progress in implementing the plan.
- (f) A local plan shall:
- (1) Include the plans, strategies, and priorities of the county for meeting the identified needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention, and treatment services;
  - (2) Include a survey of all federal, State, local, and private funds used in the county for alcohol and drug abuse evaluation, prevention, and treatment; and
  - (3) Be in a format as prescribed by the Administration.
- (g) A county or unit of a county applying for funds from a State unit for any alcohol or drug abuse evaluation, prevention, or treatment services within that county shall submit that application to the local drug and alcohol abuse council for its consideration.
- (h)(1) The local drug and alcohol abuse council may recommend to any federal or State unit or private foundation that an application for any funds for drug or alcohol abuse evaluation, prevention, or treatment services in the county be approved.
- (2)(i) A local drug and alcohol abuse council shall consider whether the grant application is consistent with the local plan and the strategies and priorities set out in the local plan.
    - (ii) A recommendation by a local drug and alcohol abuse council may include any additional information the council considers useful to the governmental unit or private foundation in its consideration of the application.
- (i)(1) The Administration may provide each local drug and alcohol abuse council with any necessary technical assistance.

(2) The Administration shall provide any funds available from the Maryland Substance Abuse Fund or other sources for operation of a local council on submission of a request for funds and approval of a budget in accordance with Administration regulations.

(j) The planning, reporting, and reviewing requirements for a local drug and alcohol abuse council under this section do not apply unless appropriate State funding for fulfilling the requirements has been provided.

**Credits**

Added by Acts 2004, c. 237, § 2, eff. July 1, 2004; Acts 2004, c. 238, § 2, eff. July 1, 2004. Amended by Acts 2005, c. 24, § 1, eff. April 12, 2005; Acts 2012, c. 66, § 1, eff. April 10, 2012.

MD Code, Health - General, § 8-1001, MD HEALTH GEN § 8-1001

Current with legislation effective through February 24, 2026, from the 2026 Regular Session of the General Assembly. Some statute sections may be more current, see credits for details.

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West's Annotated Code of Maryland  
Health--General  
Title 10. Mental Health Law (Refs & Annos)  
Subtitle 3. Advisory Bodies (Refs & Annos)  
Part II. County Advisory Committees

MD Code, Health - General, § 10-308

§ 10-308. Duty of counties to establish committees

Effective: October 1, 2015

[Currentness](#)

- (a) Except as otherwise provided in subsections (c) and (d) of this section, the governing body of each county shall establish a mental health advisory committee.
- (b) The purpose of a mental health advisory committee shall be to serve as advocate for a comprehensive mental health system for persons of all ages.
- (c) The governing bodies of two or more counties may establish, by agreement, an intercounty mental health advisory committee if:
- (1) The population of one of the counties is too small to warrant the establishment of a mental health advisory committee for that county; and
  - (2) The Director consents.
- (d) The governing body of a county may establish a joint mental health and addictions advisory committee.
- (e) In Howard County, if a quasi-public authority is established under Subtitle 12 of this title, the governing body may designate the authority as the mental health advisory committee for the county.
- (f) In Baltimore City, the governing body may designate Behavioral Health Systems Baltimore the local behavioral health authority for Baltimore City under Subtitle 12 of this title, as the mental health advisory committee for Baltimore City.
- (g) In Anne Arundel County, the governing body may designate Anne Arundel County Mental Health Agency, Inc., the core service agency or local behavioral health authority for Anne Arundel County under Subtitle 12 of this title, as the mental health advisory committee for Anne Arundel County.
- (h) In Washington County, the governing body may designate Washington County Mental Health Authority, Inc., the core service agency for Washington County under Subtitle 12 of this title, as the mental health advisory committee for Washington County.

**Credits**

Added by Acts 1982, c. 21, § 2, eff. July 1, 1982. Amended by Acts 1991, c. 176, § 1, eff. July 1, 1991; Acts 1992, c. 430, § 1, eff. Oct. 1, 1992; Acts 2004, c. 62, § 1, eff. July 1, 2004; Acts 2005, c. 376, § 1, eff. July 1, 2005; Acts 2007, c. 272, § 1, eff. Oct. 1, 2007; Acts 2009, c. 387, § 1, eff. Oct. 1, 2009; Acts 2015, c. 469, § 2, eff. Oct. 1, 2015.

**Formerly** Art. 43, § 1J.

MD Code, Health - General, § 10-308, MD HEALTH GEN § 10-308

Current with legislation effective through February 24, 2026, from the 2026 Regular Session of the General Assembly. Some statute sections may be more current, see credits for details.

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DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

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

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

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer  
From: Jennifer K. Keener, AICP, Director  
Date: April 13, 2026  
Re: Rezoning Case No. 444 – Black Water Relics, LLC, applicant, Hugh Cropper, IV,  
Esquire attorney for the applicant

.....

I am requesting that the Worcester County Commissioners schedule a public hearing associated with Rezoning Case No. 444 for Tuesday, June 16, 2026. A draft public hearing notice is attached.

Mr. Cropper, on behalf of his client, has filed Rezoning Case No. 444, seeking to rezone approximately 0.78 acres of land located at 4432 Market Street, Tax Map 63, Parcel 106, Snow Hill, from A-1 Agricultural District to C-2 General Commercial District. The case was reviewed by the Planning Commission at its meeting on August 3, 2023, and was given a favorable recommendation. The Planning Commission’s recommendation included the rezoning of the adjoining 1.01-acre parcel (Parcel 89) to C-2 District to support on-site septic and parking for commercial use. However, the applicant did not amend their application to include this parcel. The County Commissioners held a public hearing on October 17, 2023, and denied the requested rezoning.

The case was appealed and subsequently remanded back to the County Commissioners to provide additional findings of fact on the request. The current review solely pertains to Parcel 106 and will be treated as a new public hearing. An amended staff report is being prepared and will be forwarded in advance of the hearing.

Please advise our department at your earliest convenience as to the public hearing time 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.

**WORCESTER COUNTY  
NOTICE OF PUBLIC HEARING**

The Worcester County Commissioners will conduct a public hearing and will receive public comment on the following map amendment on **Tuesday, June 16, 2026, at \_\_\_\_\_ AM** in the Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland:

**Rezoning Case No. 444**, filed by Hugh Cropper on behalf of Black Water Relics, LLC, property owner, for an amendment to the Official Zoning Maps to change approximately 0.78 acres of land located at 4432 Market Street, Tax Map 63, Parcel 106, 0.25 miles north of Moat Road, Snow Hill, in the Second Tax District of Worcester County, Maryland, from A-1 Agricultural District to C-2 General Commercial District.

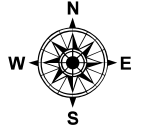
A copy of the file on Rezoning Case No. 444 and the Planning Commission's recommendation, which will be entered into record at the public hearing, are available to view online at [www.co.worcester.md.us](http://www.co.worcester.md.us) or during normal business hours at the Department of Development, Review and Permitting, One West Market Street, Room 1201, Snow Hill, MD.

THE WORCESTER COUNTY COMMISSIONERS

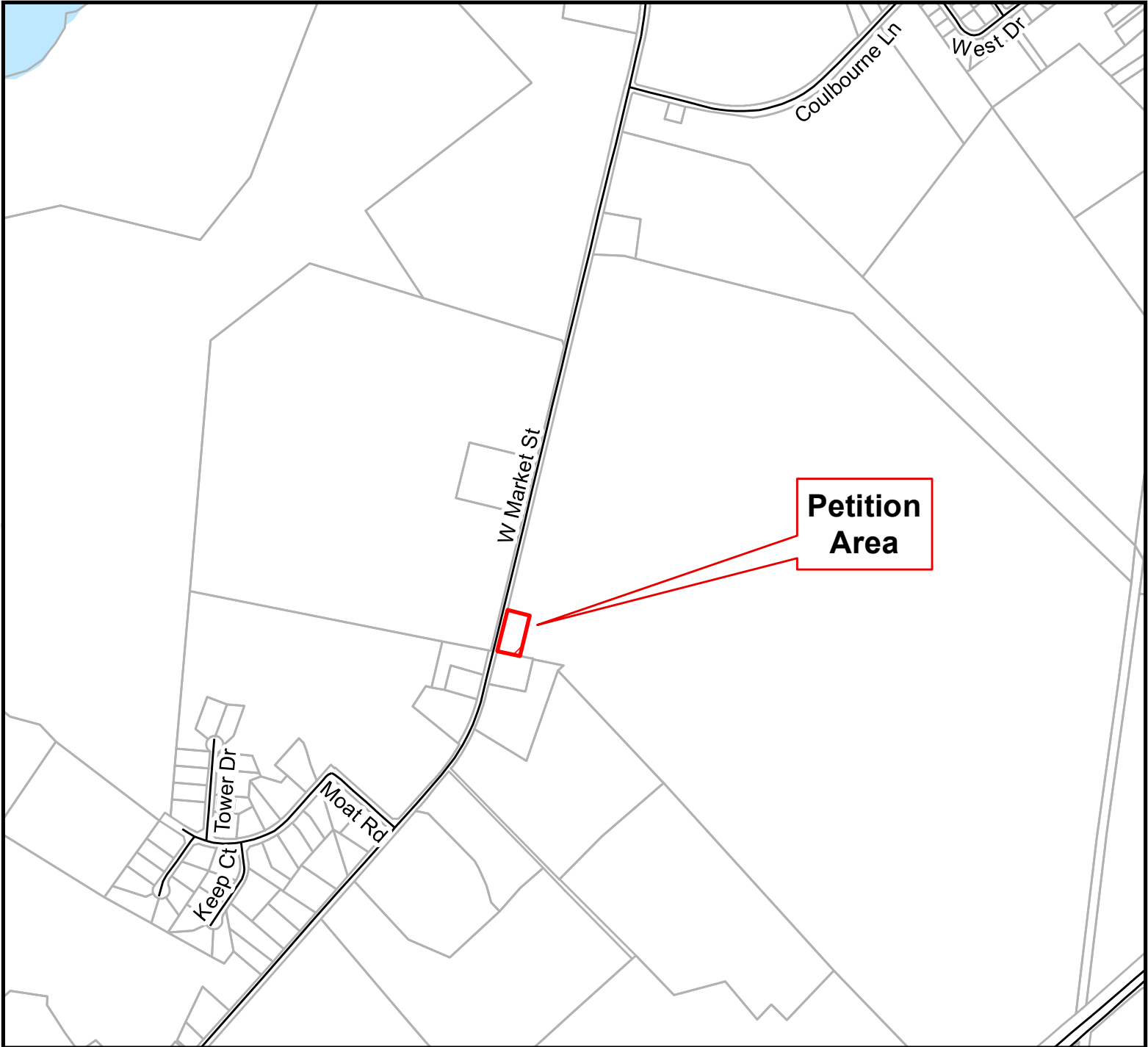
# WORCESTER COUNTY, MARYLAND



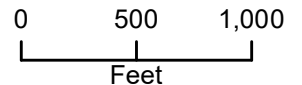
REZONING CASE NO. 444  
A-1 Agricultural to C-2 General Commercial  
Tax Map: 63, Parcel 106



## LOCATION MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared June 2023



Source: GIS Data Layers  
This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: ML

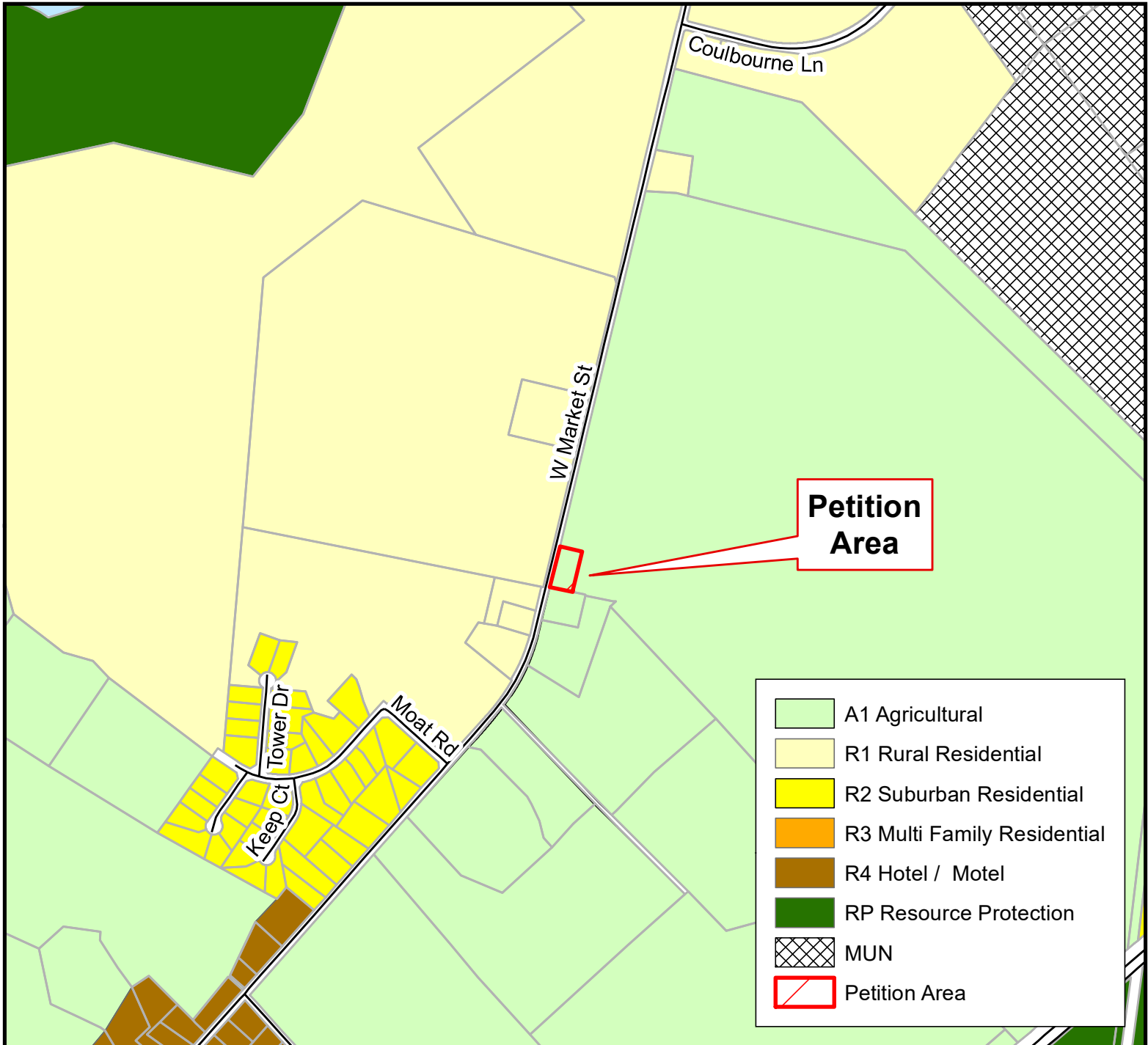
# WORCESTER COUNTY, MARYLAND



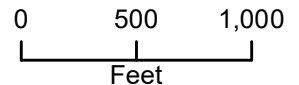
REZONING CASE NO. 444  
A-1 Agricultural to C-2 General Commercial  
Tax Map: 63, Parcel 106



## ZONING MAP



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared June 2023



Source: 2009 Official Zoning Map

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.

Drawn By: KLH Reviewed By: ML

# WORCESTER COUNTY, MARYLAND



REZONING CASE NO. 444  
A-1 Agricultural to C-2 General Commercial  
Tax Map: 63, Parcel 106



## AERIAL IMAGERY



DEPARTMENT OF DEVELOPMENT REVIEW AND PERMITTING  
Technical Services Division - Prepared June 2023



Source: 2022 Aerial Imagery

Drawn By: KLH Reviewed By: ML

This map is intended to be used for illustrative purposes only and is not to be used for regulatory action.



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

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Candace Savage, Deputy Chief Administrative Officer  
DATE: April 15, 2026  
RE: Gum Point Road Speed Hump Project

---

Based on community feedback, Administration is seeking approval to not move forward with the public hearing on the proposed Gum Point Road Speed Hump Project.

Since the Commissioners voted at the April 7th meeting to schedule a public hearing, letters of opposition to the project have been received from numerous Gum Point Road residents. Concerns cited include delays for emergency responders, vehicle and boat trailer damage, and impacts on property values. We are seeking approval to not move forward with the public hearing and installation of the speed humps.

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

**JANA POTVIN**  
 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:** March 16, 2026  
**SUBJECT:** Gum Point Road Speed Hump Pilot Project Locations

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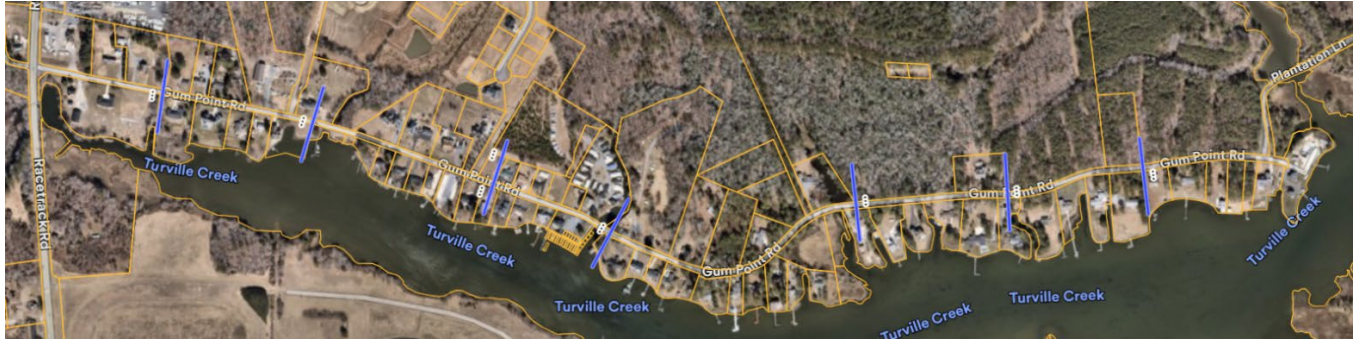
Public Works is requesting Commissioner approval to schedule a public hearing on the proposed Gum Point Road Speed Hump Pilot Project. It is requested that the advertising period allow at least 30 days to solicit community input on this matter. Following the Commissioners' direction to move forward with the Gum Point Road Speed Hump Pilot Project, Public Works has developed the attached proposed locations for the installation of speed humps along the corridor. The project corridor extends approximately 7,500 feet along Gum Point Road. Based on field review and engineering considerations, DPW has identified seven proposed hump locations spaced approximately 700 to 1,100 feet apart along the roadway. A project fact sheet and site map showing the proposed locations are attached for review.

At the conclusion of the comment period, DPW will assemble and summarize all comments received and return to the Commissioners with a recommendation regarding installation of the speed humps.

Attachments: Gum Point Road Traffic Calming Site Map; Speed Hump Pilot Project Fact Sheet

cc: Jana Potvin  
 Kevin Lynch

**WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS  
SPEED HUMP PILOT PROJECT – GUM POINT ROAD TRAFFIC CALMING**



<b>PROJECT TYPE</b> Traffic Calming	<b>PROJECT LENGTH</b> 7,500 Linear Feet	<b>SPEED HUMPS</b> 7 Humps @ ~700–1,100 ft spacing	<b>EST. COST</b> \$21,000
--	--	---	------------------------------

**PROJECT SNAPSHOT**

**PROJECT NAME**  
Gum Point Road Traffic Calming

**LOCATION**  
Gum Point Road, Worcester County, MD Along Turville Creek

**PROJECT LENGTH**  
Approximately 7,500 Linear Feet

**SPEED HUMPS**  
7 humps typically spaced 700–1,100 ft apart; greater separation at curves

**HUMP DIMENSIONS**  
3 in. high x full width of road

**PUBLIC COMMENTS**  
Public comments will be accepted via mail or email until April 15, 2026. See contact information below.

**CONTACTS**

Comments or requests for additional information can be sent to:

**Worcester County DPW**  
6113 Timmons Rd  
Snow Hill, MD 21863  
(410) 632-5623  
[www.co.worcester.md.us](http://www.co.worcester.md.us)  
[ctunnell@worcestermd.gov](mailto:ctunnell@worcestermd.gov)

**PROJECT DESCRIPTION**

Gum Point Road is a low-volume residential roadway extending approximately 7,500 feet along the north bank of Turville Creek in Worcester County, Maryland.

Worcester County Department of Public Works is proposing to install seven speed humps along the full length of the corridor to address documented speeding concerns and improve safety for all roadway users. This project will serve as a pilot for potential future installations on residential roads throughout Worcester County.

**SPEED STUDY DATA — MAY THROUGH SEPTEMBER 2025**

Speed data were collected using radar speed signs (Sign #408296 eastbound and Sign #408284 westbound) on Gum Point Road from May through September 2025. Results are summarized below:

Month	Eastbound		Westbound		Posted Speed Limit	Exceeds Posted
	Avg Speed	85th %tile	Avg Speed	85th %tile		
May	25.6	<b>35.4</b>	27.2	<b>36.1</b>	30 mph	<b>YES</b>
June	27.2	<b>35.0</b>	27.5	<b>35.9</b>	30 mph	<b>YES</b>
July	26.9	<b>35.3</b>	—	—	30 mph	<b>YES</b>
August	27.4	<b>35.1</b>	28.1	<b>36.1</b>	30 mph	<b>YES</b>
September	27.0	34.6	28.2	<b>36.3</b>	30 mph	<b>YES</b>

\* Westbound July data were corrupted. 85th percentile speeds exceeding the 30 mph posted speed limit are highlighted.

The 85th percentile speed consistently exceeded the 30-mph posted limit in both directions throughout the study period, ranging from 34.6 to 36.3 mph. Average daily speeds ranged from 25.6 to 28.2 mph. These conditions confirm that a measurable speeding problem exists on the corridor and that engineering countermeasures are warranted.

**PURPOSE AND NEED**

The project addresses the lack of adequate safety measures for residents, bicyclists, pedestrians, and visitors using the corridor.



**NEXT STEPS**

Residents who wish to provide comments may do so via mail or email. Comments will be accepted now through the public hearing date. At the end of the public comment period, comments will be assembled and presented to the Commissioners with a request to install the speed humps.

SPEED HUMP PILOT PROJECT – GUM POINT ROAD TRAFFIC CALMING

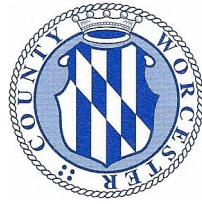


LEGEND

-  Proposed Speed Hump
-  Property Line



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

JANA POTVIN  
 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:** April 2, 2026  
**SUBJECT:** Adoption of the Worcester County Local Roadway Safety Plan (LRSP)

---

Public Works is requesting Commissioner approval to formally adopt the Worcester County Local Roadway Safety Plan (LRSP), dated March 2026, developed in partnership with Mead and Hunt, Inc. Adoption of the plan establishes the County's official roadway safety strategy and enables Worcester County to pursue federal and state funding for roadway safety improvements and implementation initiatives.

**Plan Overview**

The LRSP is a data-driven plan designed to reduce traffic fatalities and serious injuries on County roadways. It outlines three emphasis areas: reducing roadway departures on the High Injury Network, addressing speeding and distracted driving, and coordinating education and enforcement campaigns to mitigate behavioral causes of crashes. The plan includes specific infrastructure recommendations for each of the six county-maintained High Injury Network corridors and an implementation timeline targeting zero roadway deaths by 2045.

The plan's recommendations are grounded in an analysis of crash data from 2019 through 2024, during which 604 of 3,547 reported crashes resulted in injury or fatality, producing 54 deaths and 146 severe injuries. The analysis identifies a High Injury Network of 20 miles of roadway where 45 percent of all fatal and serious injury crashes are concentrated, representing just 5 percent of total road mileage. These recommendations were developed in close coordination with County agencies and community partners.

**Community and Stakeholder Involvement**

The plan was developed with input from a stakeholder advisory committee through two formal meetings held in April and August 2025. Participating organizations included the Worcester County Sheriff's Office, the State's Attorney's Office, the Board of Education, the Fire Marshal's Office, the Bicycle and Pedestrian Coalition, and the Maryland State Highway Administration District 1. Stakeholder input shaped both the data analysis and the recommended strategies throughout the plan, ensuring the final recommendations reflect the priorities and experience of those closest to the County's roadway safety challenges.

## **Federal and State Funding Eligibility**

Formal adoption of the LRSP is a prerequisite for receiving federal and state safety funding. Specifically, adoption qualifies the County for Maryland's allocation of the federal Highway Safety Improvement Program (HSIP) and makes the County eligible to apply for the U.S. DOT's Safe Streets for All (SS4A) competitive grant program if it is extended beyond FY 26. Without an adopted plan, the County is not eligible for these funding sources.

In addition, an adopted LRSP can strengthen the County's competitiveness for Transportation Alternatives Program (TAP) funding. While TAP does not require an LRSP as a formal prerequisite, TAP applications are evaluated on the basis of community need, project readiness, and consistency with adopted agency plans. For any TAP projects targeting pedestrian and bicycle safety improvements on corridors identified in the High Injury Network, the LRSP provides direct documentation of need and planning support that can improve the County's standing in the competitive application process.

Public Works recommends the Commissioners formally adopt the LRSP as presented and is prepared to move forward with implementation upon approval. Please let me know if you have any questions.

Attachment: Worcester County Local Roadway Safety Plan, March 2026

cc: Jana Potvin  
Kevin Lynch



# Worcester County Local Roadway Safety Plan

---

March 2026

This project is locally funded by Worcester County.

Consultant services were provided by Mead & Hunt, Inc., a national architecture, engineering, and construction management firm, under the project management of Kyle Roberts, PE, PTOE, with assistance from Katie Masetti PE, PTOE, RSP1 and Matt O'Connell.

This project was supported by an advisory committee of agency and public stakeholders listed on page 26. A summary of this plan's stakeholder feedback and plan implementation are provided on pages 26 and 33, respectively.

**Introduction: Fatalities and Injuries on Worcester County Roadways** ..... 5

**Part I: Traffic Safety Baseline for Worcester County** ..... 6

    Project Overview..... 6

    County Overview ..... 6

    Governance of Transportation Planning, Policy, and Safety..... 7

    Transportation Network & Planned Safety Improvements ..... 8

    Transit Services..... 10

    Bicycle and Pedestrian Facilities..... 11

    Data Driven Analysis of Traffic Safety ..... 12

        Data Sources and Analytical Methods ..... 12

        Leading Causes and Contributing Factors of KSI Crashes ..... 12

        Enforceable Actions ..... 14

        High Injury Network ..... 15

        Equity Analysis ..... 20

        Vulnerable Roadway Users..... 22

        Wildlife-Vehicle Crashes (WVC)..... 24

        25

    Recommendations for Emphasis Areas & Targets ..... 25

**Part II: Stakeholder Feedback Summary** ..... 26

    Stakeholder Engagement & Viewpoints ..... 26

    Stakeholder Meeting #1: April 28<sup>th</sup>, 2025 ..... 26

Stakeholder Meeting #2: August 11, 2025 ..... 27

Part III: Strategies to Eliminate Roadway Deaths and Serious Injuries in Worcester County ..... 28

    Emphasis Area #1: Systematically Reduce the Risk of Roadway Departure on the High Injury Network..... 28

    Emphasis Area #2: Address Speeding, Aggressive, and Distracted Driving ..... 28

    Emphasis Area #3: Educate & Enforce to Mitigate Behavioral Causes of Crashes ..... 28

    Roadway Safety Targets ..... 29

    Recommendations by Corridor for County HIN..... 30

Part IV: Plan Development and Implementation ..... 33

    Plan Development ..... 33

    Plan Implementation ..... 33

List of Figures

Figure 1. Highway Map of Worcester County ..... 9

Figure 2. Shore Transit Vehicle in Operation..... 10

Figure 3: Ocean City Transit ..... 10

Figure 4. Worcester County Greenway Trails Master Plan map ..... 11

Figure 5. Typical Sidewalk Facilities on Primary Roads in Municipalities ..... 11

Figure 6. Leading Causes of All Crashes in Worcester County..... 13

Figure 7. Leading Causes of All Fatal and Severe Injury Crashes in Worcester County ..... 13

Figure 8. Heatmap of DUI Crashes..... 14

Figure 9. High-Injury Network Map, All Roads vs County Roads Only..... 19

Figure 10. Map of Areas of Persistent Poverty (APP) at the Census Tract Level in Worcester County ..... 20

Figure 11. Map of Crashes in Areas of Persistent Poverty ..... 21

Figure 12. Heatmap of Crashes that Involve Vulnerable Road Users ..... 22

Figure 13. Heatmap of Animal-Involved Crashes ..... 24

Figure 14. Animal-Involved Crashes by Month ..... 25

Figure 15. Crashes on Sinepuxent Rd..... 30

Figure 16. Crashes on Sheppards Crossing Rd ..... 30

Figure 17. Crashes on Unionville Rd ..... 31

Figure 18. Crashes on St. Martins Neck Rd ..... 31

Figure 19. Crashes on Whitesburg Rd..... 32

Figure 20. Crashes on Holly Grove Rd ..... 32

List of Tables

Table 1. High Injury Network by Agency ..... 15

Table 2. High Injury Network on County Maintained Roads by Road Segment ..... 16

Table 3. High-Injury Network on SHA Maintained Roads by Road Segment..... 17

Table 4. Intermediate Crash Targets on a 20-Year Timeline Leading Up to 2045 ..... 29

## Introduction: Fatalities and Injuries on Worcester County Roadways

From 2019 – 2024, there were 604 crashes that resulted in an injury or fatality across all roadways in Worcester County (excluding municipalities). To focus on recommendations that are actionable for county officials, the data and charts in this report exclude any crashes that occurred within the boundaries of the five county municipalities, listed on page 8. These crashes resulted in a total of 54 deaths, 146 severe injuries, and 586 minor injuries to motorists, pedestrians, and bicyclists and other roadway users on all roads in Worcester County over those six years. Nationally, roadway fatalities and the fatality rate declined consistently for 30 years, but progress has stalled over the last decade and went in the wrong direction since 2020. Worcester County is no different as local trends have mirrored outcomes in Maryland and across the nation.

Every traffic-related crash impacts the lives of those involved. Fortunately, 71% of all crashes involved property damage only. However, for the 29% of crashes resulting in injury or a fatality, the consequences can devastate families and communities. Thus, this roadway safety plan focuses on crashes which cause the most direct and indirect harm – those involving fatality or injury.

While property damage crashes tend to be more dispersed in time, location, and manner, there are clear patterns that emerge when reviewing the Killed and Severely Injured (KSI) crashes in Worcester County between 2019 and 2024.

- 64% of all KSI crashes involved only a single vehicle, reflecting the rural nature of the county.
- Nearly 45% of all KSI crashes occurred on just over 5% of all roadways, referred to in this document as the High Injury Network.
- 22% of all KSI crashes involved driving under the influence of alcohol or drugs.

## Part I: Traffic Safety Baseline for Worcester County

### Project Overview

Through the National Roadway Safety Strategy, the United States Department of Transportation (USDOT) has established an ambitious long-term goal of zero roadway fatalities. Achieving this goal requires sustained partnership of at all levels of government and spanning a range of agencies and disciplines including public health, law enforcement and the judiciary, public works, education, and many others. The state of Maryland, acting through the Department of Transportation (MDOT), has adopted a zero-deaths plan that is led by the Maryland Highway Safety Office (MHSO). The plan's philosophy is that all crashes are preventable, and every injury is avoidable; saving lives and preventing injuries can only be achieved through a comprehensive set of traffic safety programs.

In turn, MDOT has challenged every local government to examine their programs, policies, and practices and develop a local roadway safety plan (LRSP). The plan not only drives local efforts to improve traffic safety but also is a prerequisite to receiving funds from Maryland's allocation of federal Highway Safety Improvement Program (HSIP) funds and the USDOT's *Safe Streets for All* (SS4A) competitive grant program which makes \$1 billion available annually on a competitive basis for comprehensive safety implementation activities. This LRSP is intended to meet the required elements of a Comprehensive Safety Action Plan as defined by USDOT to be eligible for supplemental action plan or implementation grant funds.

The Worcester County Department of Public Works is leading this locally funded project. Partnering agencies and private organization representatives met over several months to analyze traffic safety data and develop locally supported actions that will save lives and reduce injuries on County roadways.

This LRSP for Worcester County is prepared in four parts:

- Part 1 is a "benchmark" report that describes the county, recent traffic safety data, and trends in crash types and causes.
- Part 2 discusses the makeup of the stakeholder committee and input from stakeholders on the nature of the traffic safety problem and potential solutions.
- Part 3 is the local roadway safety plan itself with areas of emphasis, high injury networks on state- and county-maintained roads, and agreed-upon strategies to reduce the risk of fatal and serious injuries.
- Part 4 is an implementation section including the steps and timeline recommended to implement the strategies outlined in this plan.

### County Overview

Worcester County is located at the southeast edge of Maryland. The county shares borders with Maryland's Wicomico and Somerset counties to the west, the Atlantic Ocean to the east, Delaware to the north, and Virginia to the south. Traveling through Worcester County is critical for reaching destinations on Maryland's Eastern Shore, such as Ocean City and Assateague Island. The population of Worcester County, according to the 2020

Census, is 52,460, making it the 8<sup>th</sup> least populous of Maryland's 24 counties. Worcester County's Atlantic shoreline, state parks, and beach towns such as Ocean City (known as the Eastern Shore) are a big draw for tourists and visitors. Away from the bustling coast, most of the county's landmass is made up of a rural landscape, including many farms and forests, dotted with small cities and towns. The Ocean City Municipal Airport enhances the region's tourism industry and emergency air service evacuation and landing facilities. The Town of Snow Hill is the county seat.

Worcester County is a vibrant center for key industries that drive the economy and community forward. Opportunities for businesses, investors, and visitors are plentiful throughout the county. The County is rich in agriculture, forestry, arts, and tourism industries and boasts many wineries and breweries, wedding venues, outdoor recreation opportunities, and of course, the beach. Worcester County is also home to specialized manufacturing, which generates products such as high-tech plastics, farm goods, firearms, and scientific glassware. Some business owners are drawn to the area for its beauty and choose to grow their business in Worcester County.

## **Governance of Transportation Planning, Policy, and Safety**

Worcester County is a code home rule county governed by a seven-member Board of County Commissioners. A Chief Administrative Officer who is hired (not elected or appointed) manages the day-to-day work of the local government; agencies with responsibilities related to traffic safety report to the County Administrator. This includes the Department of Development Review and Permitting and the Department of Public Works; the Health Department and Board of Liquor License Commissioners are quasi-state agencies that effectively function as part of the county government while the leadership is appointed by the Governor. Other agencies critical to traffic safety include:

- The Maryland State Highway Administration, which is responsible for maintenance, design, and construction of state and federal roadways.
- The Maryland State Police has primary authority for law enforcement on state and federal roadways; they are supported by the county's chief law enforcement officer elected by the voters countywide, and the Worcester County Sheriff's Office, which is responsible for law enforcement on county roads, judicial law enforcement needs, and local public safety campaigns.
- The Maryland Department of Natural Resources (DNR) Police is responsible for patrol of roadways within state parks and has statewide authority on public roadways.
- The Worcester County Public Schools, which are governed by a separately elected Board of Education.
- The Worcester County Office of the State's Attorney prosecutes criminal cases, including criminal traffic charges, and works hand in hand with law enforcement to prioritize enforcement and crime prevention resources throughout the county.
- Judges of the District Court of Maryland adjudicate most traffic-related charges; they are appointed by the Governor of Maryland with the advice and consent of the State Senate.

All these agencies – each with their separate reporting and accountability structures – must act in concert to reduce traffic fatalities and serious injuries.

The following are the county's four municipalities and one homeowner's association, which play a role that is critical to traffic safety:

- Pocomoke City
- Town of Berlin
- Town of Ocean City
- Town of Snow Hill
- Ocean Pines Homeowner's Association

These municipalities and the Ocean Pines Homeowner's Association are responsible for maintaining the roads within their respective boundaries and are not the County's responsibility, so they are not a focus of this study. To maintain a focus on recommendations that are within county authority, this report excludes crashes that occurred within the boundaries of the five county municipalities listed above.

## **Transportation Network & Planned Safety Improvements**

Worcester County is a rural community. US 50, US 113, and US 13 and are the major highways in Worcester County, depicted in **Figure 1** below. State routes that are most frequently traveled include MD 528, MD 90, MD 589, MD 378, MD 611, and MD 376. Current or planned roadway projects could influence which Worcester County corridors are appropriate to prioritize for safety investment in the LRSP.

The following summary outlines current and ongoing roadway maintenance and multimodal transportation planning projects in the county:

- Maryland SHA has completed a Planning and Environmental Linkages (PEL) Study for MD 90 Ocean City Expressway between US 50 and MD 528 to improve traffic operations, safety, emergency evacuation, and pedestrian and bicyclist accessibility. The project is now in the Preliminary Design phase, including alternatives analysis and environmental review.
- Maryland SHA has initiated a project on MD 528 (Coastal Highway) in Ocean City as part of the Pedestrian Safety Action Plan to make investments in bicycle and pedestrian complete streets infrastructure.
- Maryland SHA is in the construction phase of a project to repair the US 50 (Ocean Gateway) Harry Kelly Memorial Bridge to Ocean City and has 12 active resurfacing projects throughout the county.
- As of the Draft 2024 Worcester County Comprehensive Plan Update, published in February 2025, the county does not have any current or planned roadway projects.

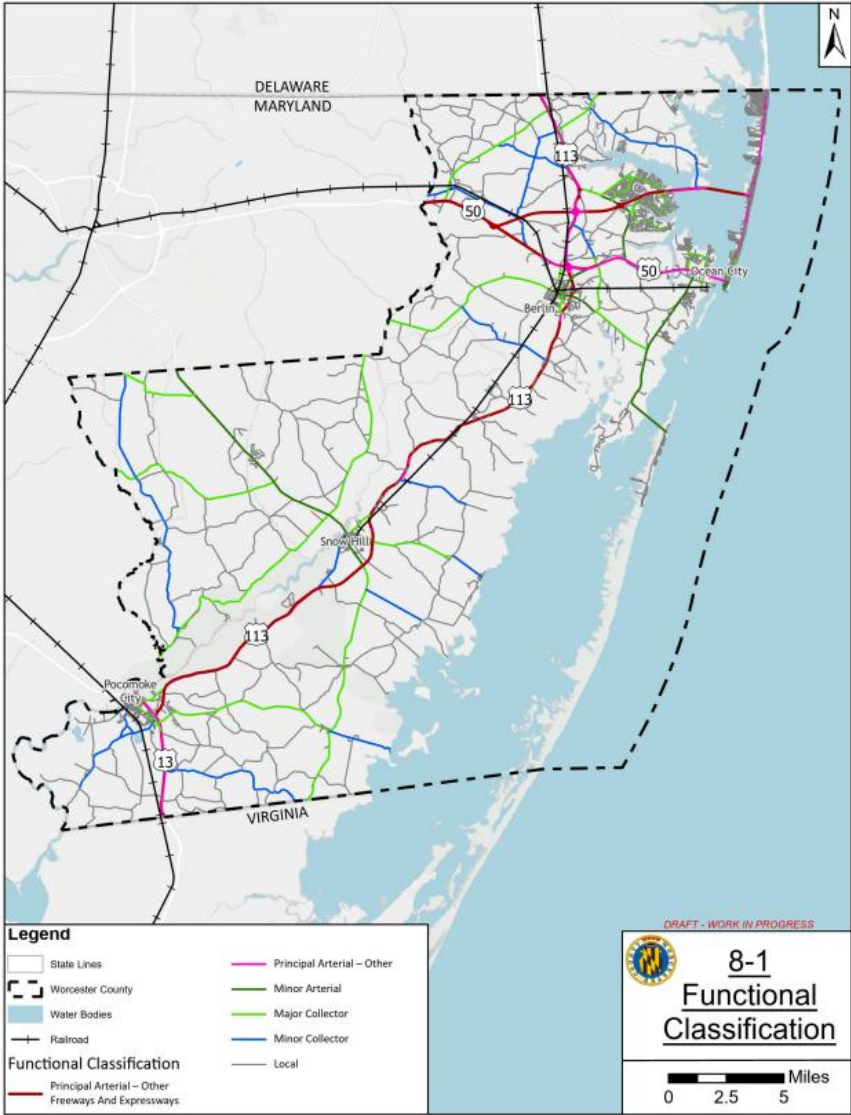


FIGURE 1. HIGHWAY MAP OF WORCESTER COUNTY  
Source: Worcester County 2024 Comprehensive Plan Update

**Transit Services**

Worcester County is served by two transit operators: Shore Transit (**Figure 2**) and Ocean City Transportation (**Figure 3**).

Shore Transit is a transit agency governed by the Tri-County Council for the Lower Eastern Shore of Maryland, serving Worcester, Somerset, and Wicomico counties. The agency operates five fixed routes, three of which serve Worcester County. Routes 432 and 452 operate in a loop connecting the communities of Salisbury, Berlin, Ocean City, and Pocomoke City, while Route 253 connects Pocomoke City to Princess Anne and Salisbury. Fares are \$3 per ride for the general public, with discounts for children, seniors, and the disabled. Shore Transit also offers demand-response paratransit service for anyone whose disability prevents them from riding fixed route transit, with fares between \$4 and \$5.



*FIGURE 2. SHORE TRANSIT VEHICLE IN OPERATION*

Ocean City Transportation operates two fixed bus routes in the Town of Ocean City. The Coastal Highway Beach Bus uses articulated buses and serves the main commercial corridor of Ocean City. There is also a Park-N-Ride fixed bus route from the West Ocean City Park-N-Ride to the South End Transit Station in Ocean City, as well as occasional bus shuttles for special events. Fares are \$4 for an all-day pass, with discount passes available for senior citizens. Ocean City Transportation also offers demand response paratransit service available for both disabled residents and visitors, with a \$4 fare.



*FIGURE 3: OCEAN CITY TRANSIT*

### Bicycle and Pedestrian Facilities

Worcester County is a beautiful place to pursue walking and cycling. In 2024, the county developed a Greenway Trails Master Plan, shown in **Figure 4**, to guide the county’s development of pedestrian and bicycle facilities. Most existing bike lanes are shared lane facilities, and the plan identifies several proposed shared lanes, side path trails, and on-road lanes. Some of these proposed facilities are Short-, Medium-, and Long-Term Priority Greenways, including Short-Term Priority Greenways on MD 610, MD 611, and MD 589 using on-road bike lanes. The 2050 Maryland Statewide Bicycle and Pedestrian Master Plan provides infrastructure recommendations to increase mode shift and improve safety for improving walking and biking throughout the state.

Local infrastructure includes various sidewalks and bicycle paths, though there is always room for improvement. Primary state-owned roads through municipalities such as US 113 Business in Pocomoke City (left) and MD 376 in Berlin (right) tend to have sidewalks on at least one side of the road, as shown in **Figure 5**.

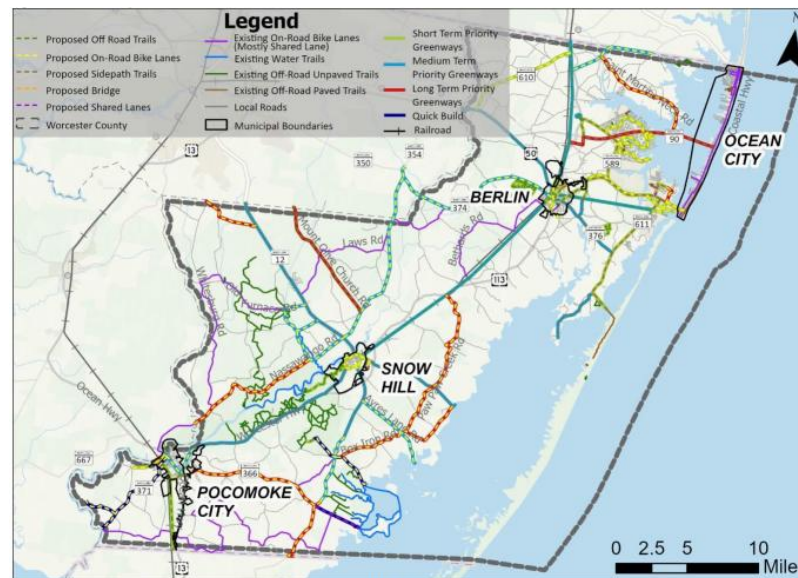


FIGURE 4. WORCESTER COUNTY GREENWAY TRAILS MASTER PLAN MAP



FIGURE 5. TYPICAL SIDEWALK FACILITIES ON PRIMARY ROADS IN MUNICIPALITIES

## **Data Driven Analysis of Traffic Safety**

Local Roadway Safety Plans are intended to be data driven, although the qualitative experience of community residents, planners and engineers, law enforcement officials and others cannot be discounted. From 2019 – 2024, there were 3,547 reported traffic crashes across all roadways in Worcester County, of which 604 resulted in an occupant or other roadway user being killed or injured. This section explores a few datapoints which shape the Local Roadway Safety Plan for Worcester County.

### ***Data Sources and Analytical Methods***

Crash data was sourced from the Maryland Department of State Police (MDSP) for 2019 to 2024. Data from the MDSP is submitted through the Automated Crash Reporting System (ACRS) which relates every crash with a mappable location.

Data on roadway mileage, traffic volumes, etc. was sourced from the Maryland SHA Data Services Division's annual reports. The analysis herein may or may not align exactly with the analysis of Maryland SHA or MHSO because of differences in calculation methods. For example, the different causes, such as pedestrians or DUI, may be tracked by multiple columns in the same dataset, with none of them containing all relevant reports. This leads to some user choice in how to combine information tracked incompletely across multiple columns, let alone across multiple data sources.

The LRSP is focused on high-level traffic safety insights, meaning that the findings below should be considered indicative of crash patterns. More granular analysis as to crashes at certain locations or by certain causes or contributing factors is necessary in making specific programmatic decisions or investments.

### ***Leading Causes and Contributing Factors of KSI Crashes***

The causes and contributing factors of KSI crashes in Worcester County, shown in **Figure 6** and **Figure 7**, are primarily behavioral in nature; that is, decisions made by drivers leading to poor outcomes. Examples of behavioral factors include driving while distracted, driving under the influence of alcohol or drugs, speeding, and recklessness. While improving roadway infrastructure can mitigate the seriousness of crashes, changing driver behavior through enforcement and education will have the most significant impact on reducing fatalities and serious injuries.

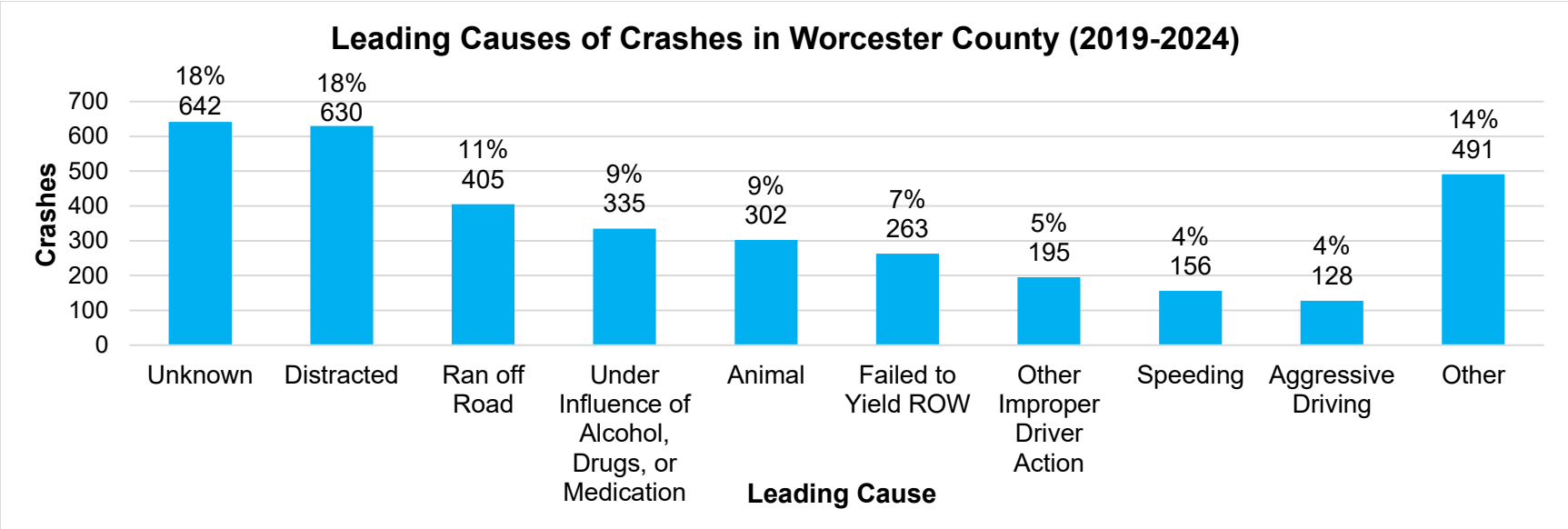


FIGURE 6. LEADING CAUSES OF ALL CRASHES IN WORCESTER COUNTY

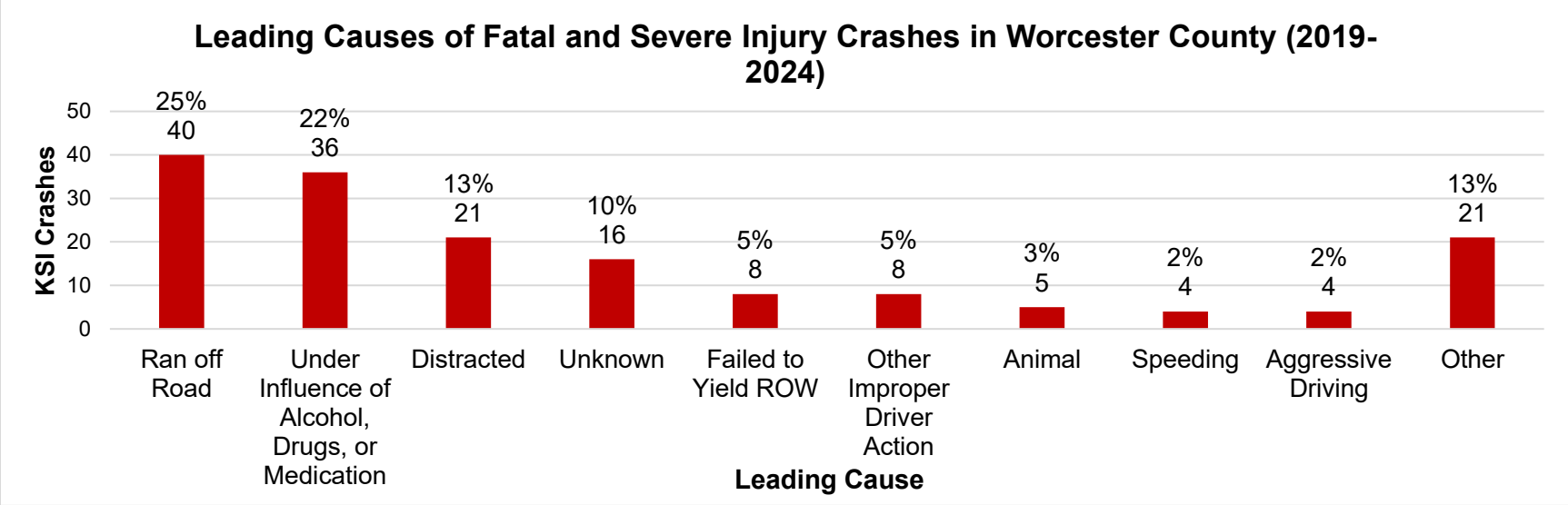
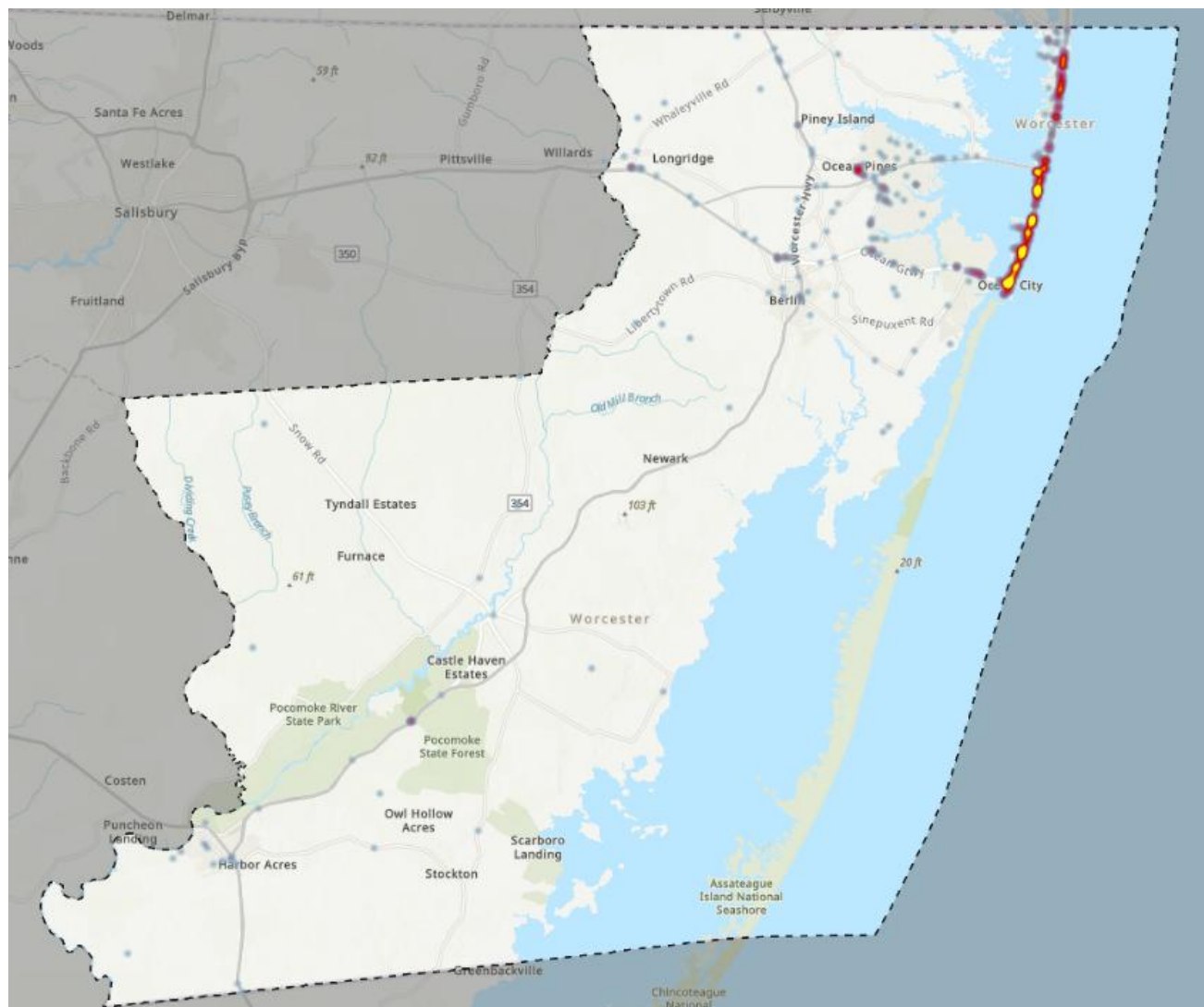


FIGURE 7. LEADING CAUSES OF ALL FATAL AND SEVERE INJURY CRASHES IN WORCESTER COUNTY

**Enforceable Actions**

Several of the top causes of crashes in Worcester County, shown in **Figure 6** and **Figure 7**, are enforceable. Driving under the influence (DUI), speeding, and aggressive driving are all directly enforceable actions. Distracted driving is a more subjective category, but it includes actions such as texting while driving, which is enforceable in Maryland. Failed to Yield ROW and Other Improper Driving Action can also be enforceable causes. The heatmap in **Figure 8** shows the distribution of one enforceable crash cause, DUI, across the county. The map includes all crashes with a cause attributed to DUI across all road types in the county. DUI crashes are highly concentrated in the municipality of Ocean City, particularly between MD 90 and US 50. There are a few other hotspots of lesser degree, such as Ocean Pines and along certain highways, including US 50 and US 113. Concentrating DUI enforcement resources, such as sobriety checkpoints, in Ocean City and smaller hotspots would optimize police deployment in the areas with the greatest DUI risk.



**FIGURE 8. HEATMAP OF DUI CRASHES**

**High Injury Network**

Although the leading causes and contributing factors of severe crashes are behavioral in nature, those outcomes are disproportionately concentrated on just a few roadway segments; 45% of all injury/fatal crashes occur on just 5% (20 miles) of all roadways in the County. These roadway segments are deemed the “High Injury Network” (HIN) for Worcester County and shown/listed in the maps and accompanying tables below. **Table 1** provides an overview of the HIN, and **Table 2 and Table 3** provides more details on each identified segment for County and SHA roads respectively, while **Figure 9** shows a map of the network.

The High Injury Network for Worcester County is broken down by the agency that maintains the road to provide optimal guidance for directing maintenance, infrastructure investment, and enforcement resources. The HIN also excludes all road segments inside the limits of any city or town since municipalities maintain the roads within their boundaries.

Designation of roadway segments as part of the High Injury Network can focus resources on reducing or mitigating severe crashes. For example, if a roadway on the High Injury Network has many horizontal or vertical curves, there are mitigation measures that can be taken to slow traffic, alert drivers of roadway conditions, and lessen the impact at locations when crashes most frequently occur. Long, flat road segments or segments with high traffic volumes on the High Injury Network may lend themselves to saturation patrols and greater enforcement of speed limits. Specific strategies are explored later in Part 3.

TABLE 1. HIGH INJURY NETWORK BY AGENCY

Road Ownership	Number of Fatality and Severe Injury Crashes (2019 - 2024)			Roadway Mileage		
	HIN Segments	Total Countywide	HIN Crashes as % of Total Crashes	HIN Centerline (mi)	Total Centerline (mi)	HIN Mileage as a % of Total Mileage
State	58	106	55%	11	234	4.7%
County	16	57	28%	9	160	5.6 %
<b>Total</b>	<b>74</b>	<b>163</b>	<b>45%</b>	<b>20</b>	<b>394</b>	<b>5.1%</b>

TABLE 2. HIGH INJURY NETWORK ON COUNTY MAINTAINED ROADS BY ROAD SEGMENT

High Injury Network for Worcester County, MD: County Maintained Roads								
ID Number	Roadway	Fatal Crashes	Severe Injury Crashes	All Bike/Ped Crashes	KSI + Bike/Ped Crashes per Mile	Segment Length (mi)	Number of Travel Lanes	Speed Limit
<b>Worcester County Maintained Roads</b>								
1	<b>Sinepuxent Rd</b> Mary Rd to Holly Grove Rd	1	4	0	5	1.7	2	40
2	<b>Sheppards Crossing Rd</b> ½ mile N of MD 610 to Circle Rd	0	2	0	2	1	2	40
3	<b>Unionville Rd</b> Sand Pit Rd to William St	0	1	0	0.9	1.1	2	40
4	<b>St Martins Neck Rd</b> 0.1 mi S of Southhampton Dr to 0.5 mi E of Salt Grass Point Rd	1	4	0	1.5	3.3	2	40
5	<b>Whitesburg Rd</b> Fleming Mill Rd southward to Heather Rd	0	2	0	1.5	1.3	2	Unposted*
6	<b>Holly Grove Rd</b> Samual Bowen Blvd to Sinepuxent Rd	0	1	0	0.5	1.9	2	40

\* There were no visible speed limit signs on this segment of Whitesburg Rd or the start or end points of the road, so it's described here as unposted. The project team would expect the speed limit to be 40 mph since the road design is similar to the other HIN county roads, which all have a speed limit of 40 mph.

TABLE 3. HIGH-INJURY NETWORK ON SHA MAINTAINED ROADS BY ROAD SEGMENT

High Injury Network for Worcester County, MD: SHA Maintained Roads								
ID Number	Roadway	Fatal Crashes	Severe Injury Crashes	All Bike/Ped Crashes	KSI + Bike/Ped Crashes per Mile	Segment Length (mi)	Number of Travel Lanes	Speed Limit
<b>Maryland SHA Maintained Roads</b>								
7	<b>US-50</b> Ocean City Bridge to Ocean Gtwy	1	7	16	12.9	1.7	4-6	40-55
8	<b>MD 589</b> Gum Point Rd to 0.5 mi N of Taylorville Ln	2	1	2	8.5	0.6	2	40-50
9	<b>US-50</b> Herring Creek Ln to Race Track Rd (MD 589)	5	3	1	5.6	1.6	4-6	45-55
10	<b>US-113</b> US 50 Interchange to Int. 575 Exit Ramp	2	1	0	3.75	0.8	4-6	55
11	<b>US-113</b> Kepler Ln to Worcester County Boundary	1	5	0	2.8	2.1	4	55
12	<b>US-113</b> Johnson Neck Rd to Shad Landing State Park	2	7	0	3.2	2.8	4	55
13	<b>US-50</b> Logtown Rd to 0.5 mi East of Hall Rd	2	2	0	2.1	1.9	4	55
14	<b>US-113</b> Groton Rd + 2 mi northward	1	3	0	2	2	4	55
15	<b>US-113</b> Shingle Landing Rd to Berin Dover Rd On-Ramp	1	2	0	1.9	1.6	4	55
16	<b>MD 12</b> 0.3mi north of Red House Rd to Kirkwood Dr	1	1	0	1.8	1.1	2	40-50

High Injury Network for Worcester County, MD: SHA Maintained Roads								
ID Number	Roadway	Fatal Crashes	Severe Injury Crashes	All Bike/Ped Crashes	KSI + Bike/Ped Crashes per Mile	Segment Length (mi)	Number of Travel Lanes	Speed Limit
17	<b>MD 589</b> 0.9 mi North of Manklin Creek Rd to Calvin Ln	1	1	0	0.9	2.2	2	50
18	<b>US-50</b> Worcester County Boundary to Hall Rd	4	2	0	3.5	1.7	4	55

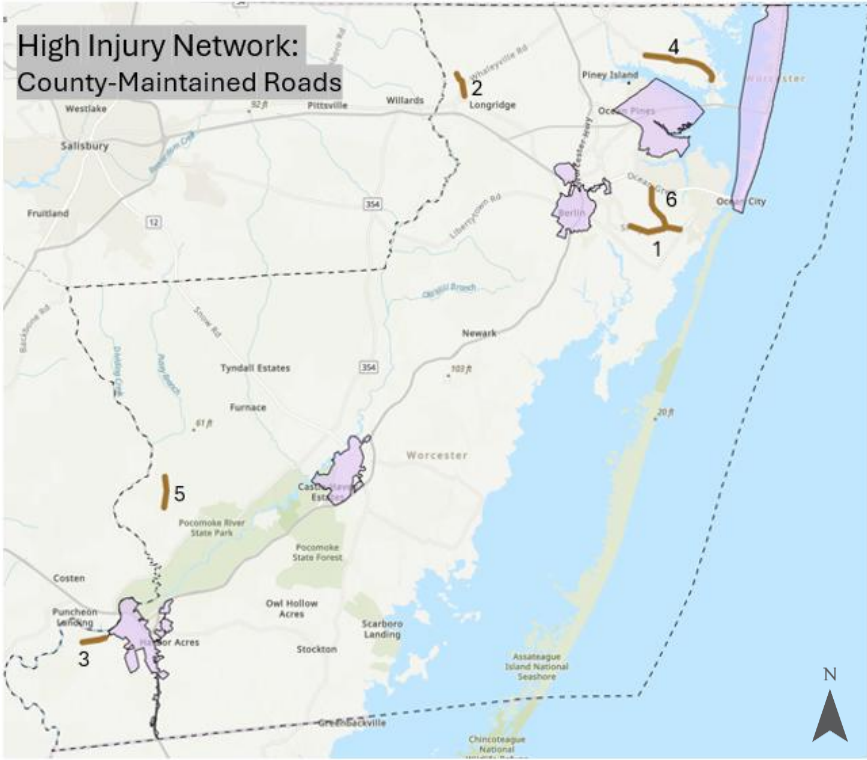
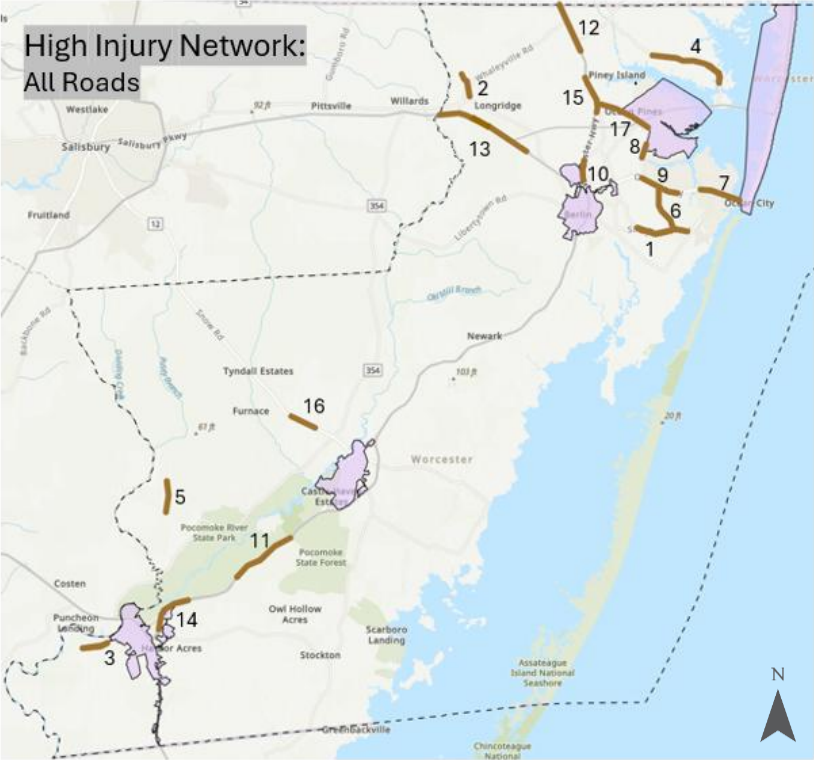
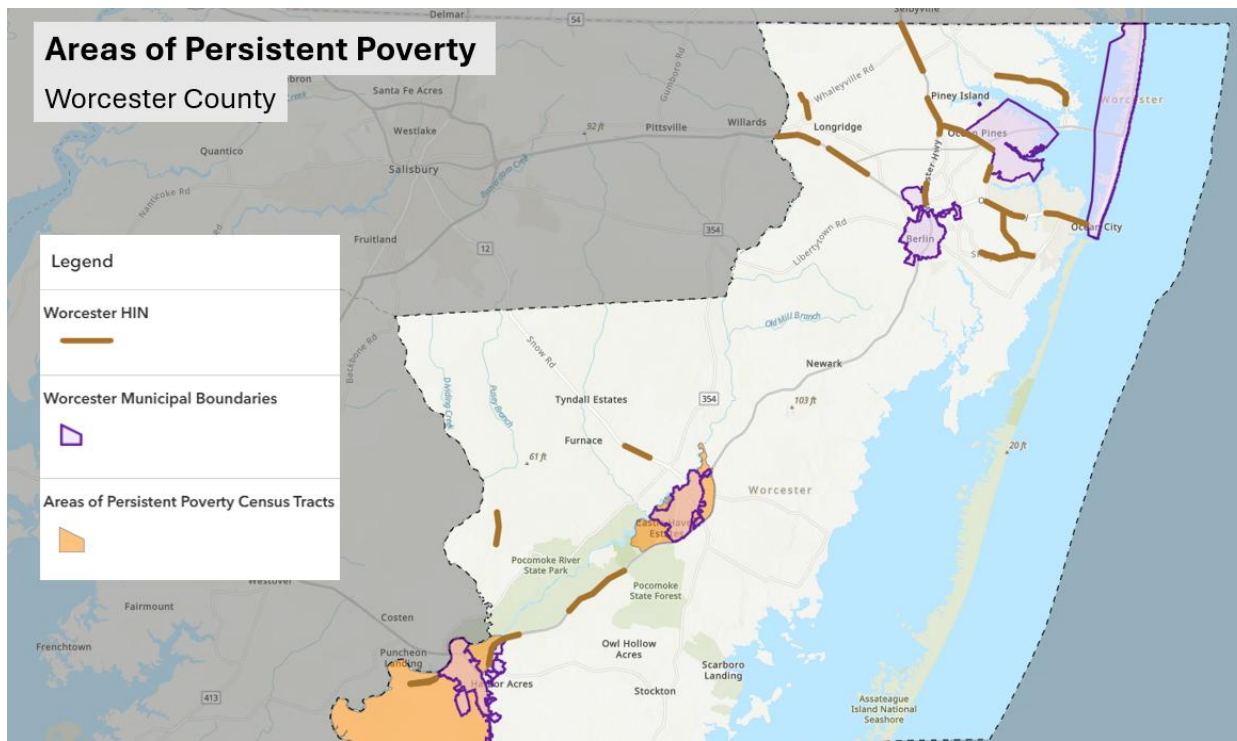


FIGURE 9. HIGH-INJURY NETWORK MAP, ALL ROADS VS COUNTY ROADS ONLY

**Equity Analysis**

Equity analysis in transportation planning encourages an understanding of how the benefits and burdens of decisions affect vulnerable or historically disadvantaged populations. Current USDOT guidance for FY25 grant applications states that ‘Underserved Communities’ shall be identified using the definition of Areas of Persistent Poverty (APP) under 49 U.S.C. § 6702(a)(1). The code stipulates that an APP can be identified using one of the following three methods, depending on the type of geography in question:

- (A) Any **county** (or equivalent jurisdiction) in which, during the 30-year period ending on the date of enactment of this chapter, 20 percent or more of the population continually lived in poverty, as measured by— (i) the 1990 decennial census; (ii) the 2000 decennial census; and (iii) the most recent annual small area income and poverty estimate of the Bureau of the Census;
- (B) Any **census tract** with a poverty rate of not less than 20 percent, as measured by the 5-year data series available from the American Community Survey of the Bureau of the Census for the period of 2014 through 2018; and
- (C) Any **territory or possession** of the United States



**FIGURE 10. MAP OF AREAS OF PERSISTENT POVERTY (APP) AT THE CENSUS TRACT LEVEL IN WORCESTER COUNTY**

Worcester County does not qualify as an Area of Persistent Poverty, but there are two census tracts within the county that do: 9513 and 9515, shown in **Figure 10**. These census tracts contain the municipalities of Snow Hill and Pocomoke City, respectively. Both tracts qualify via the census tract criteria, B, meaning they had a poverty rate of 20% or greater in 2014-2018 5-Year American Community Survey (ACS) Estimates.

These tracts make up 5% of the land area of the county and are home to approximately 6,700 people (2014-2018 ACS), or 13% of the population. The tracts are notably in the southern half of the county, far from beach-

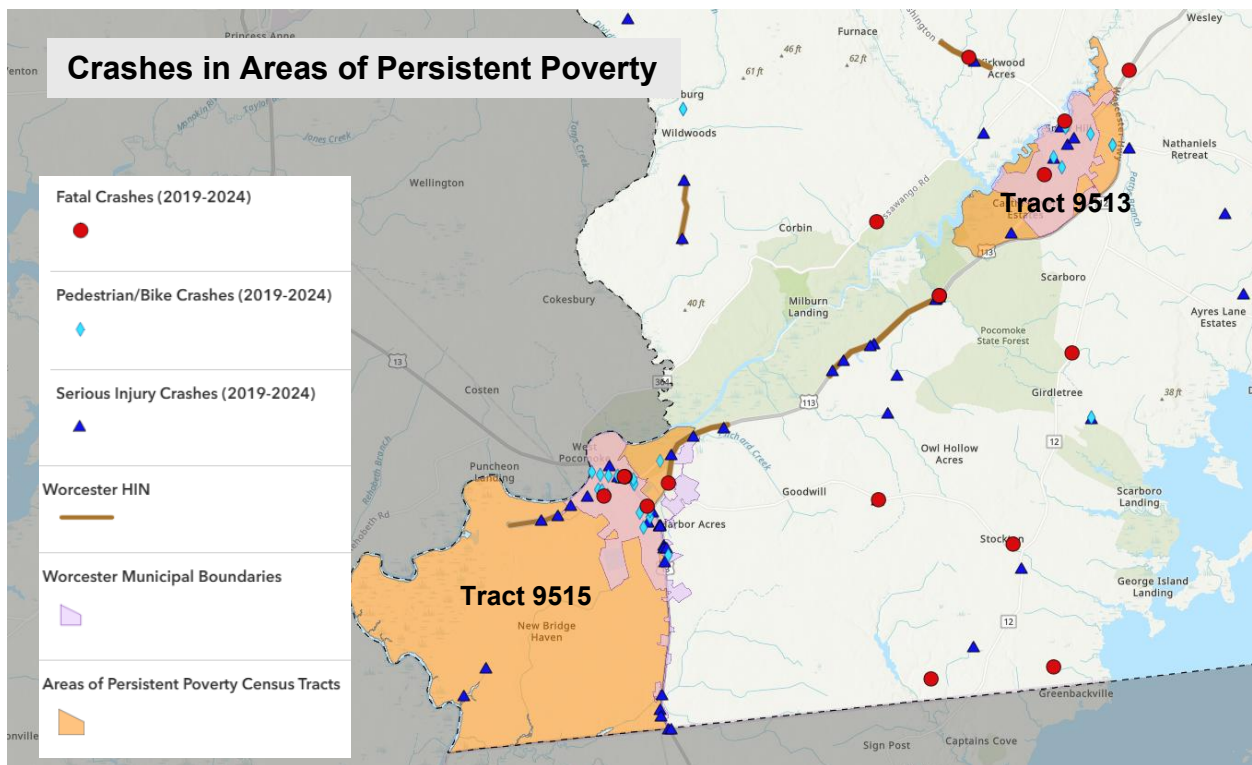


FIGURE 11. MAP OF CRASHES IN AREAS OF PERSISTENT POVERTY

bound traffic in the north. Census tract 9513 does not contain any HIN segments. The majority of the land area in this tract is consumed by the municipality of Snow Hill, which is excluded from this study. Outside of Snow Hill, this tract contained one crash involving a bicyclist or a pedestrian (bike/ped) and one crash resulting in a serious injury, as shown in **Figure 11**. Just outside the boundaries of the tract, there was one fatality on the bridge into Snow Hill. The crash volume in this tract is similar to the rest of the southern half of the county.

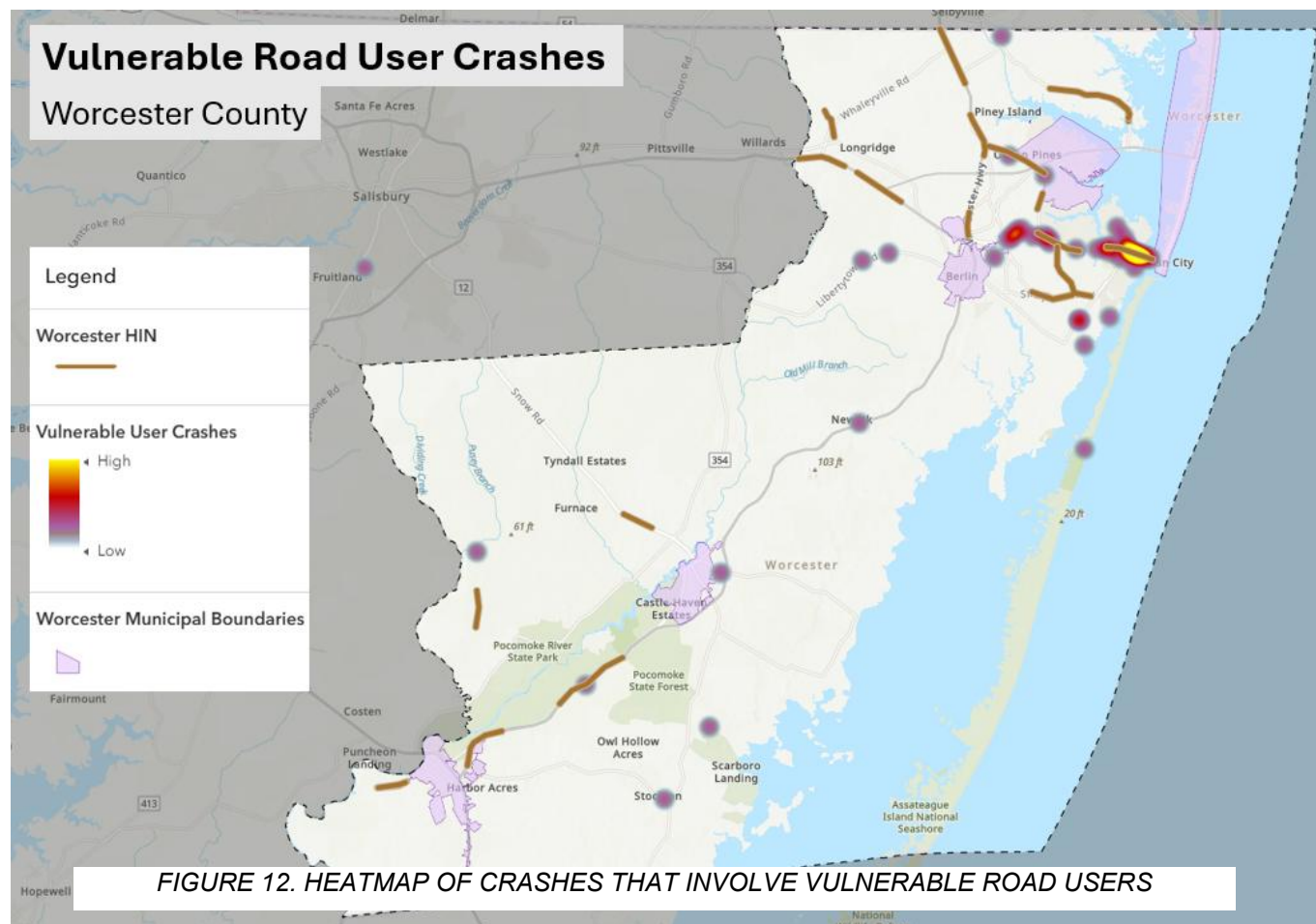
Census tract 9515 contains most of Pocomoke City, as well as two HIN segments: the southernmost segment on US 113, as well Unionville Rd.

outside of Pocomoke City, this tract contained six serious injury crashes, one fatality crash, and one bike/ped crash. Though the crash volumes are higher in the rural portion of tract 9515 than tract 9513, it is a much larger tract and therefore presents a similar level of traffic safety risk.

Overall, a small amount of the county's land area falls within an Area of Persistent Poverty. The two qualifying tracts are in the southern half of the county and contain the municipalities of Snow Hill and Pocomoke City. Traffic volumes are lower in this part of the county compared to the northern half, at least in part because Ocean City and the beach are the biggest trip generators in northern Worcester County. Therefore, the crash volumes in these APPs do not make up a high share of the overall crashes at the county level. However, the High Injury Networks identified in this study were developed with this disparity in travel volumes in mind and intentionally selected such that there were segments in the northern and southern portions of the county. The identified HIN segments capture the traffic safety risk in the rural portion of these tracts. An awareness of the poverty level in both tracts may be helpful in structuring public outreach in a way that will meet the needs of residents.

### Vulnerable Roadway Users

Pedestrians, bicyclists, motorcyclists, low-speed and farm vehicle operators, and other roadway users with less protection from collisions are considered “vulnerable roadway users” (VRU). Of the 49 fatal traffic crashes on all road types between 2019 and 2024 in Worcester County (resulting in 54 fatalities), six involved a pedestrian and one involved a cyclist. In all these cases, the non-motorist died while the motorist experienced at most a minor injury. Additionally, there were eight fatal crashes involving a motorcyclist and one involving a moped rider. Altogether, 33% of fatal crashes involved a vulnerable roadway user. Of the 114 serious injury crashes, 28 involved a VRU, which is 25% of all SI crashes. 23 of the serious injury crashes included a motorcycle or moped, four included a pedestrian, two included a cyclist, and one included an electric scooter – it should be noted



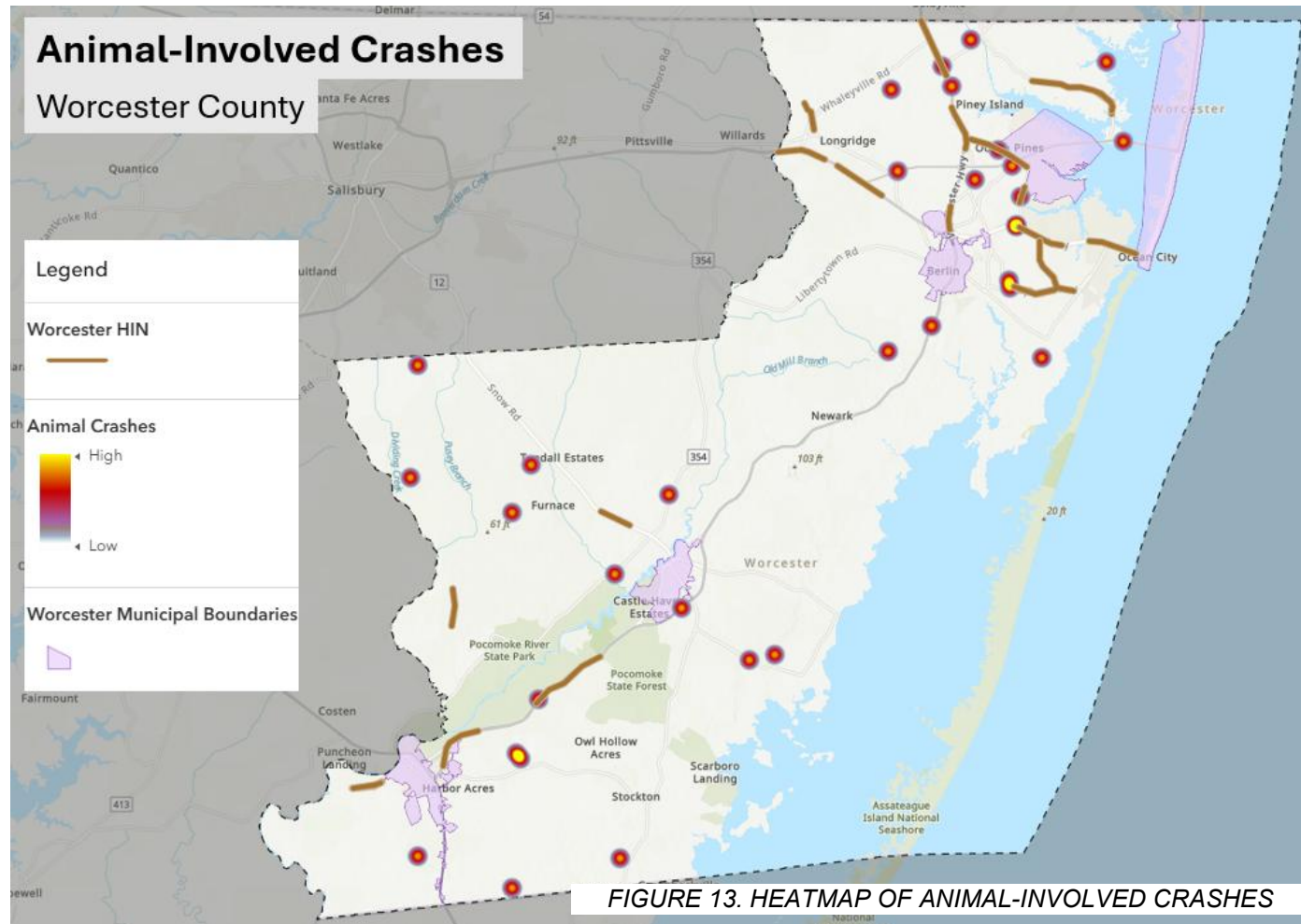
that two of the SI crashes involved both a motorcyclist and a pedestrian. These crashes resulted in 36 severe injuries.

**Figure 12** shows the spatial distribution of all crashes involving vulnerable roadway users on any type of road outside of a municipality. Vulnerable road user crashes are concentrated on corridors in more populated areas, particularly the HIN segments on US 50 between Berlin and Ocean City and on MD 589 on the border of Ocean Pines. Most other VRU-involved crashes in the county were isolated events on more rural roads, but there are a few pockets in more populated areas, such

as West Ocean City and Snug Harbor. There are several crashes involving a cyclist on non-HIN segments in West Ocean City. There were also two VRU-involved crashes on MD 374 (Libertytown Rd). Providing safer facilities for pedestrians and cyclists along the identified sections of US 50 and MD 589, as well as in populated areas such as West Ocean City under state-and county-jurisdiction, could help reduce the risk of fatality and serious injury for vulnerable roadway users.

**Wildlife-Vehicle Crashes (WVC)**

Of the 3,547 total reported crashes from 2019-2024 in Worcester County, 302 involved wildlife -- the 4<sup>th</sup> leading cause of crashes in Worcester County, averaged across all years. Animal-involved crashes are evenly distributed throughout the county, as shown on the map in **Figure 13**. There were a few hot spots: a small area on US 50 and along Sinepuxent Rd near Berlin, as well as on Lambertson Rd near Goodwill. A significant increase



in animal-involved crashes occurred in the Fall months during the deer rut when hunting season is at its peak, as shown in **Figure 14**. Although there were no fatalities and only 5 serious injuries directly attributed to animal crashes, animal crashes are often attributed to a combination of factors such as distracted driving and speeding, which are among the highest causes of severe injury crashes.

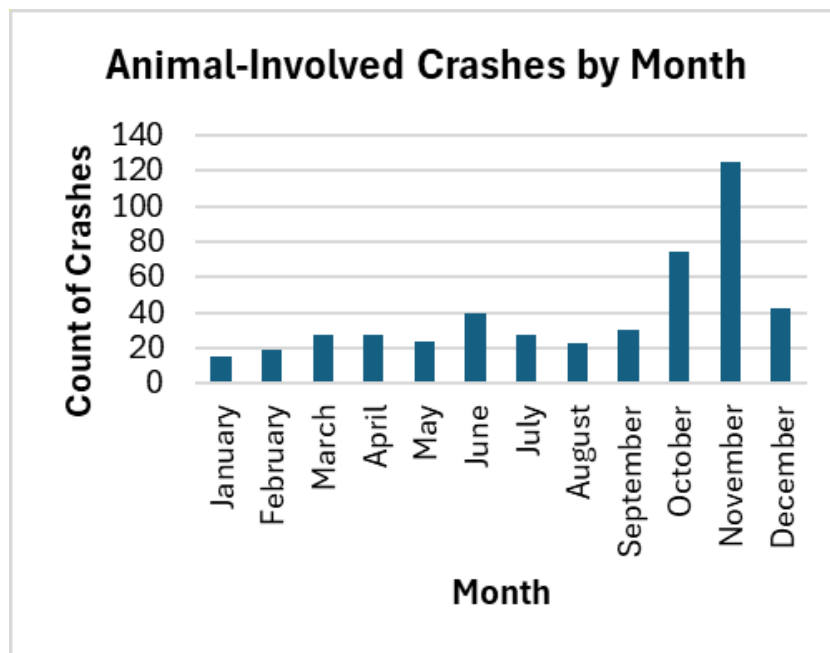


FIGURE 14. ANIMAL-INVOLVED CRASHES BY MONTH

**Recommendations for Emphasis Areas & Targets**

Based on data analysis, stakeholder views, and to achieve alignment with other local, regional, and state plans, the following emphasis areas are recommended to eliminate fatalities and serious injuries on Worcester County roadways. Specific strategies are discussed in Part 3 of the LRSP and should be applied countywide.

- Systematically Reduce the Risk of Roadway Departure on the High Injury Network
- Address Speeding, Aggressive, and Distracted Driving
- Educate and Increase Enforcement to Mitigate Behavioral Causes of Crashes

## Part II: Stakeholder Feedback Summary

### Stakeholder Engagement & Viewpoints

Stakeholder engagement is an important part of the strategic process to develop roadway safety plans. Stakeholder engagement was conducted via two meetings with the project advisory committee. Agencies and organizations represented on the project advisory committee included:

- Worcester County Board of Education
- Worcester County Sheriff's Office
- Worcester County Department of Public Works
  - Roads Division
- Worcester County Fire Marshal's Office
- Worcester County State's Attorney
- Worcester County Bicycle and Pedestrian Coalition

### Stakeholder Meeting #1: April 28<sup>th</sup>, 2025

The project team outlined the scope of the Worcester County LRSP, its necessity for winning certain kinds of safety grant funding and guiding framework of the Safe Systems Approach. The team detailed the project schedule and the data analysis process, highlighting six county-maintained corridors that had been identified as priorities for safety investment.

Comments provided from stakeholders are noted below:

- Patti Stevens of the Bike and Ped Coalition requested that property damage only crashes be considered more seriously because they may signal future severe crashes.
- Kris Heiser of the State's Attorney's Office advocated for proactive and targeted enforcement strategies inclusive of the entire county for prioritization purposes.
- Patti Stevens of the Bike and Ped Coalition emphasized the need to engage District 1 State Highway Association engineers and include State Roads in planning.

Based on stakeholder feedback, the project team and stakeholder advisory committee agreed to do the following:

1. Discuss the cost and feasibility of expanding the study to include municipalities.
2. Incorporate enforcement data and create heat maps of different causal factors to help allocate resources more effectively.
3. Investigate the possibility of adding Manklin Creek to the HIN list.
4. Engage District 1 SHA engineers in the dialogue to discuss plans, thoughts, and potential funding partnerships.

5. Analyze the data to see if animal collisions occurred during typical high-volume times like October and November.
6. Investigate current feasibility of adding automated speed enforcement cameras to non-school zones.

## **Stakeholder Meeting #2: August 11, 2025**

The second stakeholder meeting was held on August 11, 2025. The agenda included emphasis areas drawn from county trends, a Safety Treatments Toolbox applicable to the entire county, safety infrastructure recommendations for each County HIN roadway, and the Draft Local Roadway Safety Plan. The team also provided updates on the action items from the first stakeholder meeting, listed below using the same numbers as above.

1. Determined that including municipalities was not achievable given available funding.
2. The presentation incorporated a section on enforceable events, such as DUI and speeding. It also included a heatmap of DUI across the county to help officials understand where to direct enforcement resources.
3. The team presented crash volumes on Manklin Creek Rd and determined that it did not warrant inclusion in the HIN list.
4. The SHA-District 1 Assistant District Engineer of Traffic was included in this second stakeholder meeting.
5. The team analyzed the seasonality of animal crashes and determined that they peaked in the fall, consistent with the deer rut. This information is included in the Wildlife Vehicle Collisions section of the LRSP.
6. The current county code does not allow for automated enforcement in non-school zones.

## Part III: Strategies to Eliminate Roadway Deaths and Serious Injuries in Worcester County

### Emphasis Area #1: Systematically Reduce the Risk of Roadway Departure on the High Injury Network

The types of crashes most characteristic of rural areas—single-vehicle roadway departures and head-on collisions—are more likely to result in serious injury or fatality than low-speed, congestion-related collisions in urban areas. While excessive speed and inattention are driver behaviors that most frequently lead to rural-road crashes, the state and county can take steps to mitigate their severity. As county and state agencies make resource allocation decisions, they should be mindful of where investments will likely have the greatest impact. The following actions should be pursued:

- **Implement low-cost safety countermeasures** such as rumble strips, enhanced signage, reflective markers, and increased delineation of horizontal curves to warn drivers of hazards; and guardrails and clear zone management to mitigate the severity of crashes.
- **Seek funding** through the **Safe Streets for All** program to develop and implement safety and spot improvements as appropriate along the High Injury Network.

### Emphasis Area #2: Address Speeding, Aggressive, and Distracted Driving

Speeding and distracted driving are consistently amongst the most common causes of automobile crashes in the United States. Worcester County is no different with speeding and distracted driving, claiming over 19% of all fatal and serious injury crashes. The following speed control policies and programs should be brought about in efforts to improve road safety:

- **Reduce posted speeds** along the High Injury Networks.
- **Add signing and marking** to reduce speeds in HINs. This includes the addition of speed warning and feedback signs, speed humps, and the installation of optical speed bars.
- Form a **speed enforcement task force** comprised of municipal and County agencies, and the Maryland State Police to agree on speed reduction strategies and develop a resource sharing agreement to implement them.
- Consider the use of **speed enforcement cameras** where eligible in the county.
- Encourage the judiciary to **strictly adjudicate the most egregious speeding cases**.

### Emphasis Area #3: Educate & Enforce to Mitigate Behavioral Causes of Crashes

To address the leading **behavioral causes** of fatal and severe injury crashes in Worcester County—driving under the influence (DUI), distracted driving, speeding, and wildlife-vehicle collisions (WVCs)—a coordinated education and enforcement campaign is essential. DUI is the largest

contributing cause, with 22% of all KSI crashes in the county attributed to **driving under the influence**. Collaboration among law enforcement, public health, and local media will be key to ensuring these messages and enforcement campaigns reach both residents and the county’s large seasonal visitor population. Efforts should include:

- **Seasonal public education campaigns** during the **fall deer rut** to raise awareness of WVC risks.
- **Year-round messaging** on the dangers of impaired and aggressive driving, including texting or **using a cell phone while driving**.
- Bystander intervention training in high schools to empower students to recognize the warning signs and practice safely intervening when peers may be at risk of driving under the influence.
- Visible enforcement on the High Injury Network (HIN) including **saturation patrols, sobriety checkpoints, and speed enforcement** during peak risk periods (holidays, summer tourism season).
- Increased enforcement of laws prohibiting alcohol sales to minors by conducting regular compliance checks at retail outlets, restaurants, and event venues.

## Roadway Safety Targets

As an aspirational goal, Worcester County should commit to achieving zero deaths and serious injuries on its roadways within 20 years of plan adoption, by 2045. The targets in **Table 4** below relate to the emphasis areas where the county intends to make significant progress. Reporting on the annual targets towards zero deaths by 2045 will occur in a variety of forms and forums based on County direction.

**TABLE 4. INTERMEDIATE CRASH TARGETS ON A 20-YEAR TIMELINE LEADING UP TO 2045**

Category	2019 – 2024 Average KSIs per Year (Baseline)	2030 Interim Target Annual KSIs	2035 Interim Target Annual KSIs	2040 Interim Target Annual KSIs	2045 Vision
Vulnerable Roadway Users – motorcycle/moped	5	3	2	1	0
Vulnerable Roadway Users – pedestrian, bicycle, scooter	2	1.5	1	0.5	0
Impaired	8	4	2	1	0
Speeding, Reckless, and Inattentive Driving	7	4	2	1	0
Run Off the Road	8	4	2	1	0

### Recommendations by Corridor for County HIN

This section outlines specific recommended actions to improve safety outcomes on each corridor in the County-level High Injury Network.

#### County HIN #1: Sinepuxent Rd

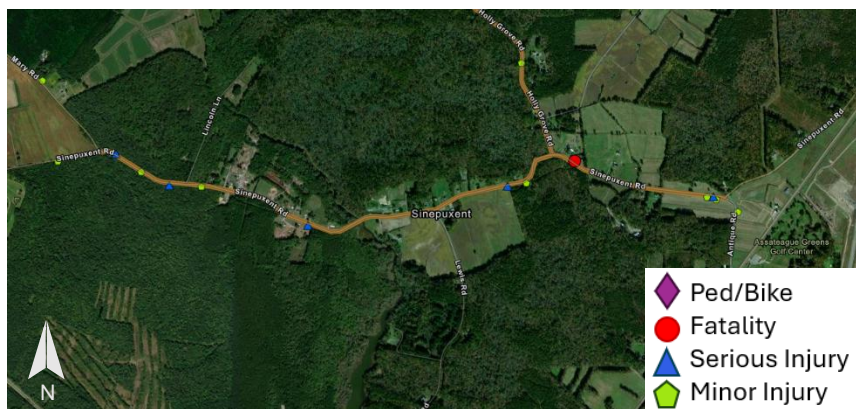


FIGURE 15. CRASHES ON SINEPUXENT RD

To mitigate single vehicle and roadway departure crashes:

- Install painted edge lines
- Install rumble strips on outside of horizontal curves
- Construct paved shoulders
- Construct guardrail on outside of curves where steep grade exists off edge of roadway
- Install enhanced delineation on horizontal curves:
  - Advance warning signage
  - In-lane pavement markings approaching curves

#### County HIN #2: Sheppards Crossing Rd



FIGURE 16. CRASHES ON SHEPPARDS CROSSING RD

To mitigate single vehicle crashes and roadway departures:

- Install enhanced delineation on horizontal curves:
  - Chevron signage
  - Advance warning signage
  - In-lane pavement markings approaching curves
- Install rumble strips on pavement edges
- Install lane edge markings

County HIN #3: Unionville Rd

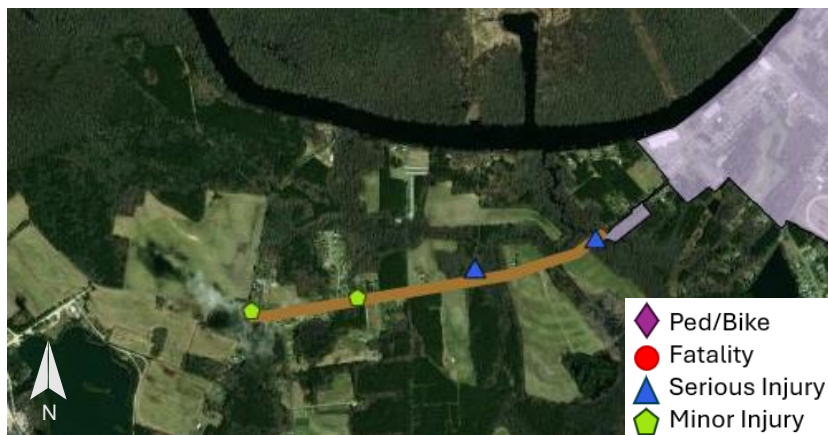


FIGURE 17. CRASHES ON UNIONVILLE RD

To mitigate fixed object strikes resulting from roadway departures:

- Install rumble strips on pavement edges
- Consider increasing setback distance of roadside objects (e.g. telephone poles, light poles)

County HIN #4: St. Martins Neck Rd

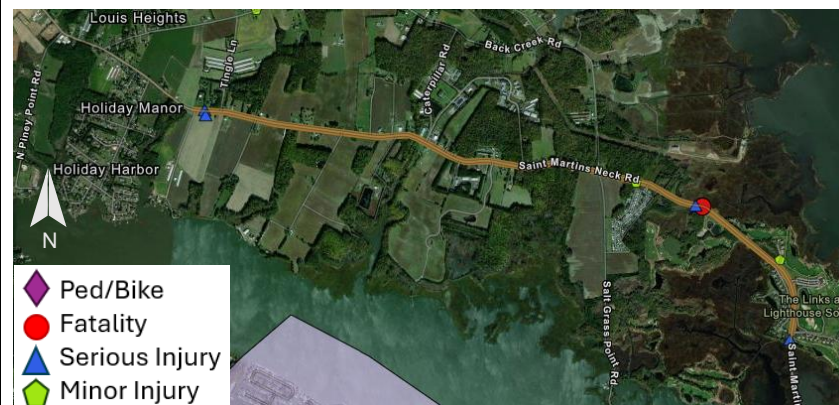


FIGURE 18. CRASHES ON ST. MARTINS NECK RD

To mitigate single vehicle crashes through curved sections of the corridor:

- Install enhanced delineation on horizontal curves:
  - Chevron signage
  - Advance warning signage
  - In-lane pavement markings approaching curves
  - Construct paved shoulders

County HIN #5: Whitesburg Rd

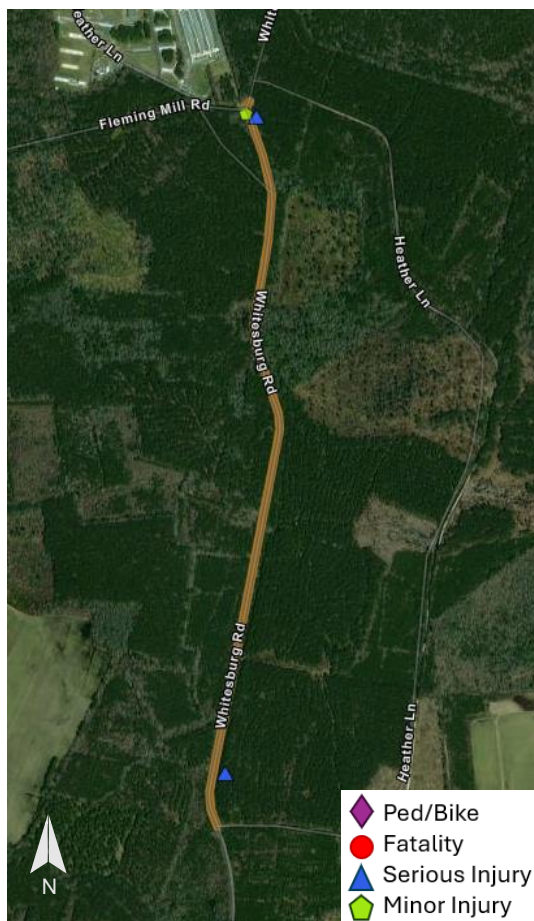


FIGURE 19. CRASHES ON WHITESBURG RD

To mitigate single vehicle crashes and roadway departures:

- Install enhanced delineation on horizontal curves:
  - Chevron signage
  - Advance warning signage
  - In-lane pavement markings approaching curve

County HIN #6: Holly Grove Rd.

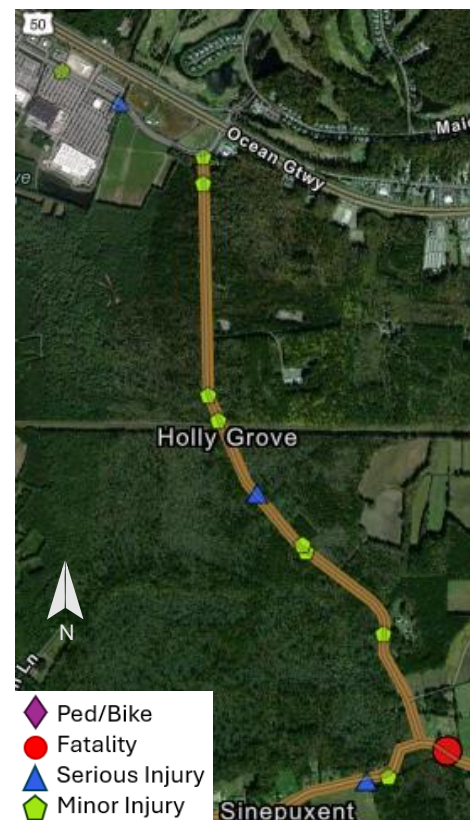


FIGURE 20. CRASHES ON HOLLY GROVE RD

To mitigate single vehicle crashes and roadway departures:

- Install enhanced delineation on horizontal curves:
  - Chevron signage
  - Advance warning signage
  - In-lane pavement markings approaching curves
- Construct guardrail where vertical drop from side of roadway exits
- Install rumble strips on edge of pavement

## Part IV: Plan Development and Implementation

### Plan Development

This Worcester County Local Roadway Safety Plan (LRSP) was developed as part of the County's commitment to improving roadway safety and reducing traffic-related injuries and fatalities. The LRSP addresses key safety concerns such as driving under the influence, roadway departures, and protecting vulnerable road users like pedestrians and cyclists. The plan was created in consultation with stakeholders and local authorities.

### Plan Implementation

The following implementation plan can guide County officials in how to eliminate roadway fatalities and serious injuries in Worcester County by 2045 through targeted, data-driven, and community-supported safety interventions.

#### Phase 1: Launch & Mobilization (0–6 Months)

##### 1.1 Establish Governance

- Formally adopt the LRSP via the County Board of Commissioners.

##### 1.2 Secure Funding

- Apply for Safe Streets for All (SS4A) and Highway Safety Improvement Program (HSIP) grants using the LRSP as a qualifying Comprehensive Safety Action Plan.

#### Phase 2: Education, Enforcement & Equity (6-12 Months)

##### 2.1 Behavioral Campaigns

- Launch seasonal campaigns on:
  - Wildlife-vehicle crash awareness (fall rut season)
  - Distracted and impaired driving (year-round)

##### 2.2 Enforcement Coordination

- Coordinate with the Worcester County Sheriff's Office for targeted patrols on county HIN segments.
- Conduct speed enforcement blitzes during peak travel seasons.

##### 2.3 Equity Integration

- Prioritize outreach and improvements in Census Tract 9515 (Pocomoke City), which has both high poverty and a county HIN segment.

## **Phase 3: Implement Infrastructure Solutions (6–18 Months)**

### 3.1 Corridor-Specific Countermeasures

- Apply the recommendations from Part III of this report.

### 3.2 Speed Management

- Reduce posted speed limits on rural HIN segments where appropriate.
- Deploy mobile speed feedback signs and traffic calming devices (e.g., speed cushions) in high-risk areas.

### 3.3 Visibility & Delineation

- Install reflective markers, edge lines, and enhanced signage on all county HIN segments to improve nighttime and low-visibility safety.

## **Phase 4: Monitoring & Institutionalization (18–36 Months)**

### 4.1 Performance Tracking

- Use MDSP crash data and Maryland SHA traffic volumes / speed data to monitor:
  - KSI reductions by corridor
  - VRU crash trends
  - Speed compliance rates

### 4.2 Policy Integration

- Embed LRSP strategies into:
  - County Capital Improvement Plan (CIP)
  - Development Review and Permitting standards
  - Public Works maintenance schedules

### 4.3 Annual Reporting

- Publish a Roadway Safety Progress Report every 5 years to track progress toward 2045 target.

Administration

ANNETTE E. WALLACE, Ed.D.  
Superintendent of Schools

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

MATTHEW J. RECORD, Ed.D.  
Chief Safety & Academic Officer, Gr. 9-12

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

VINCENT E. TOLBERT, CPA  
Chief Financial Officer



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

**ITEM 11** Board Members

TODD A. FERRANTE  
President

WILLIAM E. BUCHANAN  
Vice-President

JON M. ANDES, Ed.D.

JACKIE M. CUTLIP

WILLIAM L. GORDY

ELENA J. MCCOMAS

DONALD C. SMACK, SR.

March 24, 2026

Mr. Theodore J. Elder, President  
Worcester County Commissioners  
One W. Market Street, Room 1103  
Snow Hill, Maryland 21863

Dear President Elder:

In February 2025, the Worcester County Board of Education (WCBOE) entered into a three-party Memorandum of Understanding (MOU) with the Maryland Interagency Commission on School Construction (IAC) and Worcester County Government regarding the replacement of Buckingham Elementary School (BES) and the renovation or replacement of Berlin Intermediate School (BIS).

As part of this process, WCBOE partnered with Becker Morgan Group (BMG) to complete the architectural and engineering components of the Berlin Intermediate School (BIS) Feasibility Study. The study was conducted in accordance with the Code of Maryland Regulations (COMAR) 14.39.03 and the Public School Construction Program (PSCP) Administrative Procedures Guide, Section 3.F (Feasibility Studies).

Following the completion and approval of the BIS Feasibility Study at the March 17, 2026, WCBOE meeting, WCBOE and BMG request to present the study's findings and recommendations to the Worcester County Commissioners for review and discussion.

WCBOE respectfully requests the Worcester County Commissioners' approval of the enclosed BIS Feasibility Study. Upon receiving local approval, the study will be submitted to the IAC for final review and consideration.

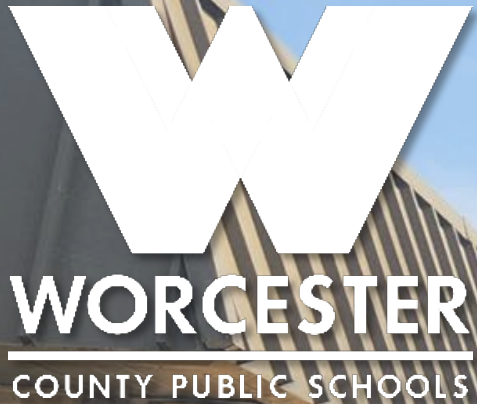
WCBOE attributes its continued success in addressing school construction and capital improvement needs to the strong collaboration among the Board of Education, County Commissioners, state legislators, and community stakeholders. With the continued support of the County Commissioners, WCBOE remains committed to providing all Worcester County students with high-quality, modern educational facilities.

On behalf of the Board of Education, thank you for your continued support of Worcester County Public Schools. We look forward to meeting with the Commissioners on April 21, 2026, to discuss the BIS Feasibility Study in further detail.

Sincerely,

Annette E. Wallace  
Superintendent of School

CC: Board of Education Members  
Mr. Weston Young



# BERLIN INTERMEDIATE SCHOOL



ARCHITECTURE  
ENGINEERING

FEASIBILITY STUDY

- Introductions
- Background
- Feasibility Study Process
- Feasibility Options
- Cost Estimate & Comparisons
- Recommendation
- Schedule



## PROJECT BACKGROUND:

- Built in 1970
- 101,000 square foot | 13.27-acre site
- No additions or major renovations since initial construction
- 5<sup>th</sup> and 6<sup>th</sup> grade levels
- 604 students as of 9/30/2025
  
- MOU Signed November 14, 2024
  - Maximum SF: 94,220 (Includes 3,000 SF Cooperative Use)
  - Minimum SRC: 628

# EXISTING SITE PLAN



## ITEM 11

-  EXISTING BUILDING
-  PROPERTY LINE

### COMMENTS

Drop-off / Pick-up lines stack onto Rt. 113 posing safety risks.

Buses form a double line in parking area with walkers, staff, visitors walking in between buses.

Main entry to building is recessed providing limited views of drop off loop.



# EXISTING FLOOR PLAN

# ITEM 11



- LEGEND**
- Administration
  - Building Support
  - Cafeteria / Auditorium
  - Circulation
  - Cooperative Use
  - Courtyard
  - Custodial Services
  - Food Service
  - Guidance/Student Services
  - Health Office(Nurse)
  - Instructional
  - Instructional - 5th Grade Classrooms
  - Instructional - 6th Grade Classrooms
  - Instructional Shared
  - Instructional Support
  - Media Center

## PROCESS:

### June 2025

- Existing Kick-off meeting with WCPS.

### July → August 2025

- Reviewed existing conditions.
- Complete reports of all major systems and structure.

### September → November 2025

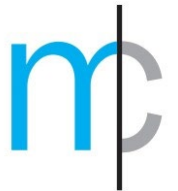
- Met with staff to discuss existing building deficiencies.
- Compiled Educational Specification.

### December 2025 → January 2026

- Board Approval (12/16/25) / Submitted Educational Specification to State.
- Developed feasibility study / (3) feasibility options.
- Verified proposed program with BIS staff members.

### February → March 2026

- Cost estimating, finalize feasibility options.
- Present to the Board of Education.
- Submit final feasibility study to MSDE/IAC.



## General Information

1. Provide a description of your Department and/or Instruction Areas
2. Number of instructor/staff members in the Program/Department:

## Existing School

1. List spaces utilized by your Program/Department: Are the sizes of these spaces adequate? If not, please provide detail for each space:
2. What spatial adjacencies are important to the Program/Department? (i.e. departments, specific rooms)
  1. Are there any adjacencies that require visual connection? (i.e. windows, operable wall)
3. Do you have adequate support spaces? (i.e. conference rooms, restrooms, workrooms, storage)
4. Are exterior spaces adequate for your Program/Department? (i.e. parking, drop-off areas, dumpsters)
5. List any building deficiencies that impact instruction or performance of work? (i.e. lighting, HVAC, daylight, accessibility, acoustics)

## Collaboration

1. What spaces do you currently use for collaboration?
2. Are additional collaborative learning spaces needed?
3. What size groups, flexibility or types of collaborative spaces do you envision in a future learning environment?

## Technology

1. How does technology impact your Department and/or Instruction Area?
2. Do you have additional technology needs to meet instructional goals?

## Learning Environment

1. What do you envision for your future learning environment (i.e. furniture, storage, acoustics, accessibility, lighting, windows)

## EXISTING CONDITIONS SUMMARY:

### BUILDING SYSTEMS

- Heating and air conditioning systems are past their life expectancy.
- Ventilation is poor, and does not meet current codes
- Electrical systems are past their life expectancy and there is not adequate capacity for standard needs.
- Technology systems are inadequate, constant Wi-fi connectivity issues.
- Lighting is bright and harsh.
- Plumbing systems are past their life expectancy.
- The roof is aged.
- Finishes are outdated and nearing the end of their life expectancy.

### CODE ISSUES

- Many doors have hardware that is non-ADA compliant.
- All toilet rooms are non-ADA compliant.
- Main entrances are not equipped with ADA push buttons and paths to bus/car loops are not equal for handicapped students.

### SITE

- Insufficient stacking space for cars dropping off or picking up students.
- Traffic flow and parking problems during school and during after-school events. Cars are backed up on a highway causing safety concerns.
- Outdoor play equipment is not ADA compliant.
- Site lighting quantity and light levels are inadequate and unsafe.

### INSTRUCTIONAL SPACES

- Classroom and other adjacencies are inefficient.
- Classrooms have no interior doors or solid walls, resulting in security and acoustical issues.
- WI-FI is inadequate.
- There are no private quiet spaces for testing.
- There are not enough offices for staff.
- There are no studio facilities for broadcasting throughout the school.
- Media Center is located in the middle of the school with no windows.
- Special Education lacks offices, conference rooms and counseling rooms.
- There are not enough meeting spaces for administrative staff and instructors.

### SUPPORT SPACES

- The kitchen is inadequate in size, its equipment has outlived its life expectancy, and lacks storage space.
- There is no kitchen laundry or manager's office.
- The Cafetorium is too small to accommodate large public gatherings and is open to main corridors creating acoustical issues.
- The total number of toilet rooms, for students and staff, is inadequate and the location of toilet rooms are far from classroom pods.
- The total number of conference rooms is inadequate.
- The total number of teacher planning rooms is inadequate.
- Lobby space is located inside main corridor, there is no secure vestibule.
- The faculty room is windowless and too small.

## EXISTING CONDITIONS:

## ITEM 11



### Exterior

- Freezer with makeshift canopy next to playground.

### Kitchen

- Cramped with minimal storage solutions.

## EXISTING CONDITIONS:

## ITEM 11



### Gym

- No HVAC equipment / ventilation / humidity issues.

### Cafeteria

- Open to main corridors, acoustical issues.
- Frequently used for assemblies and parent gatherings with limited space.

# Existing Conditions:

# ITEM 11



### Entry

- No secure vestibule / open to main hallway.

### SRO

- Stationed in main hallway.

# EXISTING CONDITIONS:

# ITEM 11



## Staff Areas

- Hallways sectioned off for work room.

## EXISTING CONDITIONS:

## ITEM 11



### Restrooms

- Non-ADA compliant restrooms.
- 2 stalls shown are the only restroom allocated for female staff.

### Classrooms

- Open floor plan with large openings to corridors.

## EXISTING CONDITIONS:

## ITEM 11



### Media Center

- No windows / natural daylighting.

### Science Classrooms

- Lack proper equipment.
- No windows / natural daylighting.



FEASIBILITY STUDY COST ESTIMATE GUIDE

The purpose of this file is to provide general guidance for the preparation of a Cost Estimate (which is to be used for the purposes of providing an example and the format and existing rows may be altered, removed, or added to for the Cost Estimate that is submitted with a Feasibility Study.

rows for d  
seful info

RENOVATION  
/ ADDITION

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REPLACEMENT

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ad

	RENOVATION			RENOVATION / ADDITION			REPLACEMENT		
	GSF/QTY	\$/SF or %	TOTAL	GSF/QTY	\$/SF or %	TOTAL	GSF/QTY	\$/SF or %	TOTAL

I. TOTAL COST OF CONSTRUCTION

A. BUILDING AND SITE CONSTRUCTION COSTS

1. BUILDING CONSTRUCTION COSTS

New Construction/New Building			\$0			\$0			\$0
New Construction/Addition			\$0			\$0			\$0
Renovation Type 1			\$0			\$0			\$0
Renovation Type 2			\$0			\$0			\$0
Demolition			\$0			\$0			\$0
Selective Demolition			\$0			\$0			\$0
Hazardous Material Abatement			\$0			\$0			\$0
Other			\$0			\$0			\$0
<b>SUBTOTAL BUILDING ONLY COSTS</b>			<b>\$0</b>			<b>\$0</b>			<b>\$0</b>

2. SITE CONSTRUCTION COSTS

Sitework, Typical			\$0			\$0			\$0
Sitework, Exceptional Conditions (lf)			\$0			\$0			\$0
Sitework, Exceptional Conditions (cy)			\$0			0			0
Other			\$0			\$0			\$0
<b>SUBTOTAL BUILDING ONLY COSTS</b>			<b>\$0</b>			<b>\$0</b>			<b>\$0</b>

3. EXCEPTION CONSTRUCTION COSTS

Portable Classrooms			\$0			\$0			\$0
Phasing Costs			\$0			\$0			\$0
Multiple Mobilizations			\$0			\$0			\$0
Road Improvements			\$0			\$0			\$0
Other			\$0			\$0			\$0
<b>SUBTOTAL EXCEPTION CONSTRUCTION COSTS</b>			<b>\$0</b>			<b>\$0</b>			<b>\$0</b>

TOTAL BUILDING AND SITE CONSTRUCTION COSTS

			\$0			\$0			\$0
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B. ADDITIONAL CONSTRUCTION COSTS

Construction Management Fee			\$0			\$0			\$0
Construction Contingency			\$0			\$0			\$0
Design Contingency			\$0			\$0			\$0
Escalation to Midpoint			\$0			\$0			\$0
Portable Classrooms			\$0			\$0			\$0
Other			\$0			\$0			\$0
<b>SUBTOTAL ADDITIONAL CONSTRUCTION COSTS</b>			<b>\$0</b>			<b>\$0</b>			<b>\$0</b>

TOTAL COST OF CONSTRUCTION

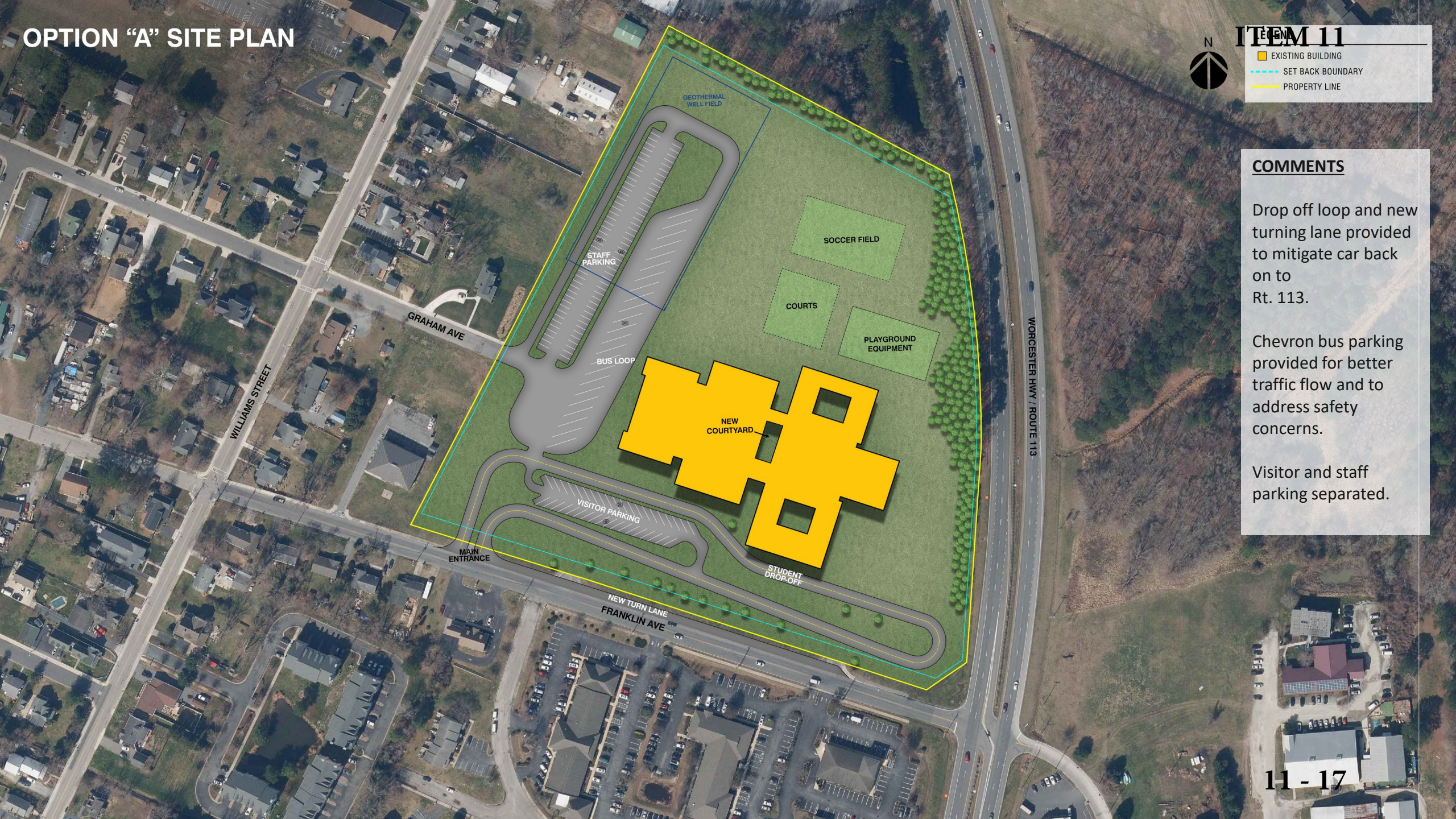
			\$0			\$0			\$0
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# OPTION "A" SITE PLAN

**ITEM 11**

**LEGEND**

- EXISTING BUILDING
- SET BACK BOUNDARY
- PROPERTY LINE



**COMMENTS**

Drop off loop and new turning lane provided to mitigate car back on to Rt. 113.

Chevron bus parking provided for better traffic flow and to address safety concerns.

Visitor and staff parking separated.

# OPTION A - FLOOR DIAGRAM

ITEM 11

- LEGEND**
- Administration
  - Building Support
  - Cafeteria / Auditorium
  - Circulation
  - Cooperative use
  - Courtyard
  - Custodial Services
  - Food Service
  - Guidance/Student Services
  - Health Office(Nurse)
  - Instructional
  - Instructional - 5th Grade Classrooms
  - Instructional - 6th Grade Classrooms
  - Instructional - Learning Hallway - Pull Out
  - Instructional Shared
  - Instructional Support
  - Media Center



# OPTION "A" SITE PLAN CONSTRUCTION PHASE



## ITEM 11

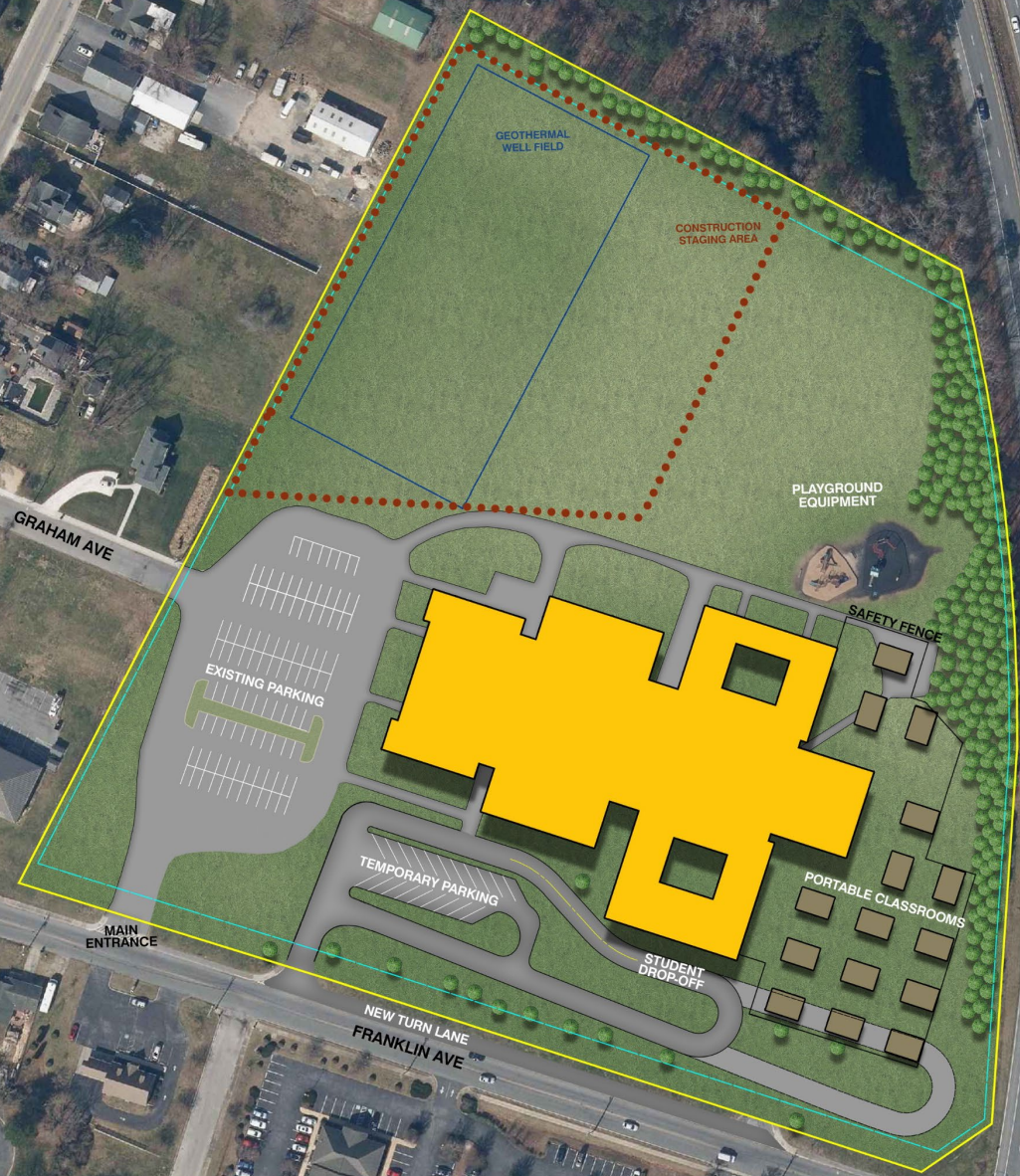
- EXISTING BUILDING
- PORTABLES TO BE USED DURING CONSTRUCTION PHASES
- SET BACK BOUNDARY
- PROPERTY LINE

### COMMENTS

(12-15) Portable classrooms with safety fence, ramping, and utilities required for interior phasing of construction at classroom building pods.


Temporary "short" drop off loop provided during construction, then extended.

New turning lane provided to mitigate car back on to Rt. 113.



# OPTION "B" SITE PLAN

**ITEM 11**



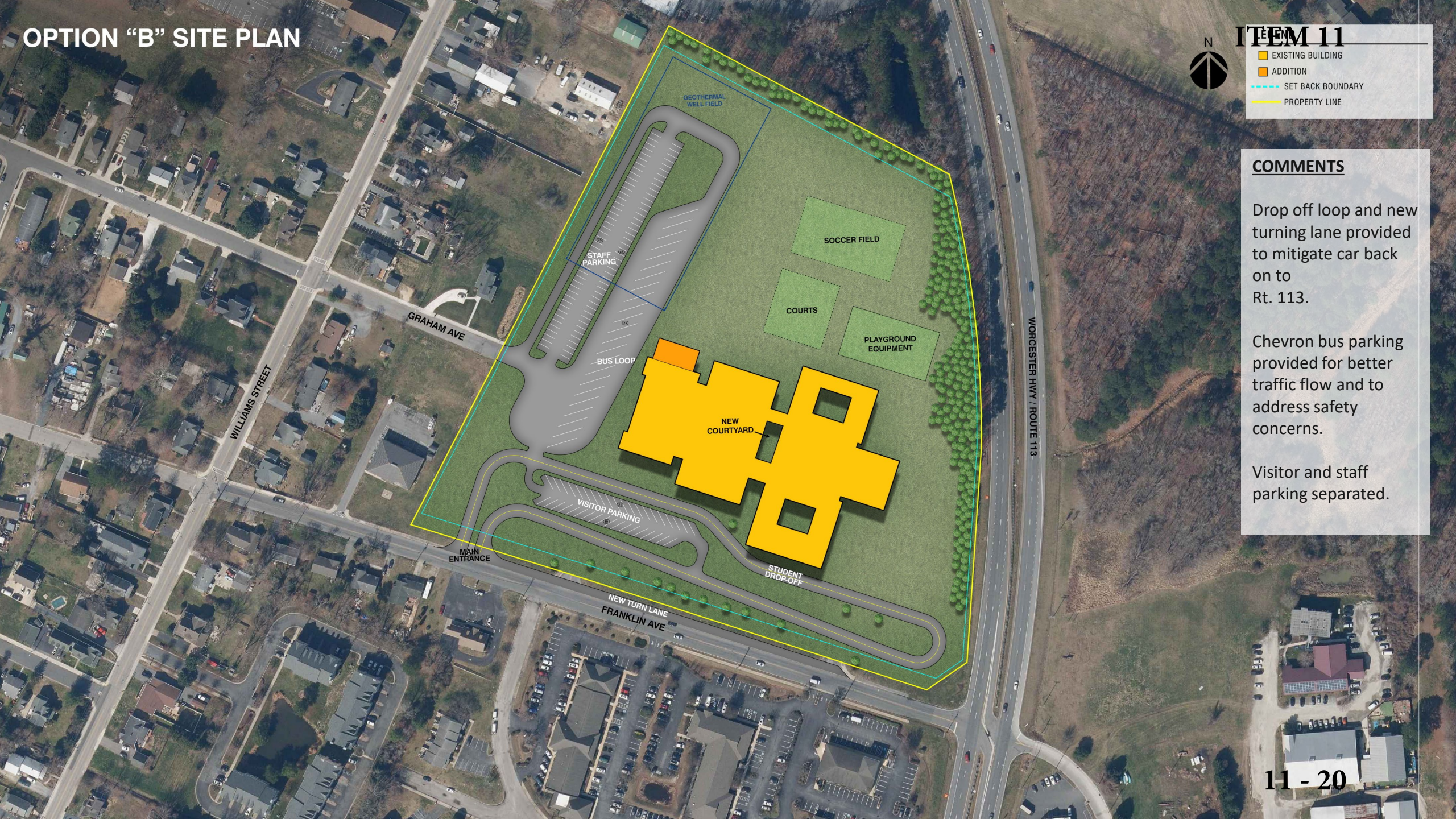
- EXISTING BUILDING
- ADDITION
- SET BACK BOUNDARY
- PROPERTY LINE

**COMMENTS**

Drop off loop and new turning lane provided to mitigate car back on to Rt. 113.

Chevron bus parking provided for better traffic flow and to address safety concerns.

Visitor and staff parking separated.

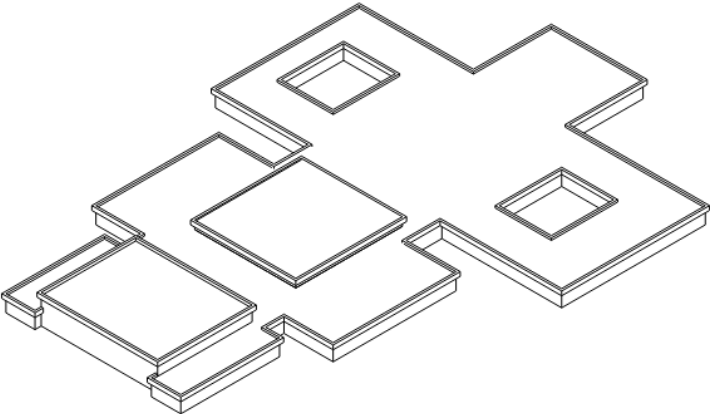


# OPTION B - FLOOR DIAGRAM

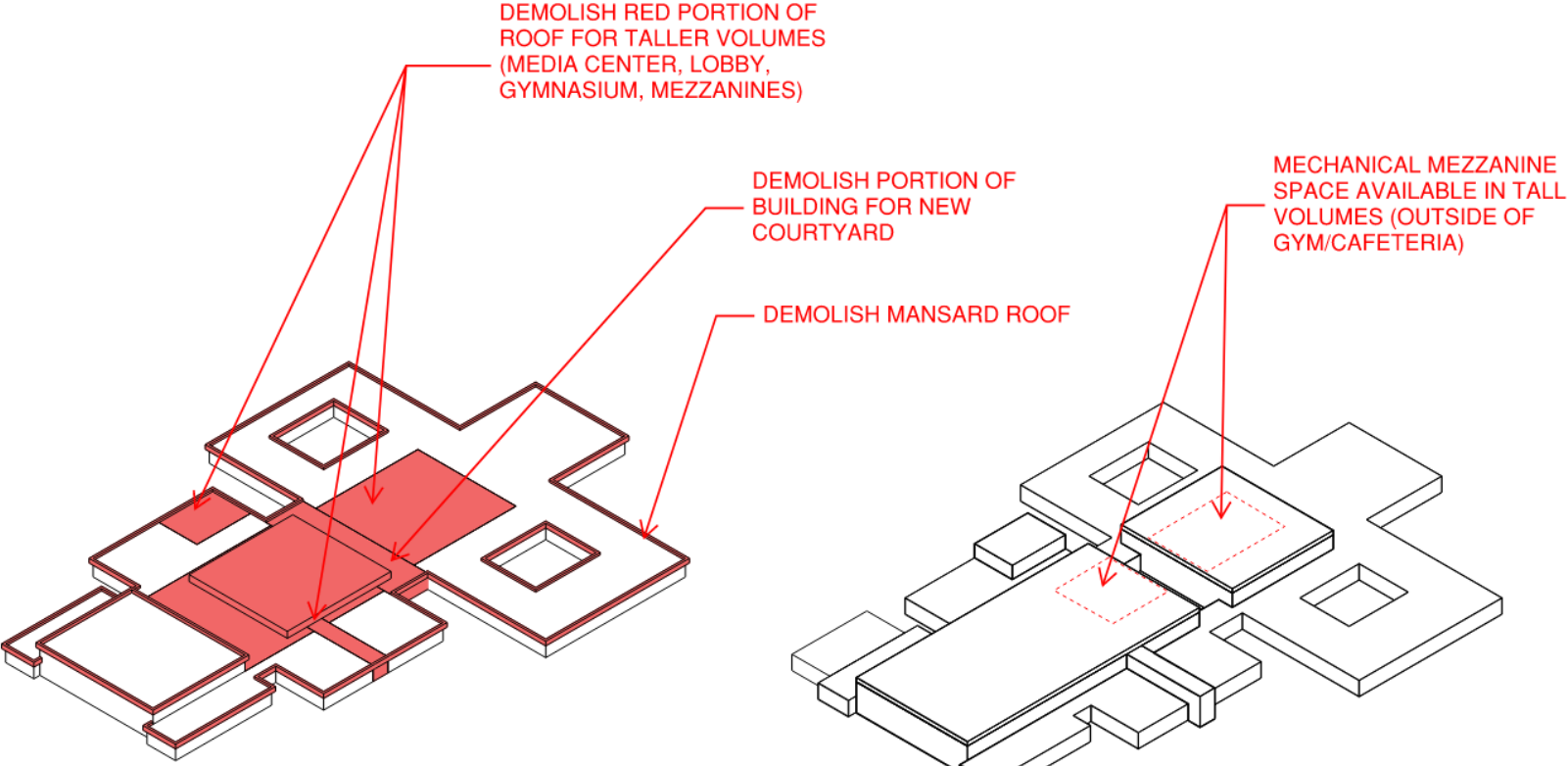


- LEGEND**
- Administration
  - Building Support
  - Cafeteria / Auditorium
  - Circulation
  - Cooperative use
  - Courtyard
  - Custodial Services
  - Food Service
  - Guidance/Student Services
  - Health Office(Nurse)
  - Instructional
  - Instructional - 5th Grade Classrooms
  - Instructional - 6th Grade Classrooms
  - Instructional - Learning Hallway - Pull Out
  - Instructional Shared
  - Instructional Support
  - Media Center

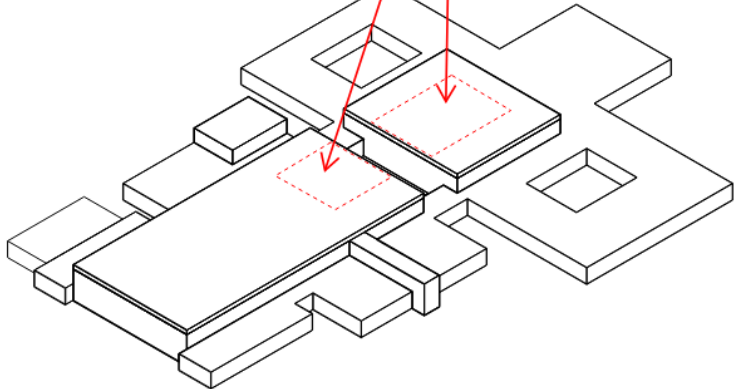
# RENOVATION IMPACTS:



EXISTING



DEMO



NEW CONCEPT

# OPTION "B" SITE PLAN CONSTRUCTION PHASE



## ITEM 11

- EXISTING BUILDING
- ADDITION
- PORTABLES TO BE USED DURING CONSTRUCTION PHASES
- - - SET BACK BOUNDARY
- PROPERTY LINE

### COMMENTS

(12-15) Portable classrooms with safety fence, ramping, and utilities required for interior phasing of construction at classroom pods.

Temporary "short" drop off loop provided during construction, then extended.

New turning lane provided to mitigate car back on to Rt. 113.



# OPTION "C" SITE PLAN



## ITEM 11

- PROPOSED BUILDING REPLACEMENT
- SET BACK BOUNDARY
- PROPERTY LINE
- EXISTING BUILDING FOOTPRINT



### COMMENTS

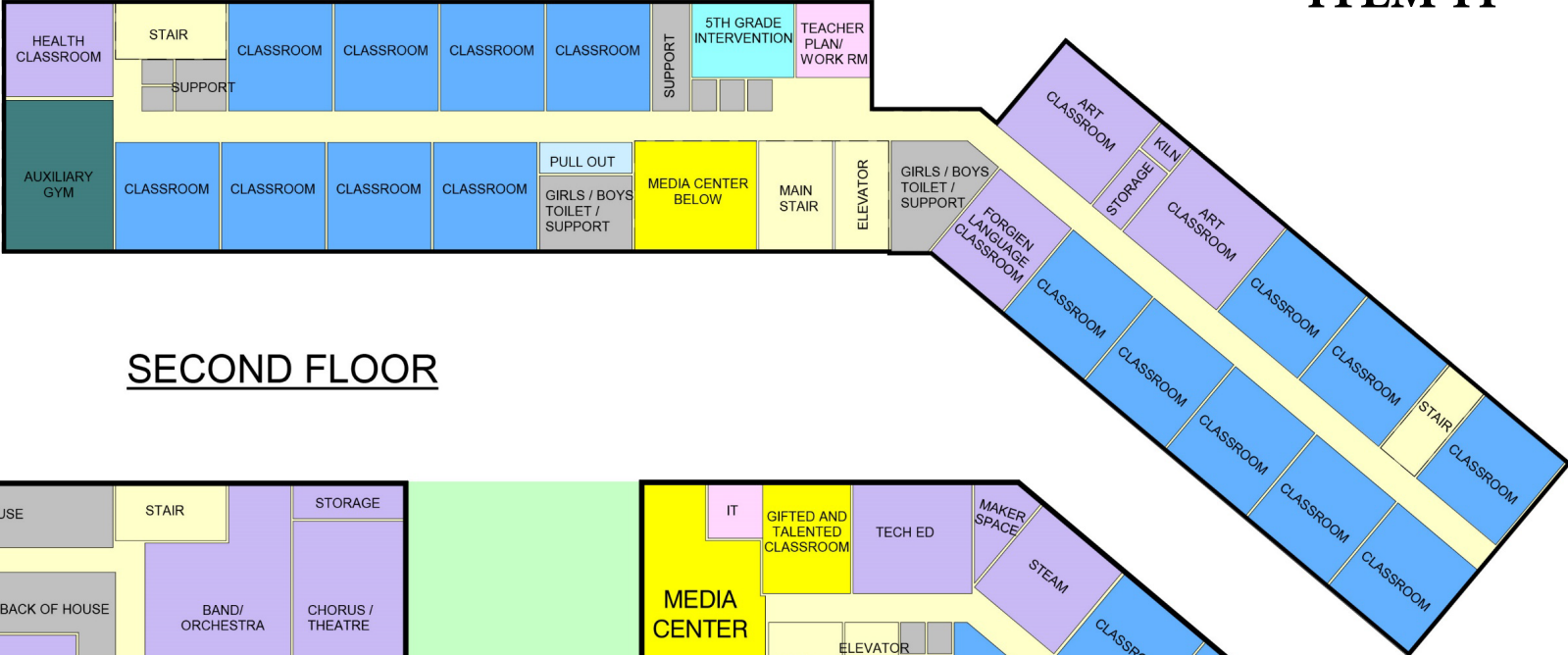
Longer drop off loop and new turning lane provided to mitigate car back on to Rt. 113.

Chevron bus parking provided for better traffic flow and to address safety concerns.

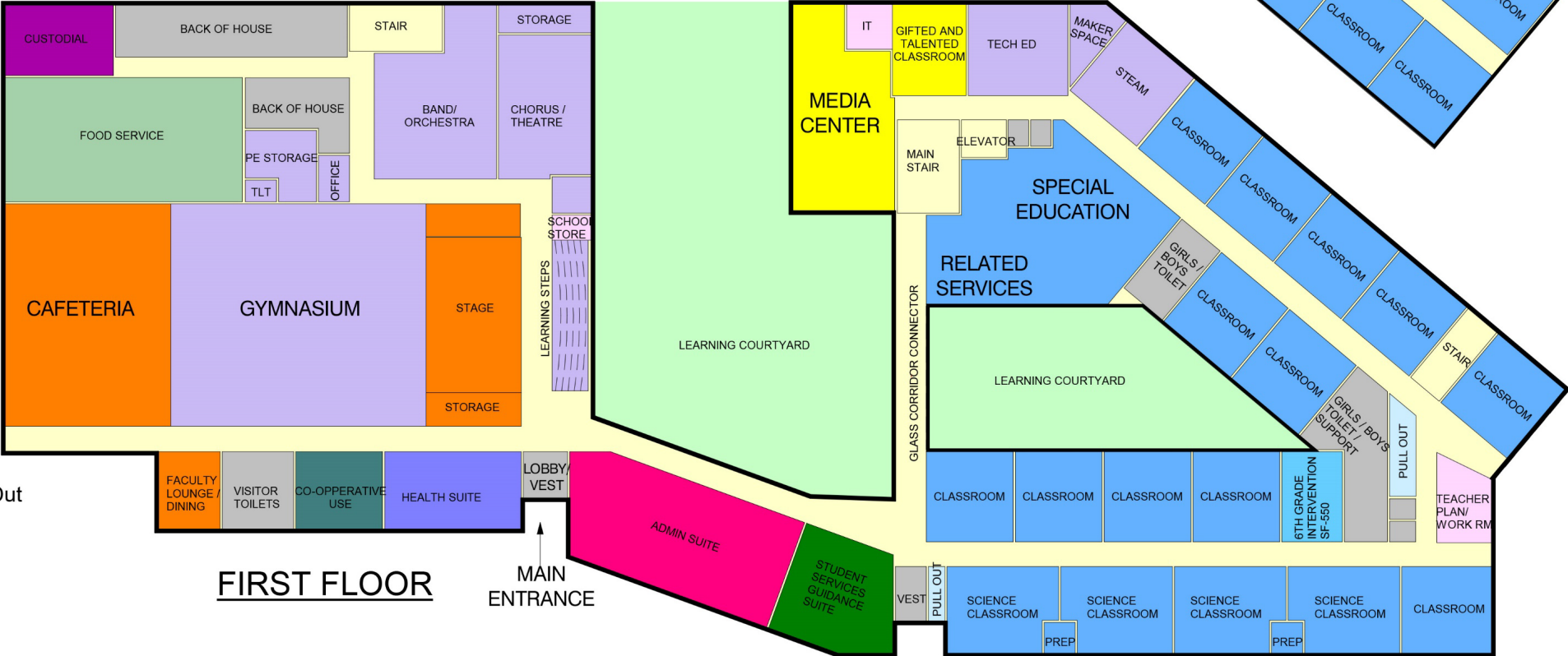
All play areas provided behind building providing increased security during recess and after-hours events.

Allows space for future development.

# OPTION C - FLOOR DIAGRAM



## SECOND FLOOR



## FIRST FLOOR

MAIN ENTRANCE

### LEGEND

- Administration
- Building Support
- Cafeteria / Auditorium
- Circulation
- Cooperative use
- Courtyard
- Custodial Services
- Food Service
- Guidance/Student Services
- Health Office(Nurse)
- Instructional
- Instructional - Learning Hallway - Pull Out
- Instructional Shared
- Instructional Support
- Media Center

# COMPARISON MATRIX:

# ITEM 11

	OPTION A RENOVATION	OPTION B RENO. & ADDITION	OPTION C REPLACEMENT
SAFE SITE DESIGN	✓	✓	✓
IMPROVED TRAFFIC PATTERNS (ADJACENT STREETS)	✓	✓	✓
BUILDING SAFETY & SECURITY	✓	✓	✓
MEETS PROJECT BUDGET	—	—	✓
MEETS PROJECT SCHEDULE	X	X	✓
21ST CENTURY LEARNING ENVIRONMENT (EDUCATES WHOLE CHILD)	—	✓	✓
AGE APPROPRIATE FOR ELEMENTARY & MIDDLE SCHOOL BRIDGE	✓	✓	✓
FLEXIBILITY FOR FUTURE CHANGES IN CURRICULUM	—	✓	✓
EFFICIENT & SUSTAINABLE NET ZERO READY & LOW OPERATIONAL COSTS 50+ YEAR DURABILITY	—	—	✓
VALUES THE ARTS MUSIC, THEATER, BAND/ORCHESTRA	X	✓	✓
INNOVATIVE APPLE READY / STEAM	—	✓	✓
COMMUNITY INTEGRATION	X	✓	✓
CONSTRUCTION IMPACT STAFF / STUDENT EXPERIENCE	X	X	✓

# COMPARISON MATRIX:

ITEM 11

	OPTION A RENOVATION	OPTION B RENO. & ADDITION	OPTION C REPLACEMENT
SAFE SITE DESIGN	✓	✓	✓
IMPROVED TRAFFIC PATTERNS (ADJACENT STREETS)	✓	✓	✓
BUILDING SAFETY & SECURITY	✓	✓	✓
MEETS PROJECT BUDGET	—	—	✓
MEETS PROJECT SCHEDULE	X	X	✓
21ST CENTURY LEARNING ENVIRONMENT (EDUCATES WHOLE CHILD)	—	✓	✓
AGE APPROPRIATE FOR ELEMENTARY & MIDDLE SCHOOL BRIDGE	✓	✓	✓

# COMPARISON MATRIX:

ITEM 11

	OPTION A RENOVATION	OPTION B RENO. & ADDITION	OPTION C REPLACEMENT
FLEXIBILITY FOR FUTURE CHANGES IN CURRICULUM	—	✓	✓
EFFICIENT & SUSTAINABLE NET ZERO READY & LOW OPERATIONAL COSTS 50+ YEAR DURABILITY	—	—	✓
VALUES THE ARTS MUSIC, THEATER, BAND/ORCHESTRA	X	✓	✓
INNOVATIVE APPLE READY / STEAM	—	✓	✓
COMMUNITY INTEGRATION	X	✓	✓
CONSTRUCTION IMPACT STAFF / STUDENT EXPERIENCE	X	X	✓

# COST ESTIMATE:

# ITEM 11

Option A: Renovation	
Phasing/Demolition:	\$ 2,573,800
Renovation Cost:	\$ 57,768,750
New Construction:	\$ 0
Site Construction:	\$ 5,807,696
<b>Building/Site Costs: \$ 66,150,246</b>	
Portables:	\$ 3,000,000
Permit/Misc.:	\$ 490,553
Commissioning:	\$ 817,588
Technology:	\$ 817,588
FF&E / Playground:	\$ 1,226,382
Site Phasing:	\$ 613,191
A/E Fees:	\$ 5,723,113 7%
CM Fees:	\$ 2,570,356 4%
Contingencies:	\$ 10,038,155 14%
<b>Total Project Cost: \$ 91,447,170</b>	
State Allowance:	\$ 23,145,000
Local Funding	\$ 68,302,170

Option B: Renovation / Addition	
Phasing/Demolition:	\$ 2,611,800
Renovation Cost:	\$ 54,501,000
New Construction:	\$ 3,500,000
Site Construction:	\$ 5,903,138
<b>Building/Site Costs: \$ 66,515,938</b>	
Portables:	\$ 3,000,000
Permit/Misc.:	\$ 492,638
Commissioning:	\$ 821,063
Technology:	\$ 821,063
FF&E / Playground:	\$ 1,231,595
Site Phasing:	\$ 821,063
A/E Fees:	\$ 5,747,444 7%
CM Fees:	\$ 2,584,642 4%
Contingencies:	\$ 10,005,764 14%
<b>Total Project Cost: \$ 92,041,212</b>	
State Allowance:	\$ 23,145,000
Local Funding	\$ 68,896,212

Option C: Replacement School	
Demolition:	\$ 1,010,000
Renovation Cost:	\$ 0
New Construction:	\$ 54,176,500
Site Construction:	\$ 12,426,159
<b>Building/Site Costs: \$ 67,612,659</b>	
Portables:	\$ 0
Permit/Misc.:	\$ 464,776
Commissioning:	\$ 387,313
Technology:	\$ 774,625
FF&E / Playground:	\$ 1,161,938
Site Phasing:	\$ 0
A/E Fees:	\$ 4,647,751 6%
CM Fees:	\$ 2,627,486 4%
Contingencies:	\$ 7,222,373 10%
<b>Total Project Cost: \$ 84,898,920</b>	
State Allowance:	\$ 23,145,000
Local Funding	\$ 61,753,920

# RECOMMENDATION → OPTION C

- Most efficiently meets square footage requirements.
- Provides light to instructional spaces.
- Provides preferred adjacencies between programs & flexibility.
- Shortest construction time.
- Minimizes disruption to instructional time and impacts to school year.
- Achieves separation of bus and parent drop off loop.



## SCHEDULE:

### Feasibility Study | December 2025 – June 2026

- March 17: Board of Education Presentation
- April 21: County Commissioners Presentation
- June 11: IAC Approval Feasibility Study

### Schematic Design | July 2026 – January 2027

- January 2027: State SD Submission | April 2027: IAC Approval Schematic Design

### Design Development | February – August 2027

- August 2027: State DD Submission | November 2027: IAC Approval Design Development

### Construction Documents | September 2027 – March 2028

- March 2028: State CD Submission | June 2028: IAC Approval Construction Documents

### Permitting & Bidding | April 2028 – February 2029

- July 2028: 100% Bidding Documents (Inclusive AHJ Comments)
- November 2028: Board of Education Approval
- December 2028: Worcester County Commissioners Approval
- February 2029: IAC / State Contract Approval

### Construction Phase | March 2029 – August 2031



*Board of Directors*

April 10, 2026

Joe Wilson  
*President*

Candace Savage,  
Deputy Chief Administrative Officer  
Worcester County Government Center  
1 W. Market Street, Room 1105  
Snow Hill, MD 21863

Patrick McLaughlin  
*Vice-President*

Sonia Baker  
*Secretary*

Heather Morrison  
*Treasurer*

Kevin Gibbs

Dear Candace,

The Ocean City Development Corporation (OCDC) would like to present its annual update of our revitalization efforts in Downtown Ocean City to the Worcester County Commissioners at the April 21, 2026 meeting. I would be accompanied by our President Joe Wilson for the presentation. We look forward to sharing our progress over the past year and celebrating some of the successes over the past year.

Nancy Bradford

Spiro Buas

Igor Conev

Dennis Dare

Stephanie Meehan

Heather Morrison

Sincerely,

Scott Savage

Zach Bankert  
Executive Director  
OCDC

Bill Sieg

Nick Tekmen

Caleigh Wootten

*Executive Director*  
Zach Bankert

*Ex-Officio Members:*

Economic Development Committee  
Ocean City Chamber of Commerce  
Ocean City Hotel Motel Restaurant  
Association, Inc.  
Town of Ocean City  
Worcester County  
Ocean City Museum Society, Inc.

Ocean City Development Corporation  
108 Dorchester Street – Ocean City, MD 21842  
Telephone: 410-289-7739 Website: [www.ocdc.org](http://www.ocdc.org)

# ANNUAL PRESENTATION



*Prepared for  
County Commissioners  
Worcester County*





# OUR MISSION & VISION

## OUR MISSION

Established in 2000, the OCDC is the 501(c)(3) Non-Profit Community Development Corporation with the mission of revitalizing Downtown Ocean City. Our vision statement outlines our long term goal for Downtown Ocean City:

“We envision an economically sound and socially healthy Downtown Ocean City, Maryland where revitalization has capitalized on the positive aspects of the area to create a sense of Character, Charm, and Community for both residents and visitors.”



## ORGANIZATIONAL DETAILS

The OCDC is governed by a 15 member Board of Directors and has around 170 individual members and multiple active committees. Full time staff includes the Executive Director, Programs Manager, and Administrative Coordinator.





# 3 AREAS OF FOCUS



- Special Events
- Public Art
- Community Activities
- Parks and Public Spaces



- Exterior Improvements
- Workforce Housing
- Energy Efficiency
- Roof and Fence



- Property Redevelopment
- Land Banking
- Code Review
- Workforce Housing Management



# CULTURAL & COMMUNITY: SPECIAL EVENTS



Community Events:

- After Dark
- Pancake Breakfast
- Italian Dinner
- Shred Day
- Boardwalk Scavenger Hunt

Free Summer Event Series:

- Sunset Park Party Nights
- Cruzers on Somerset Plaza

Fundraisers:

- Golf Tournament
- Sunfest Beer Garden

Support Other Events

- Business Liason for Music Festivals
- Marketing, Volunteer, and Sponsorship support for other Downtown Events



## CULTURAL & COMMUNITY: PUBLIC ARTS



### Downtown Public Art in 2025:

2025 saw the completion of two large murals at the Ocean Bowl Skate Park. This multi year project came at total cost of \$40,000, which was 100% paid for through grant funding. To date our investment in public art is over \$500,000.

### Looking Ahead:

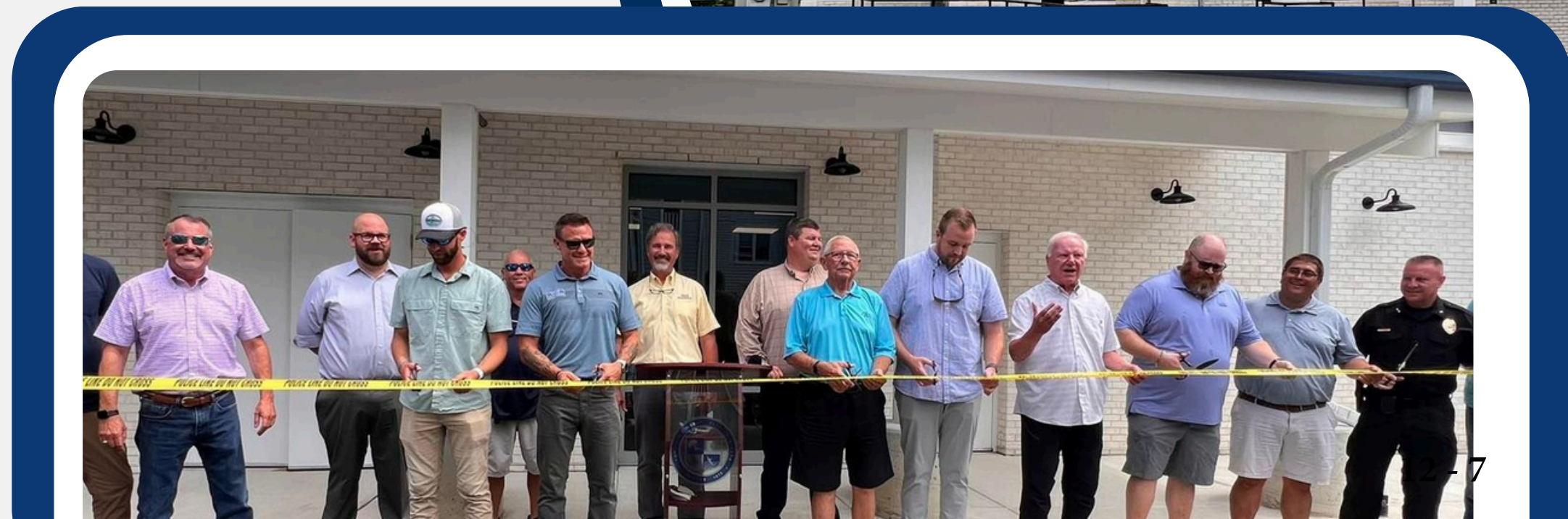
The OCDC is currently securing funding to replace an aged mural on Talbot Street. We are also actively working to bring a new arts focused event to Ocean City in 2027.



## OCPD DOWNTOWN SUBSTATION

*This project represent over four years of work from the conceptualization in 2021 to the ribbon cutting in 2025. OCDC partnered with the Town of Ocean City to design and fund this project; the building features:*

- *Housing for 16 PSO's*
- *OCPD Bicycle Repair Garage*
- *Public Restrooms*
- *Off Island Shuttle Stop*
- *OCPD offices and rooms*
- *Public facing lobby*



# DEVELOPMENT

## 102 WORCESTER STREET

*This project also represents many years of effort and an OCDC investment of over \$2M. Nearly \$500K in grant funding was secured by OCDC for this project. When finished next month, the former bar/restaurant will be converted to a mixed use property that includes:*

- *Housing for 10 seasonal Lifegaurds*
- *Downtown Branch USPS*
- *Leases Parking for Nearby Businesses*





# DEVELOPMENT

## SEASONAL EMPLOYEE HOUSING

Starting in 2026 the OCDC will be managing seasonal housing for 39 members of the OCPD and OCBP across three building sites:

- Tarry-A-While Guesthouse
- OCPD Downtown Substation
- 102 Worcester Street

This represents 3X our beds managed the previous year. These units are provided at below market rent.

ITEM 12





# GRANT PROGRAMS

Depending on our current level of funding, the OCDC operates as many as 8 grant programs for property owners and business operators. These programs assist with the cost of building improvements and business renovations.

## GRANT FUNDING TO DATE

● **\$4,500,000**

## TOTAL PRIVATE INVESTMENT TO DATE

● **\$46,750,000**

## OCDC PROGRAMS HAVE HELPED FUND INTO THE PAST 12 MONTHS

- 8 Business Exteriors Improved
- 6 Residential Facade Projects
- 10 Energy Efficiency Improvements
- 3 New Businesses Interiors
- 2 Existed Businesses Interiors
- 11 New Roofs
- 4 Fences Replaced
- 10 New Seasonal Workforce Housing Beds Created



## PARTNERSHIP WITH LOCAL GOVERNMENT

OCDC works closely with state, county, and city government. Examples include:

- DDC review to enforce Downtown Design Standards
- Input on proposed code revisions, such as recent outdoor display revisions
- Partner with the Town to maintain the Sustainable Communities Designation
- Offshore Wind Opposition Efforts
- Managing seasonal housing for local first responders
- Manage and Staff the Boardwalk Information Booth
- Manage the Main Street Designation for the Town





**Thank You For Your  
Continued Support!**

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

**JANA POTVIN**  
 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:** April 13, 2026  
**SUBJECT:** Water & Wastewater Chemicals Award

---

Public Works is requesting Commissioner approval to purchase the following chemicals from the indicated vendors based on the pricing they provided in their responses to the February 5, 2026 advertisement for the Supply & Delivery of Water & Wastewater Chemicals.

<u>Chemical</u>	<u>Vendor</u>	<u>Unit Price</u>	<u>Avg. Annual Usage</u>	<u>Est. Annual Cost</u>
Aluminum Chloride	Cusalco	\$2.87 / gal	48,000 gal	\$137,808.00
Praestol K260FL	Univar	\$20.61 / gal	1,300 gal	\$26,797.68
Solar Salt	Elliot's Hardware	\$0.15 / lb	158,100 lb	\$24,473.88
Calcium Hypochlorite	Solenis	\$2.52 / lb	1,500 lb	\$3,780.00
Praestol 611BC	Solenis	\$2.43 / lb	1,250 lb	\$3,037.50
Glycerin	Momar Chemicals	\$3.72 / gal	120,000 gal	\$446,400.00
Sodium Hydroxide	Coyne	\$1.03 / lb	13,100 lb	\$13,551.71
Praestol K275FLX	Coyne	\$23.18 / gal	2,500 gal	\$57,956.25
Sodium Bisulfite (40%)	Coyne	\$3.83 / gal	1,200 gal	\$4,596.00
Potassium Permanganate	Chemrite	\$2.76 / lb	2,100 lb	\$5,796.00

*A Team of Teams making a Difference*

# ITEM 13

<u>Chemical</u>	<u>Vendor</u>	<u>Unit Price</u>	<u>Avg. Annual Usage</u>	<u>Est. Annual Cost</u>
Citric Acid (50%)	Chemrite	\$9.22 / gal	1,500 gal	\$13,830.00
Sodium Hypochlorite (15-gallon drum)	Hawkins	\$4.95 / gal	10,300 gal	\$50,985.00
Sodium Hypochlorite (55-gallon drum)	Hawkins	\$4.09 / gal	8,700 gal	\$35,583.00
Sodium Hypochlorite (bulk)	Hawkins	\$3.85 / gal	7,600 gal	\$29,260.00
Sodium Hydroxide	Hawkins	\$5.72 / gal	38,200 gal	\$218,504.00
Micro C2000	Hawkins	\$5.69 / gal	56,500 gal	\$321,485.00
Inter-pac	Hawkins	\$7.05 / gal	3,000 gal	<u>\$21,150.00</u>
			<b>TOTAL</b>	<b>\$1,414,994.02</b>

These costs will be spread across multiple service areas based on which chemical the associated water or wastewater treatment plant is using. Currently, the combined total annual chemical costs for all service areas is \$1,510,813.00. The proposed updated pricing will save approximately \$95,819.00. The bid package required that vendors hold their pricing for a year and there is an option for two 1-year term extensions. Should a vendor not be able to supply their chemical, Public Works will purchase replacement chemicals from the next lowest bid vendor. The full list of vendors that responded to the Invitation and the prices they bid is attached.

Please let me know if there are any questions.

Attachment

CC: Ed Welch  
Quinn Dittrich  
Jana Potvin  
Lee Beauchamp

Supply & Delivery WWW Chemicals  
 Thursday, Feb. 05, 2026 @ 2:00 pm  
 Bid Tabulation

*\*Some units of measure converted from original quotes to allow comparisons*

Vendor Name	Carox Potassium Peroxide	Sodium Hypochlorite (15%)	Sodium Hypochlorite (5.5%)	Sodium Hypochlorite (6.5%)	Solar Salt	Sodium Hydroxide	Sodium Hydroxide	Praestol K260 FL	Praestol K275 FLX	Micro C2000	Aluminum Chloride	Calcium Hypochlorite	Sodium Bisulfite (40%)	Citric Acid (50%)	Glycerin	Inter-pac	Praestol 611BC	Total	# of low bids
Usage	2,100	10,300	8,700	7,600	158,100	38,200	13,100	1,300	2,500	56,500	48,000	1,500	1,200	1,500	120,000	3,000	1,250		
Unit of Measure	lbs	gl	gl	gl	lb	gl	lb	gl	gl	gl	gl	lb	gl	gl	gl	gl	lb		
CUSALCO											\$2.87								1
UNIVAR	\$4.69							\$20.61		\$7.29									1
BRENTAG NE LLC	\$5.70	\$8.60	\$5.65	\$5.90	\$0.21			\$23.53		\$8.05		\$4.20	\$5.10		\$7.05		\$2.98		0
ELLIOTT'S HARDWARE					\$0.15														1
SHANNON CHEMICAL														\$12.67					0
SOLENIS								\$28.88				\$2.52					\$2.43		2
MOMAR CHEMICALS										\$6.30					\$3.72				1
COYNE		\$6.42	\$7.27		\$0.36		\$1.03	\$22.40	\$23.18	\$5.99			\$3.83	\$11.12	\$5.46		\$4.73		3
EOSI															\$4.24				0
SUFFOLK SALES										\$5.95					\$4.09				0
CHEMRITE INC	\$2.76											\$2.94		\$9.22					2
HAWKINS INC	\$5.90	\$4.95	\$4.09	\$3.85	\$0.22	\$5.72	\$1.35	\$27.96	\$27.07	\$5.69	\$3.61	\$3.61	\$4.57	\$15.10	\$4.90	\$7.05	\$5.25		3
<b>Sub-totals for Lowest Bids</b>	\$5,796.00	\$50,985.00	\$35,583.00	\$29,260.00	\$24,473.88	\$218,504.00	\$13,551.71	\$26,797.68	\$57,956.25	\$321,485.00	\$137,808.00	\$3,780.00	\$4,596.00	\$13,830.00	\$446,400.00	\$21,150.00	\$3,037.50	<b>\$1,414,994.02</b>	

apparent low bidder



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 21, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Chemrite, Incorporated**. (“Successful Vendor”).

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

1. Successful Vendor agrees to supply & deliver **Potassium Permanganate & Citric Acid (50%)** (“Materials”) at the price as shown in the Bid Specification during the duration on the contract term.
2. County is under no obligation to purchase any quantities of the Materials shown in the Contract Documents, but from time-to-time authorized employees of the County may place orders at price shown on Successful Vendor’s bid.
3. Successful Vendor will, when requested by an authorized employee of the County, furnish the supplies, tools, equipment, labor, and other services necessary to supply & deliver the ordered Materials described in the Contract Documents and subsequent purchase orders.
4. Successful Vendor will supply & deliver the Materials ordered during the full contract term listed in the Contract Documents unless the period for completion is extended by mutual agreement.
5. Successful Vendor will comply with the terms & conditions in the Contract Documents.
6. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Any Addendums

- o. Successful Vendor's Completed Bid Documents
  - p. Notice of Award
7. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
  8. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
  9. 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 written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

---

Theodore J. Elder  
President  
Date:

**CONTRACTOR:  
Chemrite, Incorporated**

---

By:  
Title:  
Date:



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 21, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **George S. Coyne Chemical Company, Inc.** ("Successful Vendor").

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

1. Successful Vendor agrees to supply & deliver **Sodium Hydroxide, Praestol K275 FLX, and Sodium Bisulfite (40%)** ("Materials") at the price as shown in the Bid Specification during the duration on the contract term.
2. County is under no obligation to purchase any quantities of the Materials shown in the Contract Documents, but from time-to-time authorized employees of the County may place orders at price shown on Successful Vendor's bid.
3. Successful Vendor will, when requested by an authorized employee of the County, furnish the supplies, tools, equipment, labor, and other services necessary to supply & deliver the ordered Materials described in the Contract Documents and subsequent purchase orders.
4. Successful Vendor will supply & deliver the Materials ordered during the full contract term listed in the Contract Documents unless the period for completion is extended by mutual agreement.
5. Successful Vendor will comply with the terms & conditions in the Contract Documents.
6. The term 'Contract Documents' means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor's Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Any Addendums

- o. Successful Vendor's Completed Bid Documents
  - p. Notice of Award
7. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
  8. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
  9. 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 written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_  
Theodore J. Elder  
President  
Date:

**CONTRACTOR:**  
**George S. Coyne Chemical Company, Inc.**

\_\_\_\_\_  
By:  
Title:  
Date:



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 21, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Elliott’s Hardware Inc.** (“Successful Vendor”).

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

1. Successful Vendor agrees to supply & deliver **Solar Salt** (“Materials”) at the price as shown in the Bid Specification during the duration on the contract term.
2. County is under no obligation to purchase any quantities of the Materials shown in the Contract Documents, but from time-to-time authorized employees of the County may place orders at price shown on Successful Vendor’s bid.
3. Successful Vendor will, when requested by an authorized employee of the County, furnish the supplies, tools, equipment, labor, and other services necessary to supply & deliver the ordered Materials described in the Contract Documents and subsequent purchase orders.
4. Successful Vendor will supply & deliver the Materials ordered during the full contract term listed in the Contract Documents unless the period for completion is extended by mutual agreement.
5. Successful Vendor will comply with the terms & conditions in the Contract Documents.
6. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Any Addendums
  - o. Successful Vendor’s Completed Bid Documents

- p. Notice of Award
- 7. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
- 8. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
- 9. 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 written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_  
Theodore J. Elder  
President  
Date:

**CONTRACTOR:  
Elliott's Hardware Inc.**

\_\_\_\_\_  
By:  
Title:  
Date:



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 21, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **Hawkins, Inc.** ("Successful Vendor").

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

1. Successful Vendor agrees to supply & deliver **Sodium Hypochlorite (15 gl. drum), Sodium Hypochlorite (55 gl. drum), Sodium Hypochlorite (bulk), Sodium Hydroxide, Micro C2000, and Inter-Pac** ("Materials") at the price as shown in the Bid Specification during the duration on the contract term.
2. County is under no obligation to purchase any quantities of the Materials shown in the Contract Documents, but from time-to-time authorized employees of the County may place orders at price shown on Successful Vendor's bid.
3. Successful Vendor will, when requested by an authorized employee of the County, furnish the supplies, tools, equipment, labor, and other services necessary to supply & deliver the ordered Materials described in the Contract Documents and subsequent purchase orders.
4. Successful Vendor will supply & deliver the Materials ordered during the full contract term listed in the Contract Documents unless the period for completion is extended by mutual agreement.
5. Successful Vendor will comply with the terms & conditions in the Contract Documents.
6. The term 'Contract Documents' means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor's Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit

- n. Any Addendums
  - o. Successful Vendor's Completed Bid Documents
  - p. Notice of Award
7. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
  8. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
  9. 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 written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

---

Theodore J. Elder  
President  
Date:

**CONTRACTOR:  
Hawkins, Inc.**

---

By:  
Title:  
Date:



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 21, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Momar, Inc.** (“Successful Vendor”).

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

1. Successful Vendor agrees to supply & deliver **Glycerin** (“Materials”) at the price as shown in the Bid Specification during the duration on the contract term.
2. County is under no obligation to purchase any quantities of the Materials shown in the Contract Documents, but from time-to-time authorized employees of the County may place orders at price shown on Successful Vendor’s bid.
3. Successful Vendor will, when requested by an authorized employee of the County, furnish the supplies, tools, equipment, labor, and other services necessary to supply & deliver the ordered Materials described in the Contract Documents and subsequent purchase orders.
4. Successful Vendor will supply & deliver the Materials ordered during the full contract term listed in the Contract Documents unless the period for completion is extended by mutual agreement.
5. Successful Vendor will comply with the terms & conditions in the Contract Documents.
6. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Any Addendums
  - o. Successful Vendor’s Completed Bid Documents

- p. Notice of Award
7. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
  8. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
  9. 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 written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

---

Theodore J. Elder  
President  
Date:

**CONTRACTOR:  
Momar, Inc.**

---

By:  
Title:  
Date:



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 21, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Solenis LLC** (“Successful Vendor”).

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

1. Successful Vendor agrees to supply & deliver **Calcium Hypochlorite & Praestol 611BC** (“Materials”) at the price as shown in the Bid Specification during the duration on the contract term.
2. County is under no obligation to purchase any quantities of the Materials shown in the Contract Documents, but from time-to-time authorized employees of the County may place orders at price shown on Successful Vendor’s bid.
3. Successful Vendor will, when requested by an authorized employee of the County, furnish the supplies, tools, equipment, labor, and other services necessary to supply & deliver the ordered Materials described in the Contract Documents and subsequent purchase orders.
4. Successful Vendor will supply & deliver the Materials ordered during the full contract term listed in the Contract Documents unless the period for completion is extended by mutual agreement.
5. Successful Vendor will comply with the terms & conditions in the Contract Documents.
6. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Any Addendums

- o. Successful Vendor's Completed Bid Documents
  - p. Notice of Award
7. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
  8. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
  9. 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 written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

---

Theodore J. Elder  
President  
Date:

**CONTRACTOR:**  
**Solenis LLC**

---

By:  
Title:  
Date:



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 21, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **Univar Solutions USA LLC** (“Successful Vendor”).

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

1. Successful Vendor agrees to supply & deliver **Praestol K260 FL** (“Materials”) at the price as shown in the Bid Specification during the duration on the contract term.
2. County is under no obligation to purchase any quantities of the Materials shown in the Contract Documents, but from time-to-time authorized employees of the County may place orders at price shown on Successful Vendor’s bid.
3. Successful Vendor will, when requested by an authorized employee of the County, furnish the supplies, tools, equipment, labor, and other services necessary to supply & deliver the ordered Materials described in the Contract Documents and subsequent purchase orders.
4. Successful Vendor will supply & deliver the Materials ordered during the full contract term listed in the Contract Documents unless the period for completion is extended by mutual agreement.
5. Successful Vendor will comply with the terms & conditions in the Contract Documents.
6. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Any Addendums
  - o. Successful Vendor’s Completed Bid Documents

- p. Notice of Award
7. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
  8. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
  9. 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 written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

---

Theodore J. Elder  
President  
Date:

**CONTRACTOR:  
Univar Solutions USA LLC**

---

By:  
Title:  
Date:



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 21, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **USALCO, LLC** (“Successful Vendor”).

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

1. Successful Vendor agrees to supply & deliver **Aluminum Chloride** (“Materials”) at the price as shown in the Bid Specification during the duration on the contract term.
2. County is under no obligation to purchase any quantities of the Materials shown in the Contract Documents, but from time-to-time authorized employees of the County may place orders at price shown on Successful Vendor’s bid.
3. Successful Vendor will, when requested by an authorized employee of the County, furnish the supplies, tools, equipment, labor, and other services necessary to supply & deliver the ordered Materials described in the Contract Documents and subsequent purchase orders.
4. Successful Vendor will supply & deliver the Materials ordered during the full contract term listed in the Contract Documents unless the period for completion is extended by mutual agreement.
5. Successful Vendor will comply with the terms & conditions in the Contract Documents.
6. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Any Addendums
  - o. Successful Vendor’s Completed Bid Documents

- p. Notice of Award
7. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
  8. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
  9. 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 written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

---

Theodore J. Elder  
President  
Date:

**CONTRACTOR:  
USALCO, LLC**

---

By:  
Title:  
Date:



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: Ed Welch, Procurement Officer  
DATE: April 15, 2026  
RE: Request to Award – Recreation Center HVAC Replacement

---

Please see the attached bid tabulation for **Recreation Center HVAC Replacement**. Administration is requesting that the Commissioner’s review and approve awarding this project to the lowest responsive and responsible vendor, **Insite Build**. The requested funding for this project including a 5% contingency is **\$1,870,995**. Bids were due and opened on Monday, April 10, 2026, at 2 p.m. Eight bids were received.

The existing equipment is 27 years old and uses the outdated and no longer manufactured R22 refrigerant. The condenser coils are failing and not providing the needed heat dissipation for cooling in the summer months. This project has been in the works for about 8 years and has assigned funds reserved since then. As the equipment aged and new energy requirements were implemented, the scope of work became larger to what it is today.

There were \$1,493,905.<sup>66</sup> in assigned funds for this project remaining at the end of FY25. \$95,066 of that amount has been spent/encumbered in FY26. That leaves a remaining balance of \$1,398,839.<sup>99</sup> in assigned funds for use on this project. Request that the Commissioners approve an additional allocation of \$472,155.<sup>34</sup> of assigned funds from the FY25 surplus.

Please feel free to contact me if you have any questions. Thank you.

<u>Vendor Name</u>	<u>Base Bid</u>	<u>Alt. No. 1</u>	<u>Alt. No. 2</u>	<u>Alt. No. 3</u>	<u>Sub-total</u>	<u>w/ Contingency</u>
		ATC	Square D	Additional Warranty		5%
<b>Insite Build</b> (Salisbury, MD)	\$1,753,500	incl.	incl.	\$28,400	\$1,781,900	\$1,870,995
<b>Joseph T. Richardson</b> (Harrington, DE)	\$1,789,000	incl.	incl.	\$28,000	\$1,817,000	\$1,907,850
<b>Wilfre Company</b> (Hebron, MD)	\$1,836,707	incl.	incl.	\$35,410	\$1,872,117	\$1,965,723
<b>Flo Mechanical</b> (Hockessin, DE)	\$2,965,000	incl.	incl.	\$30,000	\$2,995,000	\$3,144,750

## SECTION 011000 - SUMMARY

## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

- A. Section includes:

1. Project information.
2. Work covered by Contract Documents.
3. Work by Owner.
4. Access to site.
5. Coordination with occupants.
6. Work restrictions.
7. Specification and drawing conventions.

- B. Related Section:

1. Division 01 Section "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

## 1.3 PROJECT INFORMATION

- A. Project Identification: Worcester County Recreation Center HVAC Replacement

1. Project Location: 6030 Public Landing Road, Snow Hill, MD 21863

- B. Owner: Worcester County Commissioners, 1 W. Market Street, Snow Hill, MD 21863.

1. Owner's Representative: William Bradshaw, 410-632-1200, [bbradshaw@co.worcester.md.us](mailto:bbradshaw@co.worcester.md.us)

- C. M/E/P Engineer: Gipe Associates, Inc., 8719 Brooks Drive, Easton, MD 21601.

1. Engineer's Representative: David Hoffman, 410-822-8688; [dhoffman@gipe.net](mailto:dhoffman@gipe.net)

## 1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of the Project is defined by the Contract Documents and consists of the following:

1. The replacement of the multipurpose room HVAC systems, replacement of supporting electrical systems, and supporting work at the Worcester County Recreation Center located in Snow Hill, MD.

- B. Type of Contract

1. Project will be constructed under a single prime contract.

#### 1.5 WORK BY OWNER

- A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.

#### 1.6 ACCESS TO SITE

- A. General: Contractor shall have full use of Project site for construction operations during construction period. Contractor's use of Project site is limited only by Owner's right to perform work or to retain other contractors on portions of Project.
- B. General: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- C. Use of Site: Limit use of Project site to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
  1. Limits: Confine construction operations to the Worcester County Recreation Center.
  2. Driveways, Walkways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
    - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
    - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- D. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.

#### 1.7 COORDINATION WITH OCCUPANTS

- A. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
  1. Engineer will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.
  2. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
  3. Before limited Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy,

Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.

4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

## 1.8 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
  1. Comply with limitations on use of public streets and other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:00 a.m. to 4:30 p.m., Monday through Friday, except as otherwise indicated.
  1. Weekend Hours: (As approved by the Owner)
  2. Early Morning Hours: (As approved by the Owner)
  3. Hours for Utility Shutdowns: (As approved by the Owner)
  4. Hours for Core Drilling and Other noisy activity: (As approved by the Owner)
  5. Lifting, crane operations, and overhead work shall not occur while staff are in the facility.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
  1. Notify Owner not less than seven (7) days in advance of proposed utility interruptions.
  2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration, and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
  1. Notify Owner not less than seven (7) days in advance of proposed disruptive operations.
  2. Obtain Owner's written permission before proceeding with disruptive operations.
- E. Nonsmoking Building: Smoking is not permitted within the building or within **25 feet (8 m)** of entrances, operable windows, or outdoor air intakes.
- F. Controlled Substances: Use of tobacco products and other controlled substances within the existing building and on the Project site is not permitted.
- G. Employee Identification: Provide identification tags for Contractor personnel working on the Project site. Require personnel to utilize identification tags at all times. Contractor must provide required information to the Owner to allow proper background checks.
- H. Employee Screening: Comply with Owner's requirements regarding drug and background screening of Contractor personnel working on the Project site.
  1. Maintain list of approved screened personnel with Owner's Representative.

## 1.9 SPECIFICATION AND DRAWING CONVENTIONS

- A. **Specification Content:** The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
  2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. **Division 01 General Requirements:** Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. **Drawing Coordination:** Requirements for materials and products identified on the Drawings are described in detail in the Specifications. One or more of the following are used on the Drawings to identify materials and products:
1. **Terminology:** Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
  2. **Abbreviations:** Materials and products are identified by abbreviations.
  3. **Keynoting:** Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

DIVISION 01 SECTION 011400  
WORK RESTRICTIONS  
TABLE OF CONTENTS

PART 1 GENERAL

- 1.1 RELATED DOCUMENTS
- 1.2 USE OF PREMISES
- 1.3 OCCUPANCY REQUIREMENTS

PART 2 PRODUCTS

NOT USED

PART 3 EXECUTION

NOT USED

## SECTION 011400 - WORK RESTRICTIONS

## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 USE OF PREMISES

- A. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of site beyond areas in which the Work is indicated.
  - 1. Limits: Confine constructions operations to the jail areas permitted by the Warden.
  - 2. Owner Occupancy: Allow for Owner occupancy of site.
  - 3. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
    - a. Schedule deliveries to minimize use of driveways and entrances.
    - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- B. Use of Existing Building: Maintain existing building in a weathertight condition throughout construction period. Repair damage caused by construction operations. Protect building and its occupants during construction period.
- C. Background Checks: All workers who perform work on the site shall be subject to a full background check.
- D. COVID-19 Provisions: All workers who perform work on the site shall comply with CDC guidelines related to COVID-19 and all Worcester County Commissioner's COVID-19 requirements and Worcester County Recreation Center COVID-19 requirements.
- E. Provide floor protection in the multipurpose room as indicated on the Contract Drawings.
- F. Refer to the Worcester County Requirements for dates when the Recreation Center Areas served by the new HVAC units will be available for demolition of the existing units and installation of the new units.

## 1.3 OCCUPANCY REQUIREMENTS

- A. Full Owner Occupancy: Owner will occupy site during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations.

Worcester County Recreation Center – HVAC System Replacements

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

DIVISION 01 SECTION 012100  
ALLOWANCES  
TABLE OF CONTENTS

PART 1 GENERAL

- 1.1 RELATED DOCUMENTS
- 1.2 SUMMARY
- 1.3 SELECTIONS AND PURCHASE
- 1.4 SUBMITTALS
- 1.5 COORDINATION
- 1.6 LUMP-SUM ALLOWANCES
- 1.7 CONTINGENCY ALLOWANCES
- 1.8 ADJUSTMENT OF ALLOWANCES

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION

- 3.1 EXAMINATION
- 3.2 PREPARATION
- 3.3 SCHEDULE OF ALLOWANCES

## SECTION 012100 - ALLOWANCES

## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

- A. Section includes administrative and procedural requirements governing allowances.
  - 1. Certain items are specified in the Contract Documents by allowances. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when direction will be provided to the Contractor. If necessary, additional requirements will be issued by Change Order.
- B. Types of allowances include the following:
  - 1. Contingency allowances.
- C. Related Sections:
  - 1. Division 01 Section "Quality Requirements" for procedures governing the use of allowances for testing and inspecting.
  - 2. Divisions 02 through 28 Sections for items of Work covered by allowances.
- D. Include cost of allowance in the base bid.

## 1.3 SELECTION AND PURCHASE

- A. At the earliest practical date after award of the Contract, advise Engineer of the date when final selection and purchase of each product or system described by an allowance must be completed to avoid delaying the Work.
- B. At Engineer's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.
- C. Purchase products and systems selected by Engineer from the designated supplier.

## 1.4 SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.

- B. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- C. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.
- D. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

#### 1.5 COORDINATION

- A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

#### 1.6 LUMP-SUM ALLOWANCES

- A. Allowance shall include cost to Contractor of specific products and materials ordered by Owner or selected by Engineer under allowance and shall include freight, and delivery to Project site.
- B. Unused Materials: Return unused materials purchased under an allowance to manufacturer or supplier for credit to Owner, after installation has been completed and accepted.
  - 1. If requested by Engineer, retain and prepare unused material for storage by Owner. Deliver unused material to Owner's storage space as directed.

#### 1.7 CONTINGENCY ALLOWANCES

- A. Use the contingency allowance only as directed by Engineer for Owner's purposes and only by Change Orders that indicate amounts to be charged to the allowance.
- B. Contractor's overhead, profit, and related costs for products and equipment ordered by Owner under the contingency allowance are included in the allowance and are not part of the Contract Sum. These costs include delivery, installation, insurance, equipment rental, and similar costs.
- C. Change Orders authorizing use of funds from the contingency allowance will include Contractor's related costs and reasonable overhead and profit margins.
- D. At Project closeout, credit unused amounts remaining in the contingency allowance to Owner by Change Order.

#### 1.8 ADJUSTMENT OF ALLOWANCES

- A. Allowance Adjustment: To adjust allowance amounts, prepare a Change Order proposal based on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place where applicable. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.

1. Include installation costs in purchase amount only where indicated as part of the allowance.
  2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.
  3. Submit substantiation of a change in scope of work, if any, claimed in Change Orders related to unit-cost allowances.
  4. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.
- B. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the purchase order amount or Contractor's handling, labor, installation, overhead, and profit.
1. Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in the Contract Documents.
  2. No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated.

**PART 2 - PRODUCTS (Not Used)****PART 3 - EXECUTION****3.1 EXAMINATION**

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

**3.2 PREPARATION**

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

**3.3 SCHEDULE OF ALLOWANCES**

- A. Allowance No. 1: Contingency Allowance: Include a contingency allowance of ten thousand dollars (\$10,000.00) for use according to Owner's instructions.

END OF SECTION

DIVISION 01 SECTION 012300  
ALTERNATES  
TABLE OF CONTENTS

PART 1 GENERAL

- 1.1 RELATED DOCUMENTS
- 1.2 SUMMARY
- 1.3 DEFINITIONS
- 1.4 PROCEDURES

PART 2 PRODUCTS (Not Used)

PART 3 EXECUTION

- 3.1 SCHEDULE OF ALTERNATES

## SECTION 012300 – ALTERNATES

## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for alternates.

## 1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the Bidding Requirements that may be added to or deducted from the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
  - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
  - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.
  - 3. The costs for alternates shall include additional Bonds and Insurance costs as a results of project value increasing if alternate is accepted.

## 1.4 PROCEDURES

- A. Coordination: Modify or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
  - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated modifications to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.

- D. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. Alternate #1- ATC System by Modern Controls

1. Base Bid: Provide ATC system and integration by any listed ATC vendor/manufacturer as specified in Specification Section 230900 “Instrumentation and Controls of HVAC and Plumbing Systems”.
2. Alternate: Provide additional costs, if any, for ATC system by Modern Controls as specified in Specification Section 230900 “Instrumentation and Controls of HVAC and Plumbing Systems” and integrate/upgrade existing ATC system. If Modern Controls is the low ATC subcontractor, then the alternate value on the bid form shall be listed as zero (\$0) dollars.

B. Alternate #2 – Electrical Gear by Square D Company

1. Base Bid: Provide transformers, switchboards, panelboards, enclosed switches, motor controllers per Specification Sections 262200 “Low-Voltage Transformers”, 262413 “Switchboards”, 262416 “Panelboards”, 262816 “Enclosed Switches & Circuit Breakers”, and 262913 “Enclosed Controllers” by any of the listed manufacturers.
2. Alternate: Provide transformers, switchboards, panelboards, enclosed switches, motor controllers per Specification Sections 262200 “Low-Voltage Transformers”, 262413 “Switchboards”, 262416 “Panelboards”, 262816 “Enclosed Switches & Circuit Breakers”, and 262913 “Enclosed Controllers” by Square D Company. If Square D Company is the low cost, the alternate value listed on the Bid Form shall be zero (\$0) dollars.

C. Alternate #3 – Additional 1 Year Labor/Material Warranty

1. Base Bid: The base bid labor and material warranty shall be one (1) year.
2. Alternate: Provide additional cost to extend the project labor and material warranty for an additional one (1) year.

END OF SECTION

DIVISION 01 SECTION 012500  
SUBSTITUTION PROCEDURES  
TABLE OF CONTENTS

PART 1 GENERAL

- 1.1 RELATED DOCUMENTS
- 1.2 SUMMARY
- 1.3 DEFINITIONS
- 1.4 SUBMITTALS
- 1.5 QUALITY ASSURANCE
- 1.6 PROCEDURES

PART 2 PRODUCTS

- 2.1 SUBSTITUTIONS

PART 3 EXECUTION (Not Used)

## SECTION 012500 - SUBSTITUTION PROCEDURES

## PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Sections:
  - 1. Division 01 Section "Allowances" for products selected under an allowance.
  - 2. Division 01 Section "Alternates" for products selected under an alternate.
  - 3. Division 01 Section "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.
  - 4. Divisions 02 through 28 Sections for specific requirements and limitations for substitutions.

## 1.3 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
  - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
  - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

## 1.4 SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
  - 1. Substitution Request Form: Use CSI Form 13.1A.
  - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
    - a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.

- b. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
  - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable specification section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
  - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
  - e. Samples, where applicable or requested.
  - f. Certificates and qualification data, where applicable or requested.
  - g. List of similar installations for completed projects with project names and addresses and names and addresses of engineers, architects, and owners.
  - h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
  - i. Research reports evidencing compliance with building code in effect for Project.
  - j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
  - k. Cost information, including a proposal of change, if any, in the Contract Sum.
  - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
  - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Engineer's Action: If necessary, Engineer will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Engineer will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Engineer's Supplemental Instructions for minor changes in the Work.
  - b. Use product specified if Engineer does not issue a decision on use of a proposed substitution within time allocated.

## 1.5 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage qualified testing agency to perform compatibility tests recommended by manufacturers.

## 1.6 PROCEDURES

- A. Coordination: Modify or adjust affected work as necessary to integrate work of the approved substitutions.

## PART 2 - PRODUCTS

## 2.1 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately upon discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
1. Conditions: Engineer will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Engineer will return requests without action, except to record noncompliance with these requirements:
    - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
    - b. Substitution request is fully documented and properly submitted.
    - c. Requested substitution will not adversely affect Contractor's construction schedule.
    - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
    - e. Requested substitution is compatible with other portions of the Work.
    - f. Requested substitution has been coordinated with other portions of the Work.
    - g. Requested substitution provides specified warranty.
    - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- B. Substitutions for Convenience: Not allowed, unless otherwise indicated.

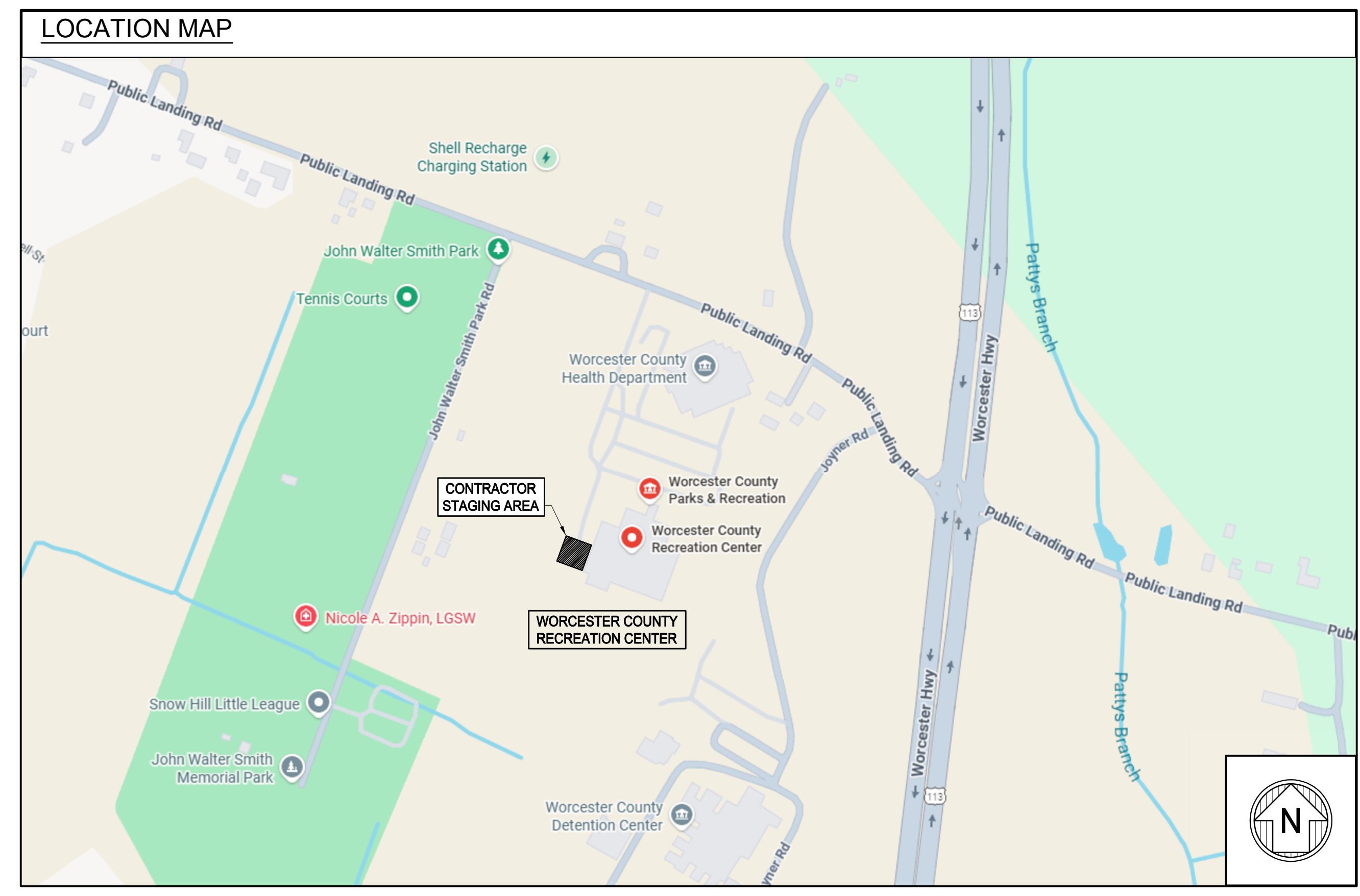
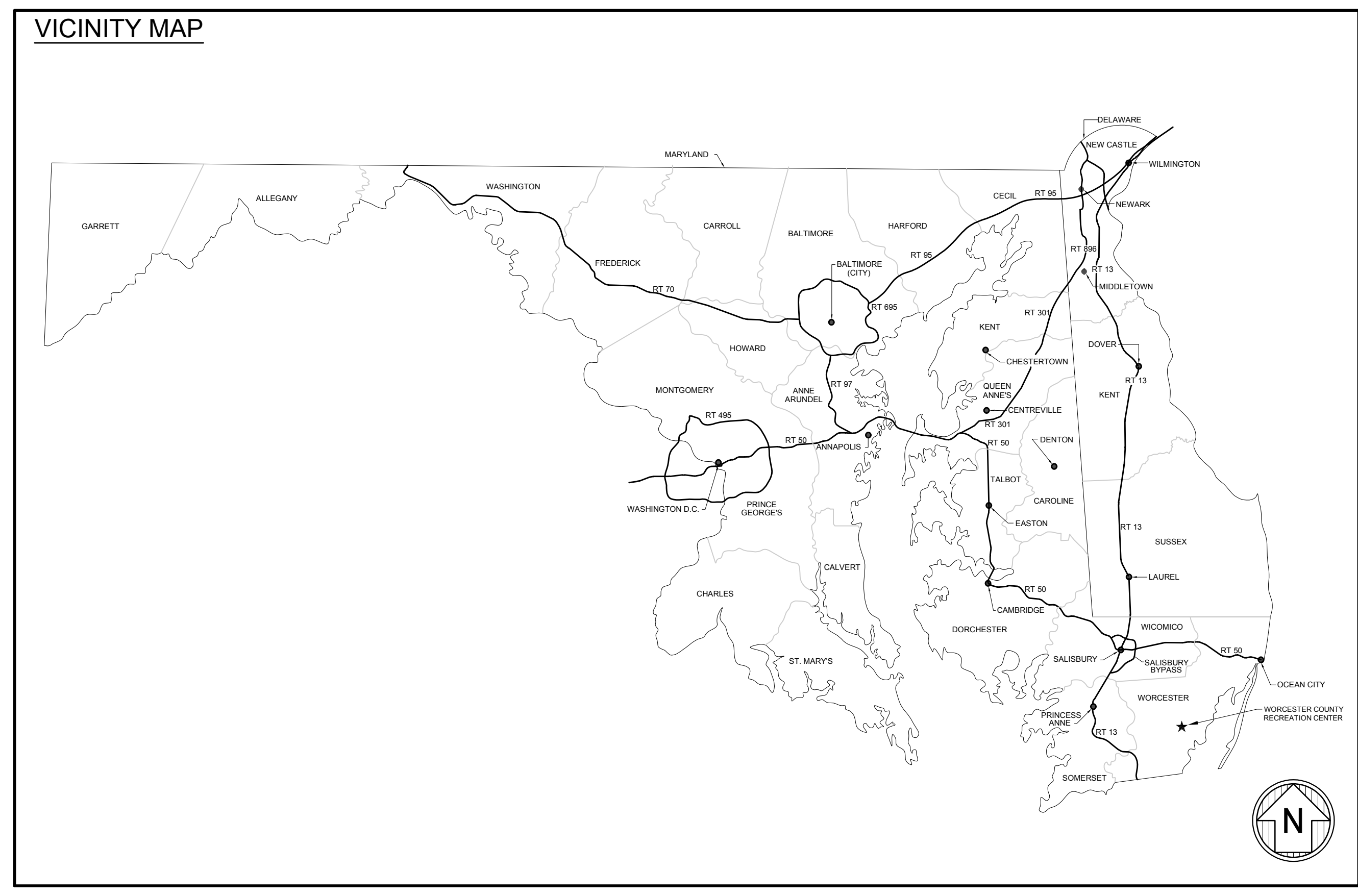
## PART 3 - EXECUTION (Not Used)

END OF SECTION

# Drawings for:

# WORCESTER COUNTY RECREATION CENTER HVAC SYSTEM REPLACEMENTS

**6030 PUBLIC LANDING RD,  
SNOW HILL, MD 21863**



DRAWING LIST	
<b>GENERAL:</b>	<b>ELECTRICAL:</b>
CS001 COVER SHEET	E001 LEGEND AND ABBREVIATIONS - ELECTRICAL
<b>MECHANICAL:</b>	EDP101 FIRST FLOOR PLAN - POWER - DEMOLITION
M001 LEGEND AND ABBREVIATIONS - HVAC	ED201 PART PLAN - ELECTRICAL - DEMOLITION
MD101 FIRST FLOOR PLAN - HVAC - DEMOLITION	ED202 PART PLAN - ELECTRICAL - DEMOLITION
MD201 PART PLAN - HVAC - DEMOLITION	EP101 FIRST FLOOR PLAN - POWER - NEW WORK
MD202 PART PLAN - HVAC - DEMOLITION	E201 PART PLAN - ELECTRICAL - NEW WORK
M101 FIRST FLOOR PLAN - HVAC - NEW WORK	E202 PART PLAN - ELECTRICAL - NEW WORK
M201 PART PLAN - HVAC - NEW WORK	E301 DETAILS - ELECTRICAL
M202 PART PLAN - HVAC - NEW WORK	E302 DETAILS - ELECTRICAL
M301 DETAILS - HVAC	E501 SCHEDULES - ELECTRICAL
M302 DETAILS - HVAC	E601 SINGLE LINE DIAGRAM - ELECTRICAL
M303 DETAILS - HVAC	
M401 CONTROLS - HVAC	
M402 CONTROLS - HVAC	
M501 SCHEDULES - HVAC	

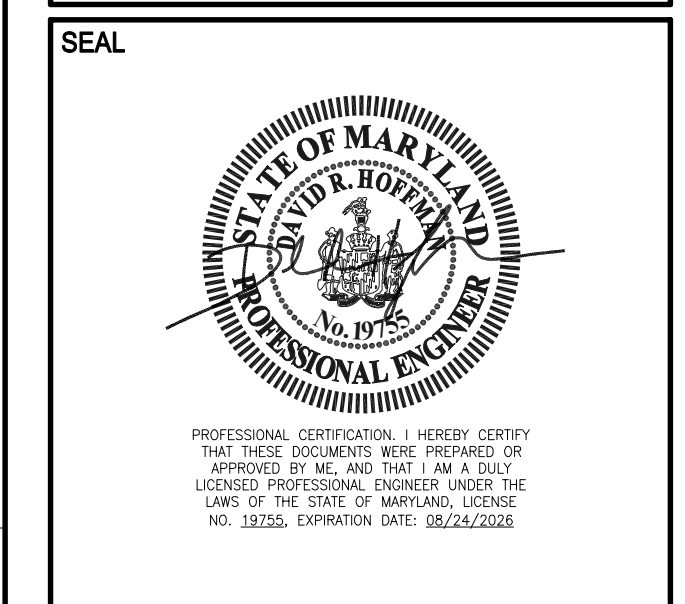
**BID DOCUMENTS**  
**Date: MARCH 12, 2026**

REVISIONS		
no.	date	comments

**ENGINEER**

**Gipe Associates Inc.**  
Consulting Engineers  
8719 Brooks Drive  
Easton, Maryland 21601  
Phone (410) 822-8688  
WCV# 25092

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**CONSULTANT**

**WORCESTER COUNTY RECREATION CENTER  
HVAC SYSTEM REPLACEMENTS**

6030 PUBLIC LANDING RD,  
SNOW HILL, MD 21863

**SUBMISSION**

**BID DOCUMENTS**

**COVER SHEET**

DESIGNED BY	RAK	<b>CS001</b>
CHECKED BY	DRH	
SCALE	AS NOTED	
JOB NO.	25092	
DATE	03/12/2026	

MECHANICAL ABBREVIATIONS			
ABBREV.	DEFINITION	ABBREV.	DEFINITION
AFF	ABOVE FINISHED FLOOR	%	PERCENT
AFG	ABOVE FINISHED GRADE	Δ P	PRESSURE DIFFERENCE
AHJ	AIR HANDLING UNIT	Δ T	TEMPERATURE DIFFERENCE
APD	AIR PRESSURE DROP	LBS	POUNDS
APPROX	APPROXIMATELY	MAX	MAXIMUM
BHP	BRAKE HORSEPOWER	MECH	MECHANICAL
BTU	BRITISH THERMAL UNIT	MIN	MINIMUM
BTUH	BRITISH THERMAL UNITS/HOUR	MOCP	MAX. OVERCURRENT PROTECTION
MBH	BTU PER HOUR (THOUSAND)	MOD	MOTORIZED DAMPER
CAP	CAPACITY	NC	NORMALLY CLOSED
CCMS	CENTRAL CONTROL MONITORING STATION	NO	NORMALLY OPEN
CW	CLOCKWISE	NO#	NUMBER
C	CLOSED	Ø	PHASE
COP	COEFFICIENT OF PERFORMANCE	OA	OUTSIDE AIR
CONT	CONTINUATION	OAT	OUTSIDE AIR TEMPERATURE
CCW	COUNTER CLOCKWISE	OED	OPEN END DUCT
CFM	CUBIC FEET PER MINUTE	PD	PRESSURE DROP
°F	DEGREES FAHRENHEIT	PSI	POUNDS PER SQUARE INCH
DN	DOWN	RA	RETURN AIR
DWG	DRAWING	REQD	REQUIRED
DB	DRY BULB	RH	RELATIVE HUMIDITY
DD	DUCT DETECTOR	RH	ROOF HOOD
ECON	ECONOMIZER	RM	ROOM
EFF	EFFICIENCY	RPM	REVOLUTIONS PER MINUTE
ELEC CHAR	ELECTRICAL CHARACTERISTICS	SECT	SECTION
EER	ENERGY EFFICIENCY RATIO	SENS	SENSIBLE
EAT	ENTERING AIR TEMPERATURE	SL	SOUND LINING
EQUIP	EQUIPMENT	SP	STATIC PRESSURE
EXH	EXHAUST	SPC	STATIC PRESSURE CONTROLLER
EF	EXHAUST FAN	SS	STAINLESS STEEL
EX	EXISTING	STD	STANDARD
ESP	EXTERNAL STATIC PRESSURE	STOR	STORAGE
FPM	FEET PER MINUTE	TEMP	TEMPERATURE
FZ	FREEZE STAT	T-OA	OUTSIDE TEMPERATURE SENSOR
FLA	FULL LOAD AMPS	TONS	TONS OF REFRIGERATION
HP	HEAT PUMP	TYP	TYPICAL
HT	HEIGHT	V	VOLTS
HZ	HERTZ	VEL	VELOCITY
HP	HORSEPOWER	VSD	VARIABLE SPEED DRIVE
IN/H2O	INCHES WATER GAUGE	W	WITH
KW	KILOWATT	WB	WET BULB
LAT	LEAVING AIR TEMPERATURE	WG	WATER GAUGE
L	LOUVER		

MECHANICAL LEGEND					
SYMBOL	ABBREV.	DEFINITION	SYMBOL	ABBREV.	DEFINITION
	SA	SUPPLY AIR DUCT UP/DOWN		CD	A/C CONDENSATE DRAIN
	RA	RETURN AIR DUCT UP/DOWN		LPG	PROPANE GAS PIPING
	EA	EXHAUST AIR DUCT UP/DOWN		#	DRAWING NOTE - DEMOLITION
	OA	OUTSIDE AIR DUCT UP/DOWN		#	DRAWING NOTE - NEW WORK
		RECT. TO ROUND TRANSITION			SHUT-OFF VALVE
		DUCT TRANSITION			FLANGE
		FLEXIBLE CONNECTION (DUCTWORK)			CONCENTRIC REDUCER
	AMS	AIR MONITORING STATION			ECCENTRIC REDUCER
	SL	SOUND LINING			FLEXIBLE CONNECTION (PIPING)
		ELBOW W/ TURNING VANES			PIPE - TURN DOWN
		RADIUS ELBOW			PIPE - TURN UP
	VD	MANUAL VOLUME DAMPER			PIPE - BOTTOM TAKE OFF
	MOD	MOTOR OPERATED DAMPER			PIPE - TOP TAKE OFF
	DD	DUCT SMOKE DETECTOR			GAS PRESSURE REGULATOR
	SPS	STATIC PRESSURE SENSOR			END CAP
	T'STAT	TEMPERATURE SENSOR WITH GUARD			DIRECTION OF FLOW
	HUMIDISTAT	RELATIVE HUMIDITY SENSOR WITH GUARD			GAS COOK
	CO <sub>2</sub>	CARBON DIOXIDE SENSOR		CX	CONNECT TO EXISTING
	CO	CARBON MONOXIDE SENSOR		RX	REMOVE EXISTING (ENDS HERE)
	ATC	AUTOMATIC TEMPERATURE CONTROL PANEL		SEWER	SEWER
		FLEXIBLE HOSE		NECK SIZE	NECK SIZE
	RS	REFRIGERANT SUCTION		ELEV. CENTER OF FACE	ELEV. CENTER OF FACE
	RL	REFRIGERANT LIQUID			

NOTE:  
1. NOT ALL ITEMS WITHIN LEGEND MAY BE UTILIZED ON THIS PROJECT.

REVISIONS		
no.	date	comments

ENGINEER

**Gipe Associates Inc.**  
Consulting Engineers  
8719 Brooks Drive  
Easton, Maryland 21601  
Phone (410) 822-8688  
Fax 25092

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HVAC SYSTEM REPLACEMENTS**

6030 PUBLIC LANDING RD,  
SNOW HILL, MD 21863

SUBMISSION

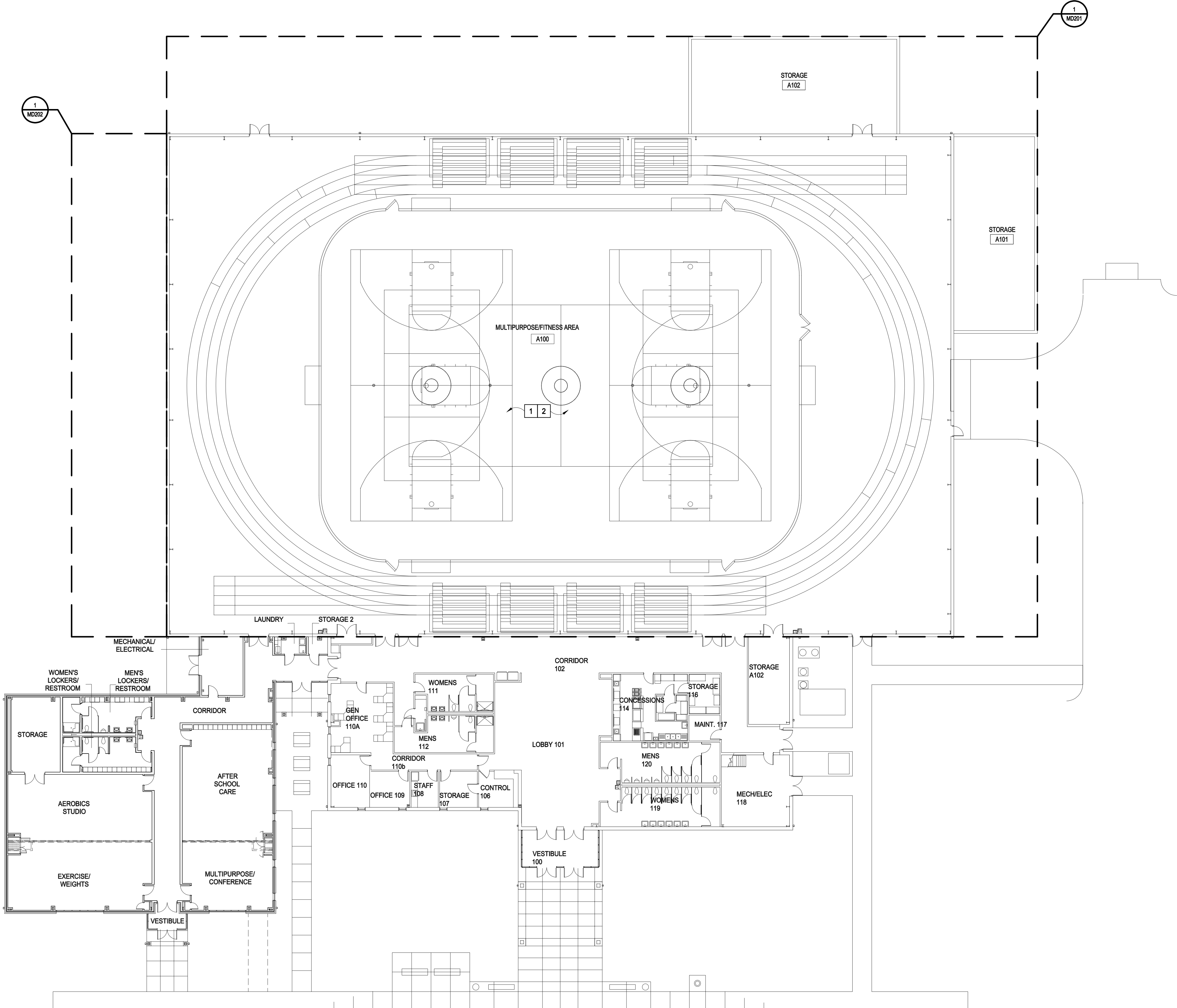
**BID DOCUMENTS**

**LEGEND AND ABBREVIATIONS HVAC**

DESIGNED BY	RAK	<b>M001</b>
CHECKED BY	DRH	
SCALE	AS NOTED	
JOB NO.	25092	
DATE	03/12/2008	

**DRAWING NOTES:**  
(APPLY TO THIS DRAWING ONLY)

- 1 PROVIDE FLOOR PROTECTION FOR MULTIPURPOSE/FITNESS AREA A100 FLOOR DURING DEMOLITION, NEW CONSTRUCTION WORK, AND TESTING/BALANCING. FLOOR PROTECTION SHALL CONSIST OF A MINIMUM OF 0.946 INCH MATTING (RAM BOARD) AND SINGLE LAYER OF 3/4- INCH PLYWOOD. VIDEO RECORD CONDITION OF FLOOR PRIOR TO WORK TAKING PLACE. ALL FLOOR OR FINISH DAMAGE SHALL BE CORRECTED BY CONTRACTOR.
- 2 MAXIMUM WEIGHT OF MACHINE, OPERATOR, LOAD AND TOOLS SHALL NOT EXCEED 4,500 LBS. FOR ANY LIFT TYPE WHERE MACHINE WEIGHT ALONE EXCEEDS 3,500 LBS, CONSULT FLOORING MANUFACTURER. NO HEAVY LOADS (GREATER THAN 500LBS) (EQUIPMENT OR MATERIAL) SHALL BE LEFT ON THE FLOOR OVERNIGHT OR FOR PERIODS GREATER THAN 4 HOURS IN ONE LOCATION.

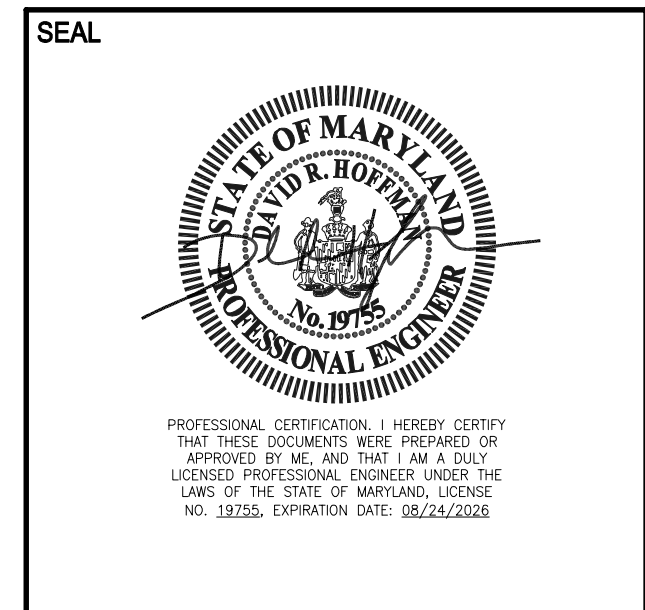


no.	date	comments

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Consulting Engineers  
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Phone (410) 822-8688  
WOW# 25092

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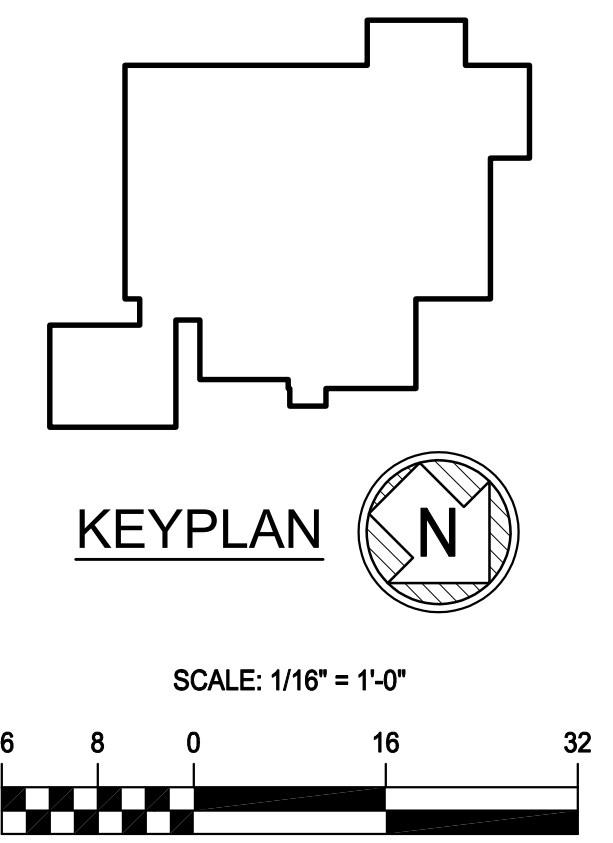
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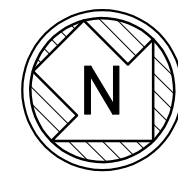
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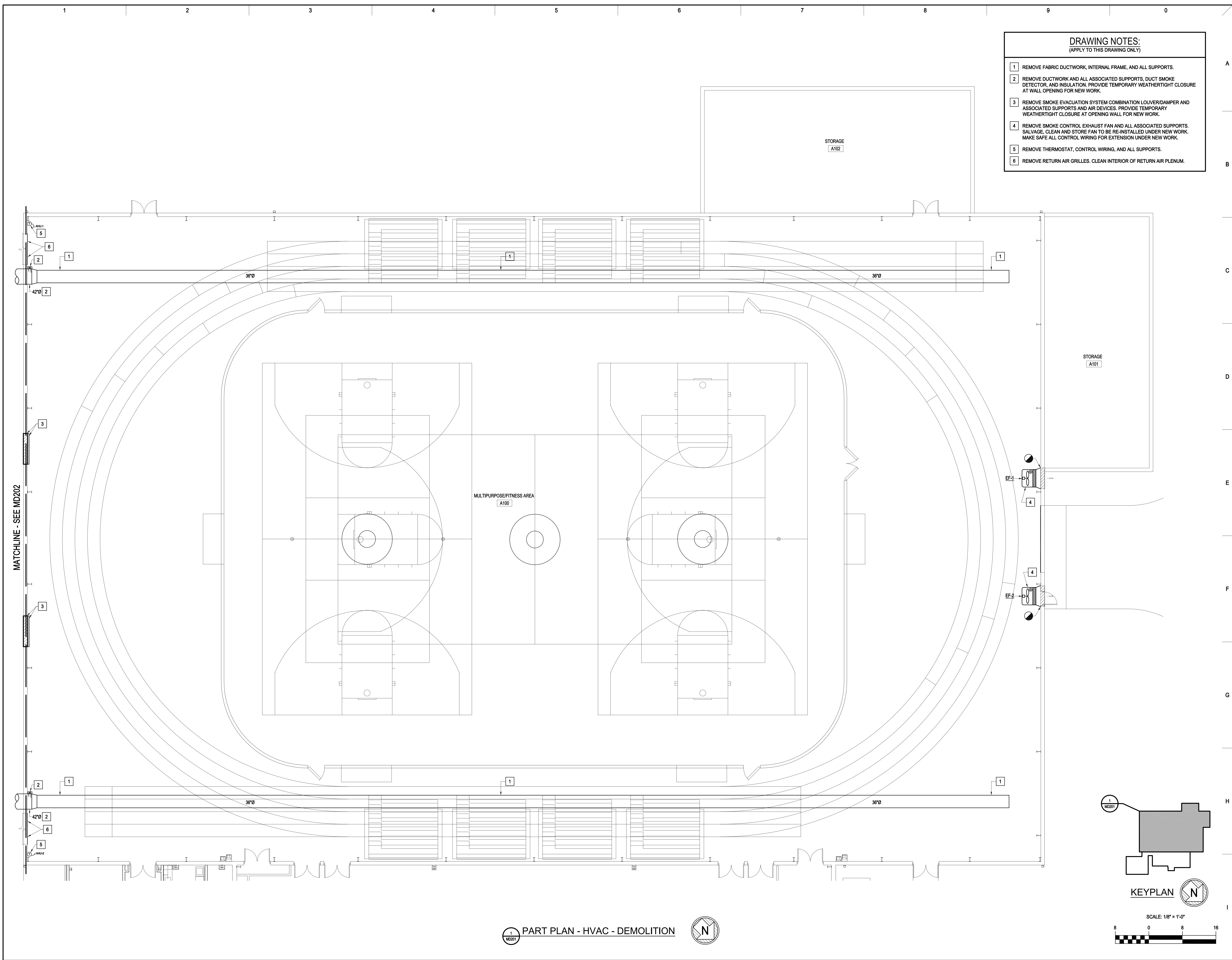
**FIRST FLOOR PLAN  
HVAC  
DEMOLITION**

DESIGNED BY	RAK	<b>MD101</b>
CHECKED BY	DRH	
SCALE	AS NOTED	
DATE	03/12/2028	



**FIRST FLOOR PLAN - HVAC - DEMOLITION**





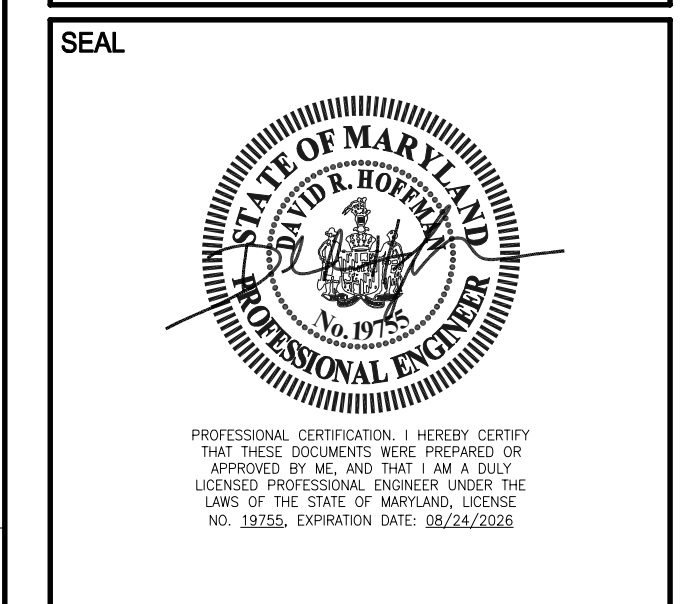
- DRAWING NOTES:**  
(APPLY TO THIS DRAWING ONLY)
- 1 REMOVE FABRIC DUCTWORK, INTERNAL FRAME, AND ALL SUPPORTS.
  - 2 REMOVE DUCTWORK AND ALL ASSOCIATED SUPPORTS. DUCT SMOKE DETECTOR, AND INSULATION. PROVIDE TEMPORARY WEATHERTIGHT CLOSURE AT WALL OPENING FOR NEW WORK.
  - 3 REMOVE SMOKE EVACUATION SYSTEM COMBINATION LOUVER/DAMPER AND ASSOCIATED SUPPORTS AND AIR DEVICES. PROVIDE TEMPORARY WEATHERTIGHT CLOSURE AT OPENING WALL FOR NEW WORK.
  - 4 REMOVE SMOKE CONTROL EXHAUST FAN AND ALL ASSOCIATED SUPPORTS. SALVAGE, CLEAN AND STORE FAN TO BE RE-INSTALLED UNDER NEW WORK. MAKE SAFE ALL CONTROL WIRING FOR EXTENSION UNDER NEW WORK.
  - 5 REMOVE THERMOSTAT, CONTROL WIRING, AND ALL SUPPORTS.
  - 6 REMOVE RETURN AIR GRILLES. CLEAN INTERIOR OF RETURN AIR PLENUM.

no.	date	comments

ENGINEER

**Gipe Associates Inc.**  
Consulting Engineers  
8719 Brooks Drive  
Easton, Maryland 21601  
Phone (410) 822-8688  
WOW# 25092

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6030 PUBLIC LANDING RD,  
SNOW HILL, MD 21863

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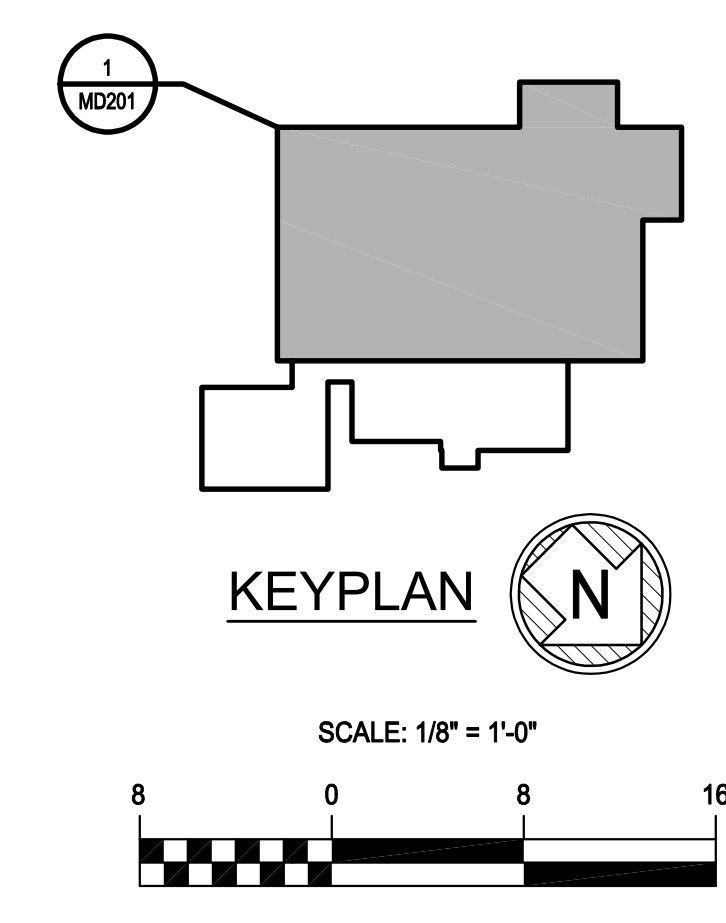
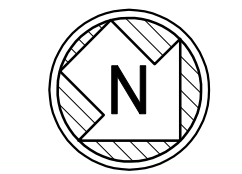
**BID DOCUMENTS**

**PART PLAN  
HVAC  
DEMOLITION**

DESIGNED BY	RAK	<b>MD201</b>
CHECKED BY	DRH	
SCALE	AS NOTED	
JOB NO.	25092	
DATE	03/12/2028	

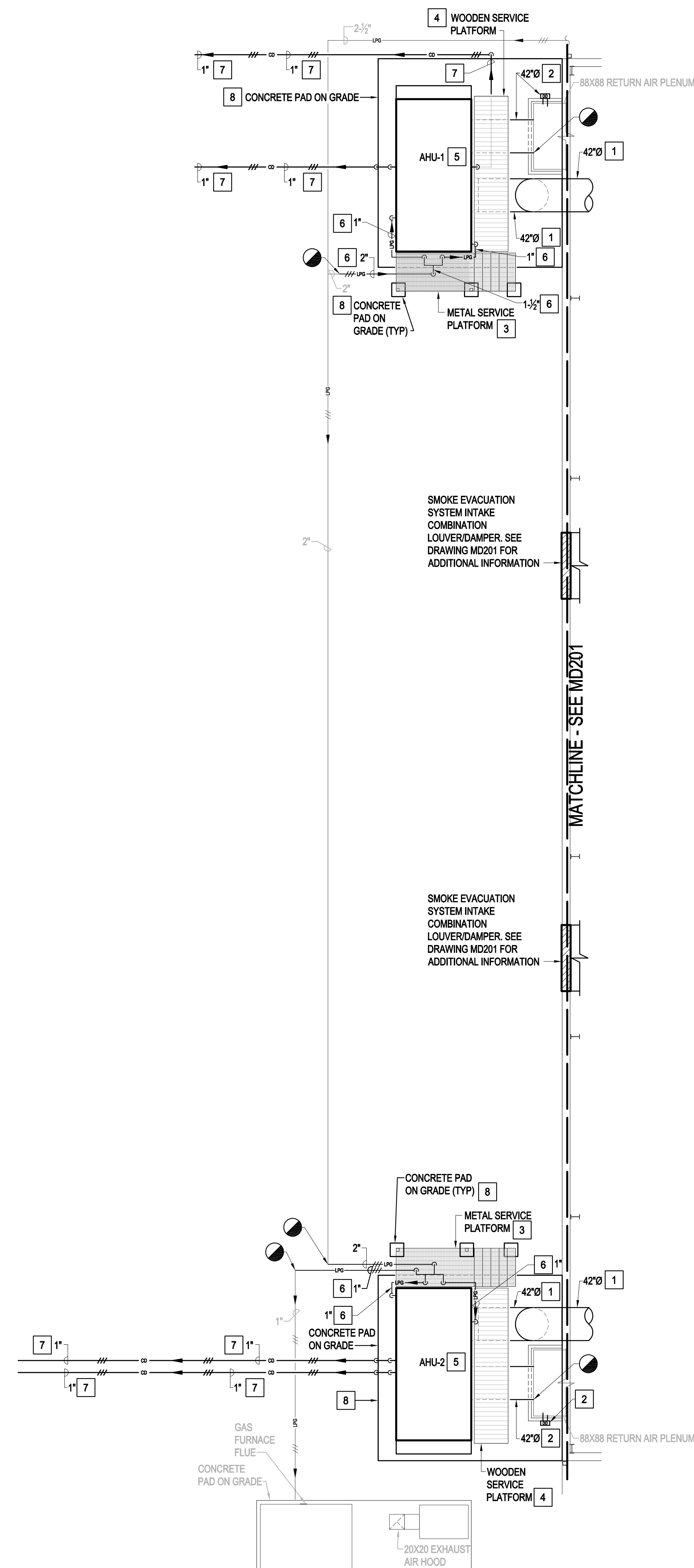
MATCHLINE - SEE MD202

**PART PLAN - HVAC - DEMOLITION**

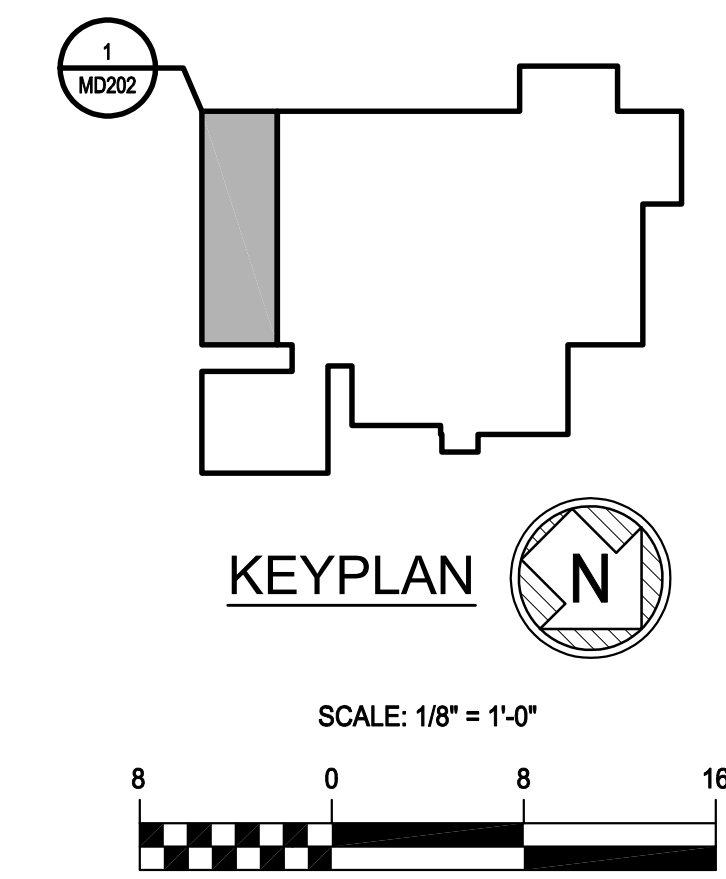


**DRAWING NOTES:**  
(APPLY TO THIS DRAWING ONLY)

- 1 REMOVE DUCTWORK, INSULATION, AND ALL SUPPORTS TO POINT INDICATED. PROVIDE TEMPORARY WEATHERTIGHT CLOSURE AT WALL OPENING FOR NEW WORK.
- 2 REMOVE DUCTWORK, INSULATION, DUCT SMOKE DETECTOR, AND ALL SUPPORTS TO POINT INDICATED. PROVIDE TEMPORARY CAP FOR EXTENSION UNDER NEW WORK.
- 3 REMOVE METAL SERVICE PLATFORM AND ALL SUPPORTS.
- 4 REMOVE WOODEN SERVICE PLATFORM AND ALL SUPPORTS.
- 5 REMOVE AIR HANDLING UNIT, PLENUM BASE AND ALL SUPPORTS AND CONTROLS.
- 6 REMOVE PROPANE PIPING AND ASSOCIATED PRESSURE REGULATOR, VALVES, AND ALL SUPPORTS TO POINT INDICATED. PROVIDE TEMPORARY CAP FOR EXTENSION UNDER NEW WORK.
- 7 REMOVE CONDENSATE PIPING AND ALL ASSOCIATED SUPPORTS.
- 8 REMOVE CONCRETE PAD.



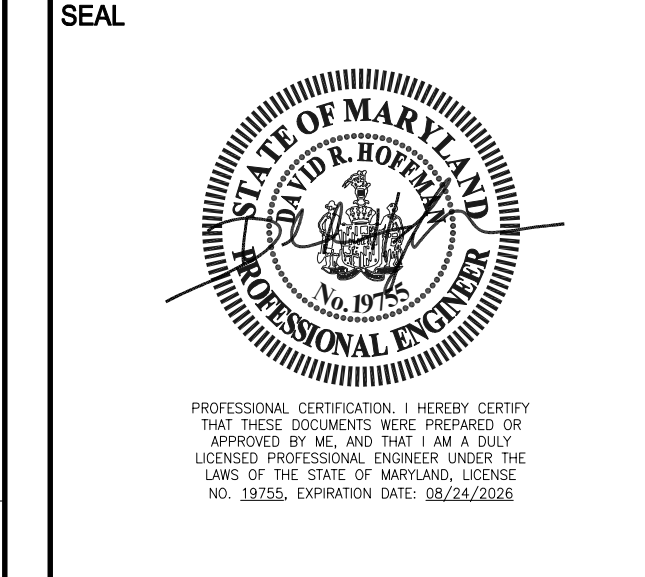
1 PART PLAN - HVAC - DEMOLITION



REVISIONS		
no.	date	comments

ENGINEER

**Gipe Associates Inc.**  
Consulting Engineers  
8719 Brooks Drive  
Easton, Maryland 21601  
Phone (410) 822-8688  
WOW# 25092



CONSULTANT

**WORCESTER COUNTY RECREATION CENTER  
HVAC SYSTEM REPLACEMENTS**

6030 PUBLIC LANDING RD,  
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SUBMISSION

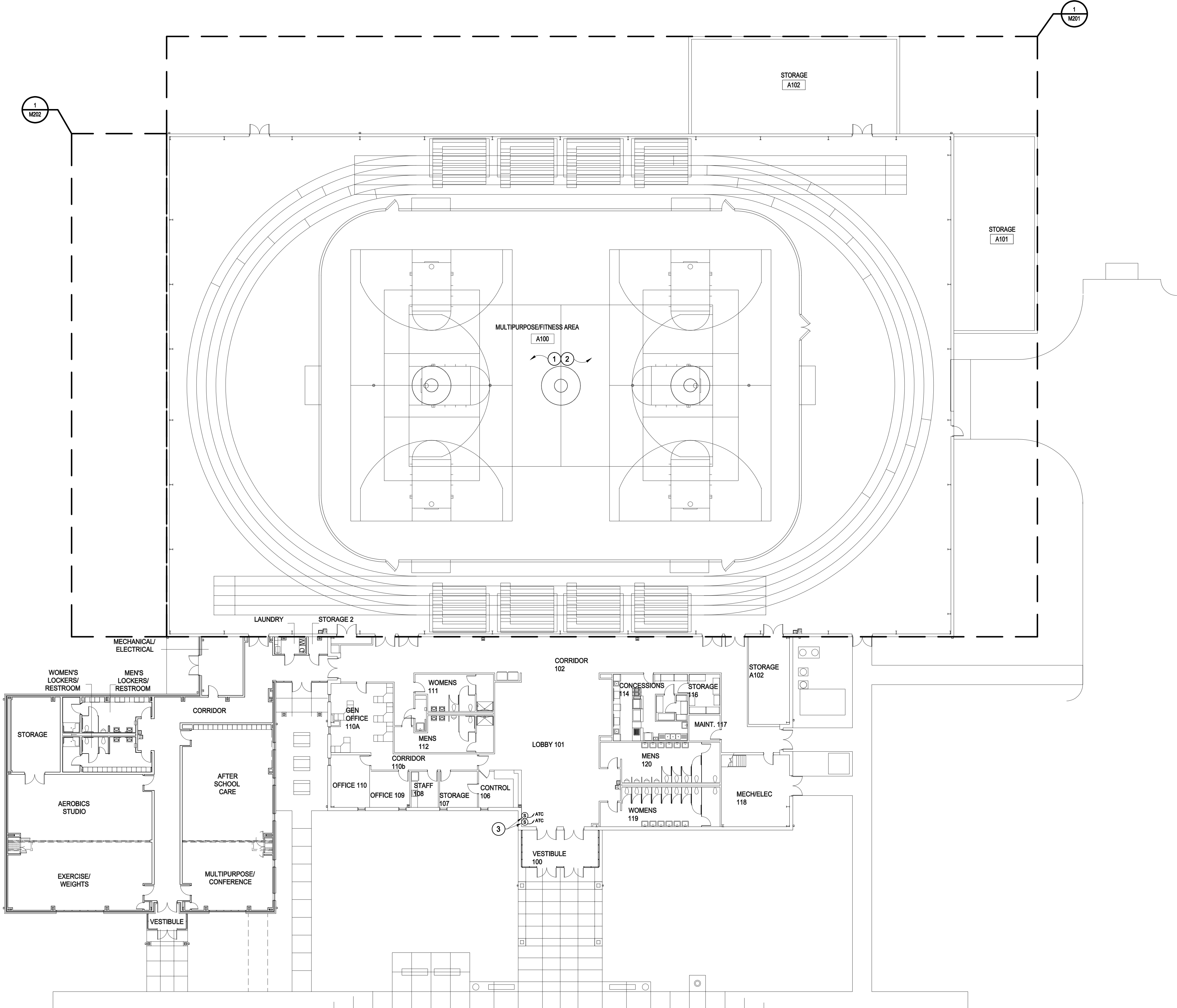
**BID DOCUMENTS**

**PART PLAN  
HVAC  
DEMOLITION**

DESIGNED BY	RAK	<b>MD202</b>
CHECKED BY	DRH	
SCALE	AS NOTED	
DATE	03/12/2026	

1 2 3 4 5 6 7 8 9 0

- DRAWING NOTES:**  
(APPLY TO THIS DRAWING ONLY)
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  - 2 MAXIMUM WEIGHT OF MACHINE, OPERATOR, LOAD AND TOOLS SHALL NOT EXCEED 4,500 LBS. FOR ANY LIFT TYPE WHERE MACHINE WEIGHT ALONE EXCEEDS 3,500 LBS, CONSULT FLOORING MANUFACTURER. NO HEAVY LOADS (GREATER THAN 500LBS) (EQUIPMENT OR MATERIAL) SHALL BE LEFT ON THE FLOOR OVERNIGHT OR FOR PERIODS GREATER THAN 4 HOURS IN ONE LOCATION.
  - 3 FIRE FIGHTERS EMERGENCY AIR HANDLING EQUIPMENT AND SMOKE EVACUATION EQUIPMENT SHUTDOWN KEYED SWITCHES FOR DE-ENERGIZING AIR DISTRIBUTION AND SMOKE EVACUATION SYSTEMS. INTERLOCK WITH BMS, SZAV UNITS, AND SMOKE CONTROL SYSTEM EXHAUST FANS. CONFIRM FINAL LOCATION WITH AHJ.

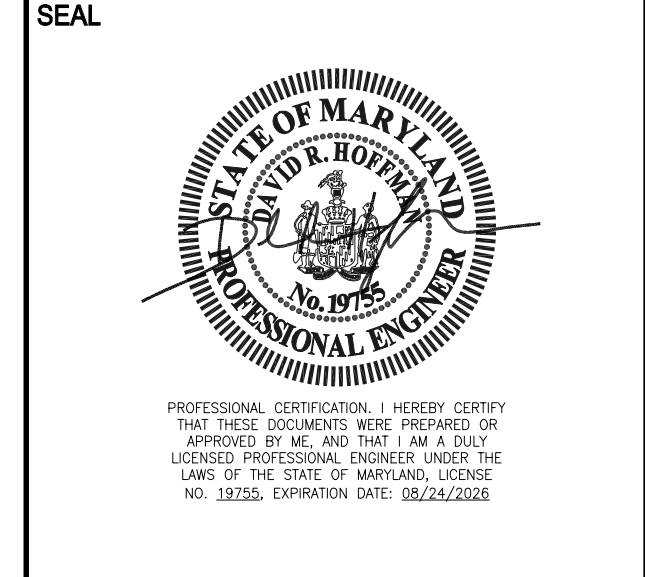


no.	date	comments

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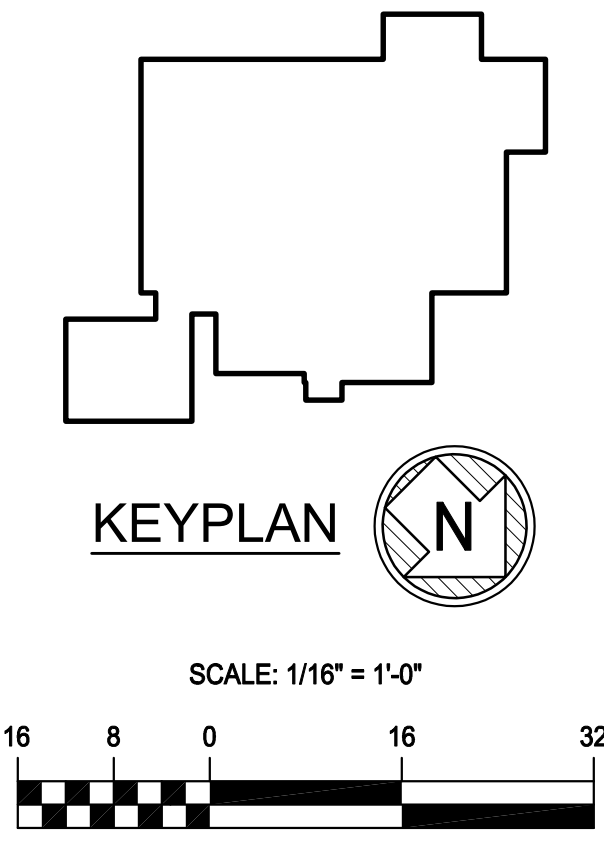
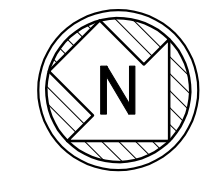
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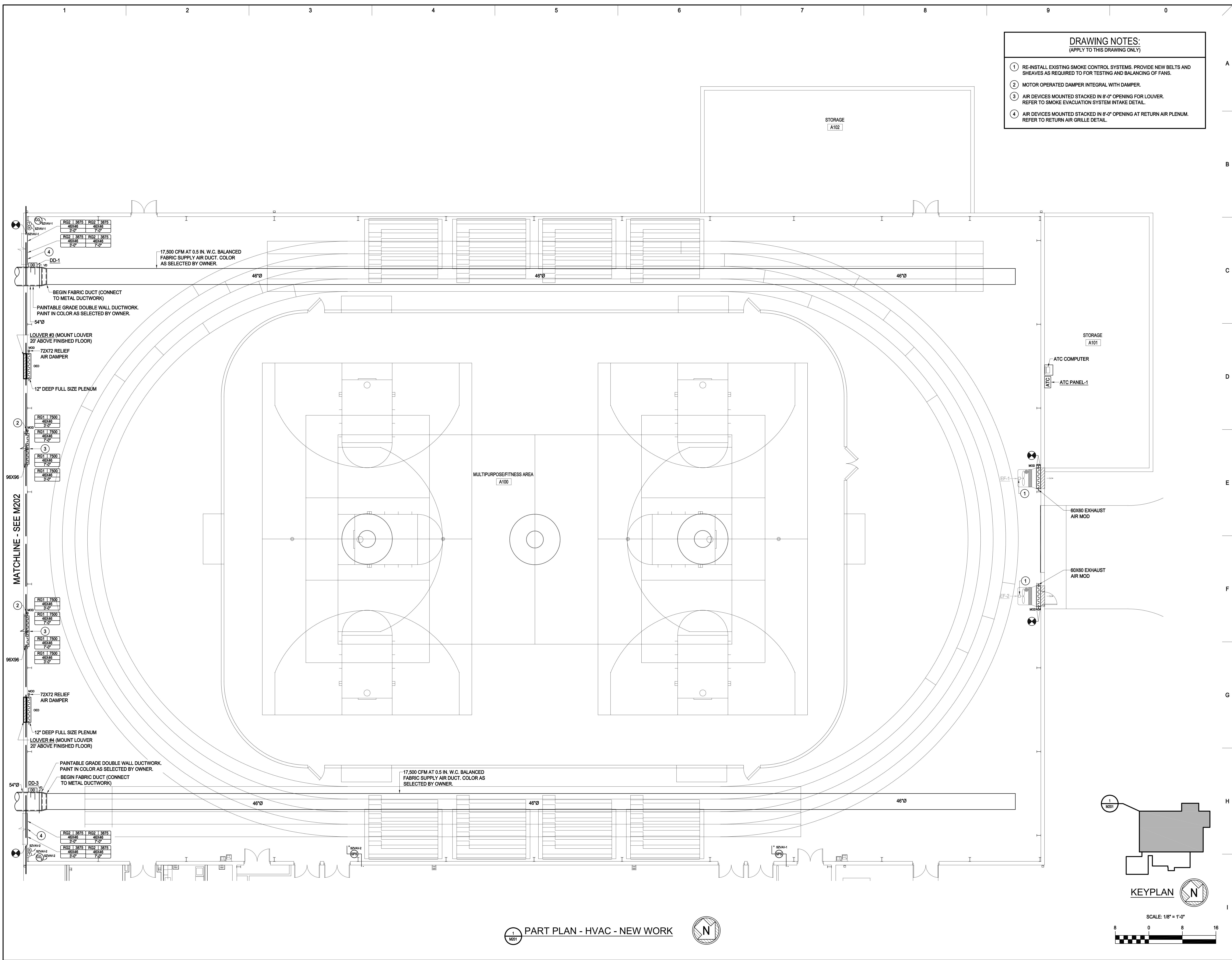
**FIRST FLOOR PLAN  
HVAC  
NEW WORK**

DESIGNED BY	RAK
CHECKED BY	DRH
SCALE	AS NOTED
JOB NO.	25092
DATE	03/12/2028

**M101**

FIRST FLOOR PLAN - HVAC - NEW WORK





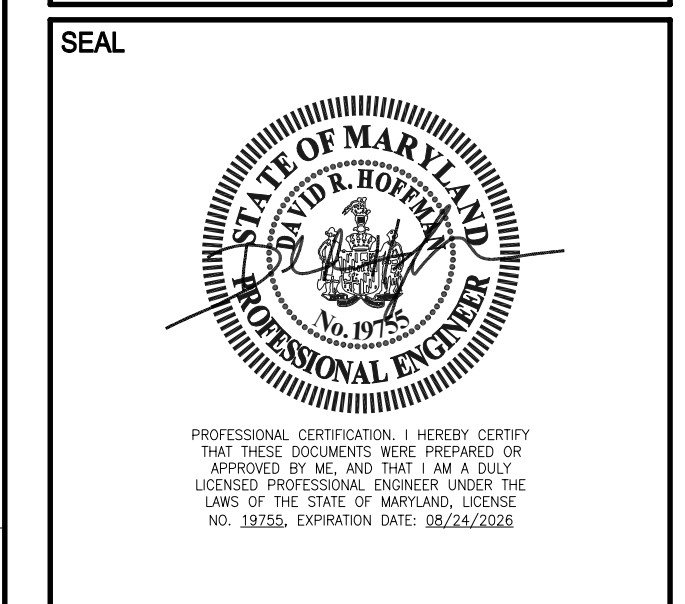
- DRAWING NOTES:**  
(APPLY TO THIS DRAWING ONLY)
- RE-INSTALL EXISTING SMOKE CONTROL SYSTEMS. PROVIDE NEW BELTS AND SHEAVES AS REQUIRED TO FOR TESTING AND BALANCING OF FANS.
  - MOTOR OPERATED DAMPER INTEGRAL WITH DAMPER.
  - AIR DEVICES MOUNTED STACKED IN 8'-0" OPENING FOR LOUVER. REFER TO SMOKE EVACUATION SYSTEM INTAKE DETAIL.
  - AIR DEVICES MOUNTED STACKED IN 8'-0" OPENING AT RETURN AIR PLENUM. REFER TO RETURN AIR GRILLE DETAIL.

no.	date	comments

ENGINEER

**Gipe Associates Inc.**  
Consulting Engineers  
8719 Brooks Drive  
Easton, Maryland 21601  
Phone (410) 822-8688  
WOW# 25092

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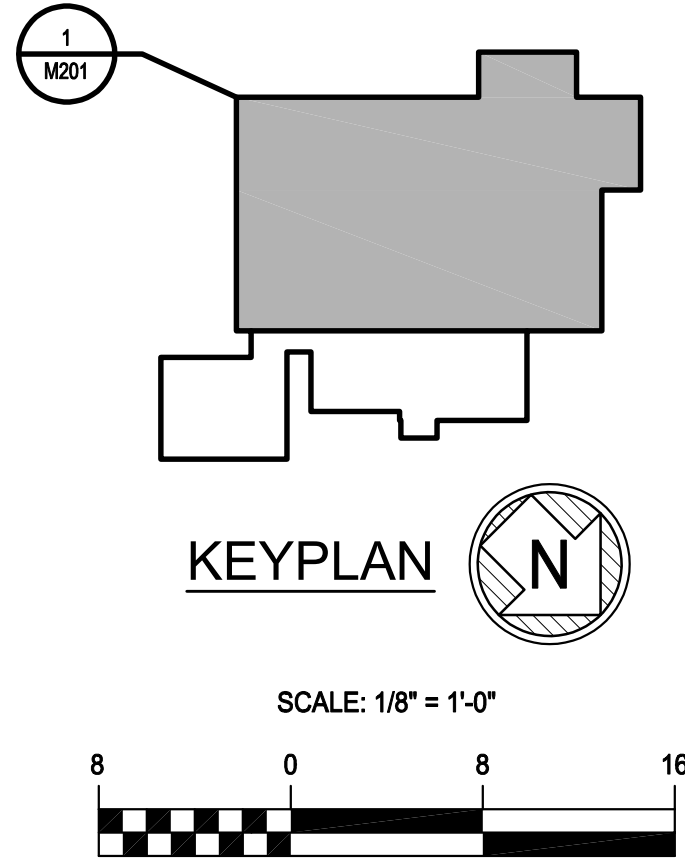
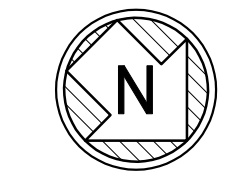
**BID DOCUMENTS**

**PART PLAN  
HVAC  
NEW WORK**

DESIGNED BY	RAK
CHECKED BY	DRH
SCALE	AS NOTED
JOB NO.	25092
DATE	03/12/2028

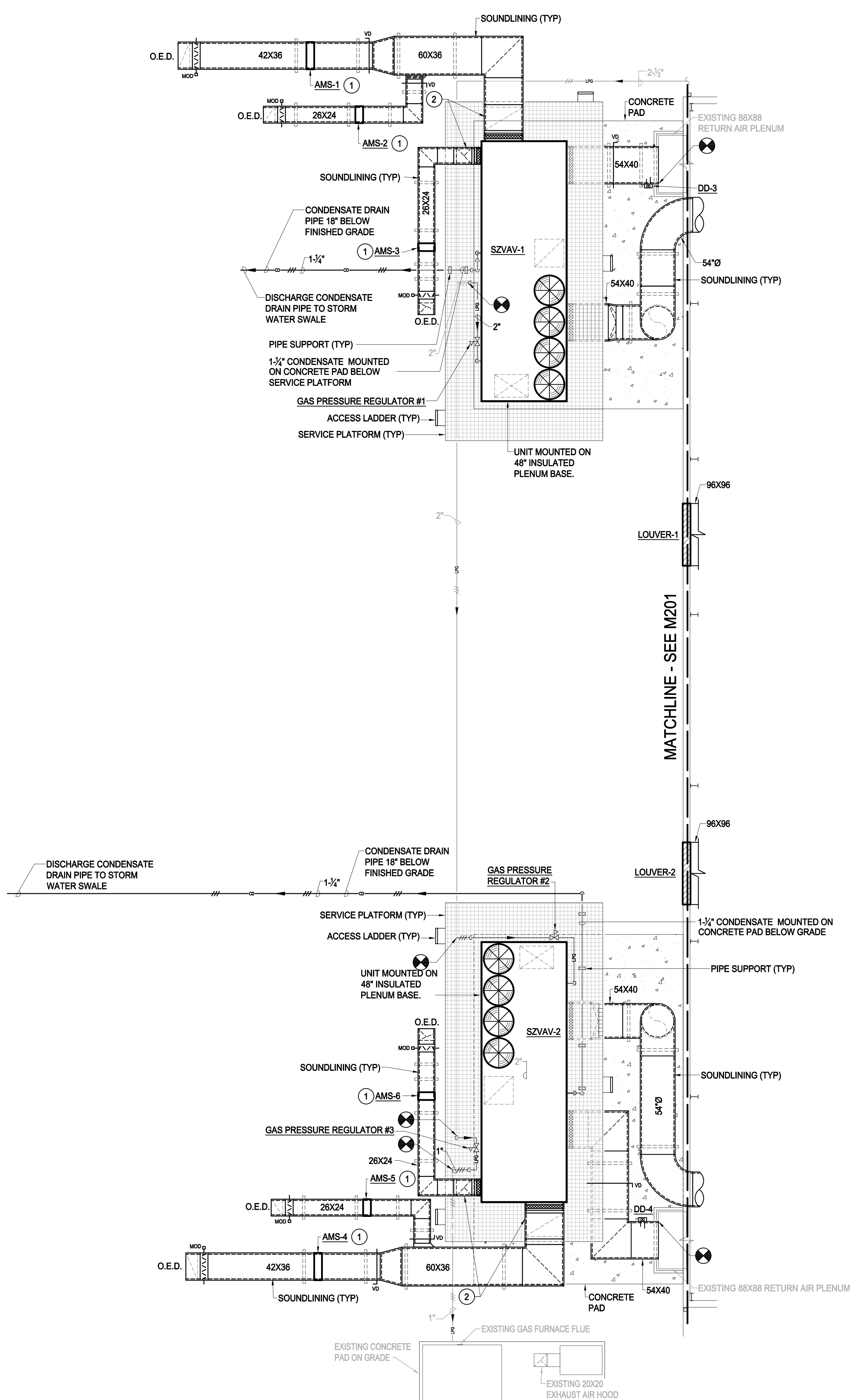
**M201**

**PART PLAN - HVAC - NEW WORK**

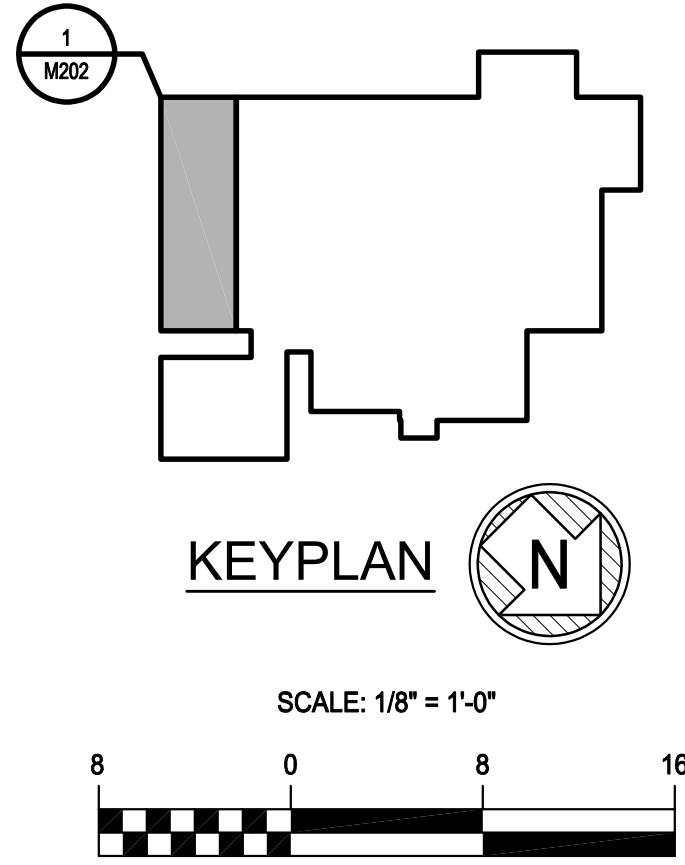


**DRAWING NOTES:**  
(APPLY TO THIS DRAWING ONLY)

- 1 MOUNT AIRFLOW MONITORING STATION DISPLAY IN UNIT CONTROL CABINET.
- 2 TURN DUCT UP AS REQUIRED TO CLEAR PLATFORM HANDRAIL.



1 PART PLAN - HVAC - NEW WORK

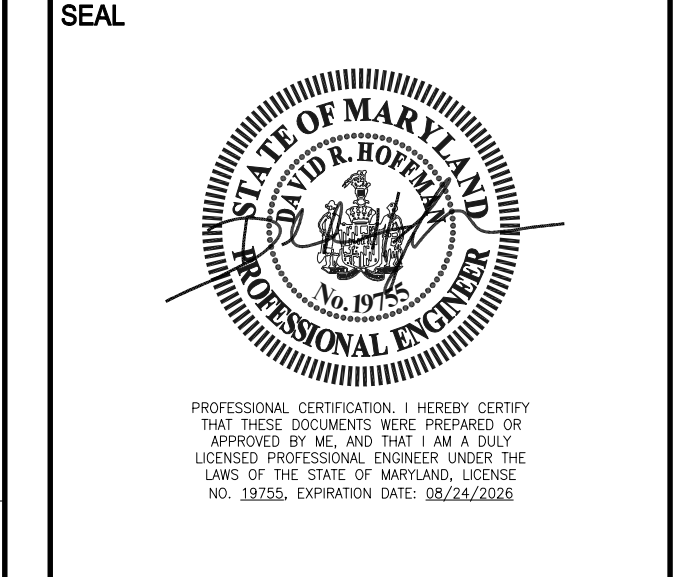


REVISIONS		
no.	date	comments

ENGINEER

**Gipe Associates Inc.**  
Consulting Engineers  
8719 Brooks Drive  
Easton, Maryland 21601  
Phone (410) 822-8688  
WOW# 25092

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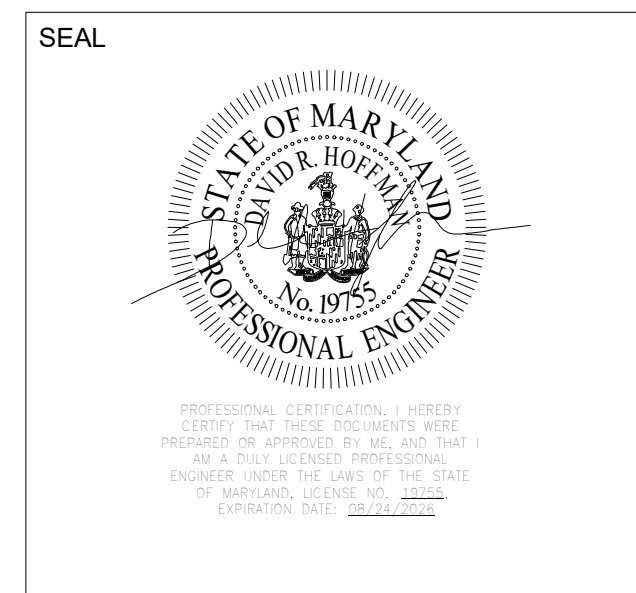
**PART PLAN  
HVAC  
NEW WORK**

DESIGNED BY	RAK
CHECKED BY	DRH
SCALE	AS NOTED
JOB NO.	M202
DATE	03/12/2028

Revision Schedule		
no.	date	comments

ENGINEER  
**Gipe Associates Inc.**  
 Consulting Engineers  
 8719 Brooks Drive  
 Easton, Maryland 21601  
 Phone (410) 822-8688  
 WO# 25092

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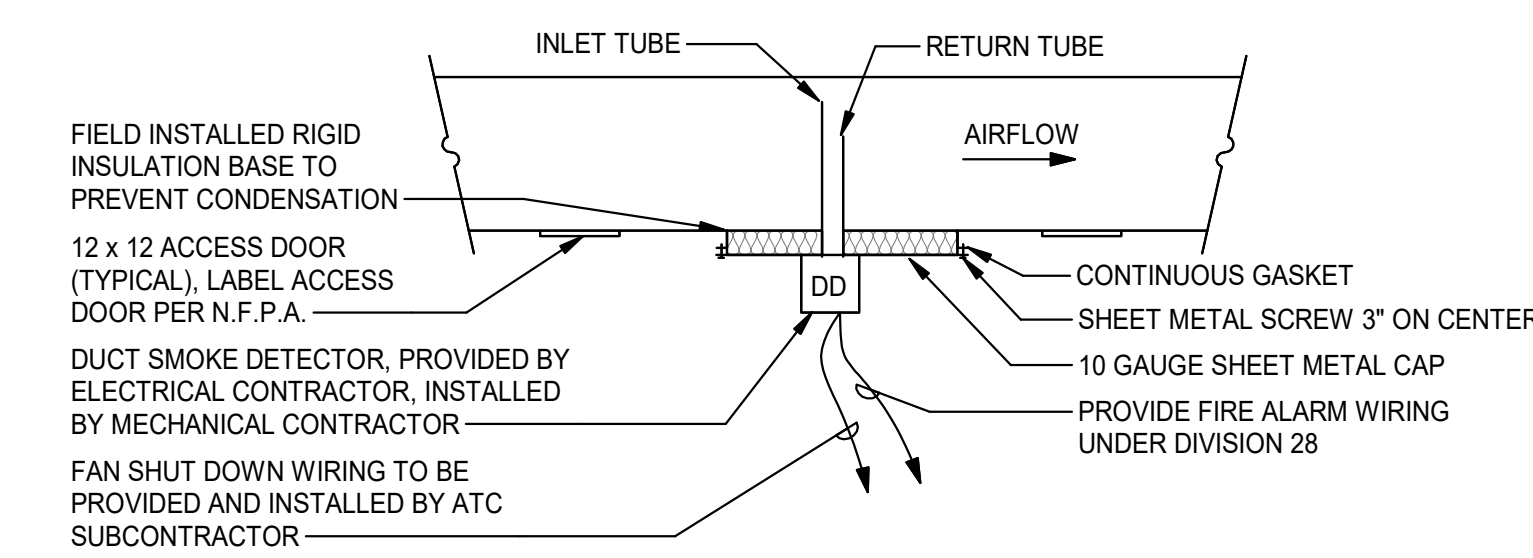
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**WORCESTER COUNTY RECREATION CENTER  
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 6030 PUBLIC LANDING RD,  
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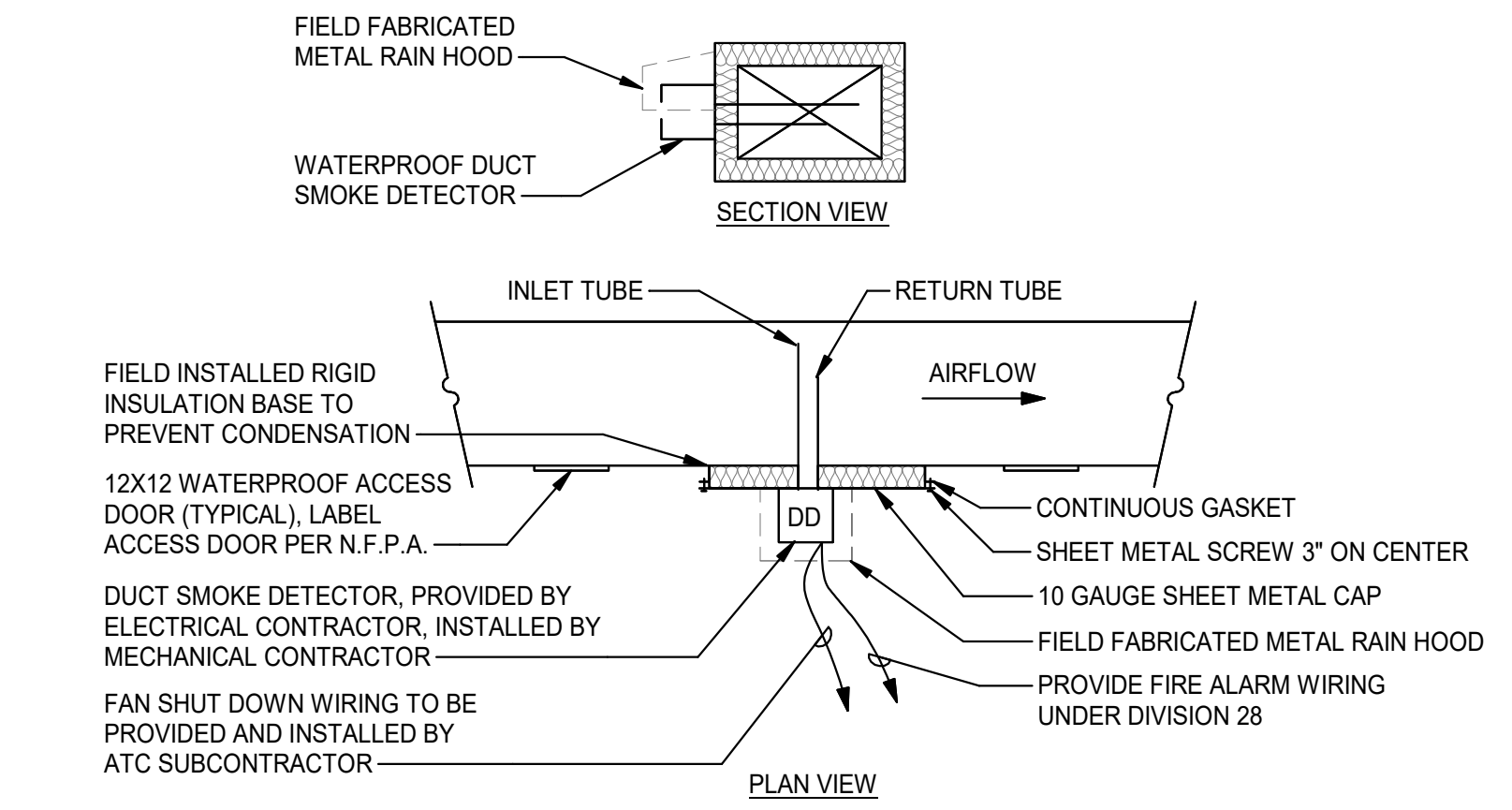
SUBMISSION  
**BID DOCUMENTS**

**DETAILS - HVAC**

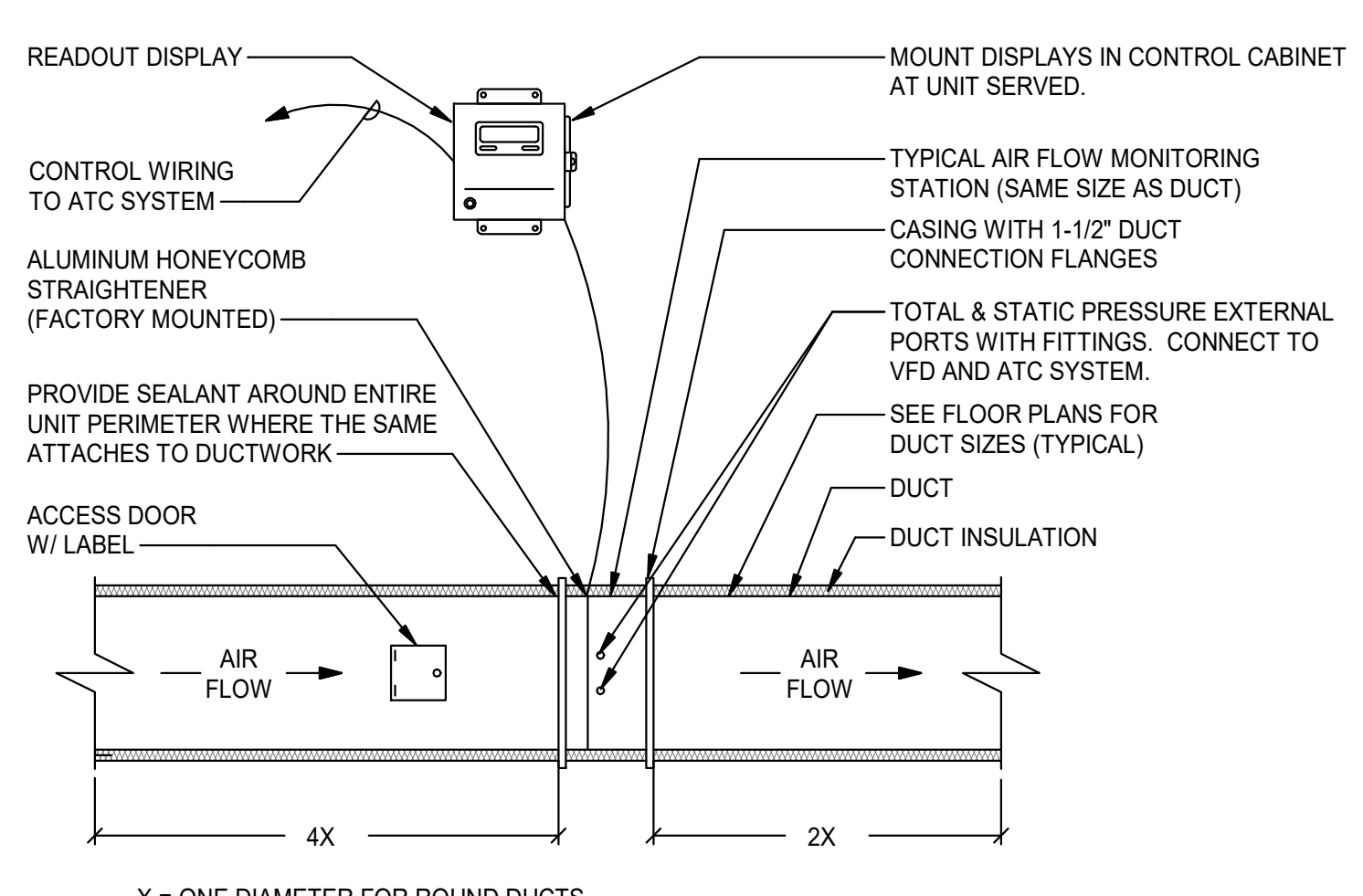
DESIGNED BY	RAK
CHECKED BY	DRH
SCALE	AS NOTED
JOB NO.	M301
DATE	25092 03/12/2026



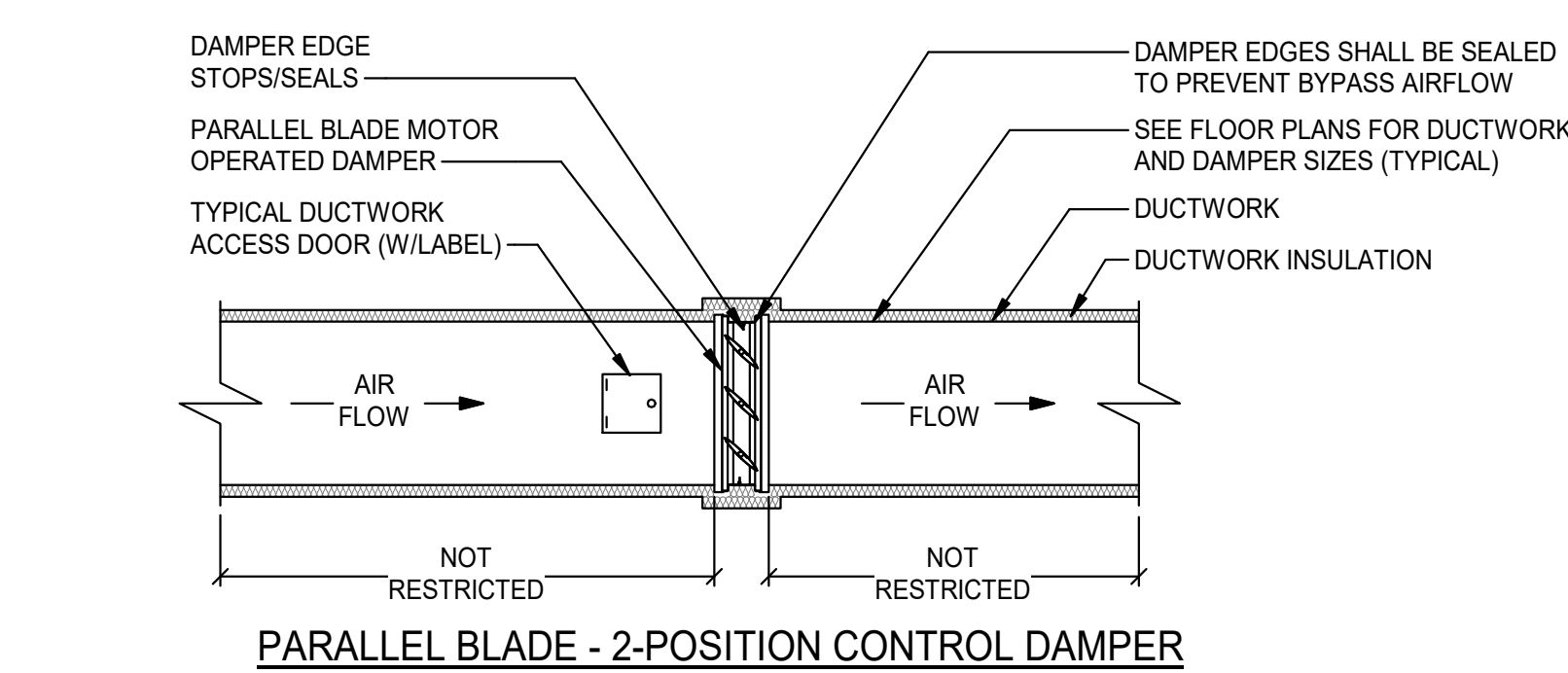
3 DETAIL - TYPICAL DUCT SMOKE DETECTOR (INTERIOR)



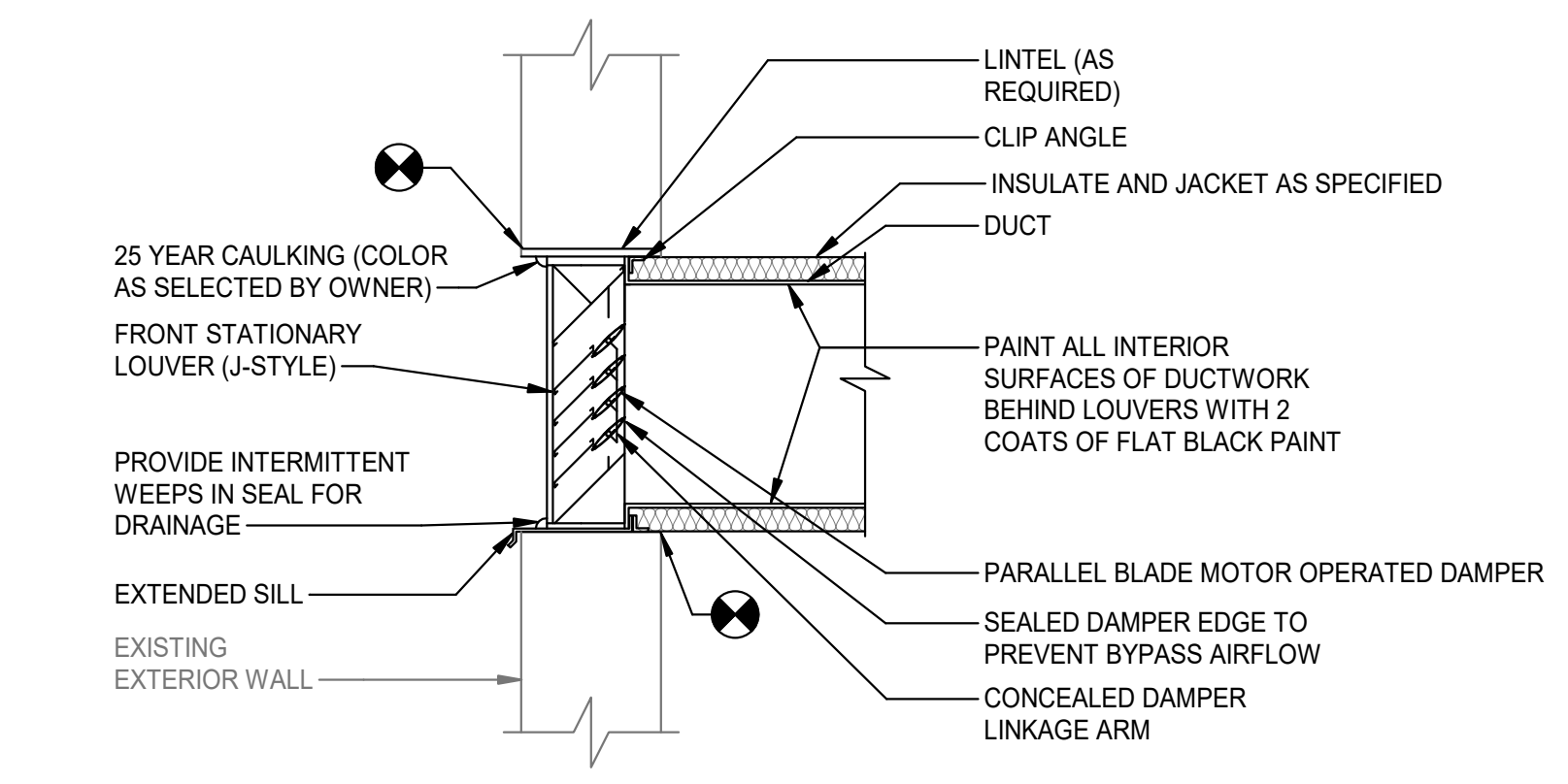
2 DETAIL - TYPICAL DUCT SMOKE DETECTOR (EXTERIOR)



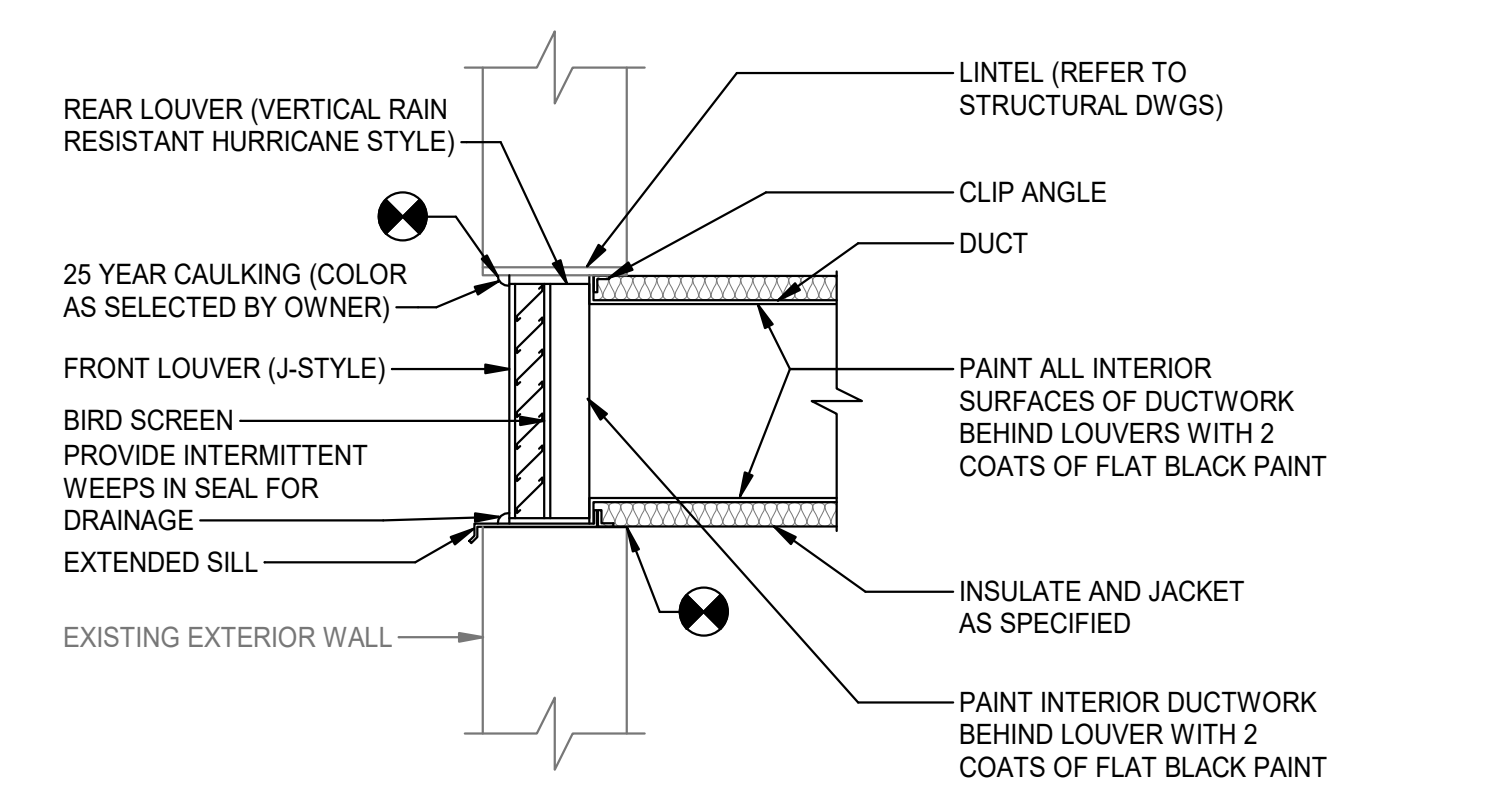
1 DETAIL - TYPICAL AIR FLOW MONITORING STATION



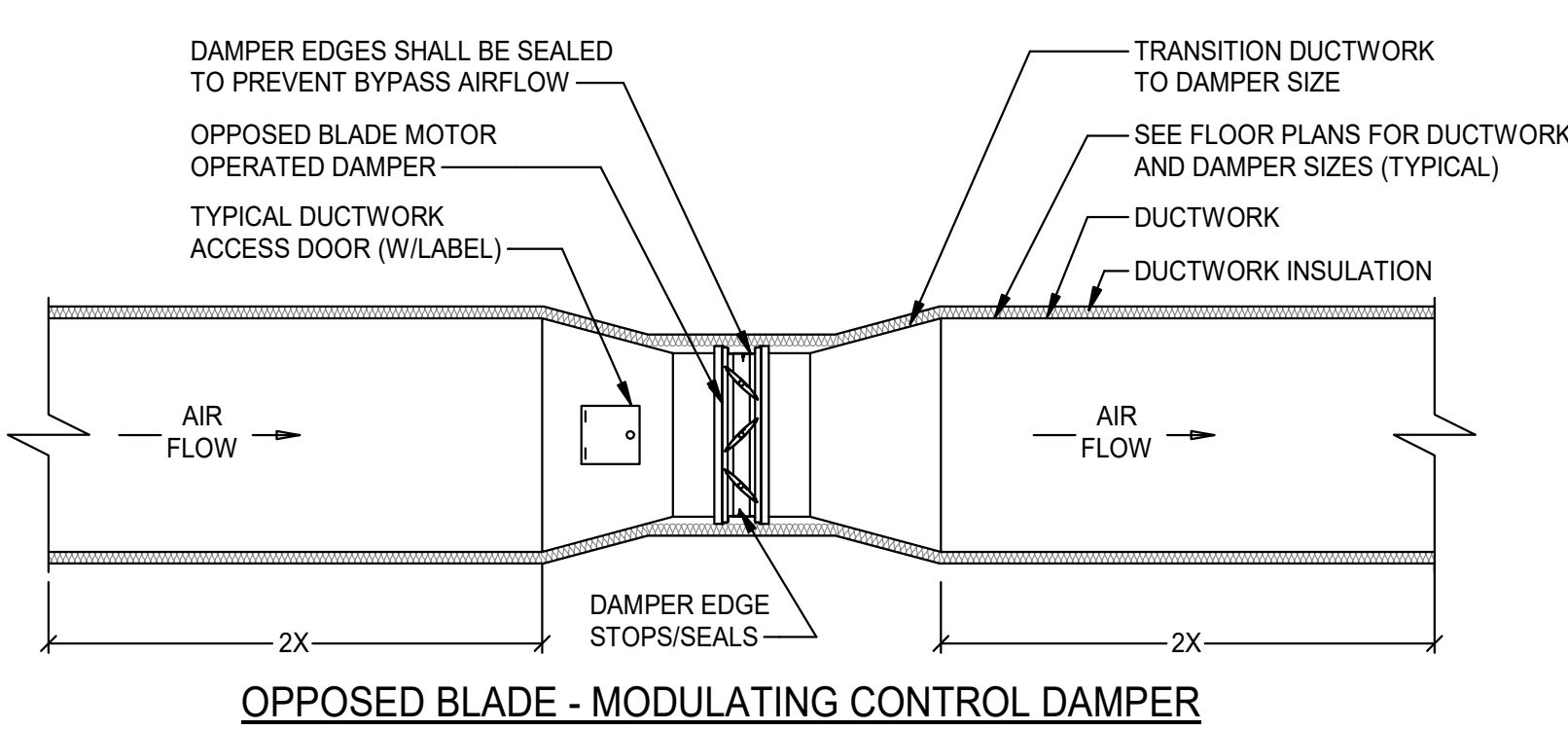
3 DETAIL - TYPICAL DUCTWORK MOUNTED CONTROL DAMPER



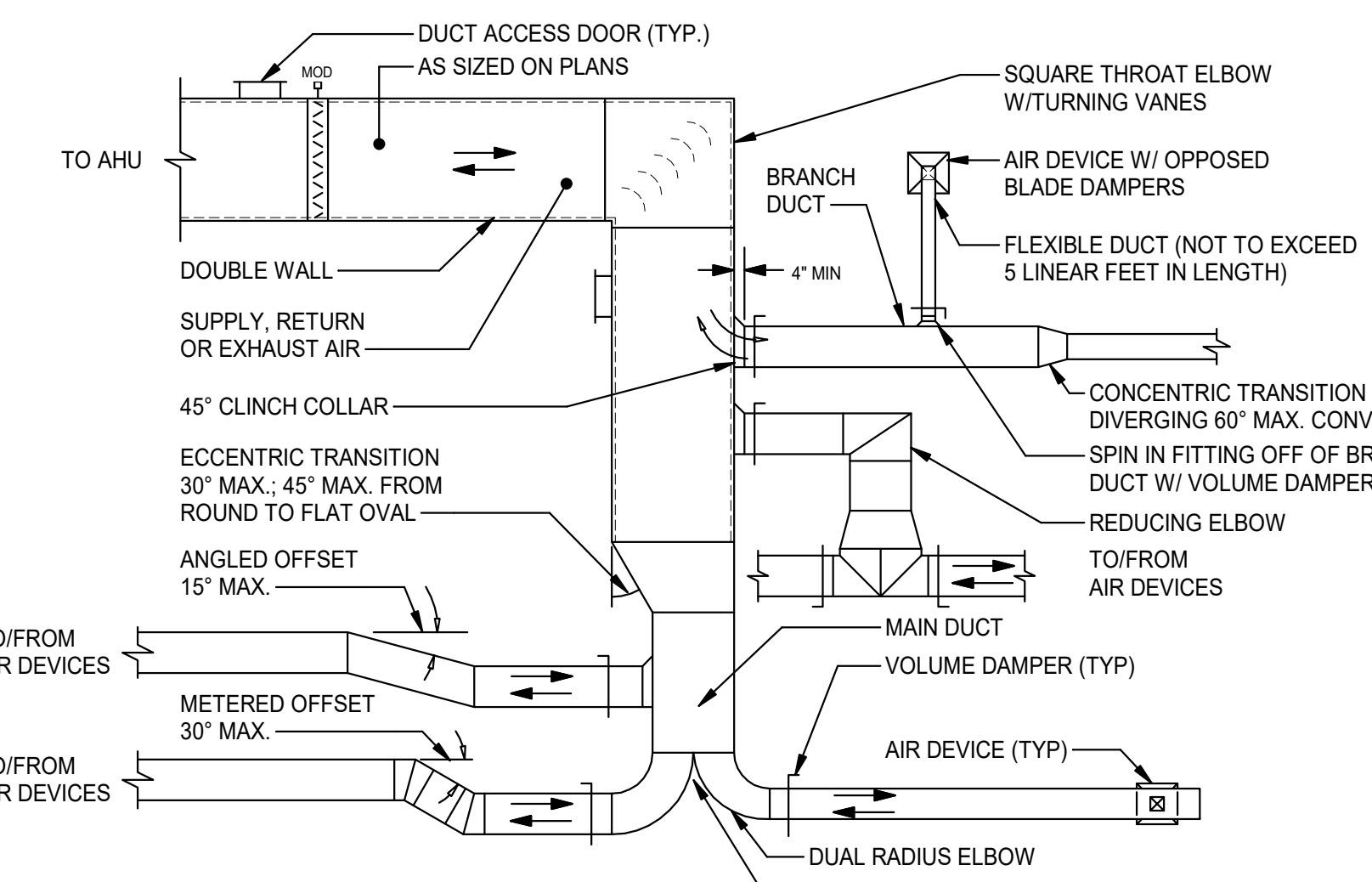
5 DETAIL - EXTERIOR COMBINATION LOUVER/DAMPER



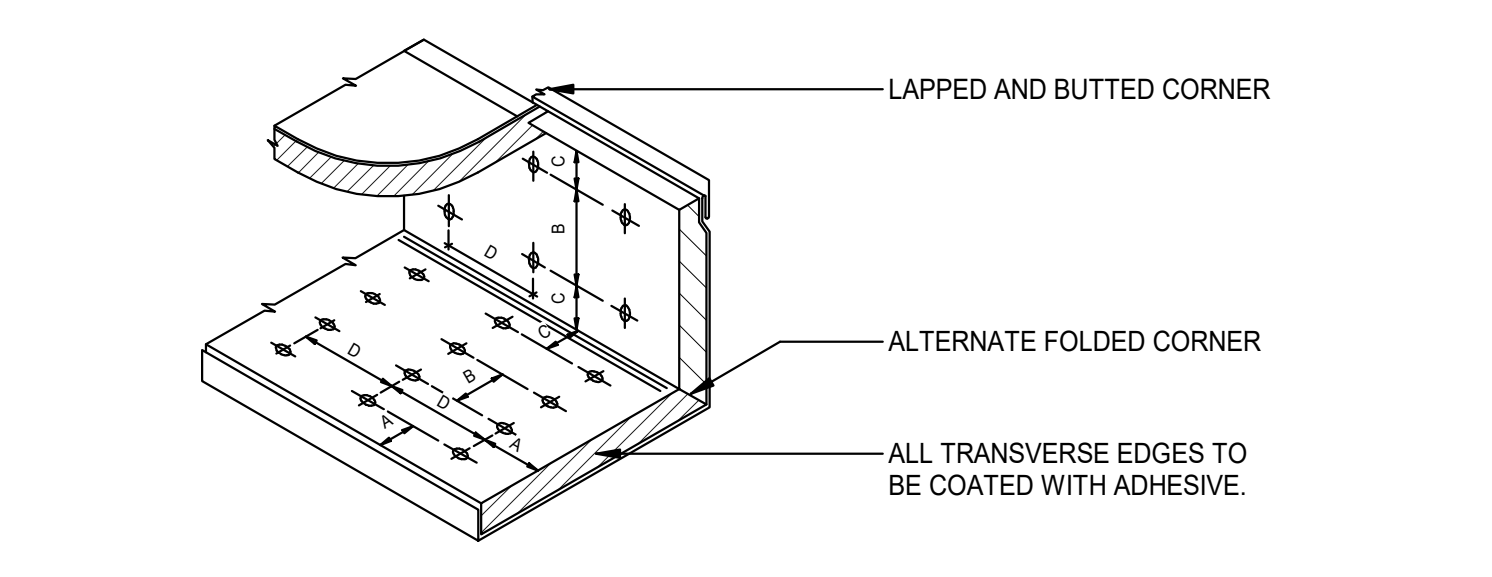
4 DETAIL - EXTERIOR MECHANICAL LOUVER



3 DETAIL - TYPICAL DUCTWORK MOUNTED CONTROL DAMPER



7 DETAIL - TYPICAL SUPPLY, EXHAUST, OR RETURN DUCT OFFSET, TRANSITION AND DUCT ACCESS DOORS

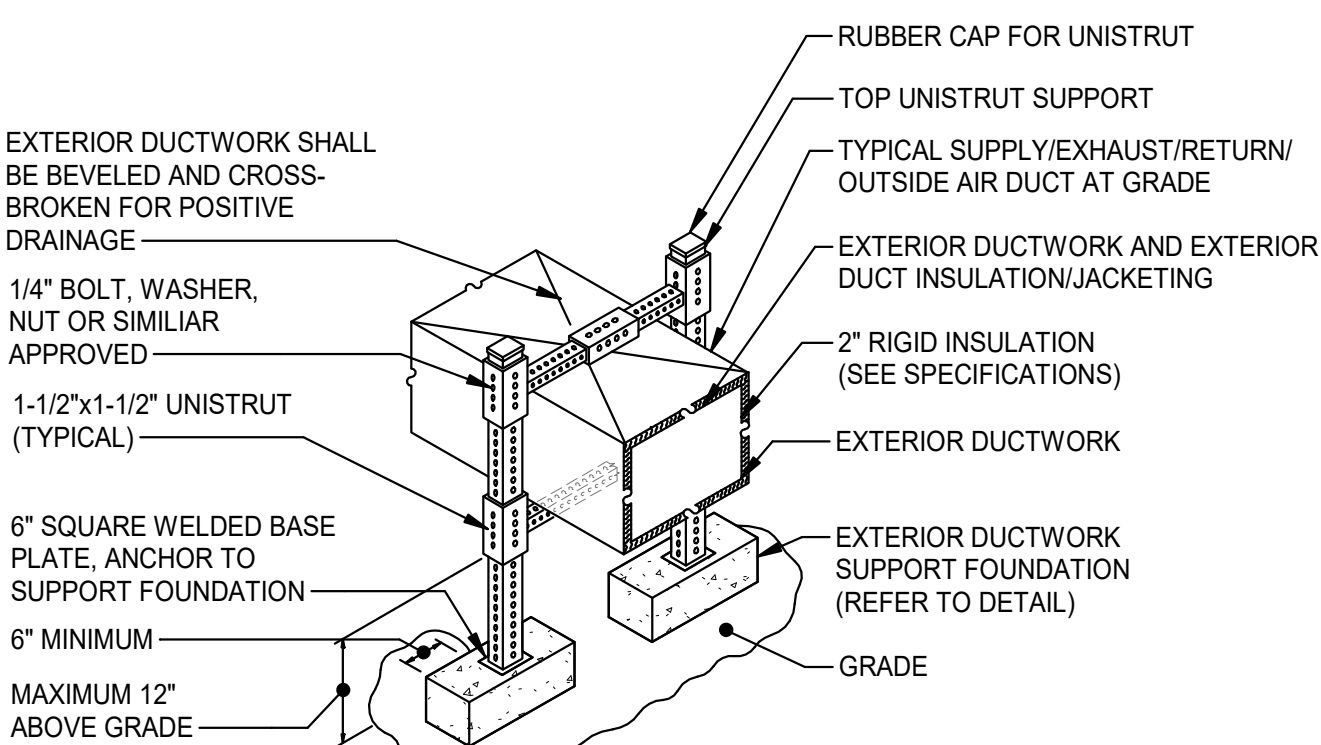


6 DETAIL - TYPICAL FLEXIBLE DUCT LINER INSTALLATION

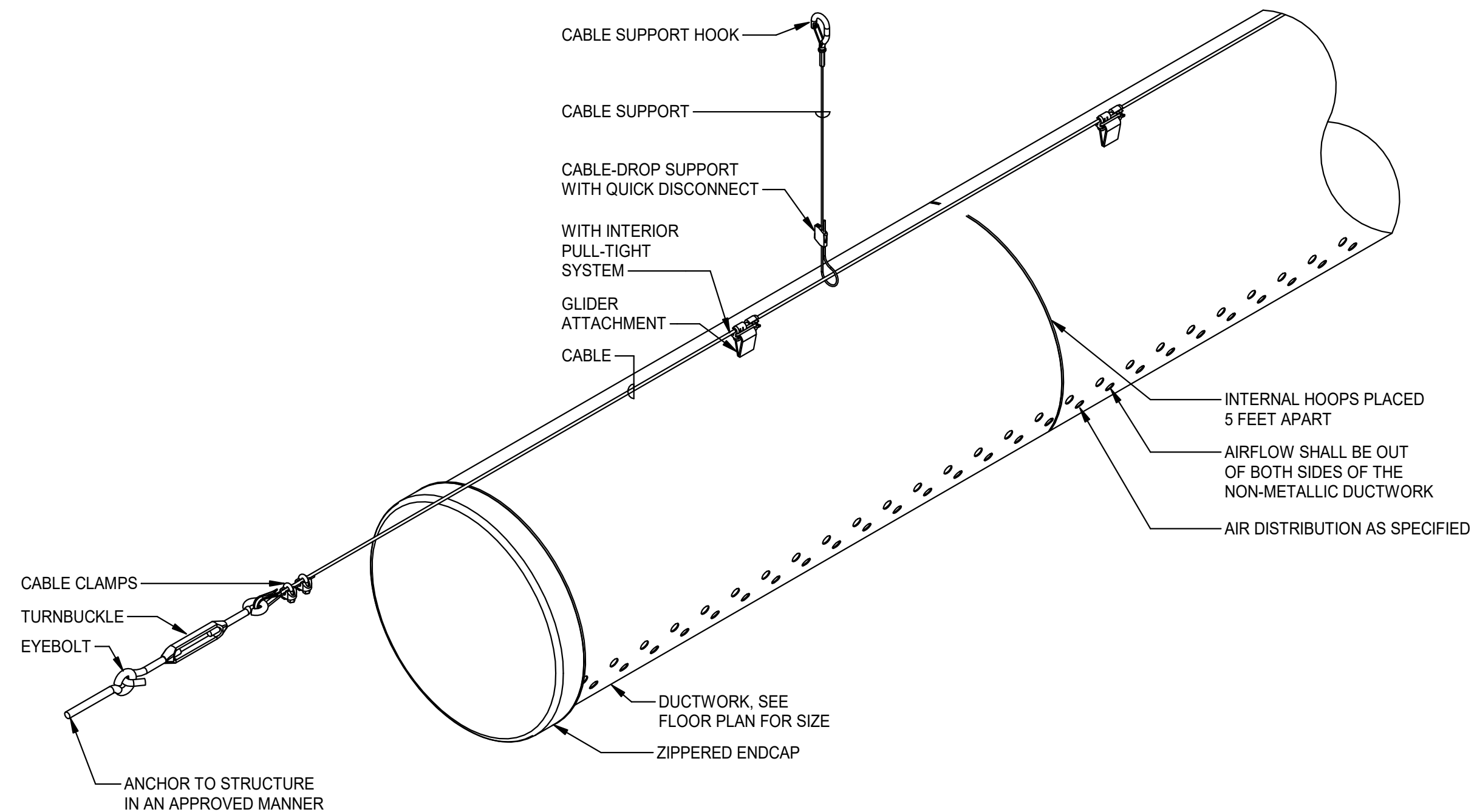
VELOCITY	MAX SPACING FOR FASTENERS			
	A	B	C	D
LOW - 2 INCH S.P. AND LESS	3"	12"	4"	18"
MED. - 3 INCH S.P. & GREATER	3"	6"	4"	16"

- NOTES:
- LINER ADHERED TO THE DUCT WITH 90% MINIMUM AREA COVERAGE OF ADHESIVE.
  - THE VELOCITY RATED SIDE OF THE LINER MUST FACE THE AIR FLOW.
  - PROVIDE GALVANIZED PERFORATED LINER ON TOP OF SOUND LINING.

- NOTES:
- ALL SEAMS AND SPIN IN FITTINGS SHALL BE SEALED WITH HARD COAT PRIOR TO TESTING.
  - DUCTWORK CONSTRUCTION SHALL CONFORM TO THE MOST RECENT SMACNA STANDARD - HVAC DUCT CONSTRUCTION STANDARDS.
  - PROVIDE INSULATED STAND-OFFS AT VOLUME DAMPERS INSTALLED IN INSULATED DUCT SYSTEMS.
  - FURNISH AND INSTALL ADEQUATELY SIZED DUCT ACCESS DOORS AT ALL FIRE DAMPERS, AIR MEASURING DEVICES, MOTOR-OPERATED DAMPERS, DUCT SMOKE DETECTORS, AND OTHER LOCATIONS WHERE INDICATED AND REQUIRED FOR DUCT ACCESS.
  - INSTALL PINK RIBBON AT ALL VOLUME DAMPERS LOCATED ABOVE CEILINGS.
  - LABEL ALL DUCT ACCESS DOORS.
  - PAINT BEHIND ALL AIR DEVICES AND LOUVERS WITH TWO (2) COATS OF FLAT BLACK PAINT.
  - VOLUME DAMPERS SERVING AIR DEVICES SHALL BE INSTALLED AS FAR AS POSSIBLE FROM AIR DEVICE TO MANAGE NOISE.



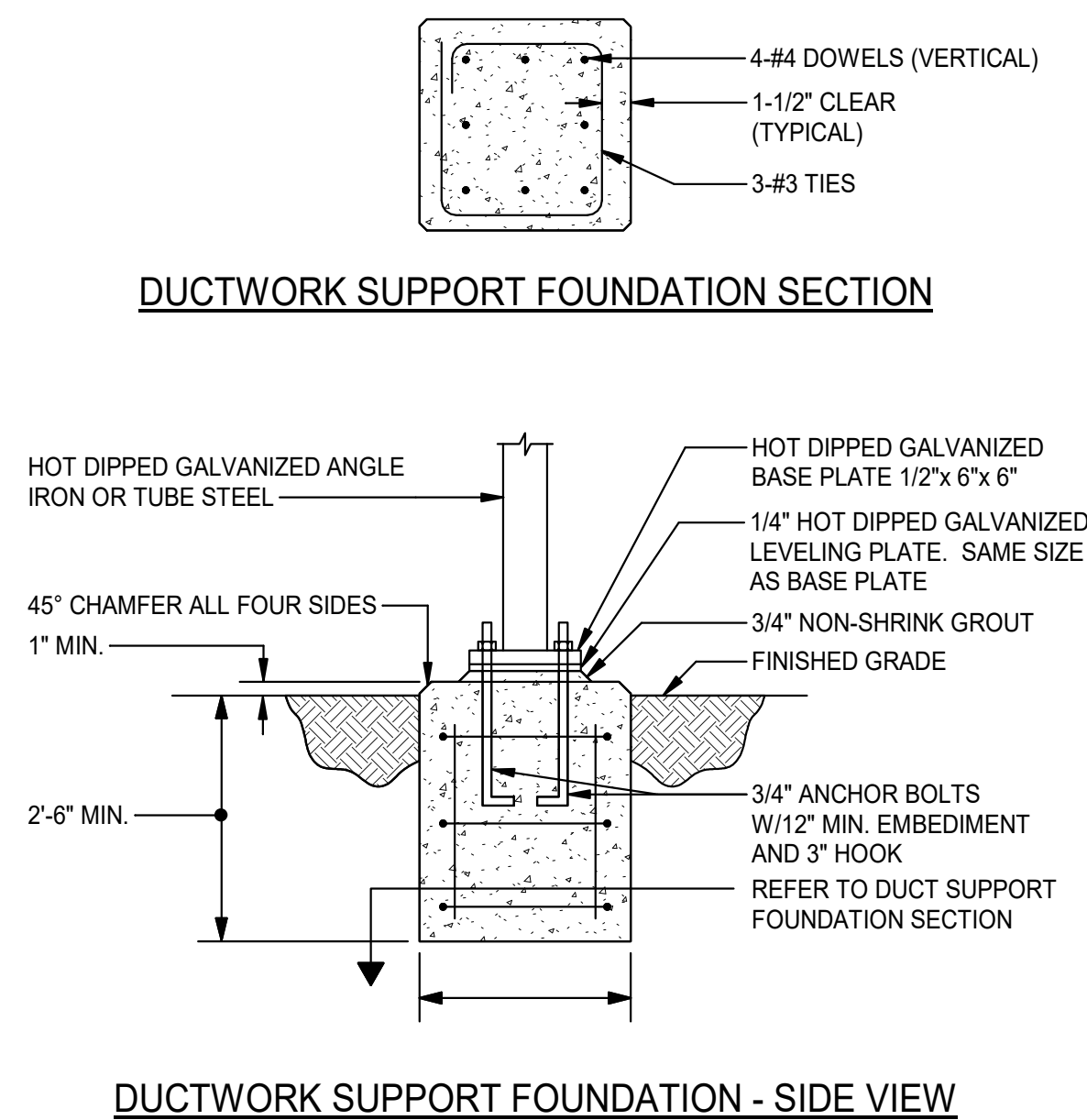
- NOTES:
1. ALL EXTERIOR UNISTRUT, SUPPORTS & HARDWARE SHALL BE STAINLESS STEEL.
  2. INSTALL WATERPROOF, ACCESSIBLE ACCESS DOORS AT ALL DUCT MOUNTED EQUIPMENT AND LABEL THE SAME.
  3. FURNISH WITH SOUND LINING WHERE INDICATED.



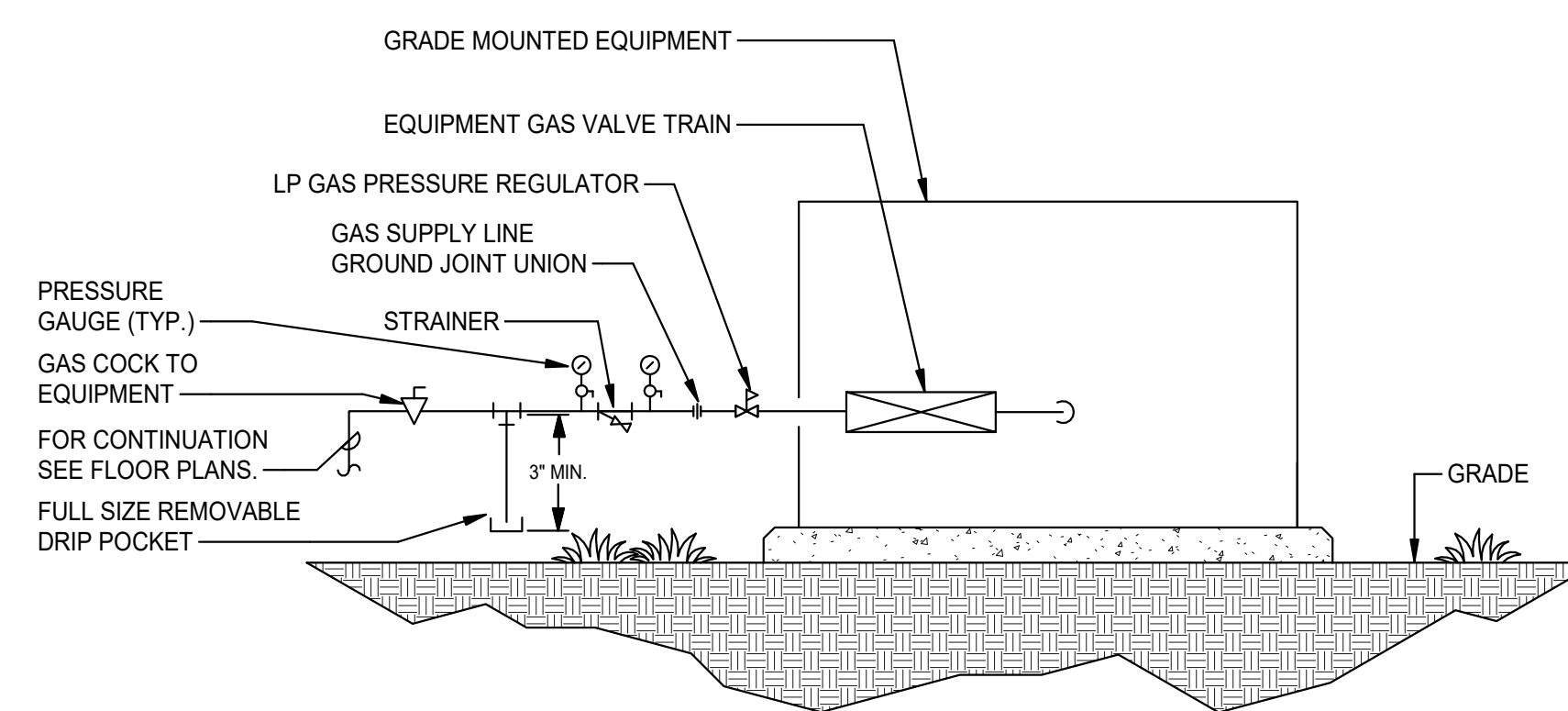
- NOTES:
1. REFER TO FLOOR PLANS FOR DUCT DIMENSIONS, LAYOUT AND FITTINGS.
  2. PROVIDE NON-METALLIC DUCTWORK (TEXTILE) IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.

1 DETAIL - EXTERIOR DUCTWORK ON GRADE

2 DETAIL - NON-METALLIC DUCTWORK U-TRACK SUPPORT AND BLOW DIRECTION

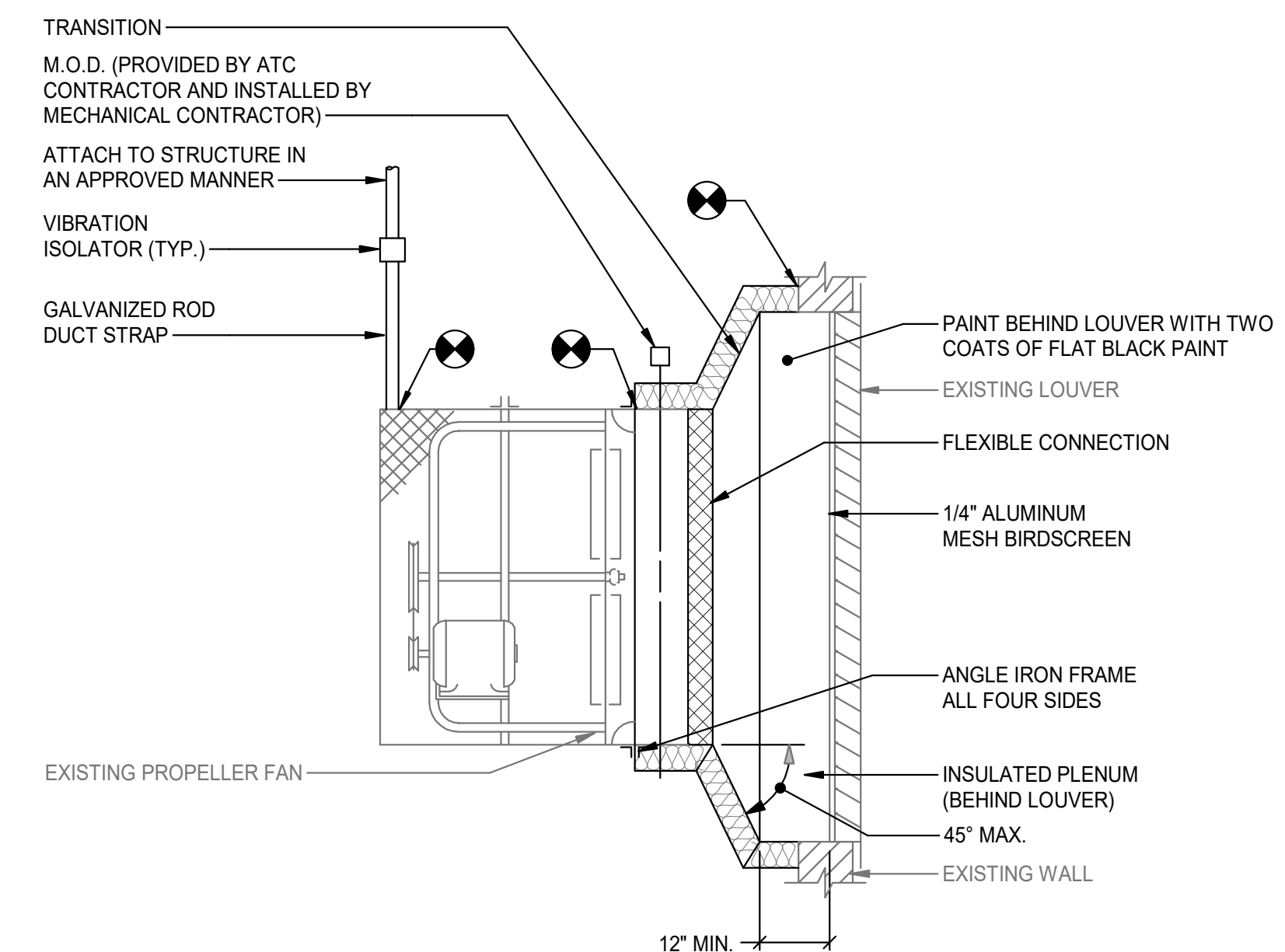


3 DETAIL - EXTERIOR DUCTWORK SUPPORT FOUNDATION



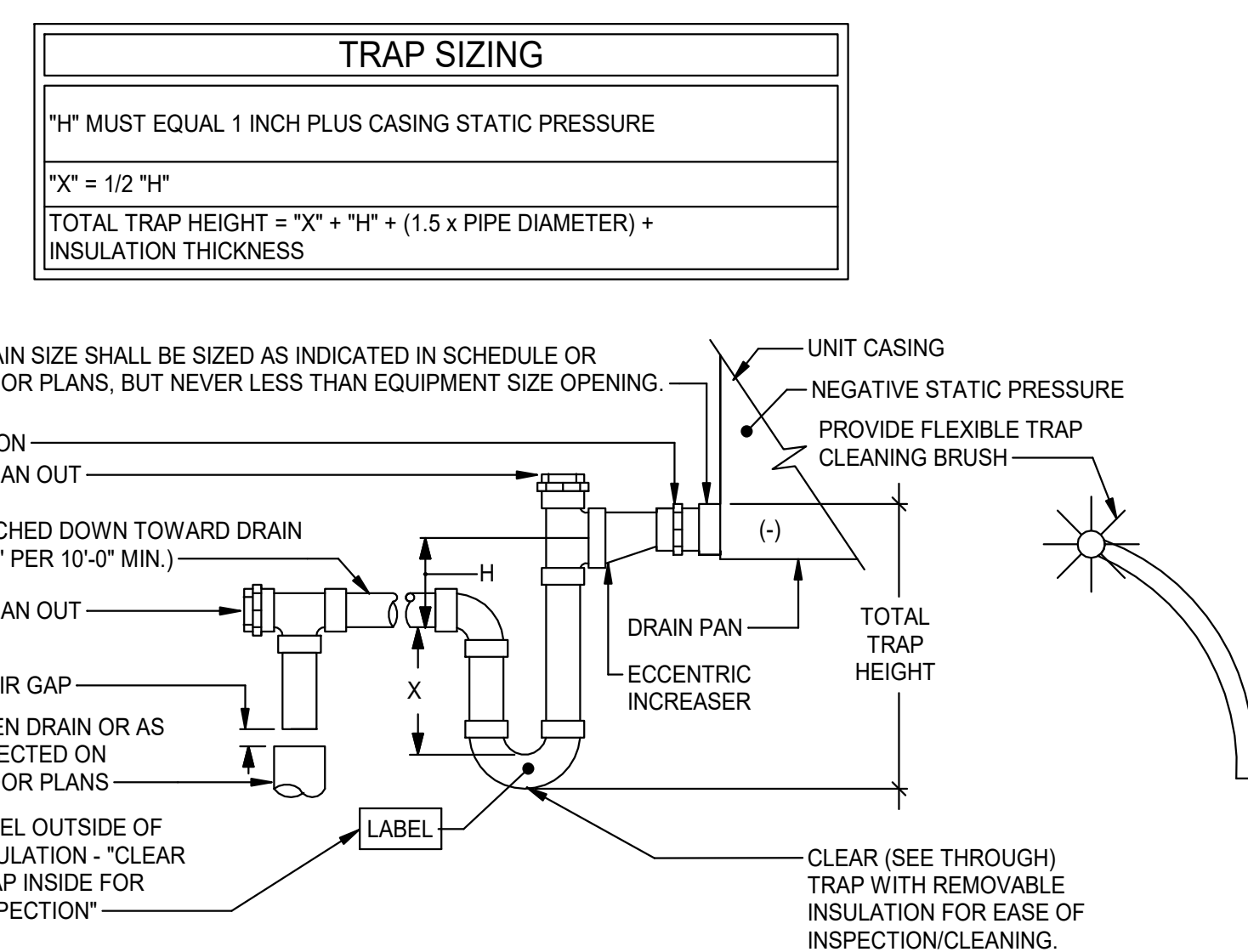
- NOTE:
1. LOCATE GAS PRESSURE REGULATOR THE MINIMUM DISTANCE AWAY FROM EQUIPMENT PER THE EQUIPMENT MANUFACTURER'S RECOMMENDATIONS.
  2. LOCATE GAS PRESSURE REGULATOR AWAY FROM SOURCES OF IGNITION PER MANUFACTURER'S REQUIREMENTS
  3. PAINT ALL EXPOSED PIPING AND VALVES AS SPECIFIED. PAINT VALVES IN CONTRASTING COLOR TO PIPING TO MAKE THE VALVES "STAND OUT".

4 DETAIL - GRADE MOUNTED EQUIPMENT GAS PIPING CONNECTION

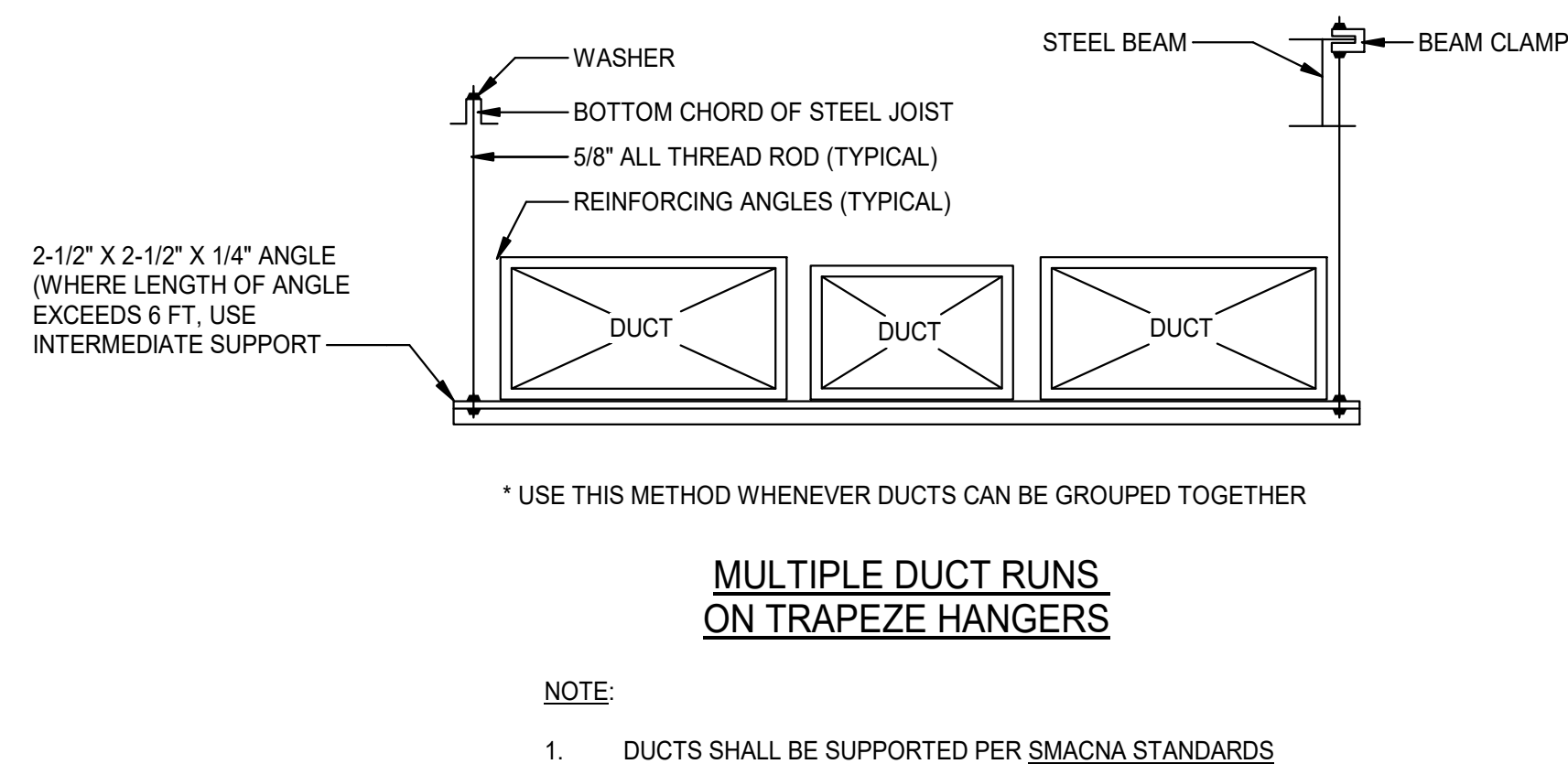


- NOTES:
1. CLEAN FAN MOTOR, FAN BLADES, LOUVER, AND ENCLOSURE.
  2. INSTALL NEW SHEAVES AND BELTS AS REQUIRED FOR TESTING AND BALANCING.

5 DETAIL - TYPICAL PROPELLER FAN DETAIL



6 DETAIL - TYPICAL DRAW-THRU OR NEGATIVE PRESSURE A/C CONDENSATE DRAIN TRAP ASSEMBLY

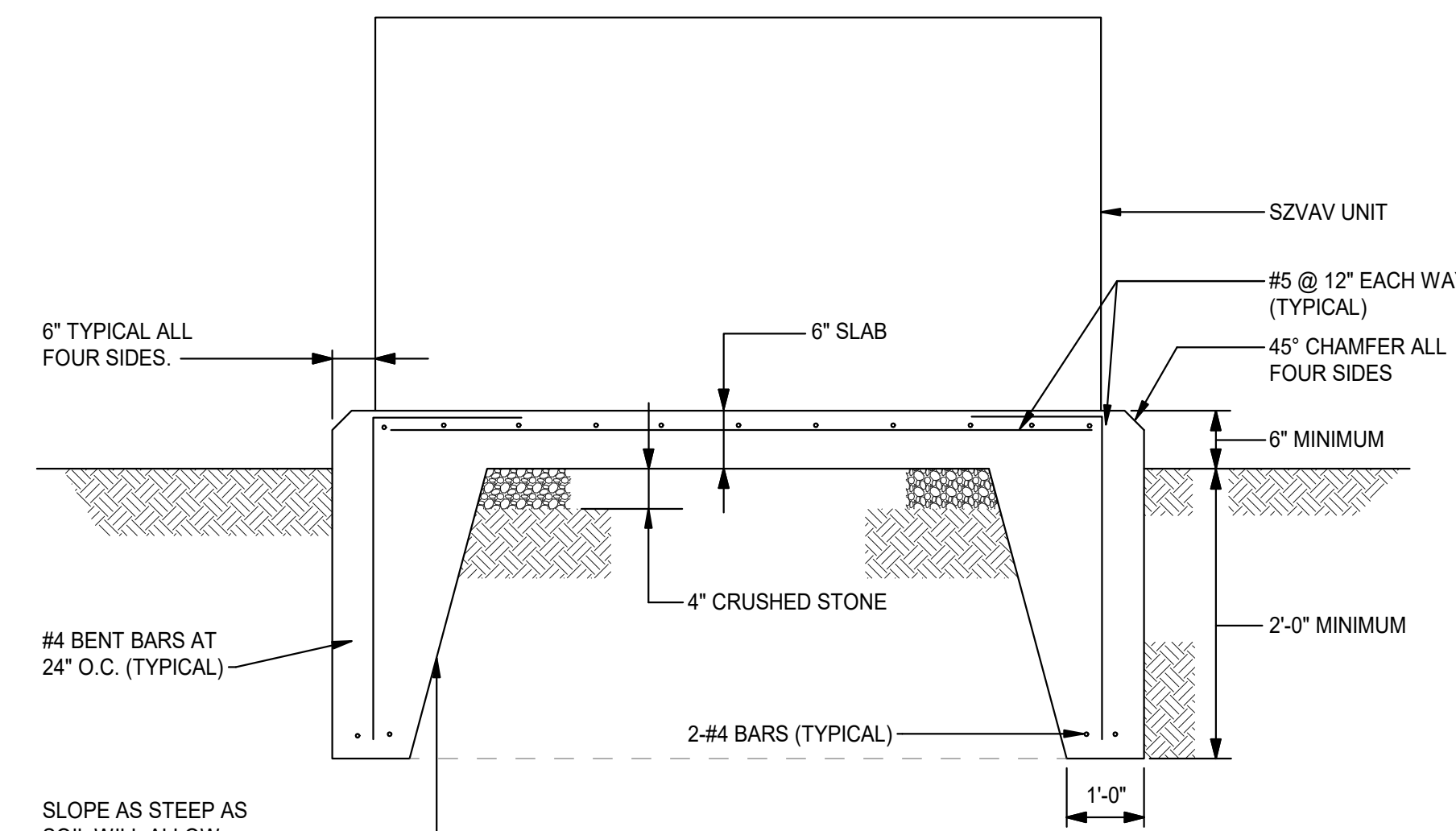


\* USE THIS METHOD WHENEVER DUCTS CAN BE GROUPED TOGETHER

**MULTIPLE DUCT RUNS ON TRAPEZE HANGERS**

- NOTE:
1. DUCTS SHALL BE SUPPORTED PER SMACNA STANDARDS

7 DETAIL - TYPICAL INSTALLATION OF HANGERS AND SUPPORTS FOR DUCTWORK



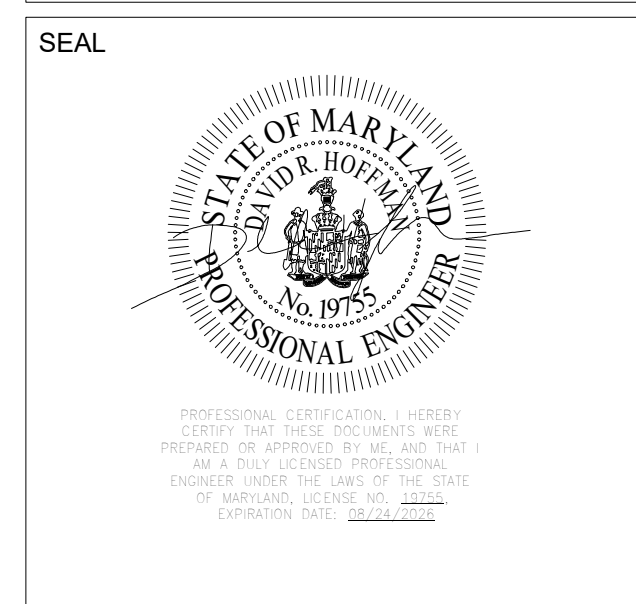
8 DETAIL - TYPICAL EXTERIOR EQUIPMENT PAD

Revision Schedule		
no.	date	comments

ENGINEER

**Gipe Associates Inc.**  
 Consulting Engineers  
 8719 Brooks Drive  
 Easton, Maryland 21601  
 Phone (410) 822-8688  
 WO# 25092

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 HVAC SYSTEM REPLACEMENTS**  
 6030 PUBLIC LANDING RD,  
 SNOW HILL, MD 21863

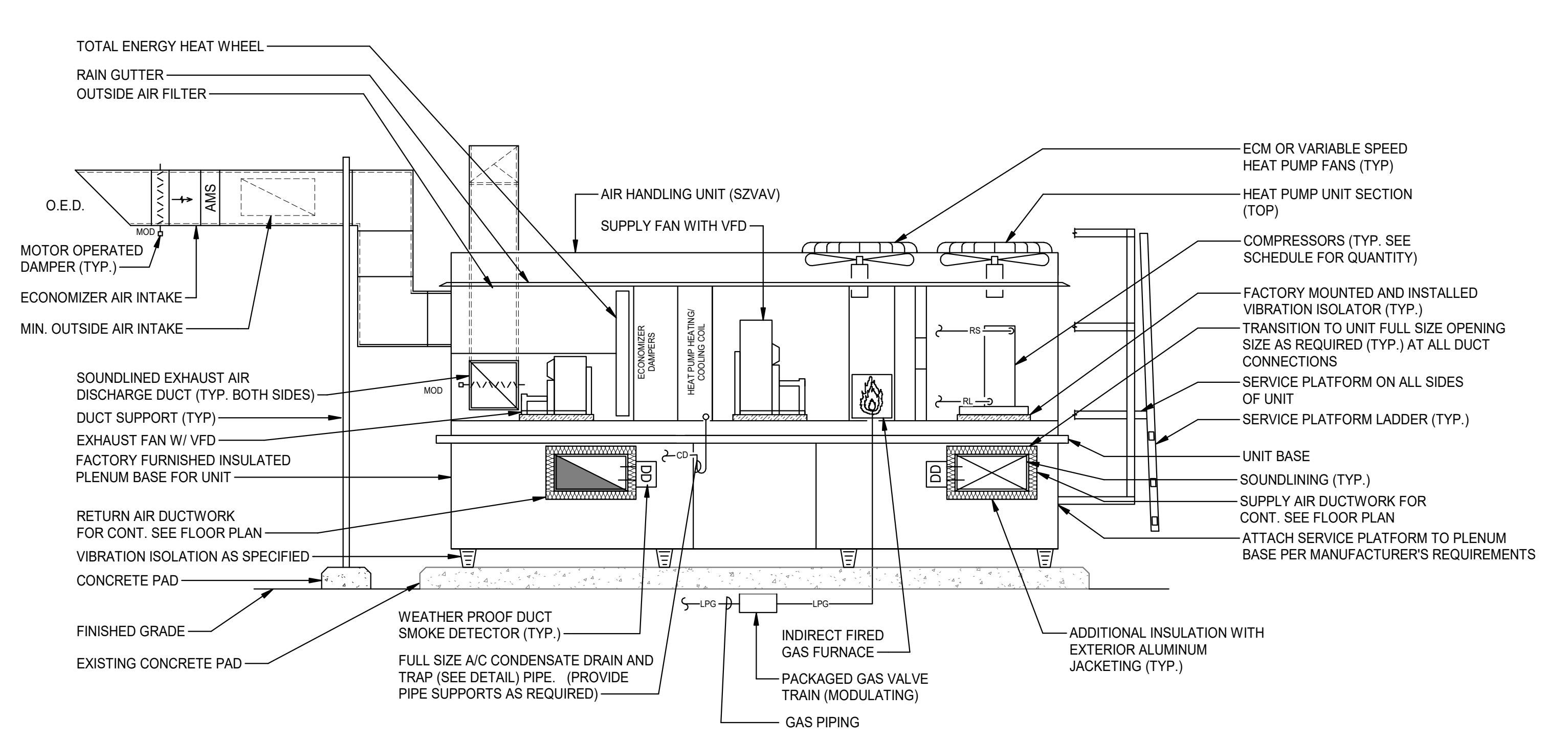
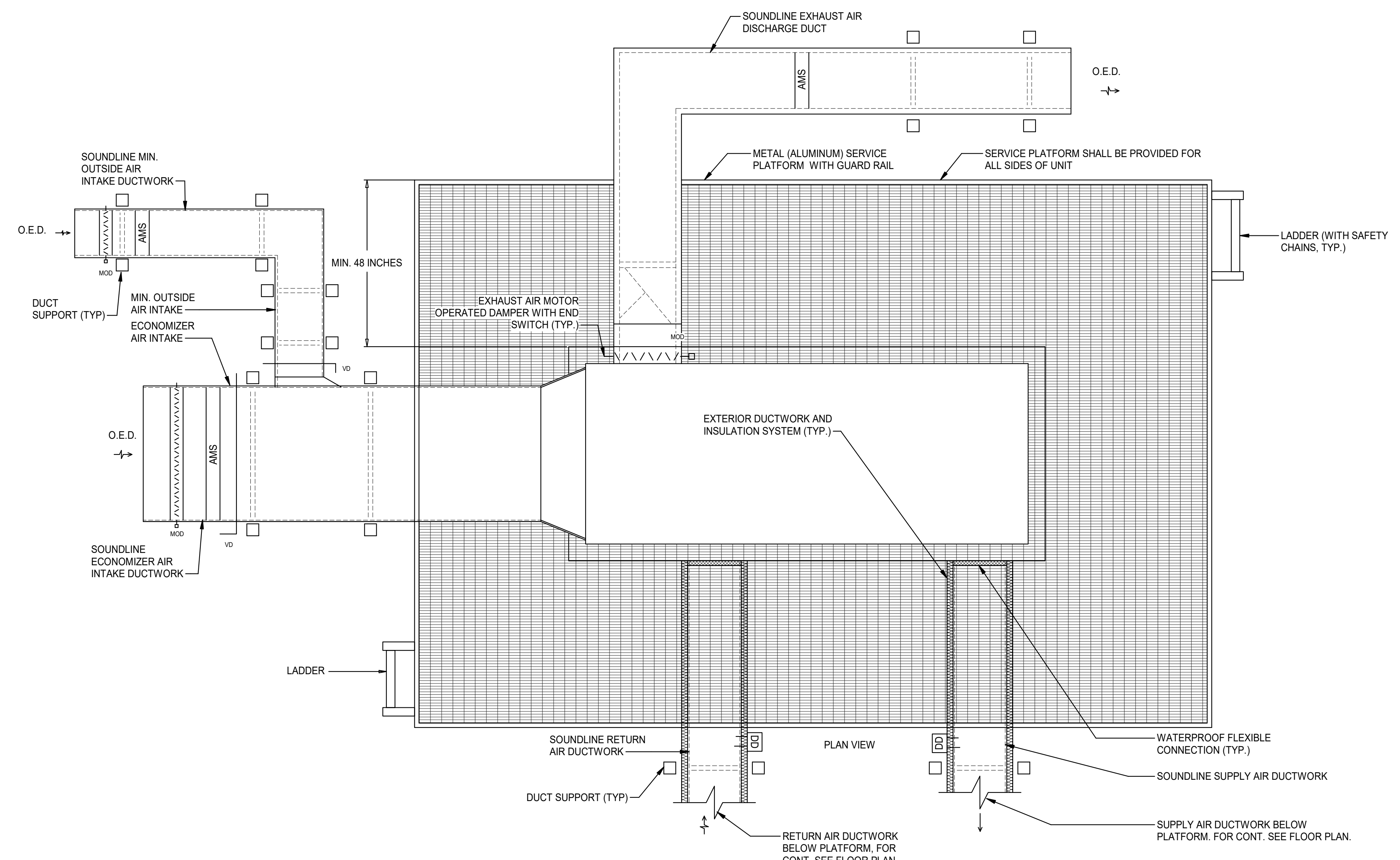
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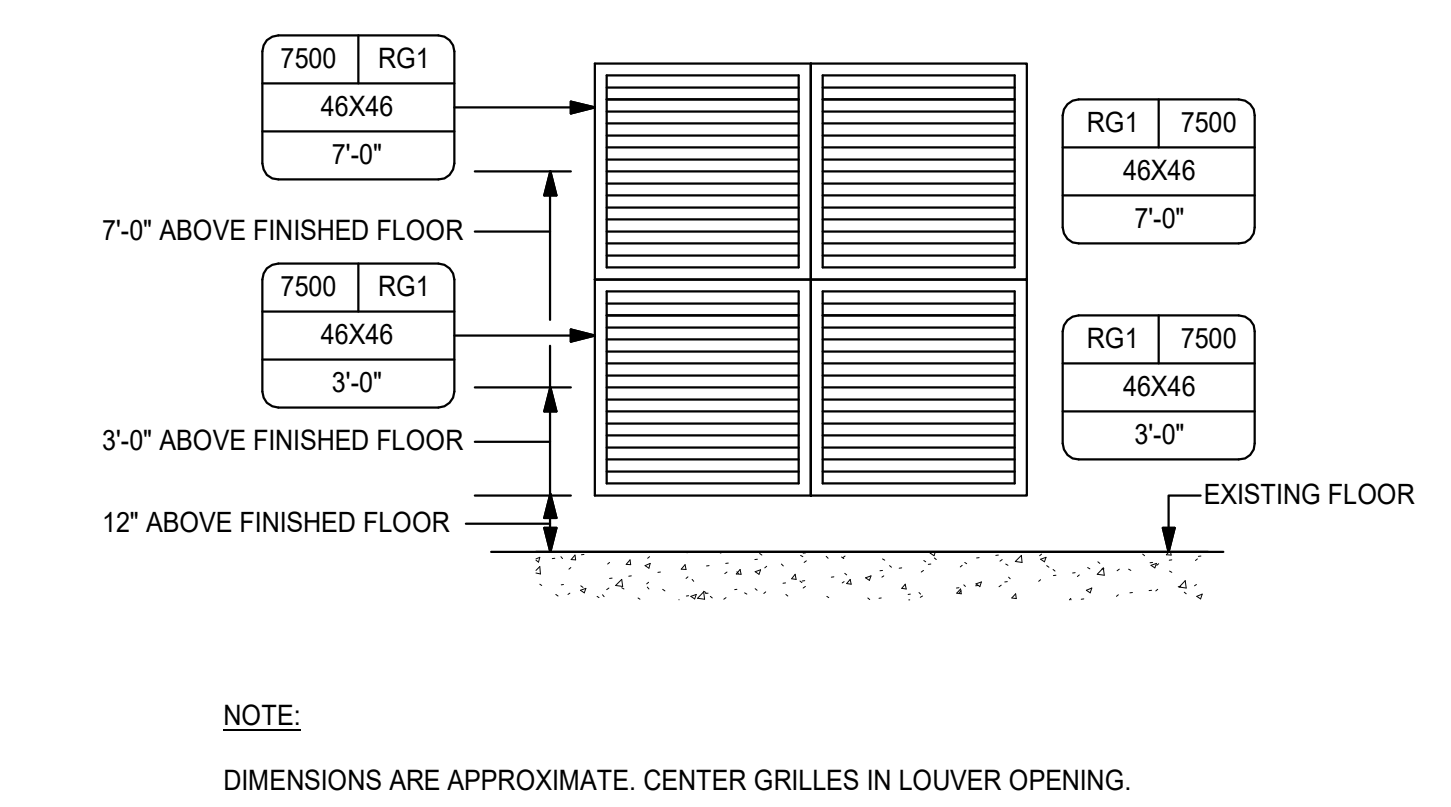
**DETAILS - HVAC**

DESIGNED BY	RAK
CHECKED BY	DRH
SCALE	AS NOTED
JOB NO.	25092
DATE	03/12/2026

M302

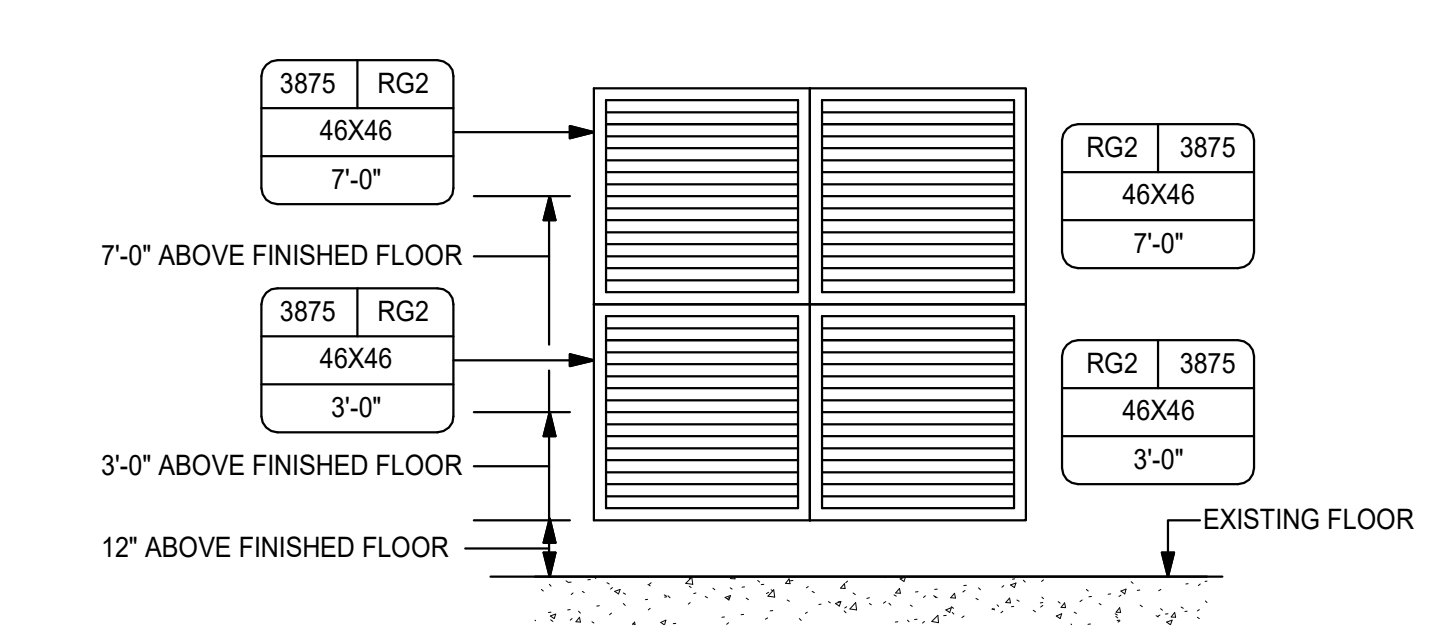


- NOTES:
1. PROVIDE DUCT SMOKE DETECTORS ON SUPPLY AND RETURN DUCTS, SEE PLANS FOR LOCATION.
  2. PROVIDE WATER PROOF FLEXIBLE DUCT CONNECTIONS AT UNIT BASE.
  3. FURNISH AND INSTALL DUCT SUPPORTS.
  4. PROVIDE A MINIMUM OF 10 FEET OF SOUND LINING FOR SUPPLY AND RETURN DUCTS.
  5. INSTALL WATERPROOF FLEXIBLE DUCT CONNECTORS WHERE DUCTWORK ATTACHES TO UNIT.
  6. COORDINATE EXACT LOCATIONS FOR DUCT CONNECTIONS WITH FLOOR PLANS.
  7. COORDINATE SERVICE PLATFORM WITH SZAV UNIT.
  8. UNIT SERVICE PLATFORM SHALL BE SUPPORTED FROM PLENUM BASE.
  9. ALL EXTERIOR DUCTWORK SHALL BE INSULATED WITH EXTERIOR DUCT INSULATION SYSTEM. REFER TO DIVISION 23 SECTION "HVAC INSULATION".
  10. ALL EXTERIOR MOTOR OPERATED DAMPERS SHALL BE ENCLOSED IN WATERPROOF NEMA 3R ENCLOSURES.



NOTE:  
DIMENSIONS ARE APPROXIMATE. CENTER GRILLES IN LOUVER OPENING.

2 DETAIL - TYPICAL SMOKE EVACUATION SYSTEM INTAKE



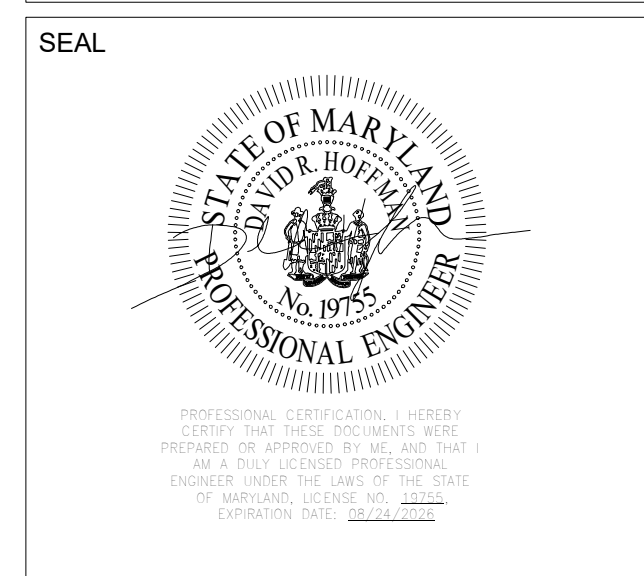
NOTE:  
DIMENSIONS ARE APPROXIMATE. CENTER GRILLES IN EXISTING RETURN AIR OPENING.

3 DETAIL - TYPICAL RETURN AIR GRILLE

1 DETAIL - GRADE MOUNTED SINGLE ZONE VAV UNIT

Revision Schedule		
no.	date	comments

ENGINEER  
**Gipe Associates Inc.**  
Consulting Engineers  
8719 Brooks Drive  
Easton, Maryland 21601  
Phone (410) 822-8688  
WO# 25092



CONSULTANT

**WORCESTER COUNTY RECREATION CENTER  
HVAC SYSTEM REPLACEMENTS**  
 6030 PUBLIC LANDING RD,  
SNOW HILL, MD 21863

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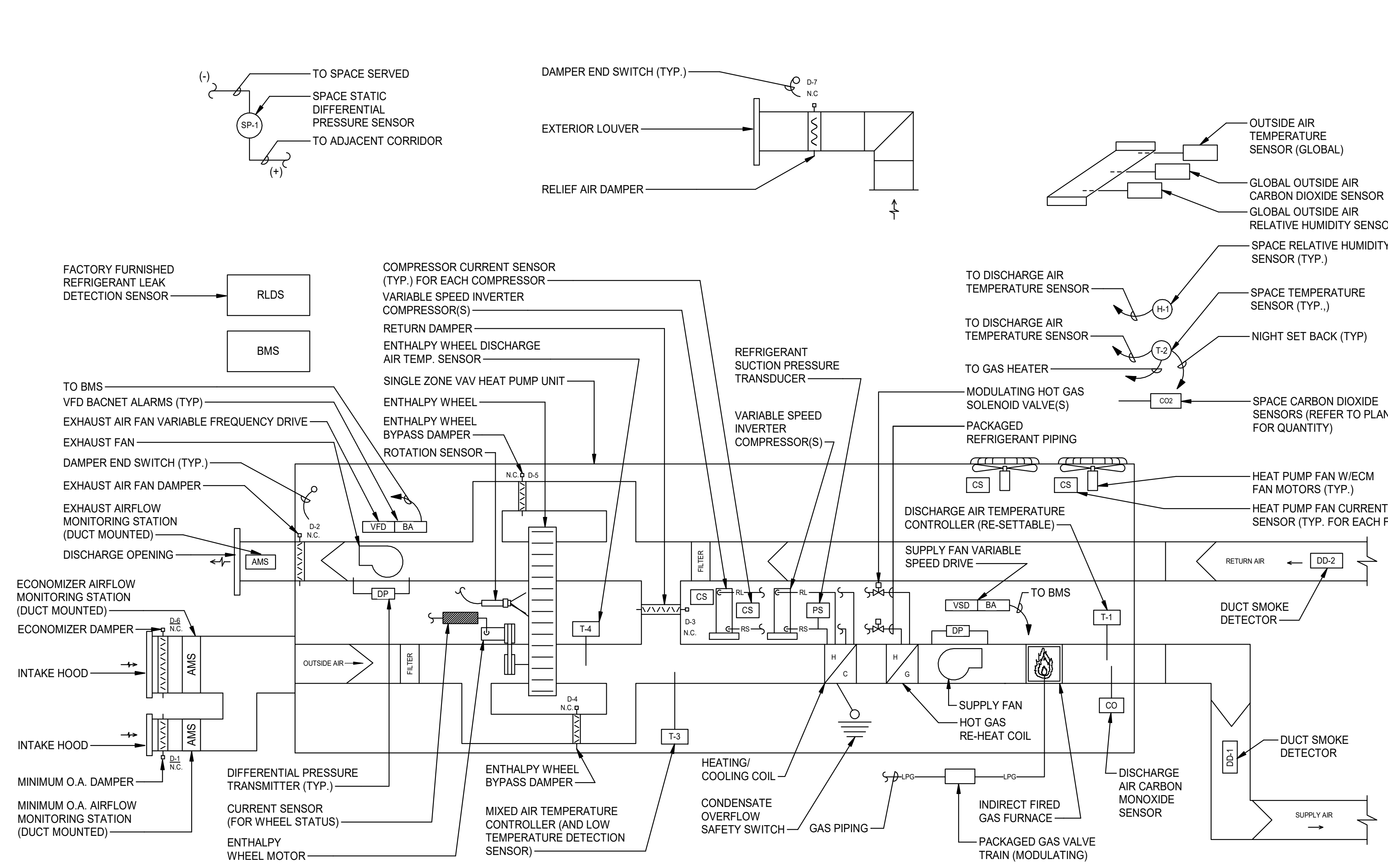
**DETAILS - HVAC**

DESIGNED BY	RAK
CHECKED BY	DRH
SCALE	AS NOTED
JOB NO.	M303
DATE	25092
	03/12/2026

ATC CONTROL SEQUENCE

- A. GENERAL**
- THE SINGLE ZONE VAV UNIT SHALL BE PROVIDED WITH FIELD INSTALLED CONTROLS/DEVICES. ALL CONTROLS/DEVICES SHALL BE INTEGRATED, COORDINATED, AND INSTALLED TO PROVIDE A COMPLETE AND FUNCTIONAL SYSTEM. THE SINGLE ZONE VAV UNIT MANUFACTURER SHALL PROVIDE FACTORY REQUIRED PROTECTIVE CIRCUITS.
  - SINGLE ZONE VAV UNIT SHALL BE STARTED AND STOPPED THROUGH THE CCMS BY WAY OF OPTIMUM START-STOP PROGRAM (WITH MANUAL OVERRIDE).
  - DUCT MOUNTED SMOKE DETECTORS DD-1 AND DD-2 SHALL BE MOUNTED IN THE SUPPLY DUCT AND RETURN DUCT. UPON DETECTION OF PRODUCTS OF COMBUSTION, THE SUPPLY AIR FAN, AND INTERLOCKED EXHAUST AIR FAN SHALL SHUT DOWN AND A SIGNAL SHALL BE SENT TO THE FIRE ALARM SYSTEM.
  - FIELD INSTALL THE AC CONDENSATE OVERFLOW SAFETY SWITCHES IN COOLING COIL DRAIN PAN. THE CONDENSATE OVERFLOW SAFETY SWITCH SHALL BE WIRED TO DE-ENERGIZE THE SINGLE ZONE VAV UNIT IN THE EVENT OF A HIGH WATER LEVEL CONDITION. A LOCAL AND REMOTE ALARM SHALL BE ANNUNCIATED UPON ACTIVATION OF CONDENSATE OVERFLOW SAFETY SWITCH.
  - PROVIDE BMS INTERFACE, CONTROLS, AND FIELD INSTALLED DEVICES AS SPECIFIED AND REQUIRED. INSTALL GRAPHICS FOR UNITS AND DISPLAY ALL POINTS ON THE BMS SYSTEM. ALL SET POINTS, SCHEDULES, ETC... SHALL BE FULLY ADJUSTABLE FROM THE BMS SYSTEM.
  - FOR UNITS WITH MULTIPLE FANS ALL REQUIREMENTS APPLY TO ALL FANS.
  - BMS SUBCONTRACTOR SHALL INSTALL INTERLOCK WIRING, TEMPERATURE SENSORS, RELATIVE HUMIDITY SENSORS, CO2 SENSORS, CO SENSOR, AIR FLOW MONITORING STATIONS, INTERLOCK WITH GAS VALVE TRAIN, INTERLOCK WITH EMERGENCY GENERATOR, AND CONTROL WIRING FOR A COMPLETE AND OPERATIONAL SYSTEM.
  - PROVIDE DIFFERENTIAL PRESSURE SENSORS TO DETERMINE THE STATUS OF ALL FANS ASSOCIATED WITH THE SINGLE ZONE VAV UNIT AND INTERLOCKED EXHAUST FANS. AT CONTRACTOR'S OPTION CURRENT SENSORS MAY BE PROVIDED IN LIEU OF DIFFERENTIAL PRESSURE SENSOR TO DETERMINE STATUS.
  - COMPRESSOR STATUS VIA A CURRENT SWITCH SHALL BE MONITORED ON BMS SYSTEM FOR EACH COMPRESSOR.
  - HEAT PUMP FAN STATUS VIA CURRENT SWITCH SHALL BE MONITORED ON BMS FOR EACH HEAT PUMP FAN.
  - THE SINGLE ZONE VAV UNIT SUPPLY FAN SPEED/AMPERAGE AND EXHAUST FAN SPEED/AMPERAGE SHALL BE MONITORED VIA VFD'S AND SHALL REPORT THE SAME ON THE AUTOMATIC TEMPERATURE CONTROL SYSTEM.
  - UNDER THIS DIVISION PROVIDE SPACE CARBON DIOXIDE LEVEL SHALL BE MONITORED/TRENDED ON THE BMS SYSTEM. FURNISH AND INSTALL SPACE CO2 AND OUTSIDE AIR CO2 SENSORS AND INTERLOCK WITH UNIT AND BMS SYSTEM.
  - UNDER THIS DIVISION A GLOBAL OUTSIDE AIR CARBON DIOXIDE SENSOR SHALL BE MONITORED AND TRENDED ON THE BMS SYSTEM. THE SPACE AND OUTSIDE AIR CARBON DIOXIDE LEVELS SHALL BE MONITORED/TRENDED ON THE BMS SYSTEM TO ALLOW RESET OF CO2 SENSOR SET POINTS BASE ON OUTSIDE AIR CO2 LEVELS.
  - REFER TO POINT LIST ON THIS DRAWING FOR ADDITIONAL MONITORING REQUIREMENTS.
  - GAS VALVES SHALL BE FULLY MODULATING.
  - FURNISH AND INSTALL MIXED AIR TEMPERATURE CONTROLLER SENSOR (T-3). UTILIZE MIXED AIR TEMPERATURE CONTROLLER TEMPERATURE SENSOR (T-3) AS A LOW TEMPERATURE DETECTION SENSOR. ALARM SHALL BE PROVIDED ANYTIME THE TEMPERATURE IS BELOW 40 DEGREES FAHRENHEIT AS SENSED BY T-3 (ADJUSTABLE). PROVIDE ALARM WITH 5 MINUTE DELAY.
  - INTERLOCK ALL AIR FLOW MONITORING STATIONS WITH THE BMS SYSTEM AND SINGLE ZONE VAV UNIT FAN DRIVES (MINIMUM OUTSIDE AIR, ECONOMIZER OUTSIDE AIR, AND EXHAUST AIR).
  - CREATE GRAPHIC ON BMS SYSTEM AND RECORD/DISPLAY ALL INFORMATION INCLUDING SUPPLY AND EXHAUST AIR FLOW RATES IN CUBIC FEET PER MINUTE. ALL SET POINTS, SCHEDULES, ETC... SHALL BE FULLY ADJUSTABLE FROM THE BMS SYSTEM.
  - UNIT SHALL UTILIZE COMPLETE SENSIBLE TEMPERATURE AUTOMATIC ECONOMIZER. ALL CONTROLS, DAMPERS, WIRING NECESSARY FOR ECONOMIZER OPERATION SHALL BE FURNISHED INCLUDING A MIXED AIR LOW TEMPERATURE CONTROLLER, T-3. THE ECONOMIZER CONTROL SYSTEM SHALL PREVENT THE MIXED AIR TEMPERATURE FROM DROPPING BELOW 52 DEGREES FAHRENHEIT (ADJUSTABLE). ECONOMIZER SHALL BE FURNISHED WITH CO2 OVERRIDE.
  - GLOBAL OUTSIDE AIR TEMPERATURE SENSOR, T-0A SHALL PREVENT HEAT PUMP UNIT COOLING OPERATION ANYTIME AMBIENT TEMPERATURE IS 50 DEGREES FAHRENHEIT OR LESS.
  - IN COOLING OR DEHUMIDIFICATION MODE, THE SETPOINT OF THE SPACE TEMPERATURE SENSOR MUST MATCH THE SETPOINT OF THE DISCHARGE AIR CONTROLLER THAT IS OPERATING THE HOT GAS RE-HEAT COIL.
  - FURNISH AND INSTALL SPACE RELATIVE HUMIDITY SENSOR AND INTERLOCK WITH SINGLE ZONE VAV UNITS TO PROVIDE AUTOMATIC CONTROL OF SPACE RELATIVE HUMIDITY AND HOT GAS RE-HEAT. RELATIVE HUMIDITY SENSOR SHALL ENABLE DEHUMIDIFICATION SEQUENCE TO REDUCE SPACE RELATIVE HUMIDITY AND AT THE SAME TIME PROVIDE HOT GAS RE-HEAT TO PREVENT SUBCOOLING OF THE SPACE.
  - FURNISH AND INSTALL DISCHARGE AIR TEMPERATURE SENSOR (T-1). DISCHARGE AIR TEMPERATURE SENSOR (T-1) SHALL BE RE-SETTABLE AND ADJUSTABLE THROUGH SOFTWARE.
  - FURNISH AND INSTALL ENERGY RECOVERY WHEEL DISCHARGE AIR TEMPERATURE SENSOR (T-4).
  - FURNISH AND INSTALL ERV WHEEL ROTATION SENSORS AND ERV WHEEL MOTOR CURRENT SENSOR AND MONITOR STATUS ON BMS SYSTEM.
  - UNIT MODE OF OPERATION (I.E. COOLING MODE, HEATING MODE, ECONOMIZER, DEMAND CONTROLLED VENTILATION AND DEHUMIDIFICATION MODE) SHALL BE DETERMINED BASED ON ADJUSTABLE DEAD BAND DEVIATION (ADJUSTABLE) FROM SPACE SET POINT.
  - DURING DIRECT EXPANSION COOLING UNIT HEATING ECM HEAT PUMP UNIT FANS SHALL MODULATE FAN SPEED TO MAINTAIN REFRIGERANT HEAD PRESSURE CONTROL AS REQUIRED.
  - FOR ALL VARIABLE FREQUENCY FANS THE FAN AMPERAGE AND FAN SPEED SHALL BE DISPLAYED ON THE OPERATORS TERMINAL. MAP OVER ALL BACnet ALARMS FOR SINGLE ZONE VAV UNIT FAN DRIVES TO THE BMS.
  - MAP OVER ALL BACnet ALARMS FOR SINGLE ZONE VAV UNIT HEAT PUMPS TO THE BMS.
  - PROVIDE AN ALARM ON THE BMS SYSTEM THAT WILL ANNUNCIATE ANYTIME THE OUTSIDE AIR FLOW RATE OF THE SINGLE ZONE VAV UNIT DROPS MORE THAN 15% (ADJUSTABLE) BELOW THE DESIGN MINIMUM OUTSIDE AIR FLOW RATE. ALARM SHALL HAVE (ADJUSTABLE) 10 MINUTE DELAY.
  - THE BUILDING DISCHARGE AIR CARBON MONOXIDE LEVEL SHALL BE MONITORED AND TRENDED ON THE BMS SYSTEM. SHOULD THE DISCHARGE AIR CO LEVEL REACH AN UNSAFE CONDITION (200 PPM) THE SZAV GAS FURNACE SHALL BE SHUT DOWN AND AN ALARM SHALL ANNUNCIATE LOCALLY AND REMOTELY ON THE ATC SYSTEM.
  - PROVIDE INTERLOCK WITH EXISTING EMERGENCY GENERATOR AS NEEDED TO DETERMINE STATUS OF THE SAME FOR LOAD SHEDDING AS DESCRIBED FOR SINGLE ZONE VAV UNIT #2.

- B. SEQUENCE OF OPERATION**
- OCCUPIED CYCLE:**
    - THE UNIT CONTROLS SHALL BE ARRANGED FOR A WINTER TIME MORNING WARM-UP CYCLE AND A SUMMER TIME PULL DOWN CYCLE (FROM 5:30 A.M. TO 6:30 A.M.). (ADJUSTABLE PER SCHEDULE) PROVIDE CONTROLS FOR START/STOP OPTIMIZATION.
    - FACTORY FURNISHED RETURN AIR DAMPER (D-3) SHALL BE INTERLOCKED AND POSITIONED BY A FULLY MODULATING, SPRING-RETURN DAMPER ACTUATOR.
    - FIELD INSTALLED MINIMUM OUTSIDE AIR INTAKE DAMPER (D-1) AND ECONOMIZER DAMPER (D-6) SHALL BE INTERLOCKED AND POSITIONED BY A FULLY MODULATING, SPRING-RETURN DAMPER ACTUATOR.
    - DISCHARGE AIR TEMPERATURE (AT T-1) SHALL BE RESETTABLE AND ADJUSTABLE THROUGH SOFTWARE.
    - MORNING WARM-UP CYCLE: (WINTER) DURING MORNING WARM-UP CYCLE THE MINIMUM OUTSIDE AIR DAMPER, (D-1) EXHAUST AIR DAMPER (D-2), RELIEF AIR DAMPER, (D-7), AND ENTHALPY WHEEL BYPASS DAMPERS, (D-4 & D-5) SHALL REMAIN CLOSED AND THE RETURN AIR DAMPER, (D-3) SHALL REMAIN OPEN. THE UNIT FAN AND HEAT PUMP COMPRESSORS SHALL OPERATE IN MORNING WARM-UP MODE UNTIL THE SPACE AIR TEMPERATURE (T-2) RISES TO 70 DEGREES F (ADJUSTABLE). AT THAT POINT THE HEAT PUMP COMPRESSOR SHALL OPERATE IN STAGES UNDER THE CONTROL OF ITS RESPECTIVE SPACE TEMPERATURE SENSOR (T-2) AND THE SUPPLY AIR FAN SHALL MODULATE TO MAINTAIN SPACE TEMPERATURE AT 72 DEGREES F (ADJUSTABLE). AT THAT POINT, THE MINIMUM OUTSIDE AIR DAMPER, (D-1) AND THE EXHAUST AIR DAMPER (D-2) SHALL OPEN. THE RELIEF AIR FAN DAMPER (D-7) SHALL REMAIN CLOSED UNLESS UNIT IS IN ECONOMIZER MODE. THE ENTHALPY WHEEL BYPASS DAMPERS, (D-4 & D-5) SHALL REMAIN CLOSED. THE DISCHARGE AIR TEMPERATURE SENSOR, (T-1) SHALL BE RESET BY SPACE TEMPERATURE SENSOR, (T-2) TO MAINTAIN A ROOM TEMPERATURE OF 72 DEGREES F (ADJUSTABLE). THE ENTHALPY WHEEL SHALL ROTATE DURING OCCUPIED PERIODS WHEN OUTSIDE AIR IS BEING INTRODUCED TO THE SYSTEM. EXCEPT IN ECONOMIZER MODE. DURING HEAT PUMP DEFROST MODE THE AUXILIARY MODULATING GAS HEATER SHALL BE ENABLED TO MAINTAIN DISCHARGE AIR TEMPERATURE SET POINT (ADJUSTABLE) AS SENSED BY DISCHARGE AIR TEMPERATURE SENSOR (T-1). THE AUXILIARY MODULATING GAS HEATER SHALL BE ENABLED AND OPERATE BASED ON A FALL IN DISCHARGE AIR TEMPERATURE BELOW 65 DEGREES F (ADJUSTABLE) AS SENSED BY DISCHARGE AIR TEMPERATURE SENSOR (T-1) AND OPERATE UNTIL THE SPACE AIR TEMPERATURE SENSED AT, (T-2) RISES TO 70 DEGREES F (ADJUSTABLE).
    - MORNING PULL DOWN COOLING CYCLE: DURING MORNING PULL DOWN COOLING CYCLE, THE SUPPLY AIR FAN SHALL OPERATE CONTINUOUSLY. THE HEAT PUMP FAN SPEED SHALL MODULATE AS REQUIRED TO MAINTAIN HEAD PRESSURE CONTROL. DURING MORNING PULL DOWN COOLING CYCLE, THE MINIMUM OUTSIDE AIR DAMPER, (D-1) EXHAUST AIR DAMPER (D-2), RELIEF AIR DAMPER, (D-7), AND ENTHALPY WHEEL BYPASS DAMPERS, (D-4 & D-5) SHALL REMAIN CLOSED AND THE RETURN AIR DAMPER, (D-3) SHALL REMAIN OPEN. THE UNIT FAN AND HEAT PUMP SHALL OPERATE IN MORNING PULL DOWN MODE UNTIL THE SPACE AIR TEMPERATURE (T-2) FALLS TO 78 DEGREES F (ADJUSTABLE). AT THAT POINT, THE MINIMUM OUTSIDE AIR DAMPER, (D-1) AND THE EXHAUST AIR DAMPER (D-2) SHALL OPEN. THE RELIEF AIR FAN DAMPER (D-7) SHALL REMAIN CLOSED UNLESS UNIT IS IN ECONOMIZER MODE. UPON COMPLETION OF MORNING COOL DOWN PERIOD, THE SPACE AIR TEMPERATURE CONTROLLER (T-2) SHALL OPERATE THE UNIT COOLING CONTROLS AND THE SUPPLY AIR FAN SHALL MODULATE TO MAINTAIN SPACE TEMPERATURE AT 75 DEGREES F (ADJUSTABLE). THE HEAT PUMP FAN SPEED SHALL MODULATE TO MAINTAIN HEAD PRESSURE IN REFRIGERANT SYSTEM. THE ENTHALPY WHEEL SHALL ROTATE DURING OCCUPIED PERIODS WHEN OUTSIDE AIR IS BEING INTRODUCED TO THE SYSTEM, EXCEPT IN ECONOMIZER MODE.
  - UNIT CONTROLLER SHALL MODULATE COOLING IN STAGES UTILIZING INVERTER TYPE VARIABLE CAPACITY COMPRESSORS AS REQUIRED TO PROVIDE MINIMUM COOLING DISCHARGE AIR TEMPERATURE AS SENSED BY REFRIGERANT SUCTION PRESSURE SENSOR, MONITOR REFRIGERANT SUCTION PRESSURE ON BMS SYSTEM.
  - SINGLE ZONE VAV UNIT SHALL MODULATE SUPPLY AND EXHAUST FAN VFD'S BETWEEN 30-100% IN COOLING MODE AND 50-100% IN HEATING MODE TO MAINTAIN SPACE SETPOINT. DURING CO2 OVERRIDE OPERATION OF OUTDOOR AIR DAMPER, THE SUPPLY FAN WILL BE FORCED TO 75% AND CAN MODULATE UP FROM THERE AS NEEDED.
  - MINIMUM OUTSIDE AIR FLOW RATE AS SCHEDULED SHALL BE MAINTAINED AT ALL TIMES BY MODULATING OUTSIDE AIR DAMPER, ECONOMIZER DAMPER, AND RETURN DAMPER REGARDLESS OF SUPPLY FAN SPEED.
  - SPACE RELATIVE HUMIDITY SENSOR, (H-1) SHALL OVERRIDE THE REQUIREMENTS OF THE DISCHARGE AIR TEMPERATURE CONTROLLER (T-1) WHEN SPACE RELATIVE HUMIDITY CONDITIONS EXCEED ITS SET POINT (55 PERCENT RH, ADJUSTABLE). THE CONTROLS SHALL MODULATE UNIT COOLING AND HOT GAS REHEAT COILS AS NECESSARY WHEN DE-HUMIDIFICATION CYCLE IS ACTIVATED TO MAINTAIN SPACE RELATIVE HUMIDITY AT 55% (ADJUSTABLE) AND SPACE TEMPERATURE AT 75 DEGREES F (ADJUSTABLE). IF THE SINGLE ZONE VAV UNIT OPERATES IN DEHUMIDIFICATION MODE WITHOUT REACHING 55% RH IN THE SPACES THEN THE SUPPLY/EXHAUST FAN SETTING SHALL BE OVERRIDDEN TO INCREASE UP TO 100% AIRFLOW RATES AND MAXIMUM SYSTEM DEHUMIDIFICATION CAPACITY. ONCE SPACE RELATIVE HUMIDITY SETPOINT IS REACHED THE SYSTEM SHALL RETURN TO NORMAL OPERATION AND FAN SPEED SHALL BE CONTROLLED BY SPACE TEMPERATURE. IN DEHUMIDIFICATION MODE UNIT CONTROLLER SHALL MODULATE COOLING IN STAGES UTILIZING VARIABLE CAPACITY COMPRESSORS AS REQUIRED TO PROVIDE MINIMUM COOLING DISCHARGE AIR TEMPERATURE (53 DEGREES F (ADJUSTABLE) AS SENSED BY REFRIGERANT SUCTION PRESSURE SENSOR, MONITOR REFRIGERANT SUCTION PRESSURE ON BMS SYSTEM.
  - DEMAND CONTROLLED VENTILATION: FURNISH AND INSTALL A SPACE CO2 SENSOR. CO2 SENSOR SHALL MODULATE THE OUTSIDE AND EXHAUST AIR FLOW RATES TO MAINTAIN THE SPACE CO2 LEVEL AT 1,000 PPM (ADJUSTABLE). THE MINIMUM FAN AIR FLOW RATES SHALL BE AS SCHEDULED. SET UP AND TEST MINIMUM AIR FLOW RATES WITH TEST AND BALANCE ENGINEER SO THAT FANS DO NOT OPERATE BELOW MINIMUM AIRFLOW RATES REGARDLESS OF MEASURED CO2 LEVELS. MINIMUM OUTSIDE AIRFLOW RATE SHALL BE MAINTAINED BY AIRFLOW MONITORING STATION AND MODULATION OF OUTSIDE AIR INTAKE DAMPER AT ALL SUPPLY AIRFLOW RATES. THE CO2 SENSORS SHALL MODULATE OUTSIDE AIR FLOW RATES IN A LINEAR FASHION FROM MINIMUM TO MAXIMUM BASED ON CO2 MEASUREMENTS. TEST AND BALANCE ENGINEER SHALL RECORD ALL FANS MAX. AND MIN. FAN SPEEDS AND RECORD THE SAME IN THE TAB REPORT AND THE INSIDE DOOR OF THE SINGLE ZONE VAV UNIT.
  - THE OUTSIDE AIR FLOW MONITORING STATION, ECONOMIZER AIR FLOW MONITORING STATION, AND THE EXHAUST AIR FLOW MONITORING STATIONS SHALL BE UTILIZED IN A FAN TRACKING ARRANGEMENT. THE OUTSIDE AIR FLOW MONITORING STATIONS SHALL MEASURE THE COMBINED (MINIMUM AND ECONOMIZER) OUTSIDE AIR FLOW RATE AND THROUGH THE BMS SYSTEM SHALL DETERMINE EXHAUST AIR FLOW RATE SET POINT. THE EXHAUST AIR FLOW RATE SET POINT SHALL THEN BE MAINTAINED BY VARYING THE EXHAUST FAN SPEED TO MAINTAIN THE MATCHING REQUIRED EXHAUST AIR FLOW RATE AS DETERMINED BY THE COMBINED OUTSIDE AIR FLOW RATE AND CONTROLLED TO THE EXHAUST AIR FLOW MONITORING STATION. IN COOLING, HEATING AND DEHUMIDIFICATION MODE OF OPERATION, THE EXHAUST AIR FLOW RATE SHALL MATCH THE OUTSIDE AIR FLOW RATE. IN ECONOMIZER MODE EXHAUST AIR FAN SHALL ONLY TRACK O.A. UP TO ITS SCHEDULED MAXIMUM AIRFLOW.
  - ECONOMIZER OPERATION: DURING ECONOMIZER OPERATION THE MIXED AIR TEMPERATURE CONTROLLER (T-3) SHALL MODULATE THE ECONOMIZER OUTDOOR AIR AND RETURN AIR DAMPER ASSEMBLY TO PREVENT THE MIXED AIR TEMPERATURE FROM DROPPING BELOW 52 DEGREES F. CHANGEOVER FROM COMPRESSOR TO ECONOMIZER OPERATION SHALL BE PROVIDED BY AN INTEGRAL ELECTRONIC SENSIBLE TEMPERATURE CONTROL THAT FEEDS INPUT INTO THE LOGIC MODULE. TEMPERATURE SENSORS SUPPLY INPUT TO THE LOGIC MODULE WHICH MODULATES BOTH SETS OF DAMPERS FOR ECONOMIZER OPERATION. FURNISH RELIEF AIR LOUVER AND DAMPER INTERLOCKED WITH ECONOMIZER OPERATION. ON INITIAL ENABLE OF ECONOMIZER MODE, RELIEF AIR DAMPER (D-7) SHALL REMAIN CLOSED. A SPACE STATIC PRESSURE SENSOR (SP-1) SHALL BE PROVIDED AND MOUNTED AS SHOWN ON CONTRACT DRAWINGS. UPON A RISE IN SPACE STATIC PRESSURE ABOVE 0.05 IN. W.C. (ADJUSTABLE) RELIEF AIR DAMPER (D-7) MODULATE OPEN TO RELIEVE SPACE PRESSURE. ENTHALPY WHEEL SHALL BE BYPASSED IN ECONOMIZER MODE VIA WHEEL BYPASS DAMPERS (D-4) AND (D-5). ENTHALPY WHEEL SHALL DE-ENERGIZE DURING ECONOMIZER OPERATION. BMS SHALL MONITOR THE SUM OF THE OUTSIDE AIR AND ECONOMIZER AIR FLOW MONITORING STATIONS TO VERIFY THE REQUIRED MINIMUM OUTSIDE AIR AIRFLOW IS MAINTAINED UNDER ALL OPERATING CONDITIONS.
  - EMERGENCY HEAT: PROVIDE MANUAL OVERRIDE OPERATION TO ENERGIZE GAS HEAT IN THE EVENT OF HEAT PUMP FAILURE. THE AUXILIARY MODULATING GAS HEATER SHALL BE ENABLED AND OPERATE UNDER THE CONTROL OF ITS RESPECTIVE SPACE TEMPERATURE SENSOR (T-2) AND THE SUPPLY AIR FAN SHALL MODULATE TO MAINTAIN SPACE TEMPERATURE. THE MINIMUM OUTSIDE AIR DAMPER, (D-1) AND THE EXHAUST AIR DAMPER (D-2) SHALL OPEN. THE RELIEF AIR FAN DAMPER (D-7) SHALL REMAIN OPEN. THE ENTHALPY WHEEL BYPASS DAMPERS, (D-4 & D-5) SHALL REMAIN CLOSED. THE DISCHARGE AIR TEMPERATURE SENSOR, (T-1) SHALL BE RESET BY SPACE TEMPERATURE SENSOR, (T-2) TO MAINTAIN A ROOM TEMPERATURE OF 72 DEGREES F (ADJUSTABLE). THE ENTHALPY WHEEL SHALL ROTATE DURING OCCUPIED PERIODS WHEN OUTSIDE AIR IS BEING INTRODUCED TO THE SYSTEM.
- UNOCCUPIED CYCLE:** THE BMS SYSTEM SHALL RE-SET THE SPACE TEMPERATURE SENSOR, T-2, TO MAINTAIN A REDUCED NIGHT SETBACK TEMPERATURE OF 55 DEGREES F (ADJUSTABLE). THE NIGHT SETBACK TEMPERATURE SHALL BE MAINTAINED BY CYCLING THE SINGLE ZONE VAV UNIT FANS AND CYCLING THE HEAT PUMP SYSTEM TO MAINTAIN SPACE AT 55 DEGREES F (ADJUSTABLE). OUTSIDE AIR DAMPER (D-1) AND ECONOMIZER DAMPER (D-6) SHALL BE CLOSED. RETURN AIR DAMPER (D-3) SHALL REMAIN OPEN. EXHAUST AIR DAMPER, (D-2) SHALL REMAIN CLOSED, AND ENTHALPY WHEEL BYPASS DAMPERS (D-4 & D-5) SHALL REMAIN CLOSED. ENTHALPY WHEEL SHALL BE OFF. EXHAUST AIR FAN SHALL BE OFF. EXHAUST AIR DAMPER, D-2 SHALL CLOSE. RELIEF AIR DAMPER (D-7) SHALL BE CLOSED.
- EMERGENCY OPERATION:** DURING EMERGENCY GENERATOR OPERATION THE BMS SHALL DE-ENERGIZE SZAV-2, REGARDLESS OF MODE OF OPERATION, TO SHED BUILDING ELECTRIC LOAD DURING GENERATOR OPERATION. UPON SHUTDOWN OF THE GENERATOR AND RESTORATION OF NORMAL POWER, SZAV-2 SHALL BE RELEASED TO NORMAL OPERATION.
- C. REFRIGERANT MITIGATION CONTROL:**
- UNIT SHALL BE FURNISHED WITH FACTORY A2L TYPE REFRIGERANT SAFETY CONTROL THAT WILL SENSE REFRIGERANT LEAK AND AUTOMATICALLY TURN OFF DX SYSTEM AND ENERGIZE SUPPLY AIR FAN AT FULL FAN SPEED.



**ATC POINT LIST**

EQUIPMENT OR SYSTEM	AREFLOW MONITORING STATIONS	CONDENSATE OVERFLOW	EMERGENCY GENERATOR STATUS	HEAT PUMP FAN STATUS	HEAT PUMP FAN HEAD PRESSURE CONTROL	COMPRESSOR STATUS	DAMPER - FULLY MODULATING	DAMPER - TWO POSITION	DEFROST MODE	DISCHARGE AIR CARBON MONOXIDE SENSOR	DUCT SMOKE DETECTORS	DX COOLING COIL/HOT GAS REHEAT COIL DISCHARGE AIR TEMP	ECONOMIZER	ENTHALPY WHEEL ROTATION SENSOR	ENTHALPY WHEEL MOTOR STATUS	ENTHALPY WHEEL DISCHARGE AIR TEMPERATURE	FAN STATUS - ALL FANS	GAS SYSTEMS	GLOBAL - OUTSIDE AIR CO2 SENSOR	GLOBAL - O.A. HUMIDITY	GLOBAL - O.A. TEMP	GRAPHIC DISPLAY	LOW OUTDOOR AIRFLOW ALARM	LOW TEMPERATURE SENSOR	MODE OF OPERATION	MODULATING GAS VALVE TRAIN	REFRIGERANT LEAK DETECTION SENSOR	REFRIGERANT SUCTION PRESSURE	SPACE CO2	SPACE RELATIVE HUMIDITY	START & STOP - OPTIMIZATION	TEMP - SPACE	TEMP - MIXED AIR	TEMP - SUPPLY AIR	TIME PROGRAM	TOTAL RUN TIME	VFD SPEED & AMPERAGE (SUPPLY AND EXHAUST FANS)	VFD DRIVES	
SINGLE ZONE VAV UNIT (SZAV-1 & SZAV-2)	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●

NOTES:  
 1. PROVIDE ADDITIONAL DIGITAL POINTS AS NECESSARY TO ACCOMPLISH THE SPECIFIED SEQUENCE OF OPERATION DESCRIBED IN THE SPECIFICATIONS.  
 2. ALL ITEMS IN THE POINTS LIST MUST BE VIEWABLE FROM THE OPERATOR'S TERMINAL.

**CO2 RE-SET SCHEDULE**

AMBIENT CO2 LEVEL	EXHAUST AIR CO2 LEVEL
400 PPM	800 PPM
500 PPM	900 PPM
600 PPM	1000 PPM

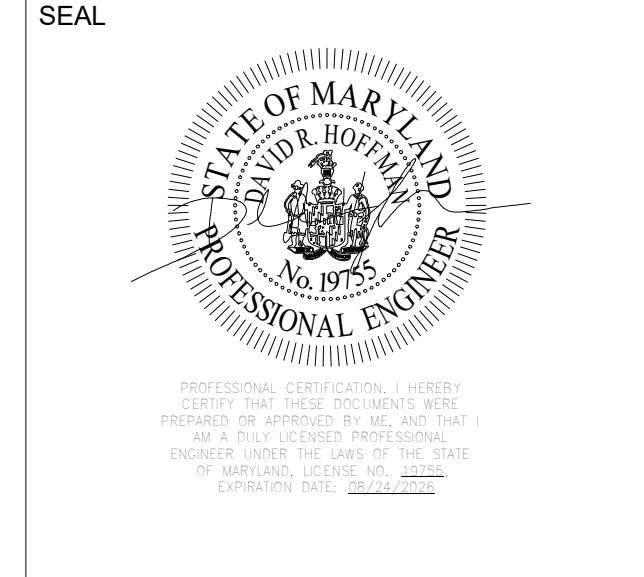
**Revision Schedule**

no.	date	comments

**ENGINEER**

**Gipe Associates Inc.**  
 Consulting Engineers  
 8719 Brooks Drive  
 Easton, Maryland 21601  
 Phone (410) 822-8688  
 WO# 25092

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**CONSULTANT**

**WORCESTER COUNTY RECREATION CENTER  
 HVAC SYSTEM REPLACEMENTS**

**6030 PUBLIC LANDING RD,  
 SNOW HILL, MD 21863**

**BID DOCUMENTS**

**CONTROLS - HVAC**

DESIGNED BY **RAK**  
 CHECKED BY **DRH**  
 SCALE AS NOTED  
 JOB NO. 25092  
 DATE 03/12/2026

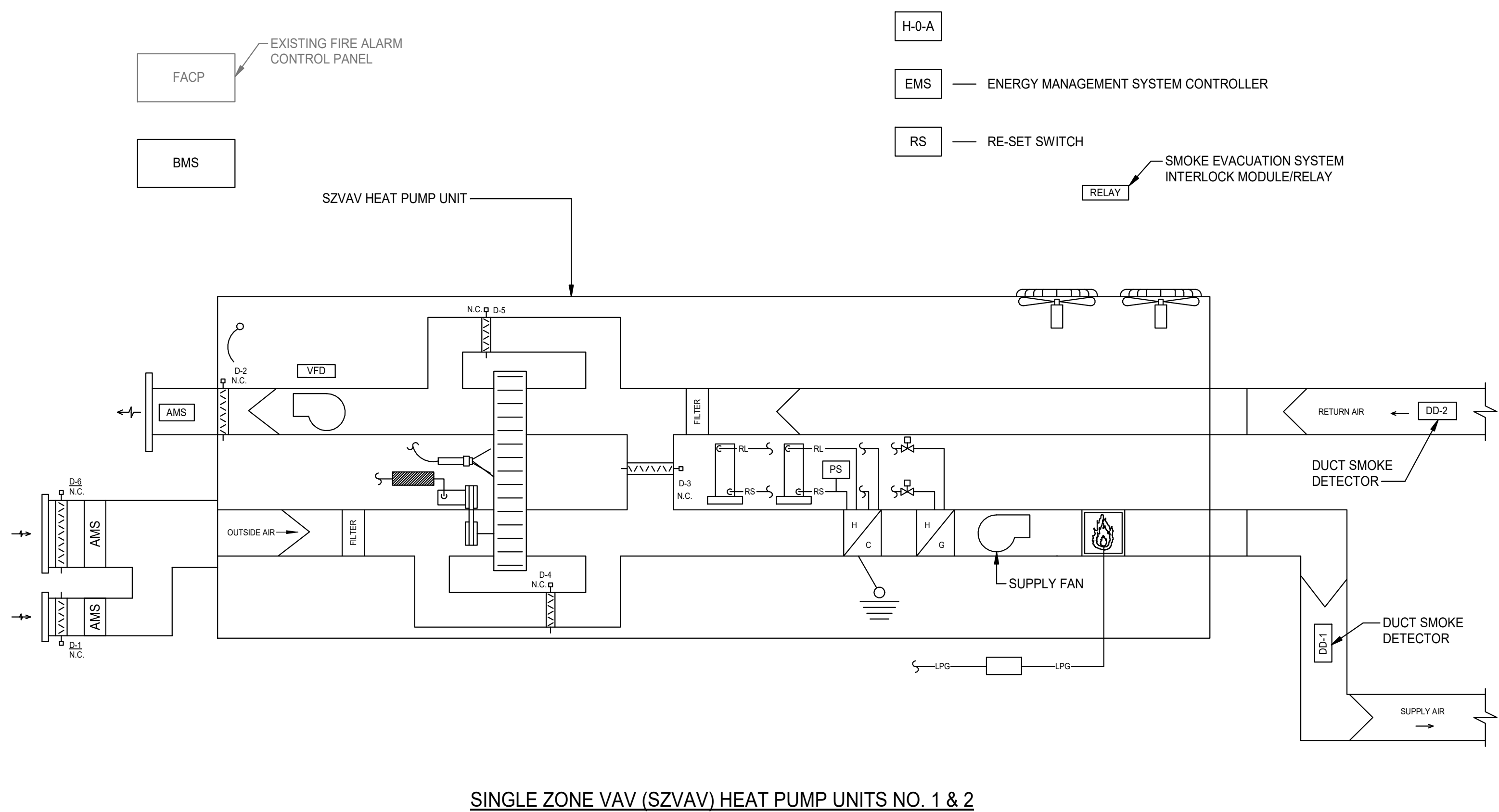
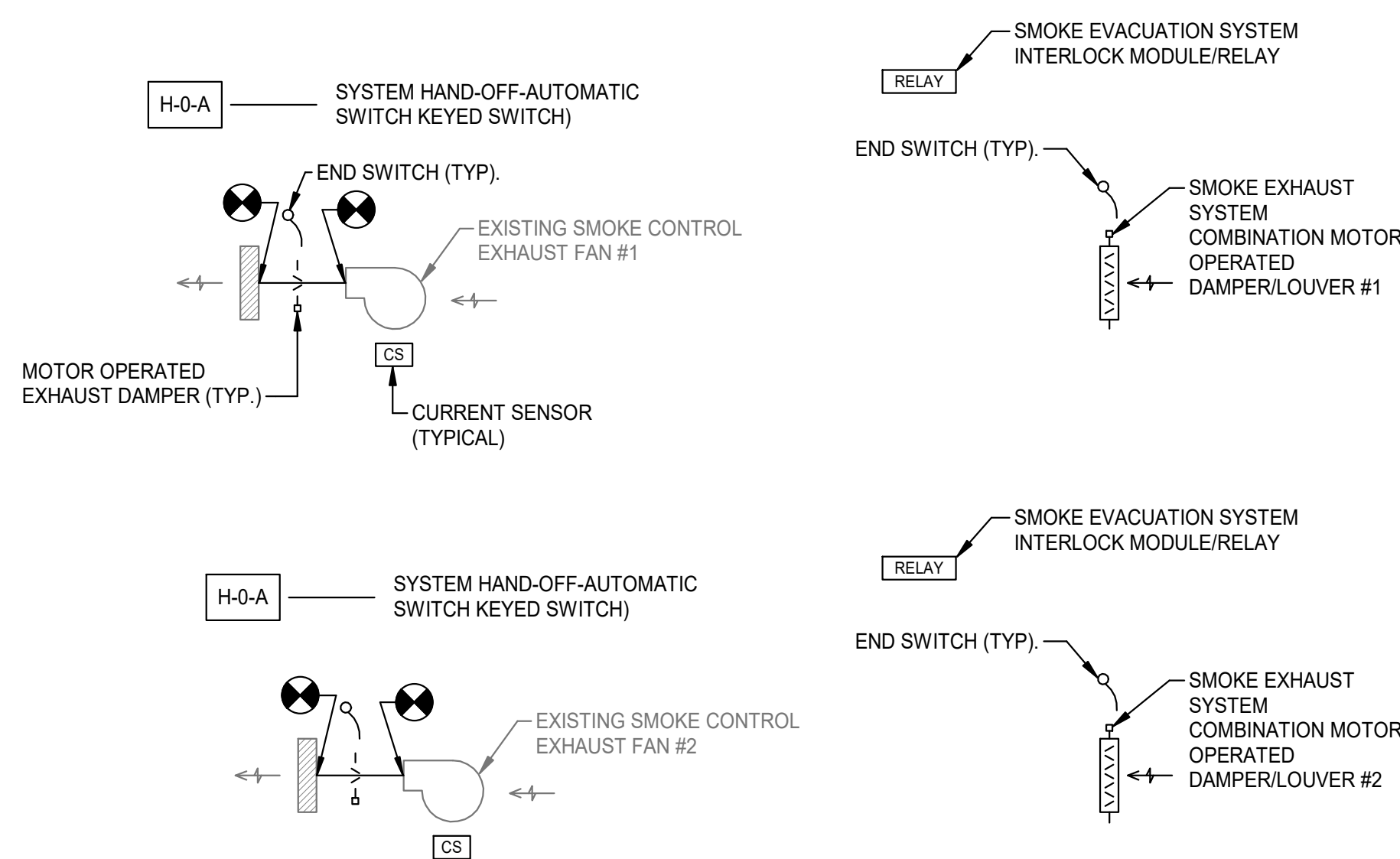
**M401**

ATC POINT LIST												
EQUIPMENT OR SYSTEM	START & STOP	H-O-A OR WALL SWITCH	POSITION INDICATOR	TWO POSITION DAMPERS WITH END SWITCH	COMBINATION DAMPER/LOUVER POSITION INDICATOR	RE-SET SWITCH	ENERGY MANAGEMENT SYSTEM CONTROLLER	DELAY TIMER	AIR FLOW - ALL FANS - CURRENT SENSOR	FIRE ALARM INITIATION DEVICE INTERLOCK	TOTAL RUN TIME	GRAPHIC DISPLAY
EXISTING MULTIPURPOSE/FITNESS AREA SMOKE EXHAUST FANS	•	•	•	•	•	•	•	•	•	•	•	•
SMOKE CONTROL SYSTEM COMBINATION INTAKE DAMPER/LOUVERS	•	•	•	•	•	•	•	•	•	•	•	•
SZAV HEAT PUMP UNITS	•	•	•	•	•	•	•	•	•	•	•	•

**NOTES:**

- PROVIDE ADDITIONAL DIGITAL POINTS AS NECESSARY TO ACCOMPLISH THE SPECIFIED SEQUENCE OF OPERATION.
- ALL ITEMS IN THE POINTS LIST MUST BE VIEWABLE FROM THE OPERATOR'S TERMINAL.
- FOR SZAV HEAT PUMP UNITS THE ABOVE ATC REQUIREMENTS ARE IN ADDITION TO STANDARD TEMPERATURE CONTROL REQUIREMENTS.

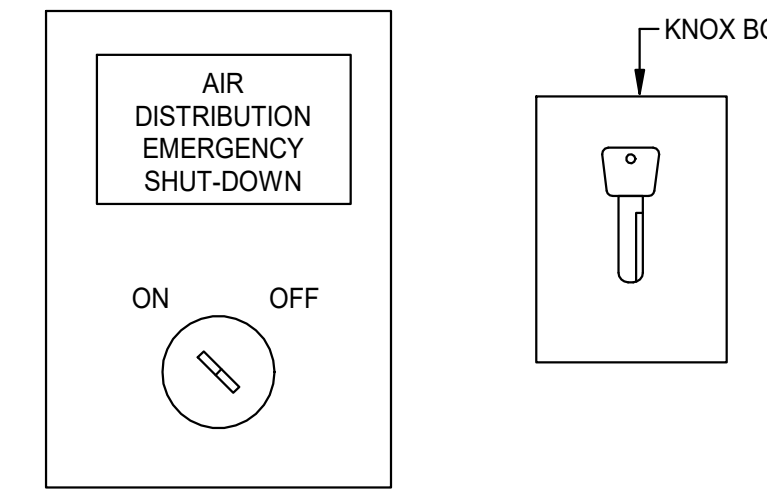
ATC CONTROL SEQUENCE
<b>A. GENERAL</b>
1. ESTABLISH ALL INTERLOCK REQUIREMENTS, INITIATION DEVICE CONNECTIONS, AND INTERFACE REQUIREMENTS WITH EXISTING FIRE ALARM SYSTEM.
2. RE-ESTABLISH ALL EXISTING INTERLOCKS, EXISTING INITIATION DEVICE CONNECTIONS, AND EXISTING INTERFACES IMPACTED BY WORK PERFORMED UNDER THIS CONTRACT WITH EXISTING FIRE ALARM SYSTEM.
3. THE EXISTING MULTIPURPOSE/FITNESS AREA SMOKE CONTROL EXHAUST FANS SHALL BE PROVIDED WITH CURRENT SENSORS TO MONITOR FAN STATUS ON ATC SYSTEM.
4. FURNISH AND INSTALL DAMPER END SWITCHES THAT WILL NOT ALLOW THE EXISTING SMOKE CONTROL EXHAUST FANS TO ENERGIZE UNTIL DAMPER PROVES OPEN. MONITOR DAMPER POSITIONS.
5. ALL EQUIPMENT AND DEVICES SHALL BE SUPERVISED AND CONTROLLED BY ADDRESSABLE MONITOR MODULES AND RELAYS.
6. FURNISH AND INSTALL INTERLOCK MODULE/RELAYS AS REQUIRED FOR EXTERIOR DAMPER/LOUVERS AND SINGLE ZONE VAV HEAT PUMPS AS INDICATED.
7. THE MULTIPURPOSE/FITNESS AREA SMOKE EVACUATION SYSTEM SHALL BE ACTIVATED AUTOMATICALLY BY THE FIRE ALARM SYSTEM IF ANY TWO (2) SPACED SMOKE DETECTORS OR WATER FLOW SWITCH THAT SERVE THE MULTIPURPOSE/FITNESS AREA ACTIVATION SYSTEM SHALL INITIATE EVACUATION MODE.
8. IF H-O-A SWITCH IS MANUALLY INDICATED TO HAND THEN THE MULTIPURPOSE/FITNESS AREA SMOKE EVACUATION SYSTEM SHALL ENERGIZE AND OPERATE CONTINUOUSLY UNTIL H-O-A SWITCH IS EITHER PLACED "OFF" OR IN THE "AUTOMATIC" POSITION. PROVIDE INTERLOCK WIRING/RELAY THAT WILL OPEN MOTOR OPERATED DAMPER AUTOMATICALLY WHEN H-O-A SWITCH IS IN "HAND".
<b>B. ACTIVATION</b>
1. WHEN SMOKE AT ANY TWO (2) SMOKE DETECTORS THAT SERVES THE MULTIPURPOSE/FITNESS AREA IS DETECTED OR WATER FLOW AT THE WATER FLOW SWITCH IS DETECTED THEN FIRE PROTECTION SYSTEM SHALL ACTIVATE THE MULTIPURPOSE/FITNESS AREA SMOKE EVACUATION SYSTEM.
2. THE COMBINATION DAMPER/LOUVERS (LOUVER #1 AND LOUVER #2) SHALL AUTOMATICALLY OPEN.
3. THE EXHAUST FAN MOTOR OPERATED DAMPERS SHALL ALL OPEN (TYP OF 2).
4. THE EXHAUST FAN END SWITCHES SHALL PROVE MOTOR OPERATED DAMPERS OPEN (TYP OF 2).
5. DELAY TIME SHALL EXPIRE. TIME DELAY SHALL BE SET FOR THE MAXIMUM TIME IT TAKES THE OPERATORS TO FULLY OPEN PLUS 10 SECONDS.
6. ONCE ALL DAMPER/LOUVERS ARE VERIFIED TO BE OPEN VIA END SWITCHES THEN ENERGIZE BOTH EXISTING MULTIPURPOSE/FITNESS AREA SMOKE EXHAUST FANS #1 AND #1.
7. SIMULTANEOUSLY, THE SZAV HEAT PUMPS #1 AND #2 SHALL DE-ENERGIZE.
<b>C. RESET</b>
1. THE MULTIPURPOSE/FITNESS AREA SMOKE EVACUATION SYSTEM SHALL BE RE-SET BY A RE-SET SWITCH. SYSTEM SHALL NOT BE RE-SET UNTIL FIRE ALARM SYSTEM HAS BEEN RE-SET.
<b>D. TESTING</b>
1. SYSTEM SHALL BE PERFORMANCE TESTED PER NFPA REQUIREMENTS AND PER STATE FIRE MARSHALL REQUIREMENTS. THESE REQUIREMENTS DO NOT UTILIZE SMOKE TESTING.



SINGLE ZONE VAV (SZAV) HEAT PUMP UNITS NO. 1 & 2

1 CONTROLS - MULTIPURPOSE/FITNESS AREA SMOKE EVACUATION SYSTEM

ATC CONTROL SEQUENCE	
A.	UPON ARRIVAL AT THE PROJECT SITE, FIRE DEPARTMENT SHALL ACCESS THE BUILDING TO DE-ACTIVATE SZAV-1 AND SZAV-2 VIA THE KEYED SWITCH.
B.	KEY FOR SWITCH SHALL BE LOCATED IN THE KNOX BOX AND LABELED AS "MULTI PURPOSE ROOM AIR DISTRIBUTION EQUIPMENT EMERGENCY SHUT-DOWN".
C.	WHEN THE KEYED SWITCH IS TURNED TO "OFF" POSITION ALL AIR DISTRIBUTION EQUIPMENT WITHIN THE MULTI PURPOSE SHALL BE DE-ENERGIZED THROUGH BMS SOFTWARE INTERLOCK. AIR DISTRIBUTION EQUIPMENT SHALL INCLUDE BUT NOT BE LIMITED TO SZAV-1 AND SZAV-2.
D.	WHEN THE KEYED SWITCH IS TURNED TO "OFF" POSITION ALL EQUIPMENT CONTROLLED BY KEYED SWITCH SHALL INDICATE EMERGENCY SHUT DOWN ACTIVATED ON THEIR INDIVIDUAL BMS GRAPHICS.
E.	WHEN KEYED SWITCH IS RETURNED TO THE "ON" POSITION THE HVAC SEQUENCES SHALL RETURN TO BEING CONTROLLED BY THE BUILDING MANAGEMENT SYSTEM.
F.	MAKE PROVISION FOR FUTURE EXPANSION OF SWITCH OPERATION FOR EXISTING AND NEW SYSTEMS WHEN REQUIRED.



**NOTE:**

- PROVIDE A SINGLE SWITCH TO SHUT DOWN AIR DISTRIBUTION EQUIPMENT INDICATED (SZAV-1 AND SZAV-2)
- INSTALL KEYED SWITCH AT MAIN ENTRANCE AS INDICATED ON THE FLOOR PLAN DRAWINGS.

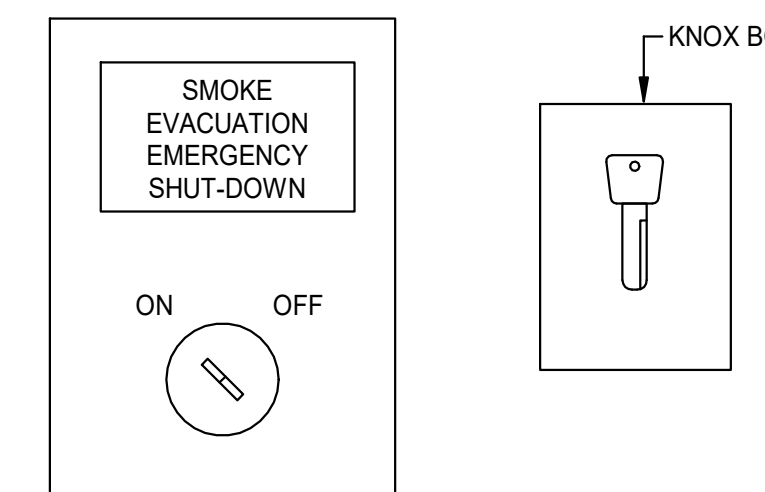
ATC POINTS LIST				
EQUIPMENT OR SYSTEM	GRAPHIC DISPLAY	SWITCH POSITION "ON OR OFF"	TREND DATA FOR SWITCH POSITION	EQUIPMENT STATUS
FIRE FIGHTERS EMERGENCY AIR DISTRIBUTION EQUIPMENT SHUT-DOWN SWITCH	•	•	•	•

**NOTE:**

- PROVIDE ADDITIONAL DIGITAL POINTS AS NECESSARY TO ACCOMPLISH THE SEQUENCE OF OPERATION.
- ALL ITEMS IN THE POINTS LIST MUST BE VIEWABLE FROM THE OPERATOR'S TERMINAL.

2 CONTROLS - FIRE FIGHTERS EMERGENCY AIR HANDLING EQUIPMENT SHUT-DOWN SWITCH

ATC CONTROL SEQUENCE	
A.	UPON ARRIVAL AT THE PROJECT SITE, FIRE DEPARTMENT SHALL ACCESS THE BUILDING TO DE-ACTIVATE EXISTING EF-1 AND EXISTING EF-2 VIA THE KEYED SWITCH.
B.	KEY FOR SWITCH SHALL BE LOCATED IN THE KNOX BOX AND LABELED AS "MULTI PURPOSE ROOM SMOKE EVACUATION EQUIPMENT EMERGENCY SHUT-DOWN".
C.	WHEN THE KEYED SWITCH IS TURNED TO "OFF" POSITION ALL SMOKE EVACUATION EQUIPMENT WITHIN THE MULTI PURPOSE SHALL BE DE-ENERGIZED THROUGH BMS SOFTWARE INTERLOCK. SMOKE EVACUATION EQUIPMENT SHALL INCLUDE BUT NOT BE LIMITED TO EF-1 AND EF-2.
D.	WHEN THE KEYED SWITCH IS TURNED TO "OFF" POSITION ALL EQUIPMENT CONTROLLED BY KEYED SWITCH SHALL INDICATE EMERGENCY SHUT DOWN ACTIVATED ON THEIR INDIVIDUAL BMS GRAPHICS.
E.	WHEN KEYED SWITCH IS RETURNED TO THE "ON" POSITION THE SMOKE EVACUATION SEQUENCES SHALL RETURN TO BEING CONTROLLED BY THE BUILDING MANAGEMENT SYSTEM.
F.	MAKE PROVISION FOR FUTURE EXPANSION OF SWITCH OPERATION FOR EXISTING AND NEW SYSTEMS WHEN REQUIRED.



**NOTE:**

- PROVIDE A SINGLE SWITCH TO SHUT DOWN SMOKE EVACUATION EQUIPMENT INDICATED (EXISTING EF-1 AND EXISTING EF-2)
- INSTALL KEYED SWITCH AT MAIN ENTRANCE AS INDICATED ON THE FLOOR PLAN DRAWINGS.

ATC POINTS LIST				
EQUIPMENT OR SYSTEM	GRAPHIC DISPLAY	SWITCH POSITION "ON OR OFF"	TREND DATA FOR SWITCH POSITION	EQUIPMENT STATUS
FIRE FIGHTERS EMERGENCY SMOKE EVACUATION EQUIPMENT SHUT-DOWN SWITCH	•	•	•	•

**NOTE:**

- PROVIDE ADDITIONAL DIGITAL POINTS AS NECESSARY TO ACCOMPLISH THE SEQUENCE OF OPERATION.
- ALL ITEMS IN THE POINTS LIST MUST BE VIEWABLE FROM THE OPERATOR'S TERMINAL.

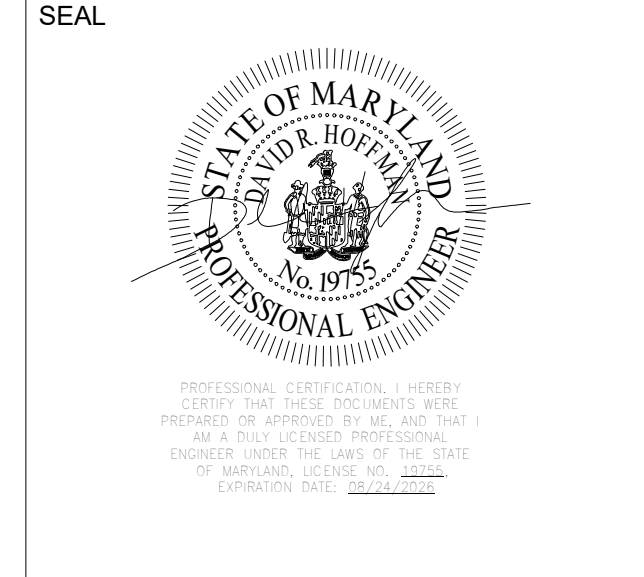
3 CONTROLS - FIRE FIGHTERS EMERGENCY SMOKE EVACUATION EQUIPMENT SHUT-DOWN SWITCH

Revision Schedule		
no.	date	comments

ENGINEER

**Gipe Associates Inc.**  
 Consulting Engineers  
 8719 Brooks Drive  
 Easton, Maryland 21601  
 Phone (410) 822-8688  
 WO# 25092

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CONSULTANT

WORCESTER COUNTY RECREATION CENTER  
 HVAC SYSTEM REPLACEMENTS  
 6030 PUBLIC LANDING RD,  
 SNOW HILL, MD 21863

SUBMISSION

**BID DOCUMENTS**

**CONTROLS - HVAC**

DESIGNED BY RAK  
 CHECKED BY DRH  
 SCALE AS NOTED  
 JOB NO. 25092  
 DATE 03/12/2026

**M402**

### SINGLE ZONE VAV AIR HANDLING UNIT (SZVAV) SCHEDULE- PART 1

UNIT #	SUPPLY FAN (W/VARIABLE SPEED DRIVES)						EXHAUST FAN (W/VARIABLE SPEED DRIVES)						ENERGY RECOVERY WHEEL PERFORMANCE						COOLING MODE						MECHANICAL HEATING MODE						MODULATING HOT GAS RE-HEAT COIL														
	TOTAL SUPPLY CFM		# OF FANS	OCCUPIED MODE		E.S.P. (IN. W.G.)	MAX RPM	MAX BHP	MOTOR HP	TOTAL CFM		# OF FANS	E.S.P. (IN. W.G.)	MAX RPM	MAX BHP	MOTOR HP	SUMMER		WINTER		TOTAL CAP. (MBH)	SENSIBLE CAP. (MBH)	P.D. (N.W.C.)	E.A.T. DB (°F)	L.A.T. DB (°F)	UNIT CAPACITY (MBH)	E.A.T. DB (°F)	L.A.T. DB (°F)	TOTAL CAPACITY (MBH)	E.A.T. DB (°F)	L.A.T. DB (°F)	MAX APD (IN. H2O)	AMBIENT AIR TEMP. DB (°F)	SENSIBLE CAPACITY (MBH)											
	MAX	MIN		OUTSIDE AIR CFM	MIN					MAX	MIN						OUTSIDE AIR DB (°F)	ROOM AIR DB (°F)	SUPPLY AIR DB (°F)	OUTSIDE AIR DB (°F)															ROOM AIR DB (°F)	SUPPLY AIR DB (°F)	OUTSIDE AIR DB (°F)	ROOM AIR DB (°F)	SUPPLY AIR DB (°F)						
SZVAV-1	17,500	8,750	4	17,500	5,000	2,000	2.0	2,326	5.2	7	5,000	5,000	2,000	2	1.50	1,684	1.9	5	95	78	75	60	79.1	69.4	10	8	70	35	46.2	34.9	766.4	438.5	0.49	76.2	66.6	53	52	470.6	63.1	88	53	73	0.04	70	378
SZVAV-2	17,500	8,750	4	17,500	5,000	2,000	2.0	2,326	5.2	7	5,000	5,000	2,000	2	1.50	1,684	1.9	5	95	78	75	60	79.1	69.4	10	8	70	35	46.2	34.9	766.4	438.5	0.49	76.2	66.6	53	52	470.6	63.1	88	53	73	0.04	70	378

NOTES: 1. MOTOR DATA TYPICAL FOR QUANTITY OF FANS INDICATED IN SCHEDULE.  
 2. DURING FULL ECONOMIZER MODE THE MAX. OUTSIDE AIRFLOW SHALL BE TOTAL SUPPLY AIRFLOW.  
 3. MIN. OUTDOOR AND EXHAUST AIRFLOW IN UNOCCUPIED MODE SHALL BE 0 CFM.  
 4. DURING FULL ECONOMIZER ADDITIONAL SPACE MOUNTED RELIEF AIR LOUVER/DAMPER SHALL BE PROVIDED FOR ECONOMIZER RELIEF.  
 5. COOLING CAPACITY RATED AT 95 °F OUTSIDE AIR TEMPERATURE. HEATING CAPACITY RATED AT 10 °F OUTSIDE AIR TEMPERATURE.  
 6. GAS EFFICIENCY SHALL BE A MINIMUM OF 80%.  
 7. GAS BURNER SHALL BE CAPABLE OF OPERATION ON A MINIMUM GAS PRESSURE OF 11 INCHES W.C. AND A MAXIMUM GAS PRESSURE OF 14 INCHES W.C.  
 8. HOT GAS REHEAT COIL CAPACITY SHALL BE BASED ON SCHEDULED AMBIENT AIR TEMPERATURE.  
 9. DURING ECONOMIZER THE REMOTE RELIEF AIR LOUVER SHALL HANDLE THE EXCESS OUTSIDE AIR.

### SINGLE ZONE VAV AIR HANDLING UNIT (SZVAV) SCHEDULE- PART 2

UNIT #	HEATING PERFORMANCE						PACKAGED CONDENSING UNIT						ENERGY RECOVERY EFFICIENCY		AC CONDENSATE SIZE (INCHES)		ELECTRICAL CHARACTERISTICS				MAXIMUM WEIGHT (LBS.)				
	TOTAL OUTPUT (MBH)	TOTAL INPUT (MBH)	E.A.T. DB (°F)	L.A.T. DB (°F)	FUEL TYPE	DIRECT OR INDIRECT FIRED	TURNDOWN RATIO	FUEL HEATING VALUE (BTU/FT <sup>3</sup> )	MAX APD (IN. H2O)	GAS PIPING RUN-OUT SIZE (INCHES)	TYPE	# OF REFRIGERANT CIRCUITS	TOTAL CAPACITY (TONS)	NOMINAL COOLING EER (MIN.)	CAPACITY CONTROL	MINIMUM CAPACITY	OUTSIDE AIR WHEEL EFFICIENCY	INSIDE AIR WHEEL EFFICIENCY	VOLTS	PHASE		FULL LOAD AMPS	MIN. CIRCUIT AMPS	MOCAP (AMPS)	
																									PROPANE
536.8	671	66.6	95	PROPANE	INDIRECT	12:1	2.516	0.45	1-1/2"	SCROLL	4	4	60	9.6	VARIABLE SPEED COMPRESSORS	25%	70	70	1-1/4"	480	3	178	184	225	26,900
536.8	671	66.6	95	PROPANE	INDIRECT	12:1	2.516	0.45	1-1/2"	SCROLL	4	4	60	9.6	VARIABLE SPEED COMPRESSORS	25%	70	70	1-1/4"	480	3	178	184	225	26,900

NOTES: 1. MOTOR DATA TYPICAL FOR QUANTITY OF FANS INDICATED IN SCHEDULE.  
 2. DURING FULL ECONOMIZER MODE THE MAX. OUTSIDE AIRFLOW SHALL BE TOTAL SUPPLY AIRFLOW.  
 3. MIN. OUTDOOR AND EXHAUST AIRFLOW IN UNOCCUPIED MODE SHALL BE 0 CFM.  
 4. DURING FULL ECONOMIZER ADDITIONAL SPACE MOUNTED RELIEF AIR LOUVER/DAMPER SHALL BE PROVIDED FOR ECONOMIZER RELIEF.  
 5. COOLING CAPACITY RATED AT 95 °F OUTSIDE AIR TEMPERATURE. HEATING CAPACITY RATED AT 10 °F OUTSIDE AIR TEMPERATURE.  
 6. GAS EFFICIENCY SHALL BE A MINIMUM OF 80%.  
 7. GAS BURNER SHALL BE CAPABLE OF OPERATION ON A MINIMUM GAS PRESSURE OF 11 INCHES W.C. AND A MAXIMUM GAS PRESSURE OF 14 INCHES W.C.  
 8. HOT GAS REHEAT COIL CAPACITY SHALL BE BASED ON SCHEDULED AMBIENT AIR TEMPERATURE.  
 9. DURING ECONOMIZER THE REMOTE RELIEF AIR LOUVER SHALL HANDLE THE EXCESS OUTSIDE AIR.

### AIRFLOW MONITORING STATION (AMS)

UNIT #	SERVICE	ELEC. CHAR. VOLTAGE	MAX. PRESSURE DROP (IN. W.C.)	TYPE	DUCT SIZE (IN. X IN.)	FAN ARRAY TYPE	MAX. AIRFLOW RATE (CFM)	MAX. DUCT WORK VELOCITY (FPM)	MIN. AIRFLOW RATE (CFM)	MIN. DUCT WORK VELOCITY (FPM)	REMARKS
AMS-1	SZVAV-1 (OUTSIDE AIR FLOW - ECONOMIZER)	24	0.085	THERMAL DISPERSION	42X36	--	12,500	1,190	5,250 (COOLING)	500	INTERLOCK WITH ATC SYSTEM
AMS-2	SZVAV-1 (OUTSIDE AIR FLOW - MINIMUM O.A.)	24	0.085	THERMAL DISPERSION	26X24	--	5,000	1,154	2,000	462	INTERLOCK WITH ATC SYSTEM
AMS-3	SZVAV-1 (EXHAUST AIR FLOW)	24	0.085	THERMAL DISPERSION	26X24	--	5,000	1,154	2,000	462	INTERLOCK WITH ATC SYSTEM
AMS-4	SZVAV-2 (OUTSIDE AIR FLOW - ECONOMIZER)	24	0.085	THERMAL DISPERSION	42X36	--	12,500	1,190	5,250 (COOLING)	500	INTERLOCK WITH ATC SYSTEM
AMS-5	SZVAV-2 (OUTSIDE AIR FLOW - MINIMUM O.A.)	24	0.085	THERMAL DISPERSION	26X24	--	5,000	1,154	2,000	462	INTERLOCK WITH ATC SYSTEM
AMS-6	SZVAV-2 (EXHAUST AIR FLOW)	24	0.085	THERMAL DISPERSION	26X24	--	5,000	1,154	2,000	462	INTERLOCK WITH ATC SYSTEM

NOTES: 1. COORDINATE ELECTRICAL CONNECTION OF DISPLAY MODULE AND AIRFLOW MONITORING SYSTEM WITH ATC SYSTEM.  
 2. FURNISH AND INSTALL CFM DISPLAY MODULE FOR EACH AIR FLOW MONITORING STATION.

### GAS PRESSURE REGULATOR SCHEDULE

GAS REGULATOR NO.	GAS TYPE	CAPACITY (SCFH)	CAPACITY (MBH)	INLET PRESSURE (PSIG)	OUTLET PRESSURE SETPOINT (INCHES W.C.)	REMARKS
1	LP-GAS	267	671	10	14	SZVAV-1
2	LP-GAS	267	671	10	14	SZVAV-2
3	LP-GAS	140	350	10	14	EXISTING HVAC UNIT

### AUTOMATIC TEMPERATURE CONTROL PANEL SCHEDULE (ATC)

UNIT #	SYSTEM/EQUIPMENT SERVED	ELECTRICAL CHARACTERISTICS VOLTAGE/PHASE/HERTZ	REMARKS
ATC PANEL-1	SZVAV #1& SZVAV-2; SMOKE EVACUATION CONTROLS	120/1/60	

NOTES: 1. ATC SUBCONTRACTOR SHALL PROVIDE ADDITIONAL PANELS AND POWER WIRING IF REQUIRED.  
 2. PROVIDE DATA CONDUIT AND BACK BOX. COORDINATE DATA CABLE AND OUTLET WITH OWNER.  
 3. SIZE OF ATC PANEL SHALL BE COORDINATED BASED ON QUANTITY OF CONTROLLERS INSTALLED WITHIN THE SAME.

### GRILLES, REGISTERS AND DIFFUSERS SCHEDULE

ID	DESCRIPTION	REMARKS
RG1	LOUVERED GRILLE	STEEL - HEAVY DUTY
RG2	LOUVERED FILTER GRILLE	STEEL - HEAVY DUTY

### LOUVER SCHEDULE

ITEM	NOMINAL SIZE WxH (INCHES)	UNIT(S) SERVED	SERVICE	MIN. FREE AREA (FT <sup>2</sup> )	MAX. STATIC PRESSURE (IN. W.G.)	TOTAL AIR FLOW (CFM)	REMARKS
LOUVER-1	96X96	EXISTING EF-1	INTAKE	32.51	0.106	30,000	COMBINATION DAMPER/LOUVER
LOUVER-2	96X96	EXISTING EF-2	INTAKE	32.51	0.106	30,000	COMBINATION DAMPER/LOUVER
LOUVER-3	72X72	SZVAV-1	RELIEF	19.22	0.128	12,500	
LOUVER-4	72X72	SZVAV-2	RELIEF	19.22	128	12,500	

NOTES: 1. EXTRUDED ALUMINUM WITH BAKED ENAMEL FINISH, COLOR AS SELECTED BY OWNER.  
 2. PROVIDE ALUMINUM BIRD SCREEN WITH 1/4" OPENINGS.  
 3. DRAINABLE BLADES WITH ZERO WATER PENETRATION AT 1,000 FPM VELOCITY.

### RE-BALANCE OF EXISTING AIR SIDE EQUIPMENT

EQUIPMENT	SERVICE	EXISTING CFM	NEW REQUIRED CFM	REMARKS
EF-1	SMOKE EVACUATION	30,000	30,000	GREENHECK MODEL SBE-2H60-30
EF-2	SMOKE EVACUATION	30,000	30,000	GREENHECK MODEL SBE-2H60-30

### DUCT SMOKE DETECTOR SCHEDULE

UNIT #	UNIT SERVED	ELECTRICAL CHARACTERISTICS	REMARKS
DD-1	SZVAV-1	REFER TO DIVISION 28	SUPPLY
DD-2	SZVAV-1	REFER TO DIVISION 28	RETURN
DD-3	SZVAV-2	REFER TO DIVISION 28	SUPPLY
DD-4	SZVAV-2	REFER TO DIVISION 28	RETURN

NOTE: FURNISH UNDER DIVISION 28, INSTALLED UNDER DIVISION 23.

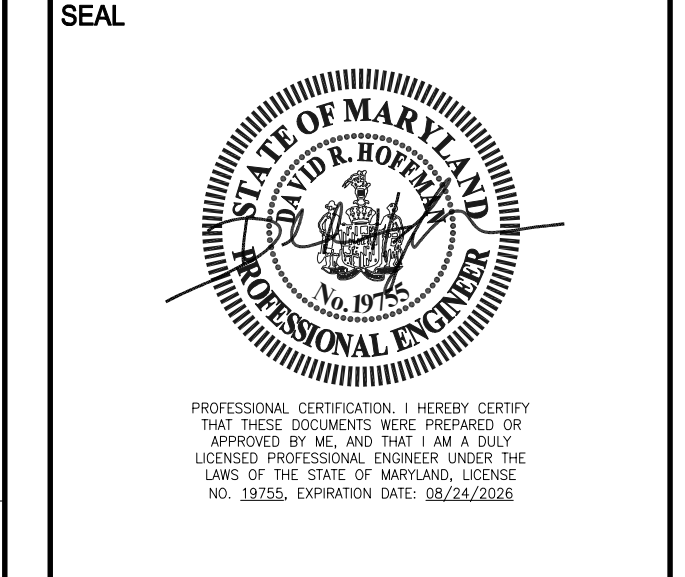
#### REVISIONS

no.	date	comments

**ENGINEER**

**Gipe Associates Inc.**  
 Consulting Engineers  
 8719 Brooks Drive  
 Easton, Maryland 21601  
 Phone (410) 822-8688  
 Fax 25092

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**SCHEDULES  
 HVAC**

DESIGNED BY	RAK
CHECKED BY	DRH
SCALE	AS NOTED
JOB NO.	25092
DATE	03/12/2028

**M501**

ELECTRICAL ABBREVIATIONS			
ABBREVIATION	DEFINITION	ABBREVIATION	DEFINITION
A	AMPERES	L	LENGTH
AC	AIR CONDITIONER	LAN	LOCAL AREA NETWORK
AC	ALTERNATING CURRENT	LB	POUNDS
ADA	AMERICANS WITH DISABILITIES ACT	LBS	POUNDS
AF	AMPERE FEEDER	LFMC	LIQUID TIGHT FLEXIBLE METAL CONDUIT
AF-CI	ARC FAULT CIRCUIT INTERRUPTER	LYS	LIGHTS
AF	ABOVE FINISHED FLOOR	LYS	LIGHTS
AFG	ABOVE FINISHED GRADE	LV	LOW VOLTAGE
AG	AGRICULTURE	MA	MILLIAMPERES
AH	ALLIED HEALTH	MAX	MAXIMUM
AHJ	AUTHORITY HAVING JURISDICTION	MC	METAL CLAD
AI	AMPERE INTERRUPTING CAPACITY	MCB	MAIN CIRCUIT BREAKER
AL	ALUMINUM	MCCB	MOLDED CASE CIRCUIT BREAKER
ANSI	AMERICAN NATIONAL STANDARDS INSTITUTE	MD	MARYLAND
ASME	AMERICAN SOCIETY OF MECHANICAL ENGINEERS	MDF	MAIN DISTRIBUTION PANELBOARD
AT	AMPERE TRIP	MIECH	MECHANICAL ENGINEERING
ATC	AUTOMATIC TEMPERATURE CONTROL	MISNY	MISCELLANEOUS
AWG	AMERICAN WIRE GAUGE	MH	MOUNTING HEIGHT
BL	BASIC INSULATION LEVEL	MIN	MINIMUM
BKR	BREAKER	MLO	MAIN LUGS ONLY
BMS	BUILDING MANAGEMENT SYSTEM	MM	MILLIMETER
C	CONDUIT	MYD	MOUNTED
CAT	CATEGORY	MULTI	MULTIPLE
CB	CIRCUIT BREAKER	N	NEUTRAL, NORMAL, NORTH
CKT	CIRCUIT	N.C.	NORMALLY CLOSED
CL	CENTER LINE	NEC	NATIONAL ELECTRICAL CODE
CMU	CONCRETE MASONRY UNIT	NEMA	NATIONAL ELECTRICAL MANUFACTURERS ASSOCIATION
CNTRL	CONTROL	NF	NON-FUSED
COMBO	COMBINATION	NFPA	NATIONAL FIRE PROTECTION
CT	CURRENT TRANSFORMER	NIC	NOT IN CONTRACT
CU	COPPER	NM	NON-METALLIC
D	DEEP	N.O.	NORMALLY OPEN
dB	DECIBEL (A SCALE)	NS	NUMBER
DC	DIRECT CURRENT	NTS	NOT TO SCALE
DIAM	DIAMETER	O.C.	ON CENTER
DN	DOWN	OS	OCCUPANCY SENSOR
DPST	DOUBLE-POLE DOUBLE-THROW	OSHA	OCCUPATIONAL SAFETY AND HEALTH
DWGS	DRAWING	P	POWER
EC	ELECTRICAL CONTRACTOR	PF	POWER FACTOR
EC	EMPTY CONDUIT	PH	PHASE
EFF	EFFICIENCY	PNL	PANEL
EG	EXAMPLE GIVEN	PSI	POUNDS PER SQUARE INCH
EGS	ELECTRIC GROUNDING BUSBAR	PSY	POLYESTER
ELEC	ELECTRIC	PVC	POLYVINYL CHLORIDE
EMT	ELECTRICAL METALLIC TUBING	PWR	POWER
EPA	ENVIRONMENTAL PROTECTION AGENCY	QTY	QUANTITY
EQ	EQUAL	RCPT	RECEPTACLE(S)
EQUIP	EQUIPMENT	RGS	RIGID GALVANIZED STEEL
ETC	ET CETERA	RMS	ROOT MEAN SQUARE
ETR	EXISTING TO REMAIN	RNC	RIGID NONMETALLIC CONDUIT
EXIST	EXISTING	SCCR	SHORT CIRCUIT CURRENT RATINGS
EXT	EXTERNAL	SMR	SURFACE METAL RACEWAY
F	FUSED	SPO	SURGE PROTECTIVE DEVICE
FA	FIRE ALARM	SS	STAINLESS STEEL
FAAP	FIRE ALARM ANNUNCIATOR PANEL	SW	SWITCH, SOUTHWEST
FACP	FIRE ALARM CONTROL PANEL	T	TELEPHONE, TRANSFORMER
FLOOR	FLOOR	TBD	TO BE DETERMINED
FIM	FIRE MARSHAL	TC	TELECOMMUNICATIONS CLOSET
FMC	FLEXIBLE METAL CONDUIT	TEL/TELE	TELEPHONE
FREQ	FREQUENCY	TEMP	TEMPORARY TEMPERATURE
FT	FEET	TER	TELECOMMUNICATIONS EQUIPMENT ROOM
G	GROUND (GFCI)	TR	TAMPER RESISTANT
GBB	GROUNDING BUSBAR	TRP	TYPICAL
GFCI	GROUND FAULT CIRCUIT INTERRUPTER	UG	UNDERGROUND
GFI	GROUND FAULT INTERRUPTER	U.O.N.	UNLESS OTHERWISE NOTED
GND	GROUND	V	VOLTS
GRD	GROUND	VA	VOLT-AMPERES
GY	GROUNDING WIRE	VF	VENTILATION FAN
H	HEIGHT, HORIZONTAL	VB	BY THE WAY OF
HDPE	HIGH DENSITY POLYETHYLENE	VR	VOLTAGE REGULATOR
HOA	HAND-OFF-AUTOMATIC	W	WIRE, WIDTH, WEST
HP	HORSEPOWER/HEAT PUMP	W	WITH
HVAC	HEATING VENTILATION AIR CONDITIONING	WG	WIREGUARD
HZ	HERTZ	WO	WORK ORDER
ID	IDENTIFICATION	WP	WEATHERPROOF
IDF	INTERMEDIATE DISTRIBUTION FRAME	WR	WEATHER RESISTANT
IE	THAT IS	XFMR	TRANSFORMER
IES/ESNA	ILLUMINATING ENGINEERING SOCIETY OF NORTH AMERICA	Y	WYE
ISOL	ISOLATED	Z	IMPEDANCE
IT/IT	INFORMATION TECHNOLOGY	Δ	DELTA
JB	JUNCTION BOX	YR	YEAR
K	KELVIN	©	COPYRIGHT
K	THOUSAND	%	PERCENT
KCMIL	THOUSAND CIRCULAR MILS	'	FEET
KV	KILOVOLT	+	PLUS
KVA	KILOVOLT-AMPERES	-	MINUS
KW	KILOWATTS	∅	PHASE
KWH	KILOWATT HOURS	&	AND
		#	NUMBER

GENERAL ELECTRICAL LEGEND	
SYMBOL	DESCRIPTION
	BRANCH CIRCUIT CONCEALED ABOVE CEILING WITH (2) 12 AWG + (1) 12 AWG GROUND IN 3/4\"/>
	BRANCH CIRCUIT CONCEALED IN OR UNDER FLOOR SLAB WITH (2) 12 AWG + (1) 12 AWG GROUND IN 3/4\"/>
	LOW VOLTAGE WIRING
	HOMERUN TO PANELBOARD - SINGLE CIRCUIT - LETTERS INDICATE PANELBOARD DESIGNATION AND NUMBER INDICATES CIRCUIT DESIGNATION, WITH (1) PHASE + (1) NEUTRAL + (1) GROUNDING CONDUCTOR IN 3/4\"/>
	HOMERUN TO PANELBOARD - TWO-POLE CIRCUIT, THREE-POLE CIRCUIT - LETTERS INDICATE PANELBOARD DESIGNATION AND NUMBERS INDICATE CIRCUIT DESIGNATION, WITH (1) PHASE CONDUCTOR PER POLE + (1) GROUNDING CONDUCTOR IN 3/4\"/>
	HOMERUN TO PANELBOARD - MULTIPLE CIRCUITS - NUMBER OF ARROWS INDICATE NUMBER OF CIRCUITS, LETTERS INDICATE PANELBOARD DESIGNATION, WITH (1) PHASE + (1) NEUTRAL + (1) GROUNDING CONDUCTOR IN 3/4\"/>
	EQUIPMENT CONNECTION
	CONDUIT UP
	CONDUIT DOWN
	JUNCTION BOX
	ENCLOSURE OR CABINET AS NOTED
	DRAWING NOTE - NEW WORK
	DRAWING NOTE - DEMOLITION
	PART PLAN NO. DRAWING NO.
	VIEW DIRECTION SECTION NO. DRAWING NO.
	VIEW DIRECTION ELEVATION NO. DRAWING NO.

NOTE:  
1. NOT ALL ITEMS WITHIN LEGEND MAY BE UTILIZED ON THIS PROJECT.

WIRE SIZE TABLE						
HOME RUN LENGTH AND WIRE SIZE			CIRCUIT LENGTH AND WIRE SIZE			
0 - 60'	60 - 100'	100' & UP	0 - 175'	175 - 350'	350' & UP	
12 AWG	12 AWG	8 AWG	12 AWG	10 AWG	8 AWG	
			12 AWG	10 AWG	8 AWG	
			12 AWG	10 AWG	8 AWG	
			12 AWG	10 AWG	8 AWG	

CONDUCTOR DE-RATING SCHEDULE		
CIRCUIT BREAKER AMPACITY RATING	CONDUCTOR SIZE (AWG)	
	NO MORE THAN THREE (3) CURRENT CARRYING CONDUCTORS IN A CABLE OR RACEWAY	NO MORE THAN TWENTY (20) CURRENT CARRYING CONDUCTORS IN A CABLE OR RACEWAY
15	12 AWG	12 AWG
20	12 AWG	10 AWG
30	10 AWG	8 AWG
40	8 AWG	6 AWG
50	6 AWG	4 AWG
60	6 AWG	3 AWG

POWER LEGEND	
SYMBOL	DESCRIPTION
	TAMPER-RESISTANT DUPLEX, DOUBLE DUPLEX RECEPTACLE - M.H. 18\"/>
	TAMPER-RESISTANT DUPLEX, DOUBLE DUPLEX RECEPTACLE - GFCI TYPE - M.H. 18\"/>
	TAMPER-RESISTANT DUPLEX, DOUBLE DUPLEX RECEPTACLE - WEATHER-RESISTANT GFCI TYPE WITH WEATHERPROOF WHILE-IN-USE COVER - M.H. 18\"/>
	PANELBOARD - 277/480V - SURFACE-MOUNTED, FLUSH-MOUNTED, TOP 6\"/>
	PANELBOARD - 120/208V - SURFACE-MOUNTED, FLUSH-MOUNTED, TOP 6\"/>
	ENCLOSURE OR CABINET AS NOTED
	SAFETY SWITCH - FUSED, NON-FUSED - 30A, 3 POLE, 600V, NEMA 1 U.O.N. - TOP 5\"/>
	TOGGLE SWITCH - SINGLE POLE, TWO POLE - HORSEPOWER RATED, WITH LOCKABLE HANDLE GUARD COVERPLATE - M.H. 42\"/>
	MANUAL MOTOR SWITCH - TWO POLE, THREE POLE - 30A, 600VAC, WITH LOCKABLE HANDLE GUARD COVERPLATE - M.H. 42\"/>
	AUTOMATIC TEMPERATURE CONTROL PANEL
	MOTOR OPERATED DAMPER
	MOTOR - GENERIC - REFER TO FLOOR PLANS FOR MOTOR DESIGNATION

NOTE:  
1. NOT ALL ITEMS WITHIN LEGEND MAY BE UTILIZED ON THIS PROJECT.

FIRE ALARM LEGEND	
SYMBOL	DESCRIPTION
	FIRE ALARM SYSTEM - CONTROL PANEL - SURFACE-MOUNTED, FLUSH-MOUNTED - TOP 5\"/>
	FIRE ALARM SYSTEM - NAC PANEL - SURFACE-MOUNTED, FLUSH-MOUNTED - TOP 5\"/>
	FIRE ALARM - MANUAL PULL STATION - STANDARD, WITH VANDAL SHIELD - M.H. 42\"/>
	FIRE ALARM - MANUAL PULL STATION M.H. 42\"/>
	FIRE ALARM SYSTEM - VISUAL STROBE - WALL-MOUNTED 7\"/>
	FIRE ALARM SYSTEM - CARBON MONOXIDE DETECTOR - CEILING MOUNTED, WALL MOUNTED 18\"/>
	FIRE ALARM SYSTEM - AUDIO/VISUAL STROBE - WALL-MOUNTED 7\"/>
	FIRE ALARM SYSTEM - ADDRESSABLE INTERFACE MODULE - DUCT DETECTOR - M.H. 42\"/>
	FIRE ALARM SYSTEM - DUCT DETECTOR - STANDARD, WEATHERPROOF
	FIRE ALARM SYSTEM - DUCT DETECTOR REMOTE TEST STATION - CEILING MOUNTED, WALL MOUNTED 42\"/>

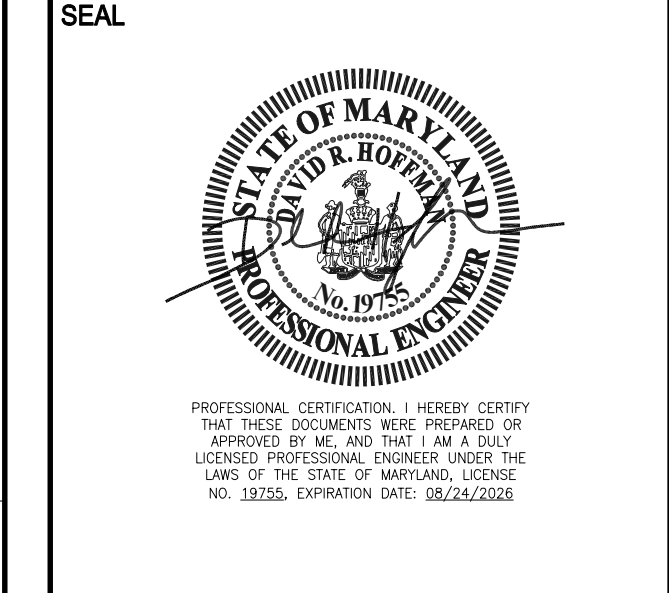
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REVISIONS		
no.	date	comments

ENGINEER

**Gipe Associates Inc.**  
Consulting Engineers  
8719 Brooks Drive  
Easton, Maryland 21601  
Phone (410) 822-8688  
Fax (410) 822-8692

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**E001**

SUBMISSION

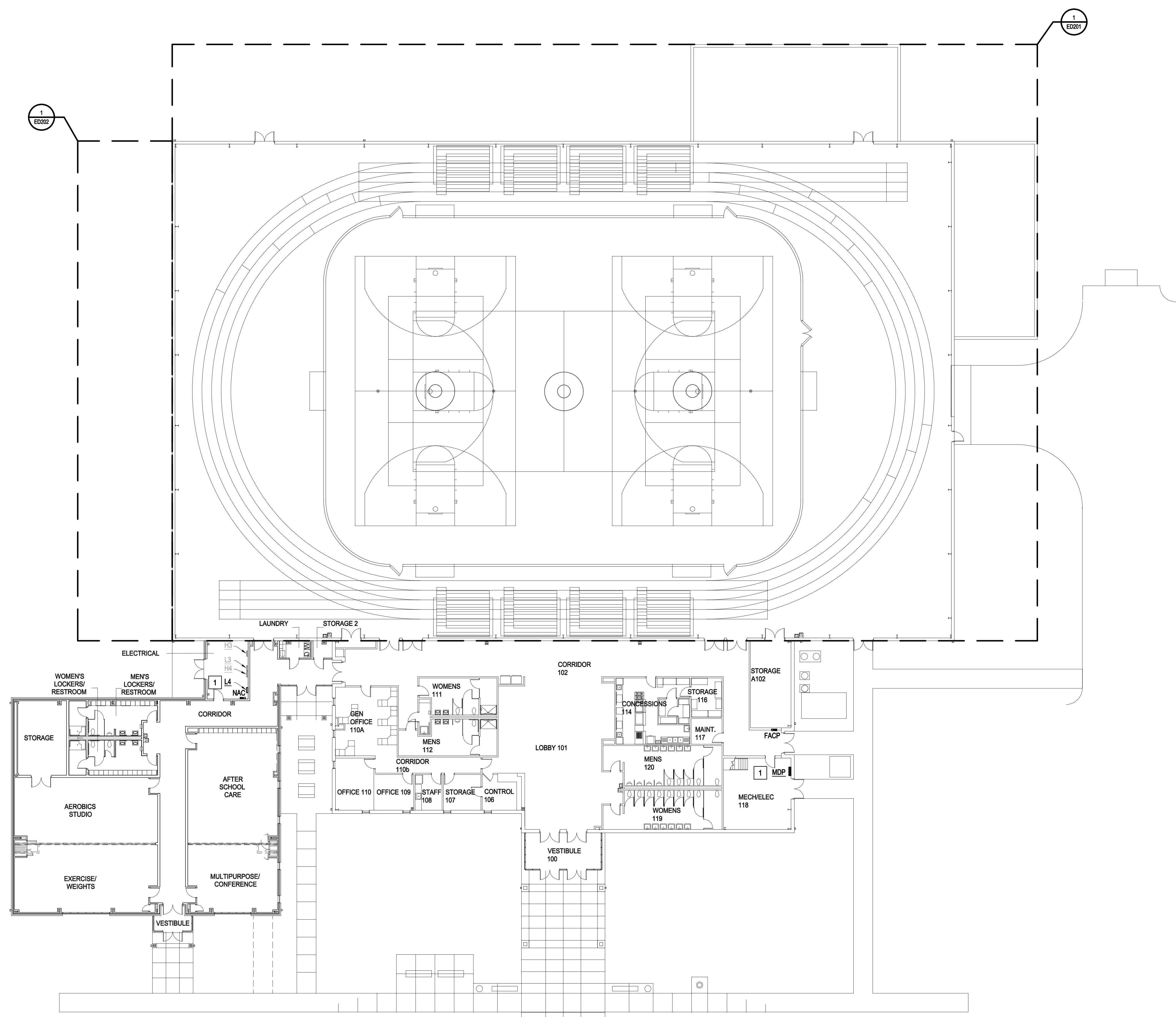
BID DOCUMENTS

LEGEND AND ABBREVIATIONS ELECTRICAL

1 2 3 4 5 6 7 8 9 0

**DRAWING NOTES:**  
(APPLY TO THIS DRAWING ONLY)

1 REFER TO DRAWING E501 FOR DEMOLITION WORK AFFECTING PANELBOARD.

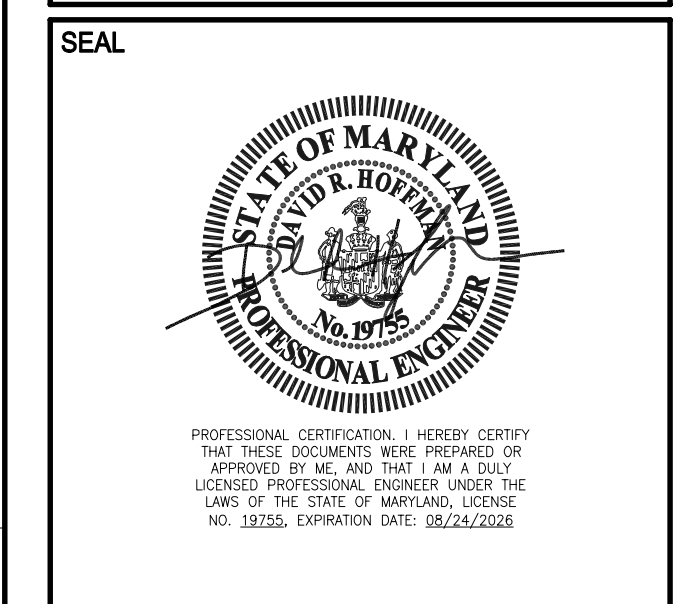


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**ENGINEER**

**Gipe Associates Inc.**  
Consulting Engineers  
8719 Brooks Drive  
Easton, Maryland 21601  
Phone (410) 822-8688  
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HVAC SYSTEM REPLACEMENTS**

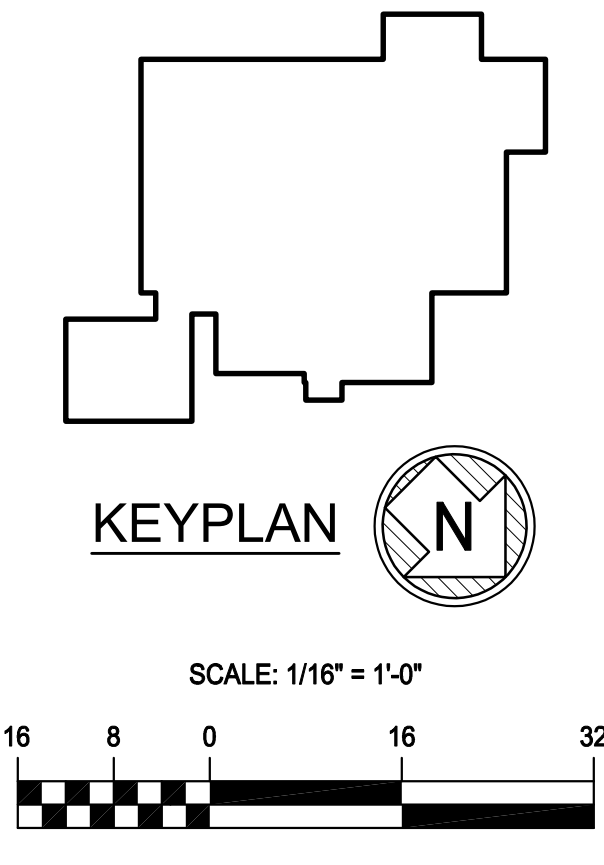
6030 PUBLIC LANDING RD,  
SNOW HILL, MD 21863

**SUBMISSION**

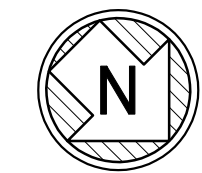
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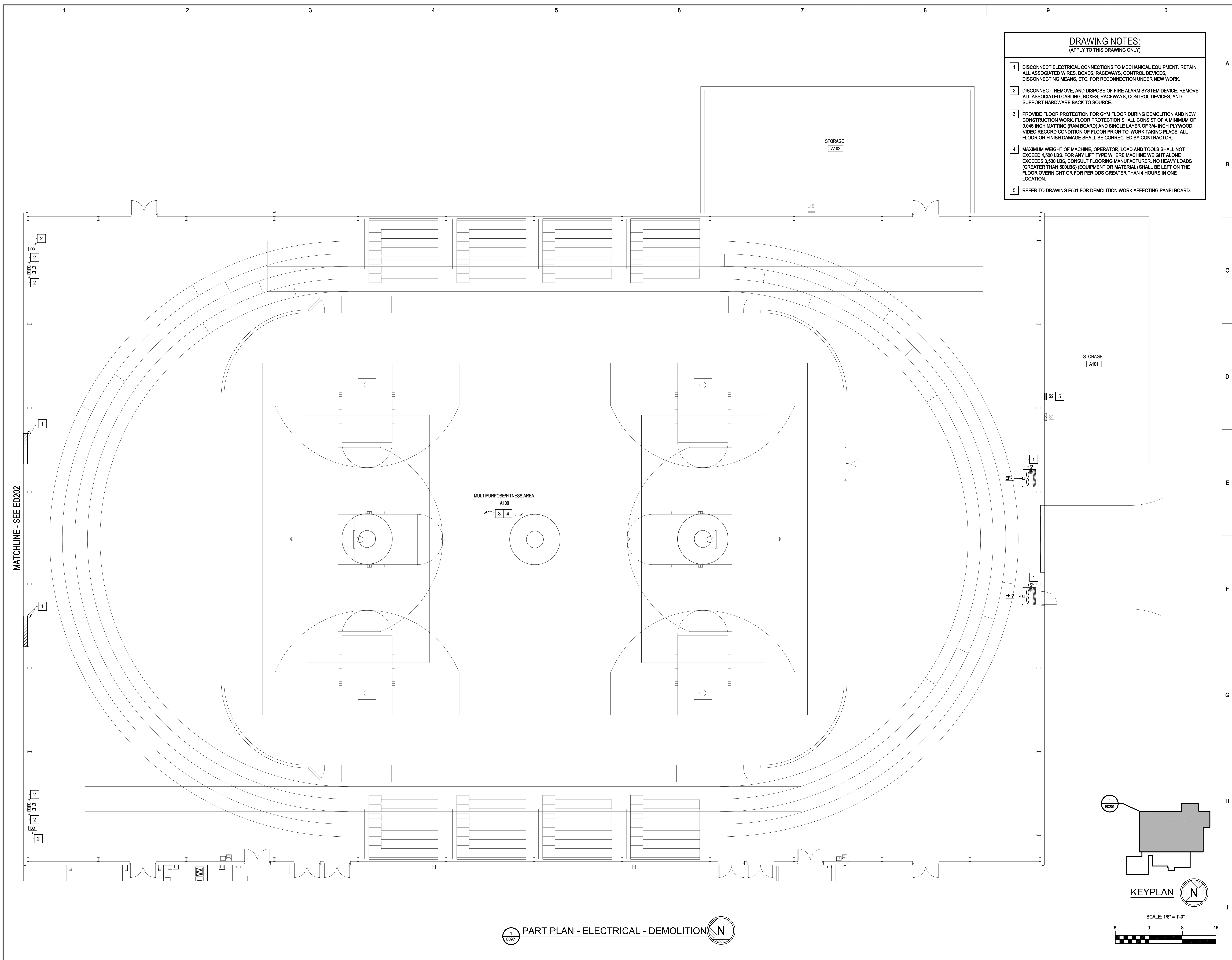
**FIRST FLOOR PLAN  
POWER  
DEMOLITION**

DESIGNED BY	TMC
CHECKED BY	CDH
SCALE	AS NOTED
JOB NO.	25092
DATE	03/12/2028



**FIRST FLOOR PLAN - POWER - DEMOLITION**





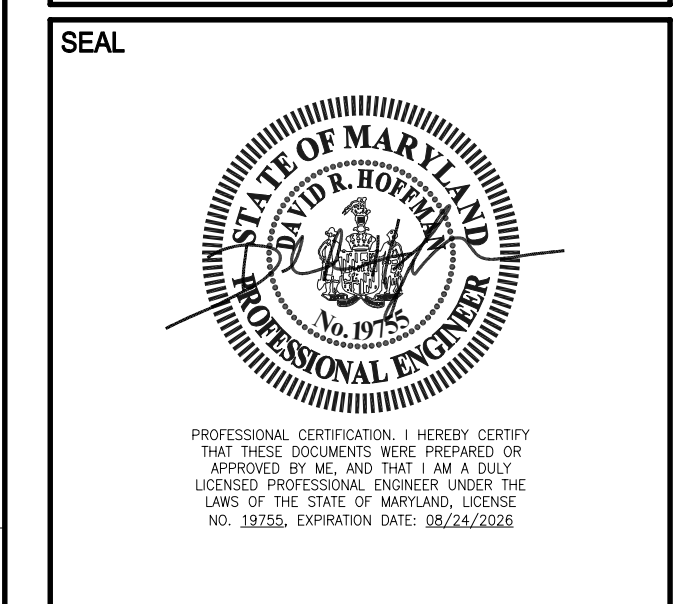
- DRAWING NOTES:**  
(APPLY TO THIS DRAWING ONLY)
- DISCONNECT ELECTRICAL CONNECTIONS TO MECHANICAL EQUIPMENT. RETAIN ALL ASSOCIATED WIRES, BOXES, RACEWAYS, CONTROL DEVICES, DISCONNECTING MEANS, ETC. FOR RECONNECTION UNDER NEW WORK.
  - DISCONNECT, REMOVE, AND DISPOSE OF FIRE ALARM SYSTEM DEVICE. REMOVE ALL ASSOCIATED CABLING, BOXES, RACEWAYS, CONTROL DEVICES, AND SUPPORT HARDWARE BACK TO SOURCE.
  - PROVIDE FLOOR PROTECTION FOR GYM FLOOR DURING DEMOLITION AND NEW CONSTRUCTION WORK. FLOOR PROTECTION SHALL CONSIST OF A MINIMUM OF 0.048 INCH MATTING (RAM BOARD) AND SINGLE LAYER OF 3/4-INCH PLYWOOD. VIDEO RECORD CONDITION OF FLOOR PRIOR TO WORK TAKING PLACE. ALL FLOOR OR FINISH DAMAGE SHALL BE CORRECTED BY CONTRACTOR.
  - MAXIMUM WEIGHT OF MACHINE, OPERATOR, LOAD AND TOOLS SHALL NOT EXCEED 4,500 LBS. FOR ANY LIFT TYPE WHERE MACHINE WEIGHT ALONE EXCEEDS 3,500 LBS, CONSULT FLOORING MANUFACTURER. NO HEAVY LOADS (GREATER THAN 500LBS) (EQUIPMENT OR MATERIAL) SHALL BE LEFT ON THE FLOOR OVERNIGHT OR FOR PERIODS GREATER THAN 4 HOURS IN ONE LOCATION.
  - REFER TO DRAWING E501 FOR DEMOLITION WORK AFFECTING PANELBOARD.

no.	date	comments

ENGINEER

**Gipe Associates Inc.**  
Consulting Engineers  
8719 Brooks Drive  
Easton, Maryland 21601  
Phone (410) 822-8688  
WOW# 25092

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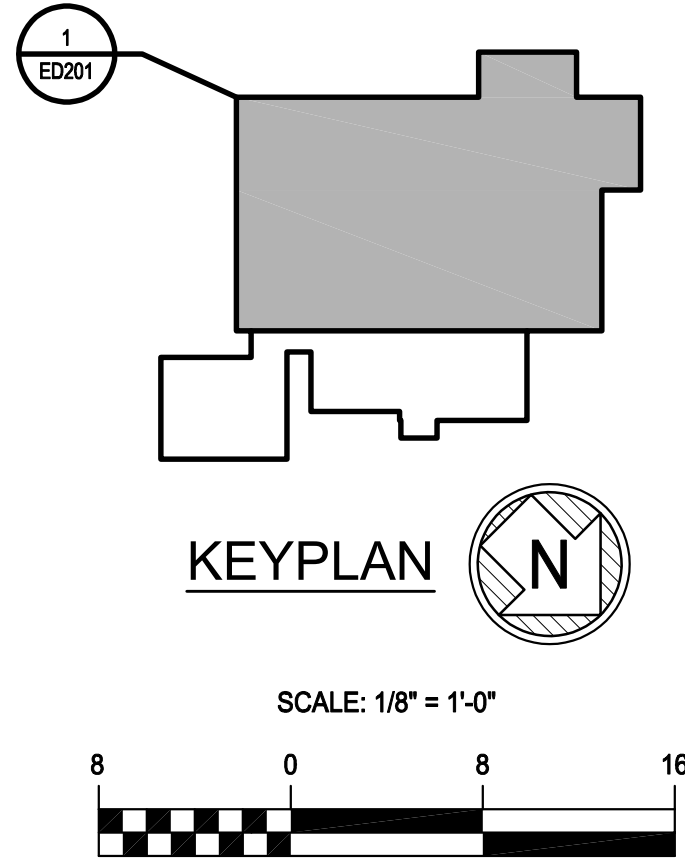
**BID DOCUMENTS**

**PART PLAN  
ELECTRICAL  
DEMOLITION**

DESIGNED BY	TMC
CHECKED BY	CDH
SCALE	AS NOTED
JOB NO.	ED201
DATE	25092 03/12/2028

MATCHLINE - SEE ED202

**PART PLAN - ELECTRICAL - DEMOLITION**



1 2 3 4 5 6 7 8 9 0

**DRAWING NOTES:**  
(APPLY TO THIS DRAWING ONLY)

1 DISCONNECT ELECTRICAL CONNECTIONS TO MECHANICAL EQUIPMENT. REMOVE AND DISPOSE OF ALL ASSOCIATED WIRES, BOXES, RACEWAYS, CONTROL DEVICES, DISCONNECTING MEANS, ETC. BACK TO SOURCE.

2 DISCONNECT, REMOVE, AND DISPOSE OF FIRE ALARM SYSTEM DEVICE. REMOVE ALL ASSOCIATED CABLING, BOXES, RACEWAYS, CONTROL DEVICES, AND SUPPORT HARDWARE BACK TO SOURCE.

no.	date	comments

ENGINEER

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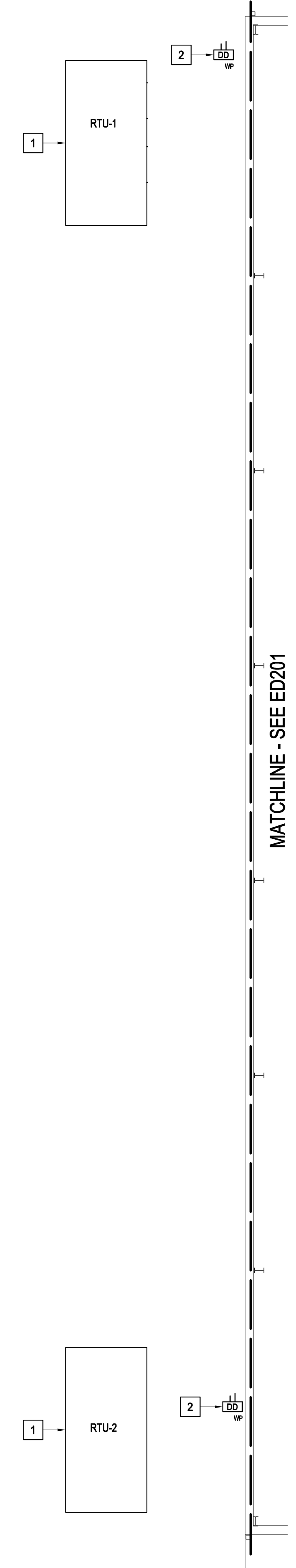
SUBMISSION

**BID DOCUMENTS**

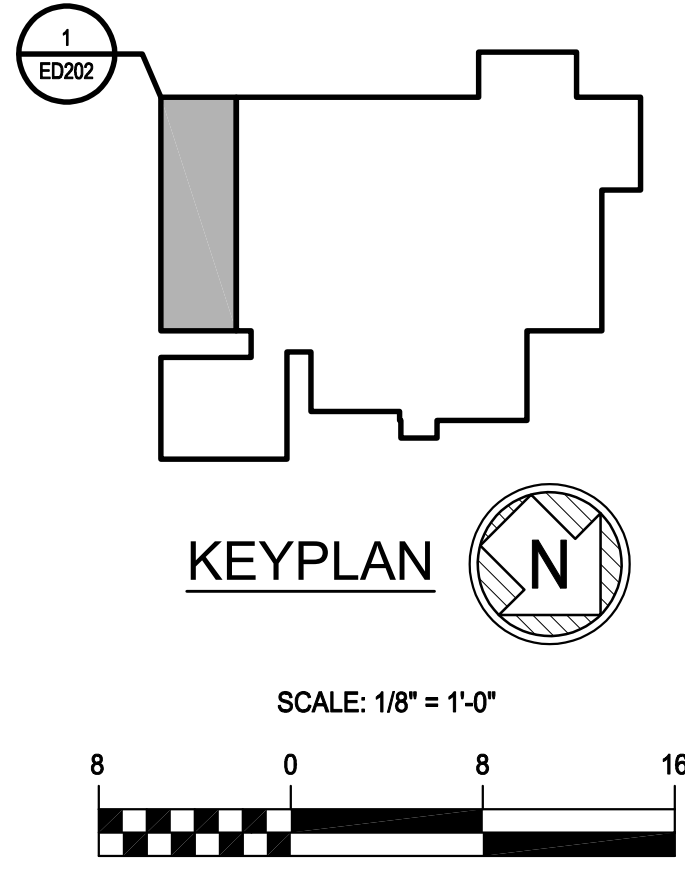
**PART PLAN  
ELECTRICAL  
DEMOLITION**

DESIGNED BY	TMC
CHECKED BY	CDH
SCALE	AS NOTED
JOB NO.	25092
DATE	03/12/2008

**ED202**

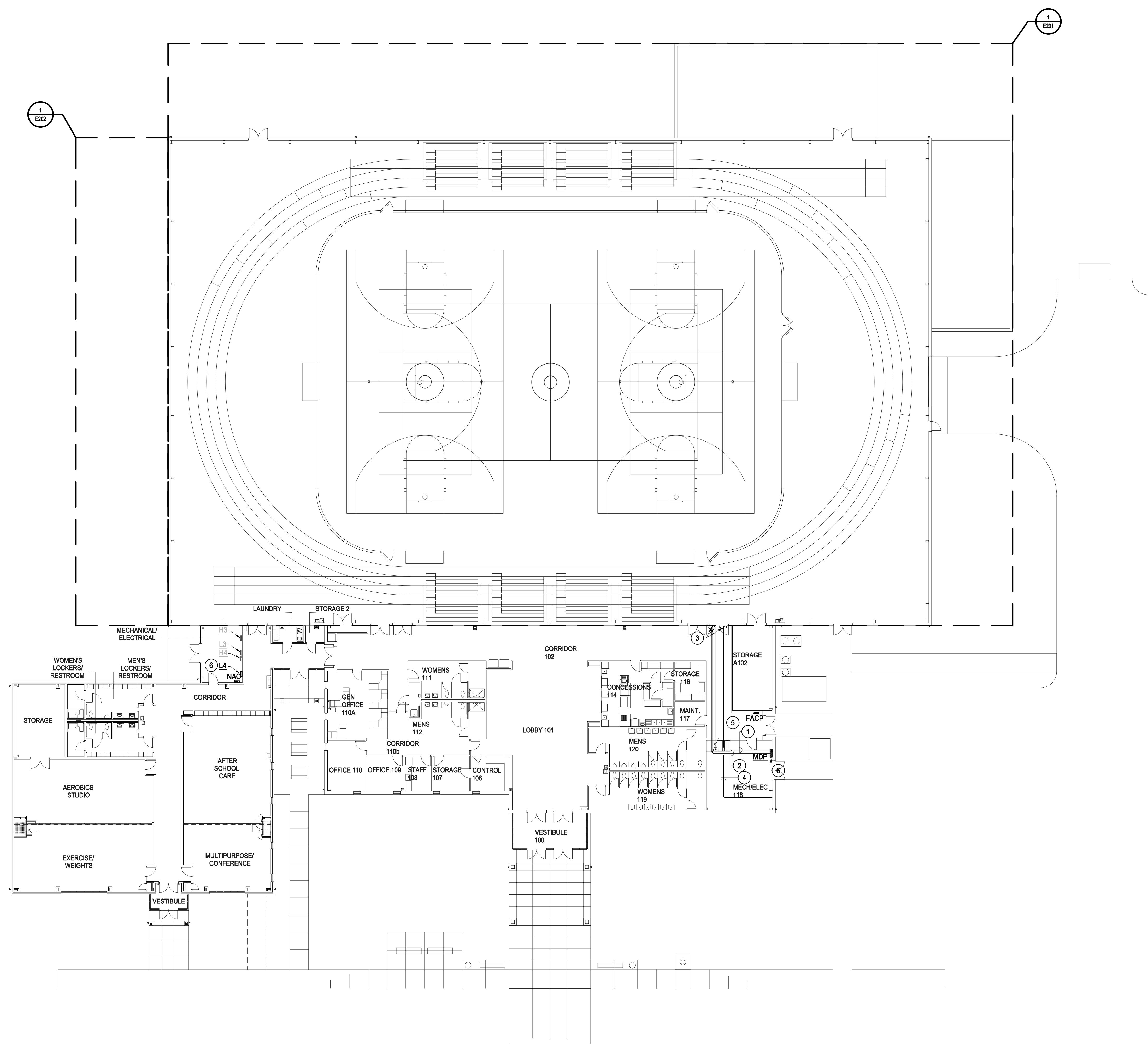


1 ED202 **PART PLAN - ELECTRICAL - DEMOLITION** N



1 2 3 4 5 6 7 8 9 0

- DRAWING NOTES:**  
(APPLY TO THIS DRAWING ONLY)
- ① (3) 4/0 AWG PHASE + (1) 4/0 AWG NEUTRAL AND (1) 4 AWG GROUND IN 2-1/2" CONDUIT FROM PANELBOARD MDP CIRCUIT 11 TO SZ/AV-1.
  - ② (3) 4/0 AWG PHASE + (1) 4/0 AWG NEUTRAL AND (1) 4 AWG GROUND IN 2-1/2" CONDUIT FROM PANELBOARD MDP CIRCUIT 13 TO SZ/AV-2.
  - ③ FOR CONTINUATION SEE DRAWING E201.
  - ④ 1" CONDUIT FROM DATA RACK IN MECHELEC 118 TO DATA OUTLET IN STORAGE ROOM.
  - ⑤ DISCONNECT/TEMPORARILY SUPPORT ALL CEILING MOUNTED DEVICES AS REQUIRED TO INSTALL CONDUITS ABOVE THE CEILING IN THIS CORRIDOR.
  - ⑥ SEE NEW WORK PANELBOARD SCHEDULE ON DRAWING E501 FOR NEW WORK AFFECTING EXISTING PANELBOARD.

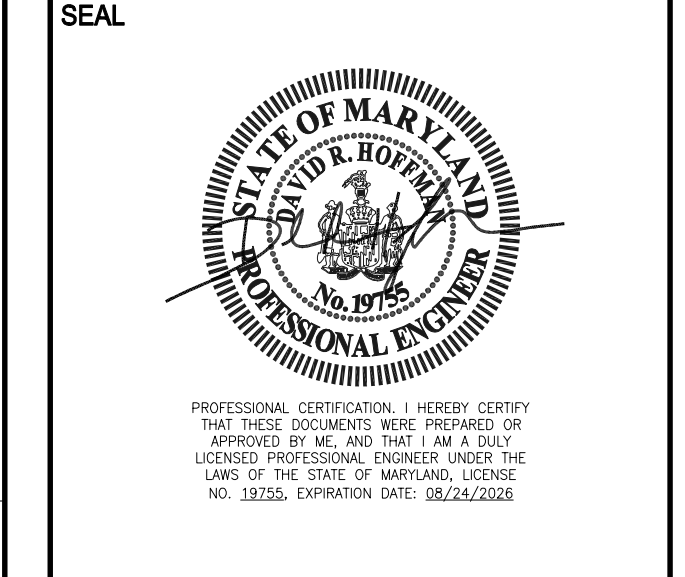


no.	date	comments

ENGINEER

**Gipe Associates Inc.**  
Consulting Engineers  
8719 Brooks Drive  
Easton, Maryland 21601  
Phone (410) 822-8688  
WOW# 25092

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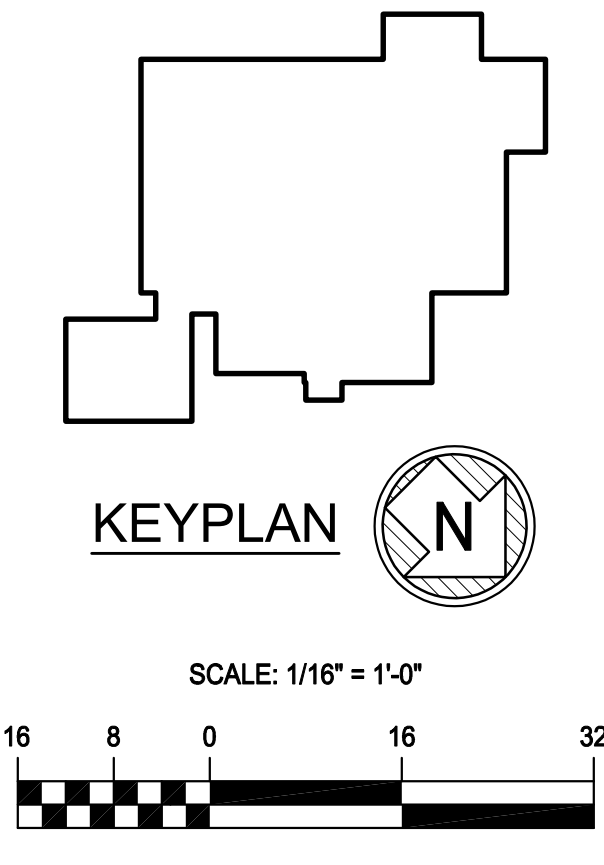
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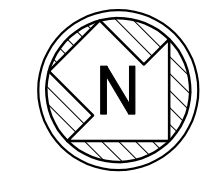
**BID DOCUMENTS**

**FIRST FLOOR PLAN  
POWER  
NEW WORK**

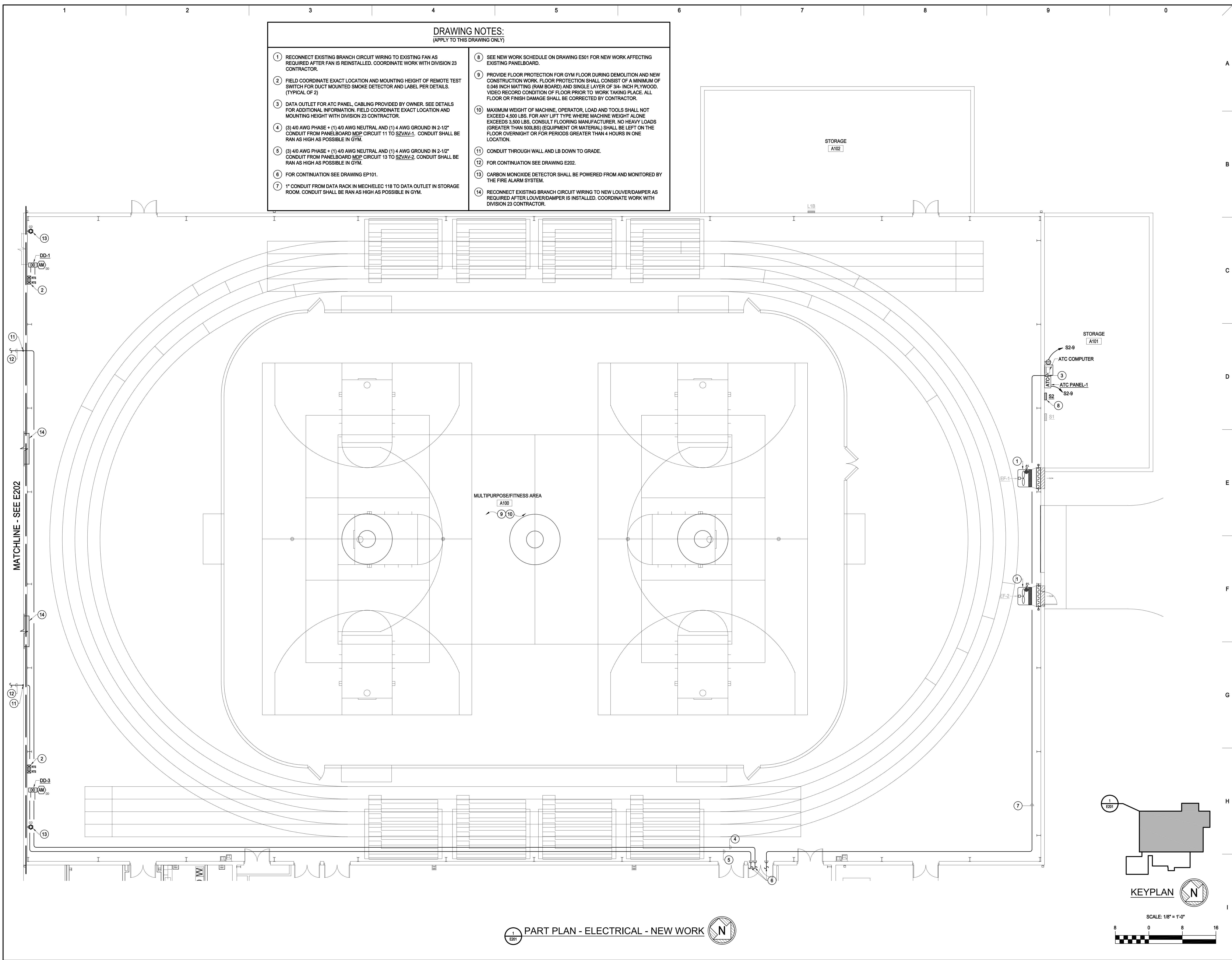
DESIGNED BY	TMC	<b>EP101</b>
CHECKED BY	CDH	
SCALE	AS NOTED	
DATE	03/12/2028	



**FIRST FLOOR PLAN - POWER - NEW WORK**



- DRAWING NOTES:**  
(APPLY TO THIS DRAWING ONLY)
- |  |  |
|--|--|
| <p>1 RECONNECT EXISTING BRANCH CIRCUIT WIRING TO EXISTING FAN AS REQUIRED AFTER FAN IS REINSTALLED. COORDINATE WORK WITH DIVISION 23 CONTRACTOR.</p> <p>2 FIELD COORDINATE EXACT LOCATION AND MOUNTING HEIGHT OF REMOTE TEST SWITCH FOR DUCT MOUNTED SMOKE DETECTOR AND LABEL. PER DETAILS. (TYPICAL OF 2)</p> <p>3 DATA OUTLET FOR ATC PANEL, CABLING PROVIDED BY OWNER. SEE DETAILS FOR ADDITIONAL INFORMATION. FIELD COORDINATE EXACT LOCATION AND MOUNTING HEIGHT WITH DIVISION 23 CONTRACTOR.</p> <p>4 (3) 4/0 AWG PHASE + (1) 4/0 AWG NEUTRAL AND (1) 4 AWG GROUND IN 2-1/2" CONDUIT FROM PANELBOARD MDP CIRCUIT 11 TO SZVAV-1. CONDUIT SHALL BE RAN AS HIGH AS POSSIBLE IN GYM.</p> <p>5 (3) 4/0 AWG PHASE + (1) 4/0 AWG NEUTRAL AND (1) 4 AWG GROUND IN 2-1/2" CONDUIT FROM PANELBOARD MDP CIRCUIT 13 TO SZVAV-2. CONDUIT SHALL BE RAN AS HIGH AS POSSIBLE IN GYM.</p> <p>6 FOR CONTINUATION SEE DRAWING EP101.</p> <p>7 1" CONDUIT FROM DATA RACK IN MECH/ELEC 118 TO DATA OUTLET IN STORAGE ROOM. CONDUIT SHALL BE RAN AS HIGH AS POSSIBLE IN GYM.</p> | <p>8 SEE NEW WORK SCHEDULE ON DRAWING E501 FOR NEW WORK AFFECTING EXISTING PANELBOARD.</p> <p>9 PROVIDE FLOOR PROTECTION FOR GYM FLOOR DURING DEMOLITION AND NEW CONSTRUCTION WORK. FLOOR PROTECTION SHALL CONSIST OF A MINIMUM OF 0.046 INCH MATTING (RAM BOARD) AND SINGLE LAYER OF 3/4" PLYWOOD. VIDEO RECORD CONDITION OF FLOOR PRIOR TO WORK TAKING PLACE. ALL FLOOR OR FINISH DAMAGE SHALL BE CORRECTED BY CONTRACTOR.</p> <p>10 MAXIMUM WEIGHT OF MACHINE, OPERATOR, LOAD AND TOOLS SHALL NOT EXCEED 4,500 LBS. FOR ANY LIFT TYPE WHERE MACHINE WEIGHT ALONE EXCEEDS 3,500 LBS, CONSULT FLOORING MANUFACTURER. NO HEAVY LOADS (GREATER THAN 500LBS) (EQUIPMENT OR MATERIAL) SHALL BE LEFT ON THE FLOOR OVERNIGHT OR FOR PERIODS GREATER THAN 4 HOURS IN ONE LOCATION.</p> <p>11 CONDUIT THROUGH WALL AND LB DOWN TO GRADE.</p> <p>12 FOR CONTINUATION SEE DRAWING E202.</p> <p>13 CARBON MONOXIDE DETECTOR SHALL BE POWERED FROM AND MONITORED BY THE FIRE ALARM SYSTEM.</p> <p>14 RECONNECT EXISTING BRANCH CIRCUIT WIRING TO NEW LOUVER/DAMPER AS REQUIRED AFTER LOUVER/DAMPER IS INSTALLED. COORDINATE WORK WITH DIVISION 23 CONTRACTOR.</p> |
|--|--|

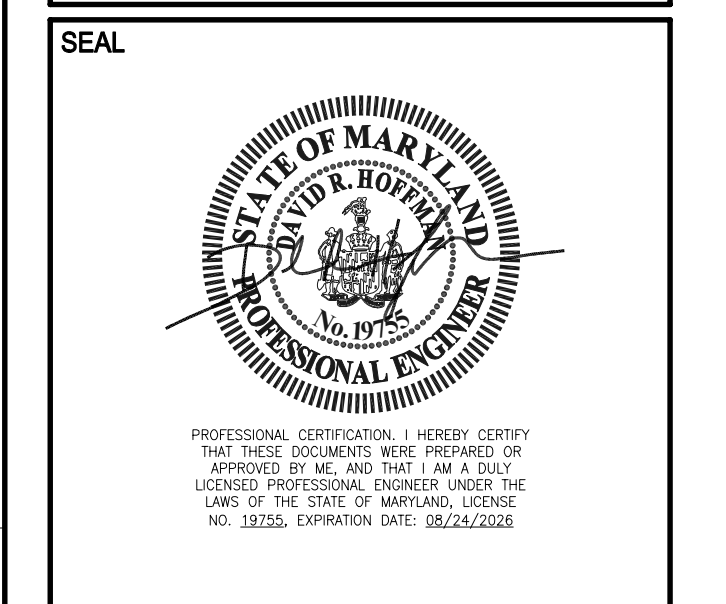


no.	date	comments

**ENGINEER**

**Gipe Associates Inc.**  
Consulting Engineers  
8719 Brooks Drive  
Easton, Maryland 21601  
Phone (410) 822-8688  
WOF# 25092

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6030 PUBLIC LANDING RD,  
SNOW HILL, MD 21863

**DESIGNED BY** TMC  
**CHECKED BY** CDH  
**SCALE** AS NOTED  
**JOB NO.** 25092  
**DATE** 03/12/2028

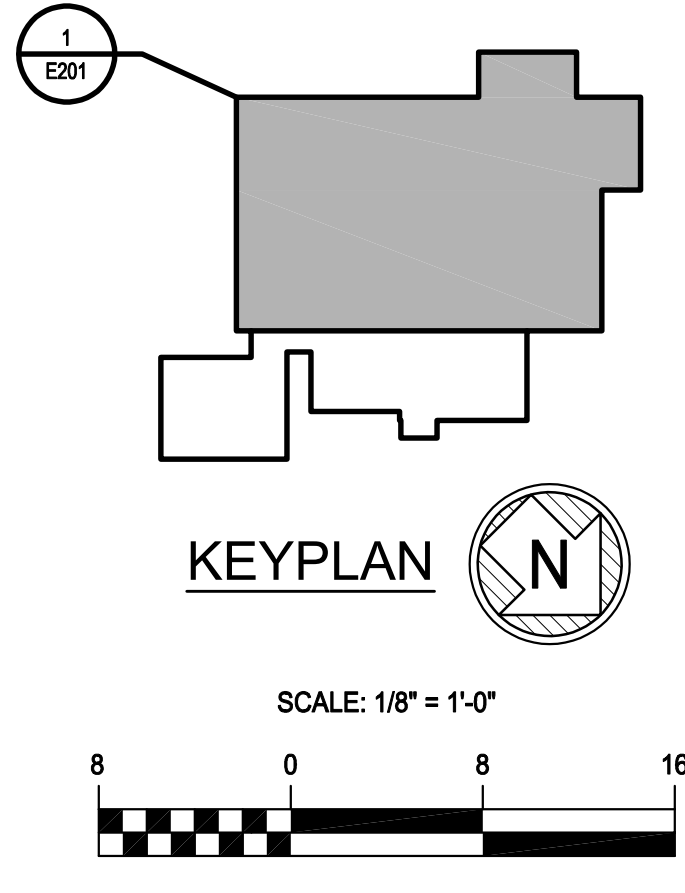
**SUBMISSION**

**BID DOCUMENTS**

**PART PLAN  
ELECTRICAL  
NEW WORK**

**DESIGNED BY** TMC  
**CHECKED BY** CDH  
**SCALE** AS NOTED  
**JOB NO.** 25092  
**DATE** 03/12/2028

E201

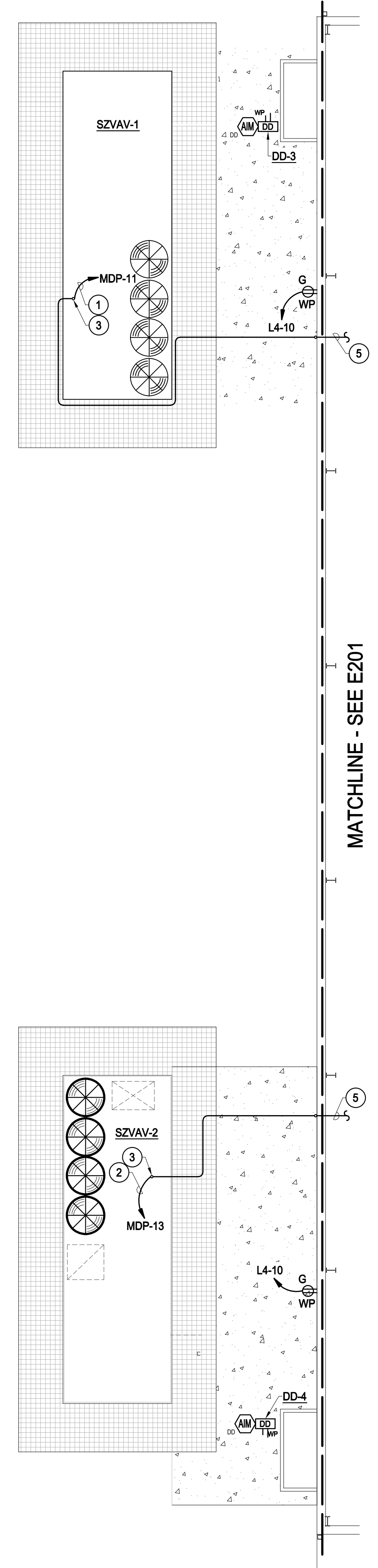


PART PLAN - ELECTRICAL - NEW WORK

1 2 3 4 5 6 7 8 9 0

**DRAWING NOTES:**  
(APPLY TO THIS DRAWING ONLY)

- ① (3) 4/0 AWG PHASE + (1) 4/0 AWG NEUTRAL AND (1) 4 AWG GROUND IN 2-1/2" CONDUIT FROM PANELBOARD MDP CIRCUIT 11 TO SZVAV-1.
- ② (3) 4/0 AWG PHASE + (1) 4/0 AWG NEUTRAL AND (1) 4 AWG GROUND IN 2-1/2" CONDUIT FROM PANELBOARD MDP CIRCUIT 13 TO SZVAV-2.
- ③ STUB CONDUIT UP AT EQUIPMENT AT LOCATION DIRECTED BY MANUFACTURER. TERMINATE CONDUCTORS AT INTEGRAL DISCONNECTING MEANS PER MANUFACTURER'S INSTRUCTIONS.
- ④ CONDUIT UP AT EXTERIOR WALL THEN LB THROUGH WALL TO GYM.
- ⑤ FOR CONTINUATION SEE DRAWING E201.

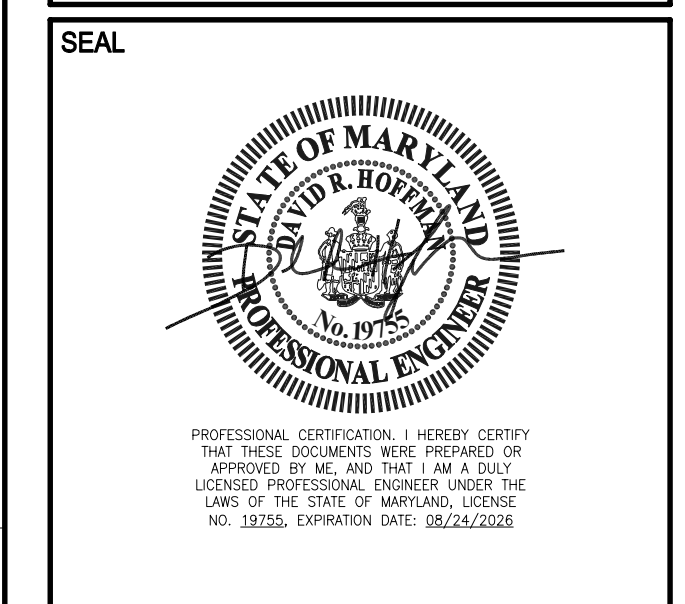


REVISIONS		
no.	date	comments

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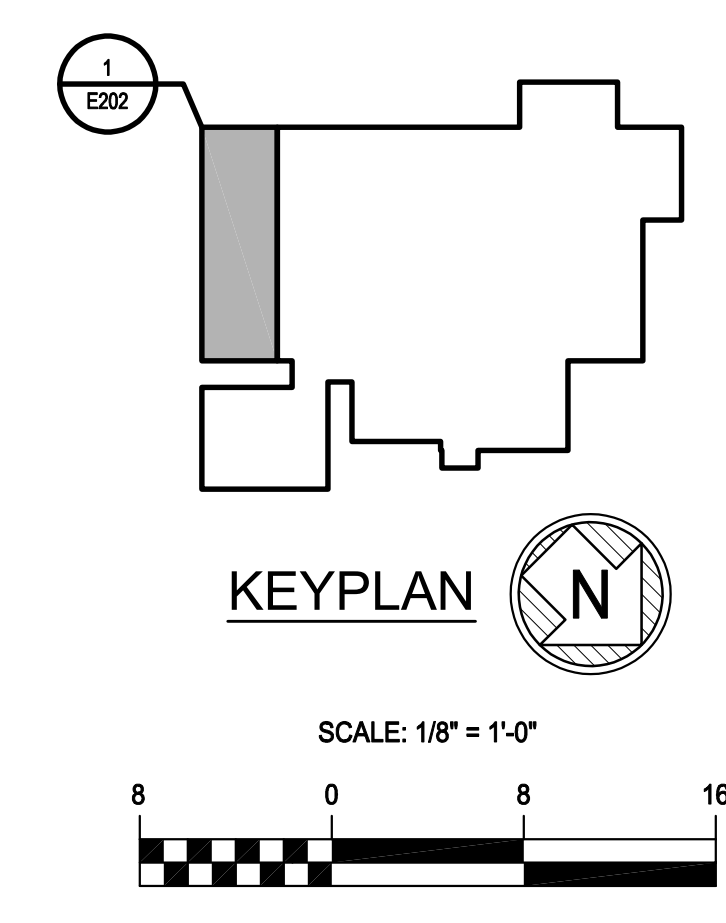
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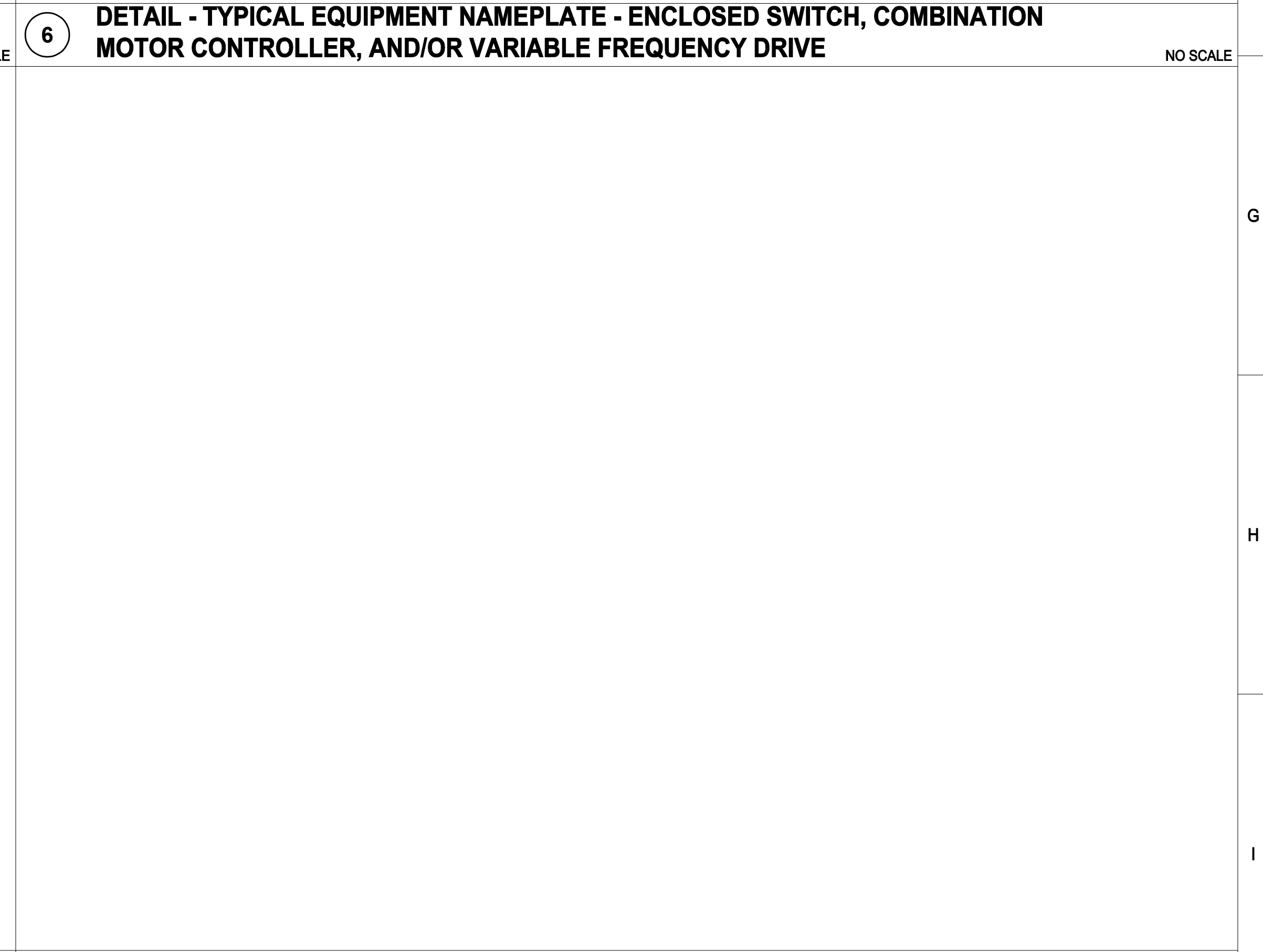
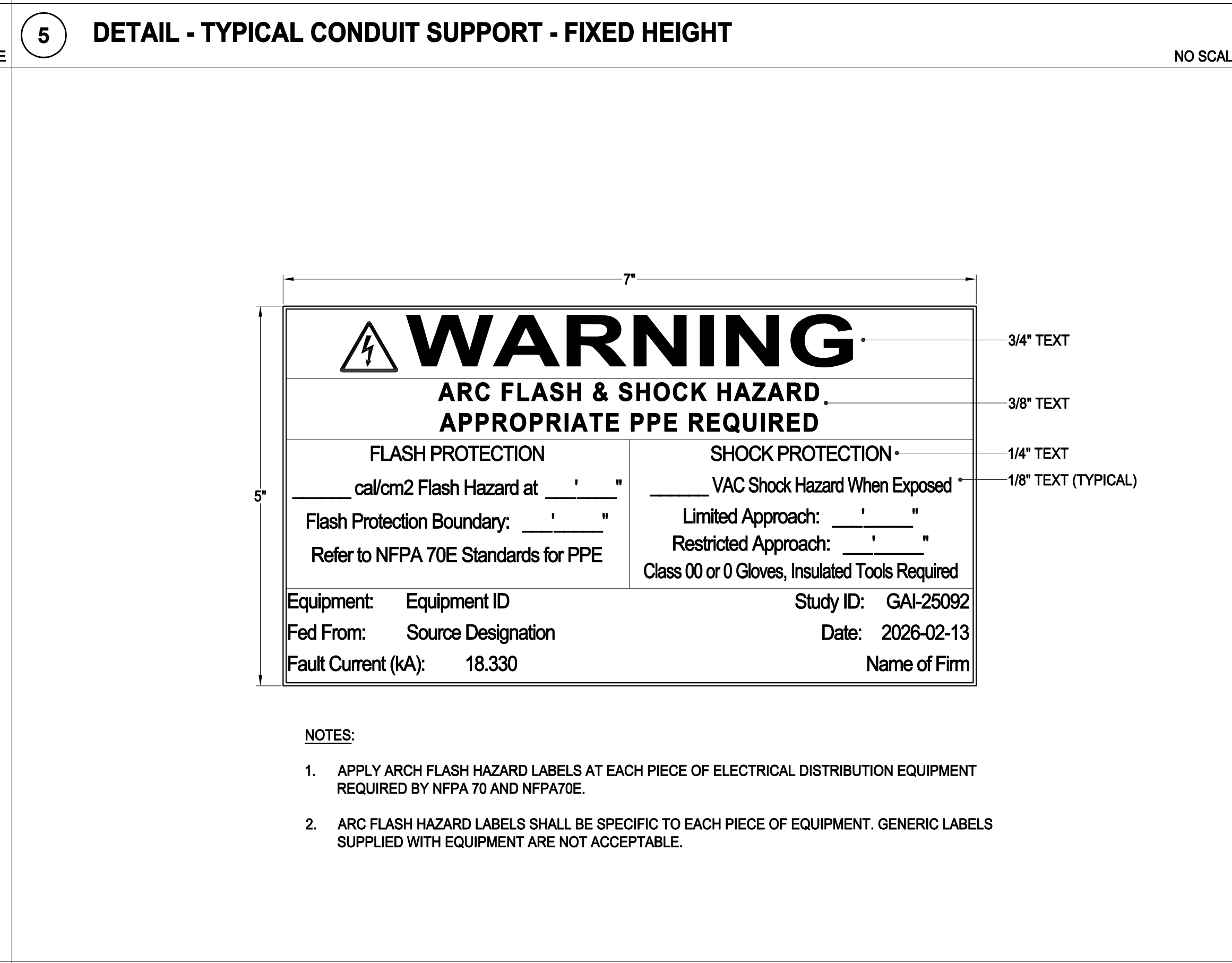
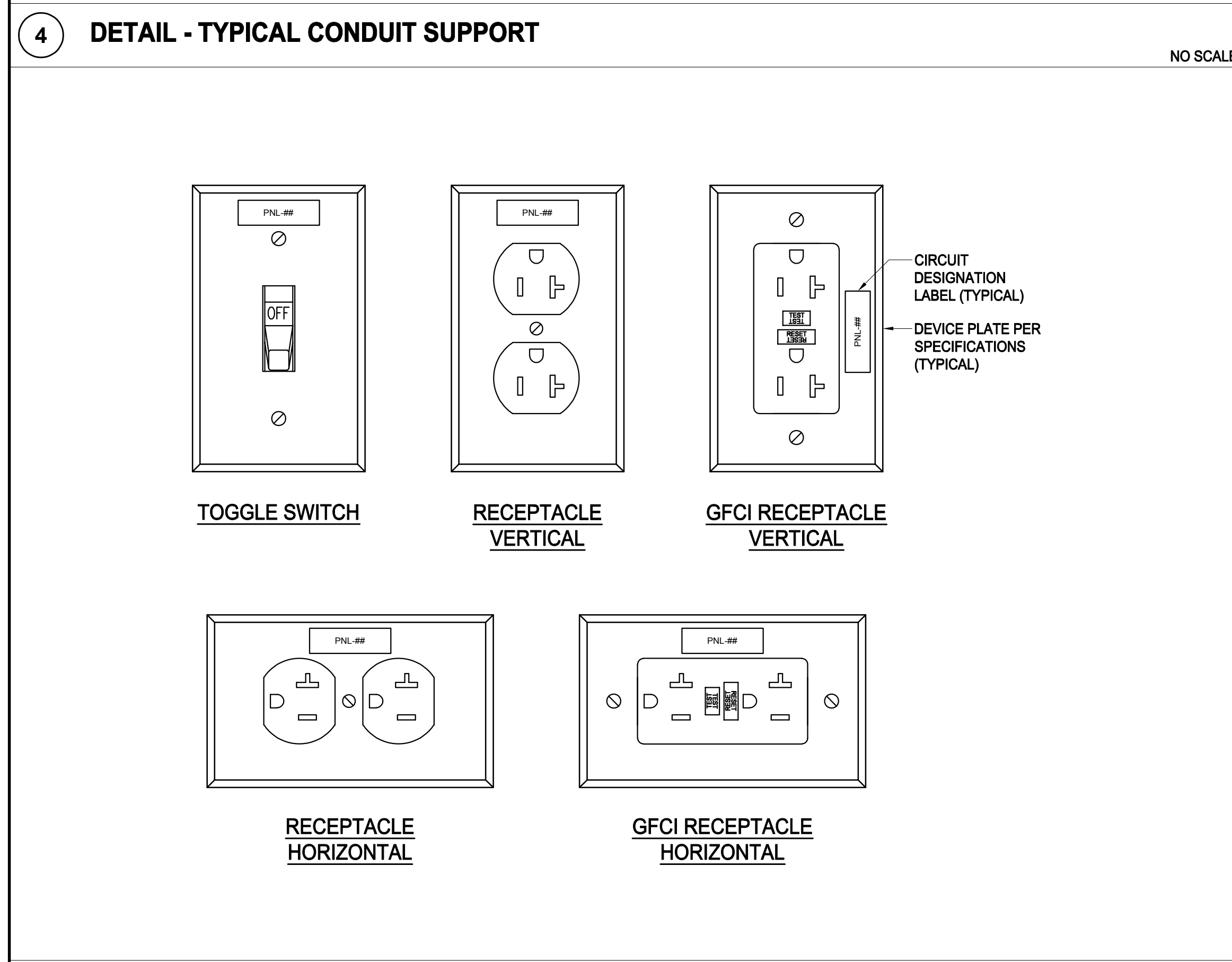
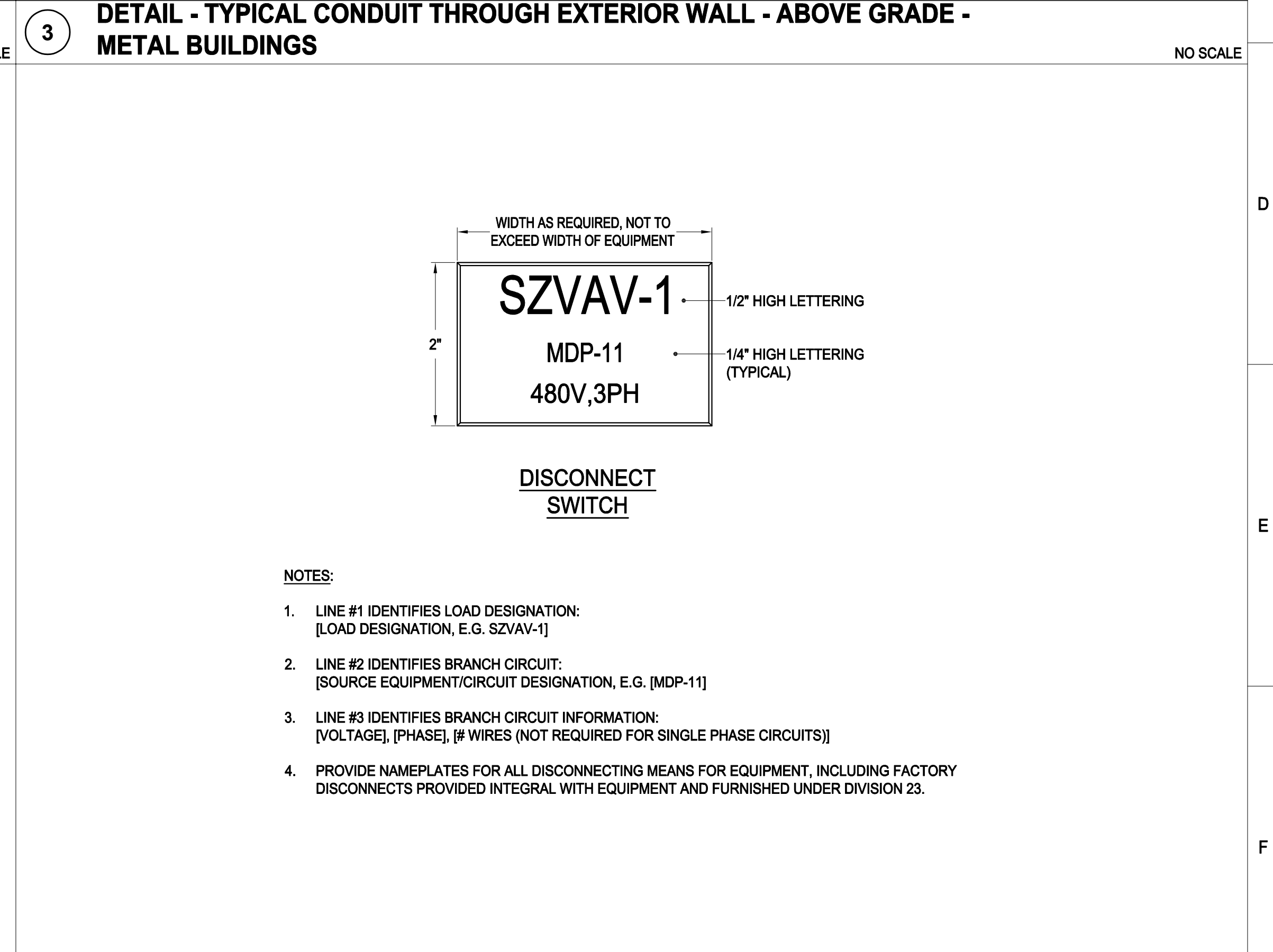
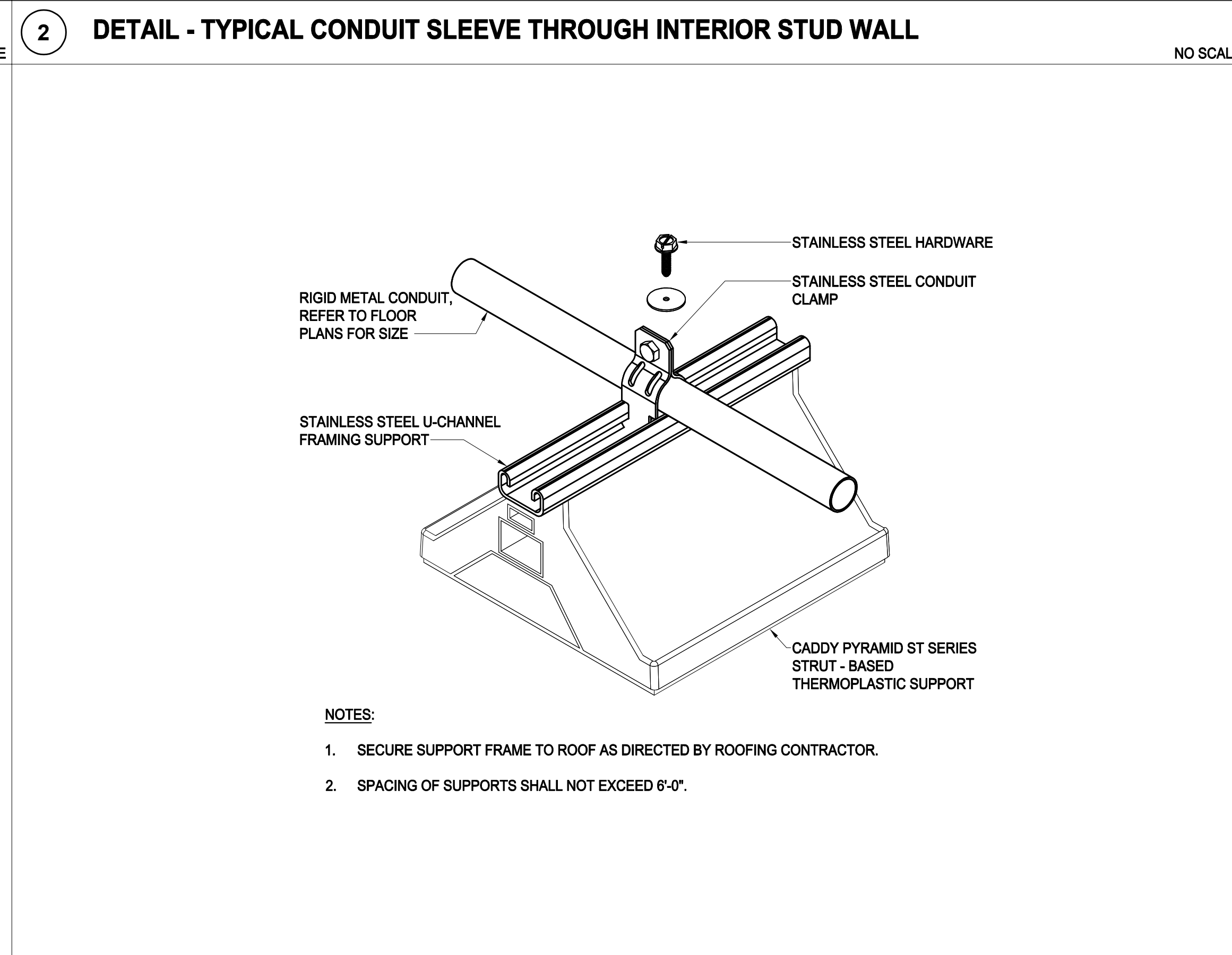
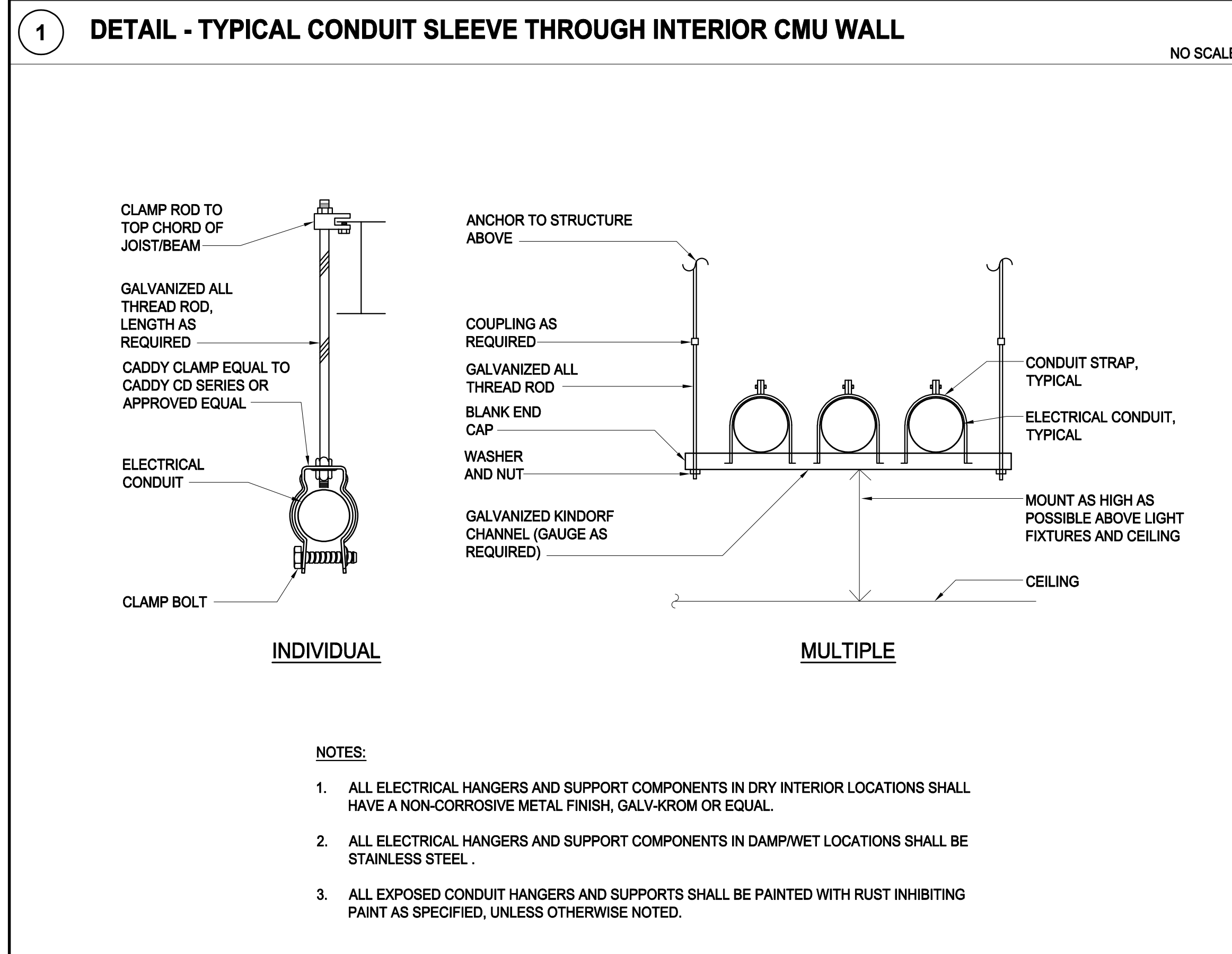
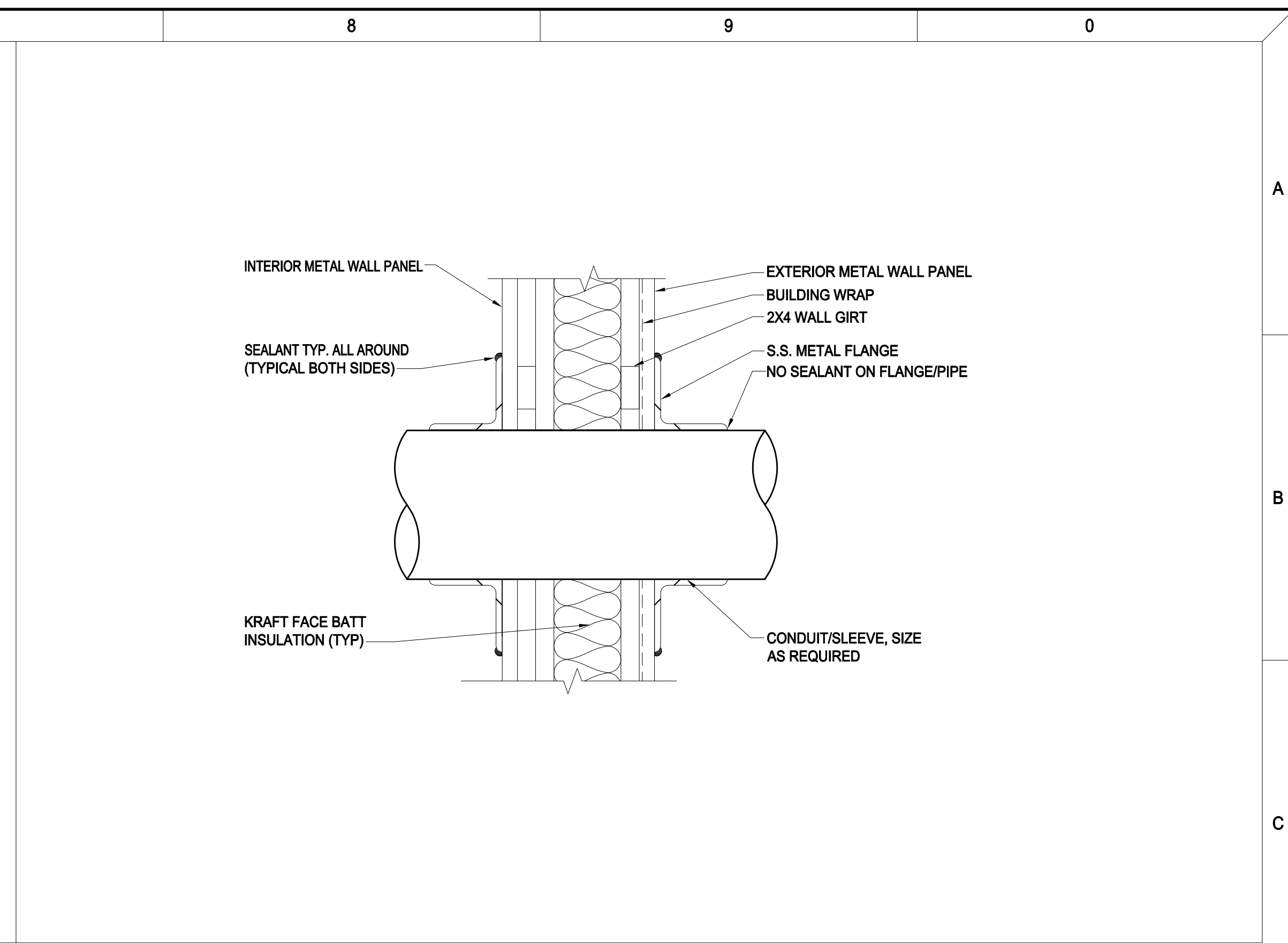
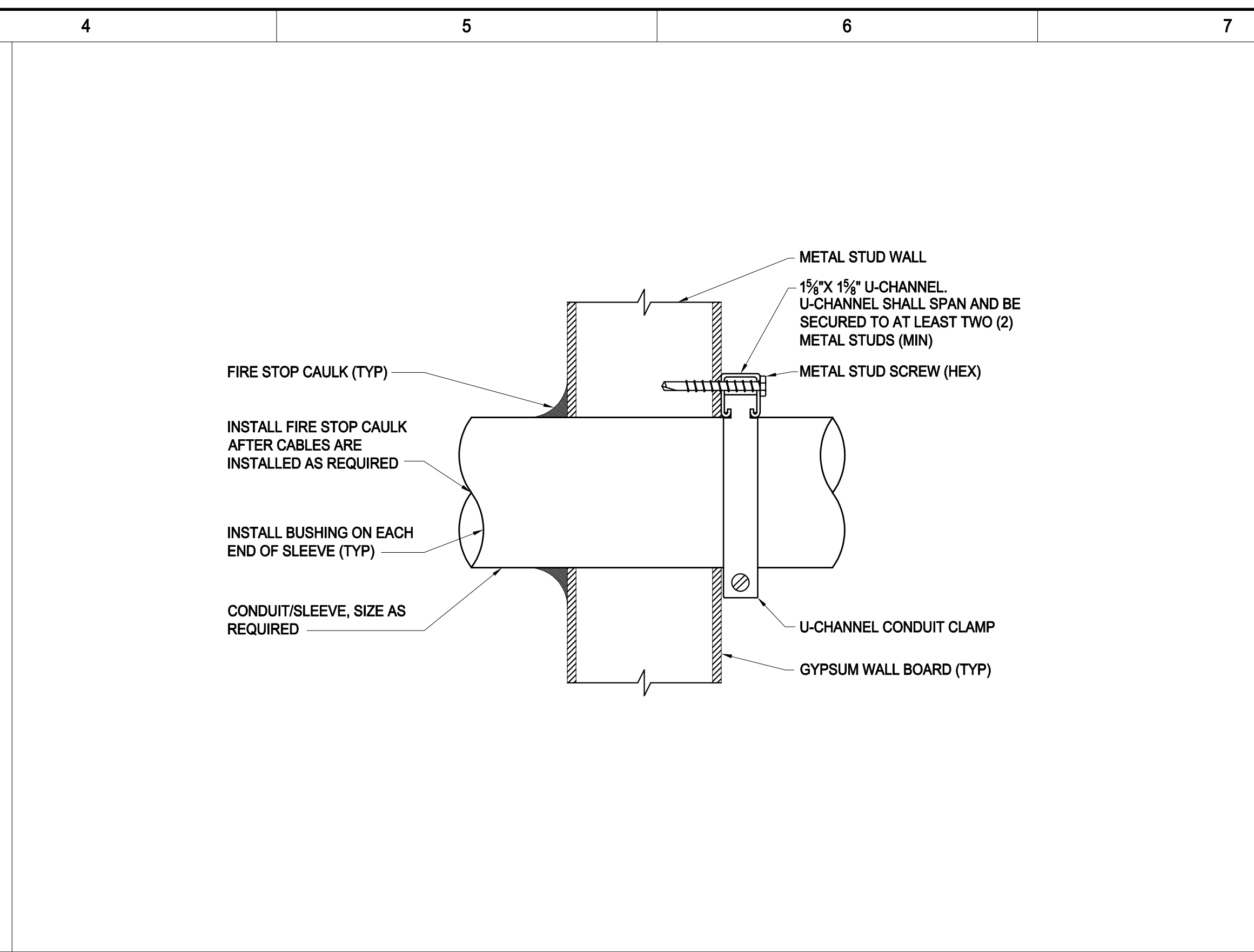
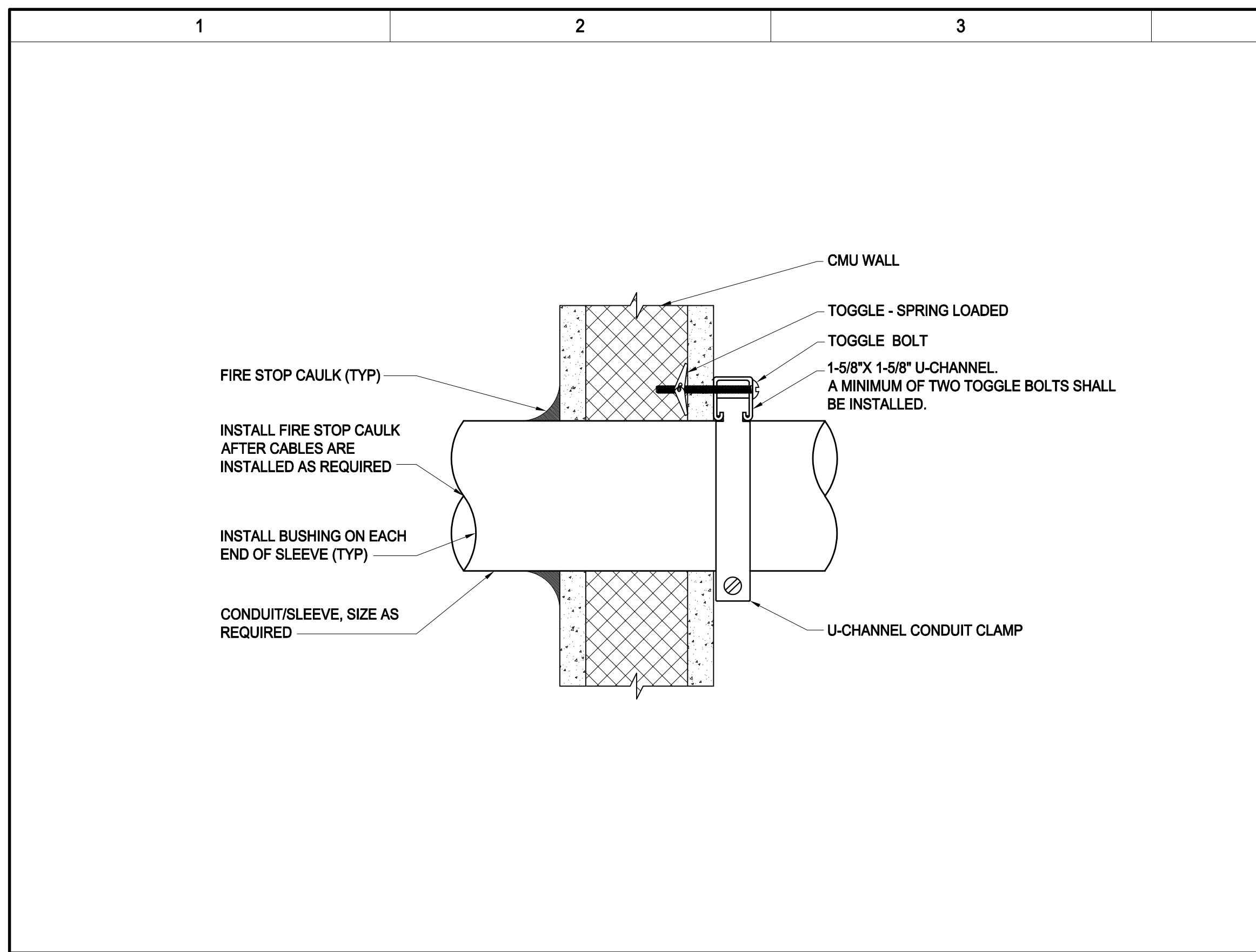
**BID DOCUMENTS**

**PART PLAN  
ELECTRICAL  
NEW WORK**

DESIGNED BY	TMC	<b>E202</b>
CHECKED BY	CDH	
SCALE	AS NOTED	
JOB NO.	25092	
DATE	03/12/2028	



① PART PLAN - ELECTRICAL - NEW WORK

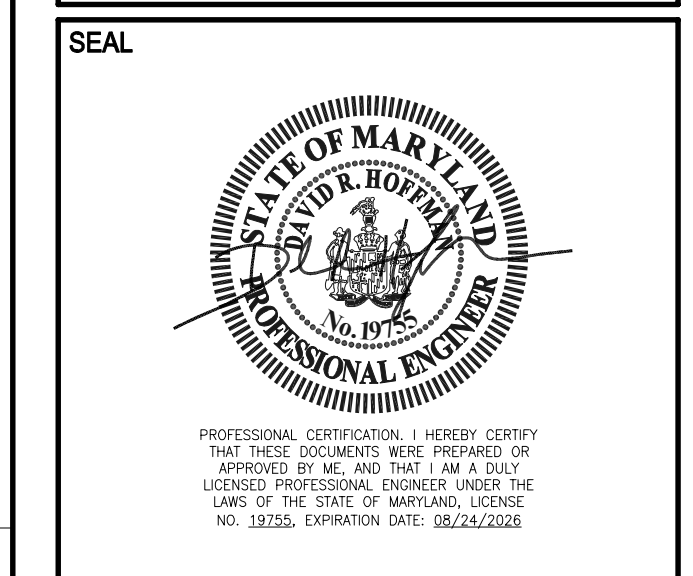


no.	date	comments

**ENGINEER**

**Gipe Associates Inc.**  
 Consulting Engineers  
 8719 Brooks Drive  
 Easton, Maryland 21601  
 Phone (410) 822-8688  
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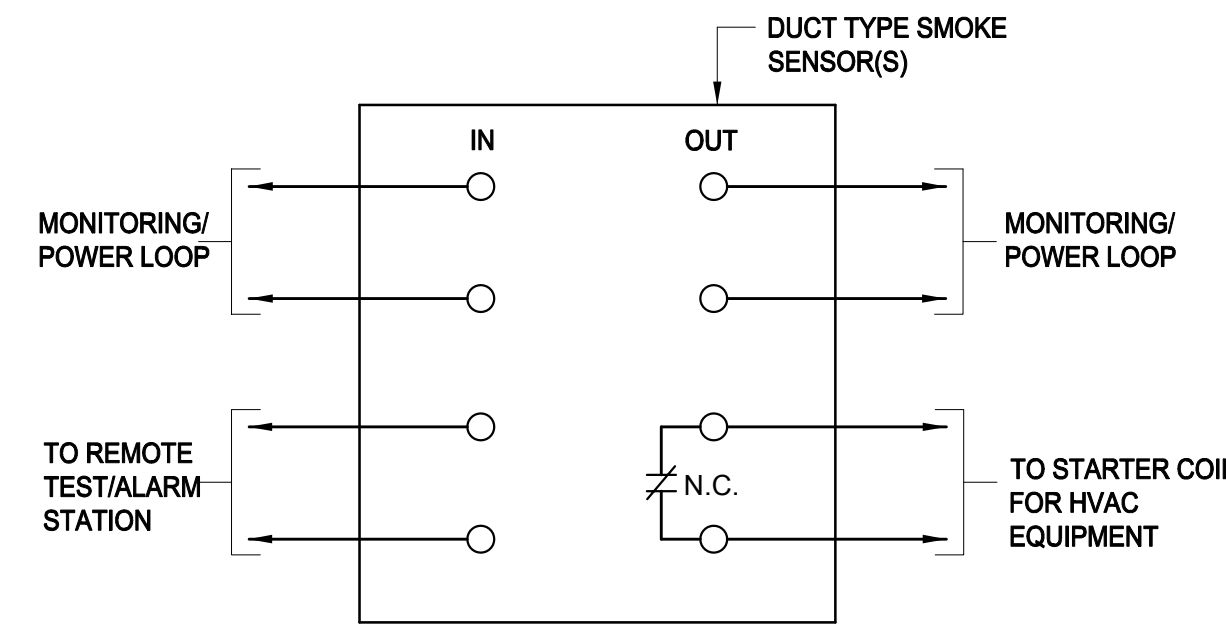
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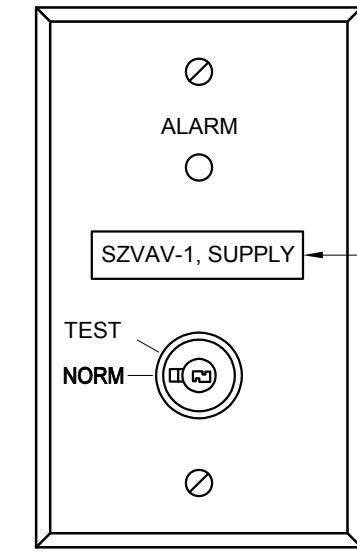
**DETAILS  
 ELECTRICAL**

DESIGNED BY	TMC
CHECKED BY	CDH
SCALE	AS NOTED
JOB NO.	25092
DATE	03/12/2028

**E301**

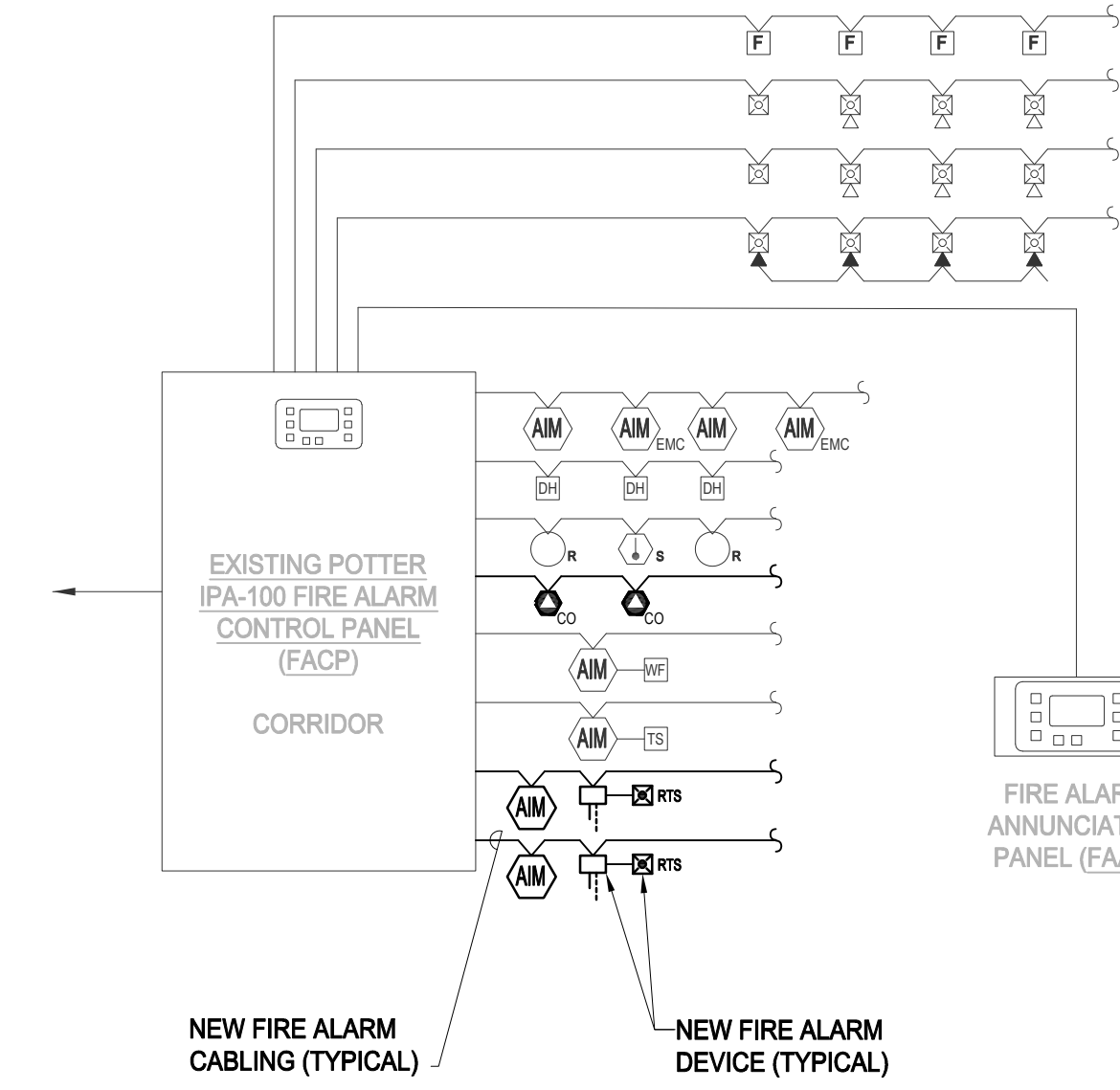


- NOTES:**
1. TYPICAL FOR ALL DUCT TYPE SMOKE SENSORS.
  2. WIRING BETWEEN HVAC EQUIPMENT MOTOR STARTERS AND SMOKE SENSORS SHALL BE (2) 14 AWG IN 3/4" CONDUIT.



**TYPICAL DUCT DETECTOR  
REMOTE TEST STATION**

- NOTES:**
1. PROVIDE REMOTE TEST STATION FOR EACH DUCT-MOUNTED SMOKE SENSOR. VERIFY LOCATIONS OF TEST STATIONS WITH FIRE MARSHAL.
  2. COORDINATE SIZE AND LOCATION OF LABEL(S) WITH REMOTE TEST STATION LAYOUT.



- NOTES:**
1. SINGLE LINE DIAGRAM IS SCHEMATIC IN NATURE, AND IS ONLY INTENDED TO DISPLAY OVERALL INTENT FOR THE FIRE ALARM SYSTEM.
  2. SINGLE LINE DIAGRAM DOES NOT INDICATE ACTUAL QUANTITIES AND/OR TYPES OF DEVICES. REFER TO FLOOR PLANS FOR QUANTITIES AND LOCATIONS.
  3. PROVIDE ALL WIRING TYPES, SIZES AND INTERCONNECTIONS AS REQUIRED BY THE MANUFACTURER.
  4. NOT ALL DEVICES ARE SHOWN ON THE DRAWINGS. CONTRACTOR SHALL PROVIDE DEVICES AS REQUIRED FOR CODE COMPLIANCE AND SYSTEM OPERATION.

**1 DETAIL - DUCT TYPE SMOKE SENSOR - WIRING DIAGRAM**

NO SCALE

**2 DETAIL - TYPICAL DUCT DETECTOR REMOTE TEST STATION LABELING**

NO SCALE

**3 FIRE ALARM SYSTEM - SINGLE LINE DIAGRAM**

NO SCALE

**3 NOT USED**

**4 NOT USED**

**5 NOT USED**

**6 NOT USED**

**7 NOT USED**

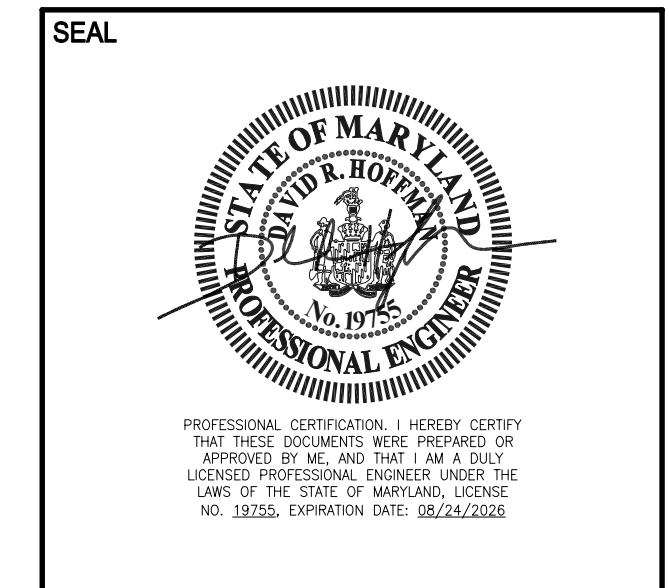
**8 NOT USED**

REVISIONS		
no.	date	comments

**ENGINEER**

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 Consulting Engineers  
 8719 Brooks Drive  
 Easton, Maryland 21601  
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**SUBMISSION**

**BID DOCUMENTS**

**DETAILS  
ELECTRICAL**

DESIGNED BY	TMC
CHECKED BY	CDH
SCALE	AS NOTED
JOB NO.	25092
DATE	03/12/2028

**E302**

EXISTING PANELBOARD (NOTE 1): <b>S2</b>													
VOLTAGE: 120/208 3 PHASE, 4 WIRE AMPERES: 100 MAIN CIRCUIT BREAKER A.I.C. RATING: 10K													
DEMOLITION													
LOCATION: STORAGE													
CIRCUIT NO.	CIRCUIT BREAKER POLE	TRIP	CIRCUIT DESCRIPTION (NOTE 2)	KVA PER PHASE			CIRCUIT NO.	CIRCUIT BREAKER POLE	TRIP	CIRCUIT DESCRIPTION (NOTE 2)	KVA PER PHASE		
1			EXISTING CIRCUIT	A	B	C	2	1	20	EXISTING CIRCUIT	A	B	C
3	2	20	EXISTING CIRCUIT	x	x	x	4	1	20	EXISTING CIRCUIT	x	x	x
5			EXISTING CIRCUIT	x	x	x	6	1	20	EXISTING CIRCUIT	x	x	x
7	2	20	EXISTING CIRCUIT	x	x	x	8	1	20	EXISTING CIRCUIT	x	x	x
9			SPACE (NOTES 4,5)	x	x	x	10				x	x	x
11			SPACE	x	x	x	12				x	x	x
13			SPACE	x	x	x	14				x	x	x
15			SPACE	x	x	x	16				x	x	x
17			SPACE	x	x	x	18				x	x	x
19			SPACE	x	x	x	20				x	x	x
21			SPACE	x	x	x	22				x	x	x
23			SPACE	x	x	x	24				x	x	x
25			SPACE	x	x	x	26				x	x	x
27	3	100	MAIN	x	x	x	28				x	x	x
29			SPACE	x	x	x	30				x	x	x
SUBTOTALS (NOTE 3):				0.00			0.80			SUBTOTALS (NOTE 3):			
MOUNTING: SURFACE ENCLOSURE: NEMA 1 OPTIONS: +EQUIPMENT GROUND BAR										LOAD SUMMARY (NOTE 3)			
										PHASE: A B C TOTAL			
										TOTAL KVA: 0.00 0.80 0.00 0.80			
										DEMAND KVA: 0.80			
										TOTAL AMPERES: 6.7 2.2			

EXISTING PANELBOARD (NOTE 1): <b>S2</b>													
VOLTAGE: 120/208 3 PHASE, 4 WIRE AMPERES: 100 MAIN CIRCUIT BREAKER A.I.C. RATING: 10K													
NEW WORK													
LOCATION: STORAGE													
CIRCUIT NO.	CIRCUIT BREAKER POLE	TRIP	CIRCUIT DESCRIPTION (NOTE 2)	KVA PER PHASE			CIRCUIT NO.	CIRCUIT BREAKER POLE	TRIP	CIRCUIT DESCRIPTION (NOTE 2)	KVA PER PHASE		
1	2	20	EXISTING CIRCUIT	x	x	x	2	1	20	EXISTING CIRCUIT	x	x	x
3			EXISTING CIRCUIT	x	x	x	4	1	20	EXISTING CIRCUIT	x	x	x
5	2	20	EXISTING CIRCUIT	x	x	x	6	1	20	EXISTING CIRCUIT	x	x	x
7			EXISTING CIRCUIT	x	x	x	8	1	20	EXISTING CIRCUIT	x	x	x
9	1	20	AFC, RCPT, STORAGE (NOTE 4,5)	x	0.80	x	10				x	x	x
11			SPACE	x	x	x	12	3	20	EXISTING CIRCUIT	x	x	x
13			SPACE	x	x	x	14				x	x	x
15			SPACE	x	x	x	16				x	x	x
17			SPACE	x	x	x	18	2	90	EXISTING CIRCUIT	x	x	x
19			SPACE	x	x	x	20				x	x	x
21			SPACE	x	x	x	22				x	x	x
23			SPACE	x	x	x	24				x	x	x
25			SPACE	x	x	x	26				x	x	x
27	3	100	MAIN	x	x	x	28				x	x	x
29			SPACE	x	x	x	30				x	x	x
SUBTOTALS (NOTE 3):				0.00			0.80			SUBTOTALS (NOTE 3):			
MOUNTING: SURFACE ENCLOSURE: NEMA 1 OPTIONS: +EQUIPMENT GROUND BAR										LOAD SUMMARY (NOTE 3)			
										PHASE: A B C TOTAL			
										TOTAL KVA: 0.00 0.80 0.00 0.80			
										DEMAND KVA: 0.80			
										TOTAL AMPERES: 6.7 2.2			

NOTES:  
1. EXISTING PANELBOARD IS SQUARE D COMPANY, TYPE NQ, CATALOG NO. NQ430L2C.  
2. CIRCUIT DESCRIPTIONS WERE COPIED FROM EXISTING CIRCUIT DIRECT ORY AND HAVE NOT BEEN VERIFIED FOR ACCURACY.  
3. CONNECTED LOADS OF EXISTING CIRCUITS WERE NOT DETERMINED.  
4. ITEMS SHOWN WITH GRAY FILL ARE AFFECTED BY NEW WORK. ITEMS NOT SHOWN WITH GRAY FILL ARE EXISTING.  
5. PROVIDE NEW CIRCUIT BREAKER TO MATCH EXISTING BREAKERS.

EXISTING PANELBOARD (NOTE 1): <b>L4</b>													
VOLTAGE: 120/208 3 PHASE, 4 WIRE AMPERES: 100 MAIN CIRCUIT BREAKER A.I.C. RATING: 10K													
DEMOLITION													
LOCATION: MECHELEC													
CIRCUIT NO.	CIRCUIT BREAKER POLE	TRIP	CIRCUIT DESCRIPTION (NOTE 2)	KVA PER PHASE			CIRCUIT NO.	CIRCUIT BREAKER POLE	TRIP	CIRCUIT DESCRIPTION (NOTE 2)	KVA PER PHASE		
1	1	20	EXISTING CIRCUIT	x	x	x	2	1	20	EXISTING CIRCUIT	x	x	x
3	1	20	EXISTING CIRCUIT	x	x	x	4	1	20	EXISTING CIRCUIT	x	x	x
5	1	20	EXISTING CIRCUIT	x	x	x	6	1	20	EXISTING CIRCUIT	x	x	x
7	1	20	EXISTING CIRCUIT	x	x	x	8	1	20	EXISTING CIRCUIT	x	x	x
9			SPACE (NOTES 4,5)	x	x	x	10				x	x	x
11	2	20	EXISTING CIRCUIT	x	x	x	12				x	x	x
13			SPACE	x	x	x	14				x	x	x
15			SPACE	x	x	x	16				x	x	x
17			SPACE	x	x	x	18				x	x	x
19			SPACE	x	x	x	20				x	x	x
21			SPACE	x	x	x	22				x	x	x
23			SPACE	x	x	x	24				x	x	x
25			SPACE	x	x	x	26				x	x	x
27			SPACE	x	x	x	28				x	x	x
29			SPACE	x	x	x	30				x	x	x
SUBTOTALS (NOTE 3):				0.00			0.00			SUBTOTALS (NOTE 3):			
MOUNTING: SURFACE ENCLOSURE: NEMA 1 OPTIONS: +EQUIPMENT GROUND BAR										LOAD SUMMARY (NOTE 3)			
										PHASE: A B C TOTAL			
										TOTAL KVA: 0.00 0.4 0.0 0.4			
										DEMAND KVA: 0.4			
										TOTAL AMPERES: 3.0 1.0			

EXISTING PANELBOARD (NOTE 1): <b>L4</b>													
VOLTAGE: 120/208 3 PHASE, 4 WIRE AMPERES: 100 MAIN CIRCUIT BREAKER A.I.C. RATING: 10K													
NEW WORK													
LOCATION: MECHELEC													
CIRCUIT NO.	CIRCUIT BREAKER POLE	TRIP	CIRCUIT DESCRIPTION (NOTE 2)	KVA PER PHASE			CIRCUIT NO.	CIRCUIT BREAKER POLE	TRIP	CIRCUIT DESCRIPTION (NOTE 2)	KVA PER PHASE		
1	1	20	EXISTING CIRCUIT	x	x	x	2	1	20	EXISTING CIRCUIT	x	x	x
3	1	20	EXISTING CIRCUIT	x	x	x	4	1	20	EXISTING CIRCUIT	x	x	x
5	1	20	EXISTING CIRCUIT	x	x	x	6	1	20	EXISTING CIRCUIT	x	x	x
7	1	20	EXISTING CIRCUIT	x	x	x	8	1	20	EXISTING CIRCUIT	x	x	x
9			SPACE (NOTES 4,5)	x	x	x	10	1	20	RCPT - EXTERIOR (NOTES 4,5)	x	0.36	x
11	2	20	EXISTING CIRCUIT	x	x	x	12				x	x	x
13			SPACE	x	x	x	14				x	x	x
15			SPACE	x	x	x	16				x	x	x
17			SPACE	x	x	x	18				x	x	x
19			SPACE	x	x	x	20				x	x	x
21			SPACE	x	x	x	22				x	x	x
23			SPACE	x	x	x	24				x	x	x
25			SPACE	x	x	x	26				x	x	x
27			SPACE	x	x	x	28				x	x	x
29			SPACE	x	x	x	30				x	x	x
SUBTOTALS (NOTE 3):				0.00			0.00			SUBTOTALS (NOTE 3):			
MOUNTING: SURFACE ENCLOSURE: NEMA 1 OPTIONS: +EQUIPMENT GROUND BAR										LOAD SUMMARY (NOTE 3)			
										PHASE: A B C TOTAL			
										TOTAL KVA: 0.00 0.4 0.0 0.4			
										DEMAND KVA: 0.4			
										TOTAL AMPERES: 3.0 1.0			

NOTES:  
1. EXISTING PANELBOARD IS SQUARE D COMPANY, TYPE NQ, CATALOG NO. NQ430L2C.  
2. CIRCUIT DESCRIPTIONS WERE COPIED FROM EXISTING CIRCUIT DIRECT ORY AND HAVE NOT BEEN VERIFIED FOR ACCURACY.  
3. CONNECTED LOADS OF EXISTING CIRCUITS WERE NOT DETERMINED.  
4. ITEMS SHOWN WITH GRAY FILL ARE AFFECTED BY NEW WORK. ITEMS NOT SHOWN WITH GRAY FILL ARE EXISTING.  
5. PROVIDE NEW CIRCUIT BREAKER TO MATCH EXISTING BREAKERS.

EXISTING DISTRIBUTION PANELBOARD (NOTE 1): <b>MDP</b>													
VOLTAGE: 277/480 3 PHASE, 4 WIRE AMPERES: 600 MAIN CIRCUIT BREAKER A.I.C. RATING: 18K													
DEMOLITION													
LOCATION: MECHELEC 118													
CIRCUIT NO.	CIRCUIT BREAKER POLE	TRIP	CIRCUIT DESCRIPTION (NOTE 2)	KVA PER PHASE			CIRCUIT NO.	CIRCUIT BREAKER POLE	TRIP	CIRCUIT DESCRIPTION (NOTE 2)	KVA PER PHASE		
1			SPACE	x	x	x	2				x	x	x
3			SPACE	x	x	x	4				x	x	x
5			SPACE	x	x	x	6				x	x	x
7	3	250	PANEL H3	x	x	x	8	3	150	PANEL H4	x	x	x
9	2	30	SEWAGE PUMP	x	x	x	10	3	200	SPARE	x	x	x
11			SPACE	x	x	x	12				x	x	x
13	3	125	RTU-1 (NOTES 4,5)	x	x	x	14	3	125	PANEL L1 VA75KVA TRANSFORMER	x	x	x
15	3	200	PANEL S1	x	x	x	16	3	200	PANEL H1	x	x	x
SUBTOTALS (NOTE 3):				0.00			0.00			SUBTOTALS (NOTE 3):			
MOUNTING: SURFACE ENCLOSURE: NEMA 1 OPTIONS: +EQUIPMENT GROUND BAR										LOAD SUMMARY (NOTE 3)			
										PHASE: A B C TOTAL			
										TOTAL KVA: 98.6 98.6 98.6 295.8			
										DEMAND KVA: 295.8			
										TOTAL AMPERES: 355.8 355.8 355.8 355.8			

NOTES:  
1. EXISTING DISTRIBUTION PANELBOARD IS SQUARE D TYPE I LINE HCM CATALOG NO. 12194107400010001.  
2. CIRCUIT DESCRIPTIONS WERE COPIED FROM EXISTING CIRCUIT DIRECT ORY AND HAVE NOT BEEN VERIFIED FOR ACCURACY.  
3. CONNECTED LOADS OF EXISTING CIRCUITS WERE NOT DETERMINED.  
4. ITEMS SHOWN WITH GRAY FILL ARE AFFECTED BY DEMOLITION WORK. ITEMS NOT SHOWN WITH GRAY FILL SHALL REMAIN.  
5. DISCONNECT AND REMOVE CIRCUIT BREAKER FROM PANELBOARD. PREPARE SPACE TO RECEIVE NEW CIRCUIT BREAKER UNDER NEW WORK.

EXISTING DISTRIBUTION PANELBOARD (NOTE 1): <b>MDP</b>													
VOLTAGE: 277/480 3 PHASE, 4 WIRE AMPERES: 600 MAIN CIRCUIT BREAKER A.I.C. RATING: 30K													
NEW WORK													
LOCATION: MECHELEC 118													
CIRCUIT NO.	CIRCUIT BREAKER POLE	TRIP	CIRCUIT DESCRIPTION (NOTE 2)	KVA PER PHASE			CIRCUIT NO.	CIRCUIT BREAKER POLE	TRIP	CIRCUIT DESCRIPTION (NOTE 2)	KVA PER PHASE		
1			SPACE	x	x	x	2				x	x	x
3			SPACE	x	x	x	4				x	x	x
5			SPACE	x	x	x	6				x	x	x
7	3	250	PANEL H3	x	x	x	8	3	150	PANEL H4	x	x	x
9	2	30	SEWAGE PUMP	x	x	x	10	3	200	SPARE	x	x	x
11			SPACE	x	x	x	12	3	100	PANEL L2 VA45KVA TRANSFORMER	x	x	x
13	3	225	SZVAW-1 (NOTES 4,5)	x	49.30	x	14	3	125	PANEL L1 VA75KVA TRANSFORMER	x	x	x
15	3	200	PANEL S1	x	49.30	x	16	3	200	PANEL H1	x	x	x
SUBTOTALS (NOTE 3):				98.6			98.6			SUBTOTALS (NOTE 3):			
MOUNTING: SURFACE ENCLOSURE: NEMA 1 OPTIONS: +EQUIPMENT GROUND BAR										LOAD SUMMARY (NOTE 3)			
										PHASE: A B C TOTAL			
										TOTAL KVA: 98.6 98.6 98.6 295.8			
										DEMAND KVA: 295.8			
										TOTAL AMPERES: 355.8 355.8 355.8 355.8			

NOTES:  
1. EXISTING DISTRIBUTION PANELBOARD IS SQUARE D TYPE I LINE HCM CATALOG NO. 12194107400010001.  
2. CIRCUIT DESCRIPTIONS WERE COPIED FROM EXISTING CIRCUIT DIRECT ORY AND HAVE NOT BEEN VERIFIED FOR ACCURACY.  
3. CONNECTED LOADS OF EXISTING CIRCUITS WERE NOT DETERMINED.  
4. ITEMS SHOWN WITH GRAY FILL ARE AFFECTED BY NEW WORK. ITEMS NOT SHOWN WITH GRAY FILL ARE EXISTING.  
5. PROVIDE NEW CIRCUIT BREAKER TO SUIT EXISTING PANELBOARD 35KA MINIMUM.

REVISIONS

no.	date	comments

ENGINEER

**Gipe Associates Inc.**  
Consulting Engineers  
8719 Brooks Drive  
Easton, Maryland 21601  
Phone (410) 822-8688  
Fax (410) 822-8688  
WOW# 25092

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SEAL

CONSULTANT

**WORCESTER COUNTY RECREATION CENTER  
HVAC SYSTEM REPLACEMENTS**

6030 PUBLIC LANDING RD,  
SNOW HILL, MD 21863

SUBMISSION

BID DOCUMENTS

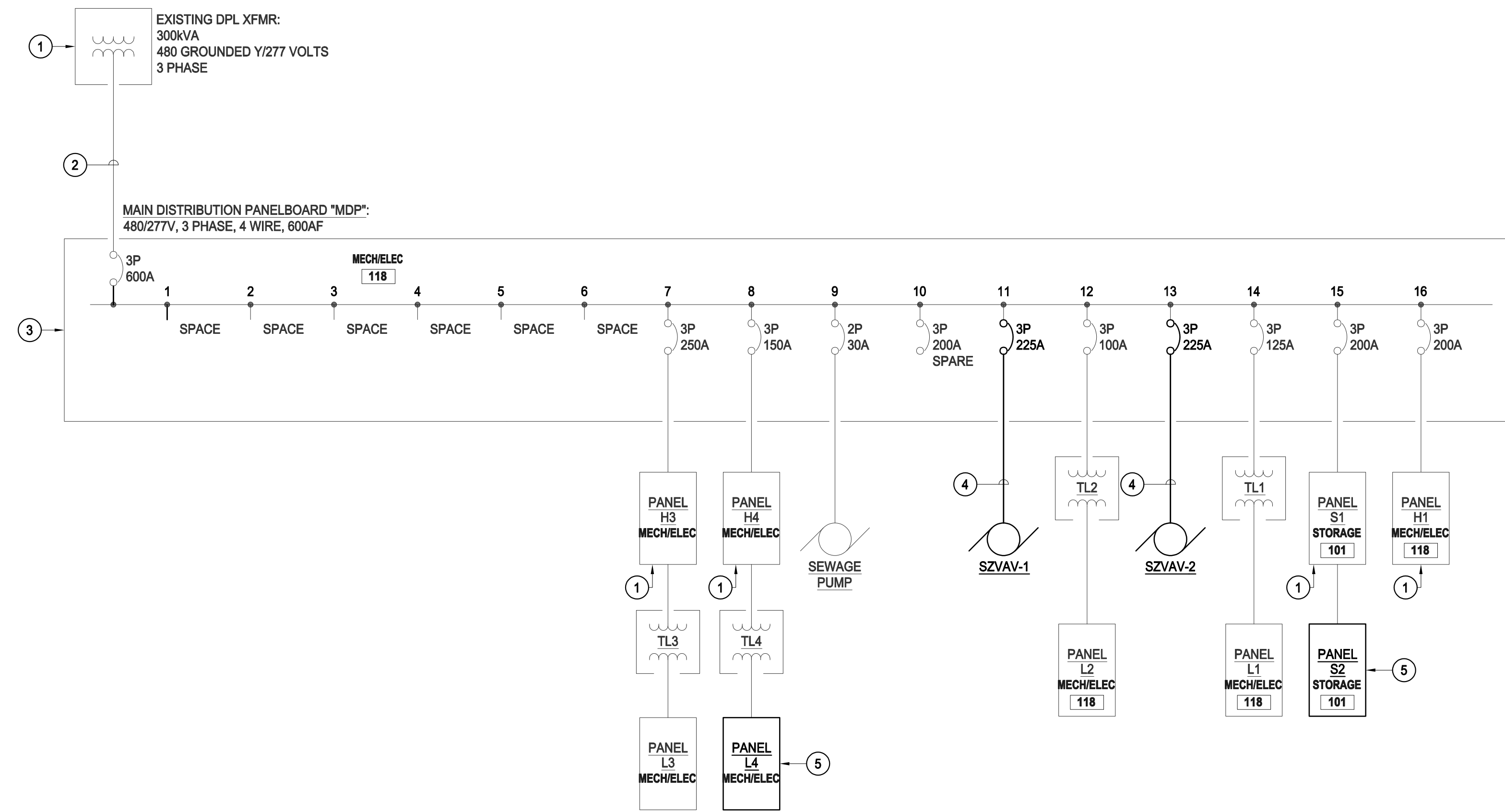
SCHEDULES  
ELECTRICAL

DESIGNED BY: TMC  
CHECKED BY: CDH  
SCALE: AS NOTED  
JOB NO.: 25092  
DATE: 03/12/2008

**E50**

**DRAWING NOTES:**  
(APPLY TO THIS DRAWING ONLY)

- ① EXISTING ELECTRICAL EQUIPMENT TO REMAIN IN PLACE AND IN SERVICE.
- ② CONTRACTOR TO VERIFY EXISTING CONDUCTOR SIZE FROM UTILITY TRANSFORMER TO MAIN DISTRIBUTION PANELBOARD. (ASSUME 10-FEET OF TWO SETS OF (3) 350 AWG PHASE + (1) 350 AWG NEUTRAL IN 4" PVC CONDUIT).
- ③ EXISTING PANELBOARD TO REMAIN. NEW HVAC EQUIPMENT IS FED FROM THIS PANELBOARD.
- ④ (3) 4/0 AWG PHASE + (1) 4/0 AWG NEUTRAL AND (1) 4 AWG GROUND IN 2-1/2" CONDUIT.
- ⑤ EXISTING PANELBOARD IS AFFECTED BY DEMOLITION AND/OR NEW WORK. REFER TO SCHEDULES ON DRAWING E501 FOR ADDITIONAL INFORMATION.



**NOTES:**

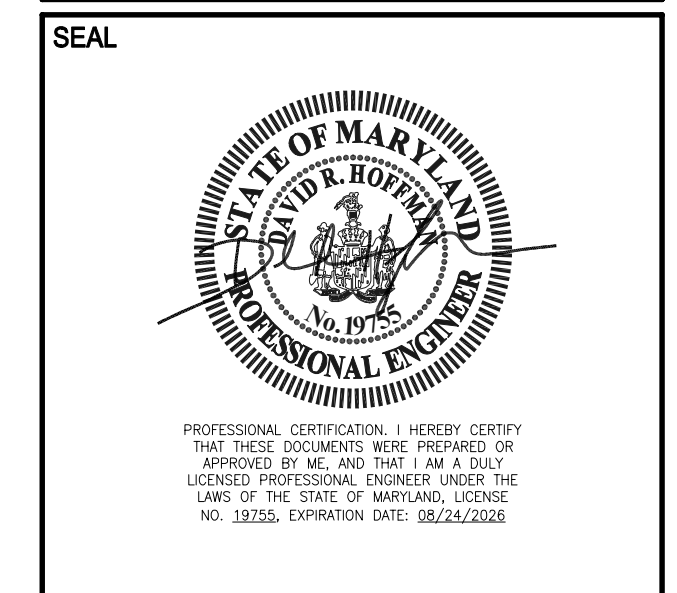
- 1. PARTIAL SINGLE LINE DIAGRAM IS SHOWN TO CONVEY INFORMATION NEEDED TO COMPLETE THE SPECIFIED POWER SYSTEMS STUDY.
- 2. CONTRACTOR TO CONFIRM ALL CONDUCTOR LENGTHS BASED ON ACTUAL ROUTING.
- 3. ELECTRICAL DISTRIBUTION SYSTEM FROM EXISTING TRANSFORMER THROUGH EXISTING DISTRIBUTION PANELBOARD SERVING NEW HVAC EQUIPMENT SHALL BE EVALUATED IN SHORT CIRCUIT ANALYSIS TO ENSURE EQUIPMENT AIC/SCCR RATING EXCEEDS MAXIMUM AVAILABLE FAULT CURRENT. PROVIDE LABELS INDICATING MAXIMUM AVAILABLE FAULT CURRENT AT "MDP", SZAV-1, AND SZAV-2.

**SINGLE LINE DIAGRAM - ELECTRICAL**

no.	date	comments

ENGINEER  
**Gipe Associates Inc.**  
 Consulting Engineers  
 8719 Brooks Drive  
 Easton, Maryland 21601  
 Phone (410) 822-8688  
 WOF# 25092

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CONSULTANT

**WORCESTER COUNTY RECREATION CENTER  
 HVAC SYSTEM REPLACEMENTS**  
 6030 PUBLIC LANDING RD,  
 SNOW HILL, MD 21863

SUBMISSION  
**BID DOCUMENTS**

**SINGLE LINE DIAGRAM  
 ELECTRICAL**

DESIGNED BY	TMC	<b>E601</b>
CHECKED BY	CDH	
SCALE	AS NOTED	
JOB NO.	25092	
DATE	03/12/2008	



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

Edward Welch  
 Procurement Officer

### CONTRACT

THIS CONTRACT, made on **April 21, 2026**, between the **County Commissioners of Worcester County, Maryland** (“County”); and **InSite BUILD, LLC**. (“Successful Vendor”).

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

1. Successful Vendor will commence and complete the **Recreation Center HVAC Replacement**.
2. Successful Vendor will furnish all the materials, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. **Successful Vendor agrees to perform all of the Work (including all items in the Base Bid and all Alternates)** described in the Contract Documents and comply with the terms therein for the sum of **\$1,781,900.<sup>00</sup> (One Million Seven Hundred Eighty-One Thousand Nine Hundred Dollars and zero cents)** or as shown in the Form of Bid.
5. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. 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 written above.

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_  
Theodore J. Elder  
President  
Date:

**CONTRACTOR:**

\_\_\_\_\_  
By:  
Title:  
Date:



**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Candace Savage, Deputy Chief Administrative Officer  
DATE: April 15, 2026  
SUBJECT: Ocean Pines Sanitary Service Area Debt Service

---

Staff has completed an initial review of the Ocean Pines Sanitary Service Area Debt Service Fund. Two key factors have contributed to a positive fund balance in recent years.

First, in 2022 the County closed out the 2019 bond. Unspent project savings and eligible interest earnings were transferred for general use, resulting in a \$972,527 increase to the general debt service investment account. Second, interest earnings have risen significantly due to higher MLGIP rates. Since 2022, the rate has increased from approximately 1.5% to about 3.7%. This higher rate, combined with the increased balance from the bond close-out, has generated \$784,085 in interest earnings through February. Together, these factors have increased the available balance by \$1,756,612.

Based on the debt schedule, the remaining amount needed to retire the 2014 and 2015 bonds for the Ocean Pines service area beginning in FY27 is \$1,466,151. We recommend restricting this amount within the debt service fund. With this amount reserved, we can responsibly discontinue collecting debt service fees related to these borrowings. Under the current schedule, this change would reduce the debt service fee from \$36 to \$18 for most customers beginning in FY27.

Please let me know if you have any questions.

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Candace Savage, Deputy Chief Administrative Officer  
DATE: April 3, 2026  
SUBJECT: Other Post Employment Benefits (OPEB) Update and Recommendation

---

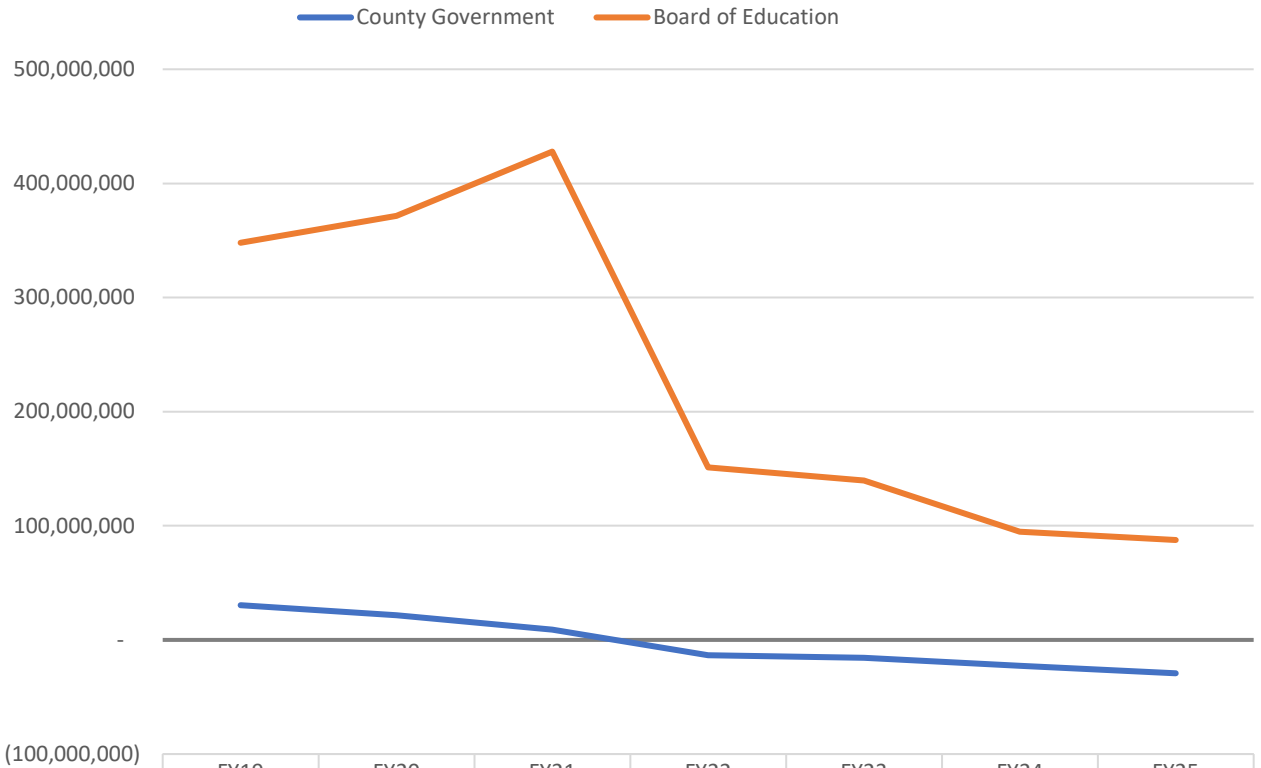
As you are aware, each year we engage an outside actuary to provide an updated study related to our Other Post Employment Benefits (OPEB) liability. Attached you will find the FY25 valuation report. The information contained in these reports will be included in the notes section of our FY25 Annual Comprehensive Financial Report (ACFR).

In summary, in FY25 the County experienced an overall liability decrease of \$6.5M, which resulted in a total Net OPEB asset of \$29M. The County government OPEB is currently funded at 148.89%. The Board of Education saw an overall liability decrease of \$7.3M, which resulted in a total Net OPEB liability of \$88M. The Board of Education OPEB is currently funded at 41.15%.

Given the County's significant progress in reducing its OPEB liability, I recommend amending the current allocation of 20% County and 80% Board of Education to 10% County and 90% Board of Education beginning in FY27. At 148.89%, County Government OPEB is well funded, while the Board of Education OPEB, funded at 41.15%, continues to improve but remains below target.

The County's continued, forward-thinking management of this liability, backed by the Commissioners' consistent support, has produced meaningful benefits for County Government and Board of Education employees. The following chart highlights the year-over-year progress in reducing OPEB liabilities since FY19.

### Net OPEB Liability



	FY19	FY20	FY21	FY22	FY23	FY24	FY25
County Government	30,409,035	21,742,809	9,129,008	(13,346,050)	(15,550,322)	(22,769,520)	(29,254,222)
Board of Education	347,875,060	371,556,675	427,859,416	151,162,005	139,627,561	94,830,808	87,535,660

Menard Consulting, Inc.  
 728 N. Briar Hill Lane, Unit 2  
 Addison, IL 60101  
 Tel: (630) 962-4858  
 www.MenardConsult.com



August 26, 2025

Mr. Phil Thompson  
 Finance Officer  
 Worcester County Government  
 Treasurer's Office  
 1 W. Market St., Room 1105  
 Snow Hill, MD 21863

**RE: Worcester County Government  
 GASB 74/75 Roll Forward Results for the July 1, 2024 to June 30, 2025 Fiscal Year**

Dear Phil:

As represented to me, there have been no significant changes to the Postretirement Health Plan since the last full valuation for Fiscal Year 2024, so a roll-forward calculation for Fiscal Year 2025 can be used. As such, this letter provides amounts required for financial reporting requirements under GASB Statements No. 74 and No. 75 for Fiscal Year 2025. Unless otherwise noted, all assumptions, methods, and results are based on the Fiscal Year 2024 GASB 74/75 Actuarial Report dated September 20, 2024.

**Results**

	<u>Fiscal Year 2025</u>	<u>Fiscal Year 2024</u>
<b>Total OPEB Liability</b>	\$59,834,314	\$58,218,343
<b>Plan Fiduciary Net Position</b>	<u>89,088,536</u>	<u>80,987,863</u>
<b>Net OPEB Liability</b>	(\$29,254,222)	(\$22,769,520)
<b>OPEB Expense</b>	(\$175,646)	\$743,115

Mr. Phil Thompson  
 August 26, 2025  
 Page 2

<b>OPEB Expense</b>		
	<b><u>Fiscal Year 2025</u></b>	<b><u>Fiscal Year 2024</u></b>
Service Cost	\$1,086,229	\$1,058,290
Interest on Service Cost	<u>76,036</u>	<u>74,080</u>
Total	\$1,162,265	\$1,132,370
Interest Cost	3,952,815	4,041,157
Difference Between Expected & Actual Experience	(5,386,303)	(4,788,885)
Changes of Assumptions and Other Inputs	<u>95,577</u>	<u>358,474</u>
<b>Total</b>	<b><u>(\$175,646)</u></b>	<b><u>\$743,115</u></b>

**Approach**

The amortization for the net difference between projected and actual earnings on OPEB plan investments is shown below.

Actual Earnings	\$7,458,401
Projected Earnings	<u>5,952,674</u>
Difference	\$1,505,727
Amortization Period	5.00 years
<u>Amortization Schedule</u>	
FY 2025 - 2029:	\$301,145

The change above is included in the OPEB Expense calculation.

The OPEB Plan’s Fiduciary Net Position is projected to be sufficient to make projected benefit payments for the lifetime of every participant in the plan. As such, the discount rate used to measure the Total OPEB Liability remains at 7.00%, which is the long-term expected rate of return on OPEB plan investments.

Mr. Phil Thompson  
 August 26, 2025  
 Page 3

The resulting Deferred Outflows/Inflows of Resources is shown below.

	<b><u>Deferred Outflows of Resources</u></b>	<b><u>Deferred Inflows of Resources</u></b>
Difference Between Expected & Actual Experience	\$0	\$18,281,254
Changes of Assumptions and Other Inputs	1,778,685	115,777
Net Difference Between Projected & Actual Earnings on OPEB Plan Investments	<u>3,162,765</u>	<u>1,569,618</u>
<b>Total</b>	<b>\$4,941,450</b>	<b>\$19,966,649</b>

Future Deferred Outflows/Inflows of Resources is shown below.

Fiscal Year Ending:	<u>Outflows</u>	<u>Inflows</u>
June 30, 2026	\$3,619,693	\$6,405,980
June 30, 2027	610,434	6,185,000
June 30, 2028	520,964	6,032,561
June 30, 2029	97,461	834,616
June 30, 2030	92,898	508,492

**Sensitivity Testing of the Net OPEB Liability**

<b>Discount Rate</b>			
	<u>1% Increase</u>	<u>Valuation Rate</u>	<u>1% Decrease</u>
Net OPEB Liability	(\$35,293,405)	(\$29,254,222)	(\$21,924,210)
Change	(20.64%)		25.06%

<b>Health Care Trend</b>			
	<u>1% Increase</u>	<u>Valuation Rate</u>	<u>1% Decrease</u>
Net OPEB Liability	(\$21,071,715)	(\$29,254,222)	(\$35,907,030)
Change	27.97%		(22.74%)

Mr. Phil Thompson  
 August 26, 2025  
 Page 4

**Expected 10-Year Cash Flows**

Fiscal Year Ending:	Estimated Benefit Payments
June 30, 2025	\$3,499,110
June 30, 2026	3,686,829
June 30, 2027	3,678,098
June 30, 2028	3,879,903
June 30, 2029	3,958,955
June 30, 2030	4,099,484
June 30, 2031	4,059,426
June 30, 2032	4,241,522
June 30, 2033	4,435,051
June 30, 2034	4,619,894

**Change in Liability**

	<b>Total OPEB Liability</b>	<b>Plan Fiduciary Net Position</b>	<b>Net OPEB Liability</b>
Balances as of 6/30/2024	\$58,218,343	\$80,987,863	(\$22,769,520)
Changes for the year:			
Service Cost	\$1,162,265	\$0	\$1,162,265
Interest on Total OPEB Liability	3,952,815	0	3,952,815
Changes of Benefit Terms	0	0	0
Difference Between Expected & Actual Experience	0	1,505,727	(1,505,727)
Changes of Assumptions and Other Inputs	0	0	0
Contributions – Employer <sup>(1)</sup>	0	2,893,839	(2,893,839)
Contributions - Active & Inactive Employees	0	350,526	(350,526)
Net Investment Income	0	7,458,401	(7,458,401)
Benefit Payments	(3,499,110)	(2,598,092)	(901,018)
Administrative Expenses	0	(4,000)	4,000
Other Changes	0	<u>(1,505,727)</u>	<u>1,505,727</u>
Net Changes	\$1,615,970	\$8,100,673	(\$6,484,703)
Balances as of 6/30/2025	\$59,834,314	\$89,088,536	(\$29,254,222)

(1) Includes a receivable due from the General Fund as-of 6/30/2024 of \$367,913.60.

Net OPEB Liability as a Percentage of Covered Payroll: (82.81%)

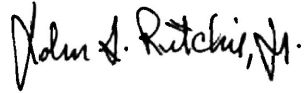
Funded Ratio: 148.89%

Mr. Phil Thompson  
August 26, 2025  
Page 5

Please contact me if any questions arise.

Sincerely,

**Menard Consulting, Inc.**

A handwritten signature in black ink that reads "John A. Ritchie, M." The signature is written in a cursive style with a large initial 'J' and 'R'.

John Ritchie, ASA, MAAA

Menard Consulting, Inc.  
 728 N. Briar Hill Lane, Unit 2  
 Addison, IL 60101  
 Tel: (630) 962-4858  
 www.MenardConsult.com



August 26, 2025

Mr. Phil Thompson  
 Finance Officer  
 Worcester County Government  
 Treasurer's Office  
 1 W. Market St., Room 1105  
 Snow Hill, MD 21863

**RE: Worcester County Board of Education  
 GASB 74/75 Roll Forward Results for the July 1, 2024 to June 30, 2025 Fiscal Year**

Dear Phil:

As represented to me, there have been no significant changes to the Postretirement Health Plan since the last full valuation for Fiscal Year 2024, so a roll-forward calculation for Fiscal Year 2025 can be used. As such, this letter provides amounts required for financial reporting requirements under GASB Statements No. 74 and No. 75 for Fiscal Year 2025. Unless otherwise noted, all assumptions, methods, and results are based on the Fiscal Year 2024 GASB 74/75 Actuarial Report dated September 17, 2024.

**Results**

	<u>Fiscal Year 2025</u>	<u>Fiscal Year 2024</u>
<b>Total OPEB Liability</b>	\$148,743,068	\$140,780,751
<b>Plan Fiduciary Net Position</b>	<u>61,207,408</u>	<u>45,949,943</u>
<b>Net OPEB Liability</b>	\$87,535,660	\$94,830,808
<b>OPEB Expense</b>	(\$25,461,740)	(\$26,668,940)

Mr. Phil Thompson  
 August 26, 2025  
 Page 2

<b>OPEB Expense</b>		
	<b><u>Fiscal Year 2025</u></b>	<b><u>Fiscal Year 2024</u></b>
Service Cost	\$4,210,802	\$4,160,387
Interest on Service Cost	<u>294,756</u>	<u>215,165</u>
Total	\$4,505,558	\$4,375,552
Interest Cost	9,638,299	8,887,674
Difference Between Expected & Actual Experience	(34,914,834)	(36,248,171)
Changes of Assumptions and Other Inputs	<u>(4,690,763)</u>	<u>(3,683,995)</u>
<b>Total</b>	<b><u>(\$25,461,740)</u></b>	<b><u>(\$26,668,940)</u></b>

### Approach

The amortization for the net difference between projected and actual earnings on OPEB plan investments is shown below.

Actual Earnings	\$4,354,714
Projected Earnings	<u>3,750,508</u>
Difference	\$604,206
Amortization Period	5.00 years
<u>Amortization Schedule</u>	
Fiscal Years 2025 - 2029:	\$120,841

The change above is included in the OPEB Expense calculation.

The OPEB Plan's Fiduciary Net Position is projected to be sufficient to make projected benefit payments for the lifetime of every participant in the plan. As such, the discount rate used to measure the Total OPEB Liability remains at 7.00%, which is the long-term expected rate of return on OPEB plan investments.

Mr. Phil Thompson  
 August 26, 2025  
 Page 3

The resulting Deferred Outflows/Inflows of Resources is shown below.

	<b>Deferred Outflows of Resources</b>	<b>Deferred Inflows of Resources</b>
Difference Between Expected & Actual Experience	\$0	\$102,713,756
Changes of Assumptions and Other Inputs	12,580,108	70,307,321
Net Difference Between Projected & Actual Earnings on OPEB Plan Investments	<u>1,248,747</u>	<u>521,313</u>
<b>Total</b>	<b>\$13,828,855</b>	<b>\$173,542,390</b>

Future Deferred Outflows/Inflows of Resources is shown below.

Fiscal Year Ending:	<u>Outflows</u>	<u>Inflows</u>
June 30, 2026	\$8,935,455	\$52,110,950
June 30, 2027	2,152,921	52,046,201
June 30, 2028	2,083,480	51,942,112
June 30, 2029	221,630	6,837,952
June 30, 2030	221,630	5,398,668
June 30, 2031	213,741	5,206,506

**Sensitivity Testing of the Net OPEB Liability**

<b>Discount Rate</b>			
	<u>1% Increase</u>	<u>Valuation Rate</u>	<u>1% Decrease</u>
Net OPEB Liability	\$71,595,770	\$87,535,660	\$106,902,537
Change	(18.21%)		22.12%

<b>Health Care Trend</b>			
	<u>1% Increase</u>	<u>Valuation Rate</u>	<u>1% Decrease</u>
Net OPEB Liability	\$110,527,274	\$87,535,660	\$69,087,469
Change	26.27%		(21.08%)

Mr. Phil Thompson  
 August 26, 2025  
 Page 4

**Expected 10-Year Cash Flows**

Fiscal Year Ending:	Estimated Benefit Payments
June 30, 2025	\$6,181,539
June 30, 2026	6,936,558
June 30, 2027	7,548,637
June 30, 2028	8,130,278
June 30, 2029	8,693,558
June 30, 2030	9,181,439
June 30, 2031	9,857,584
June 30, 2032	10,482,335
June 30, 2033	11,014,369
June 30, 2034	11,508,066

**Change in Liability**

	<b>Total OPEB Liability</b>	<b>Plan Fiduciary Net Position</b>	<b>Net OPEB Liability</b>
Balances as of 6/30/2024	\$140,780,751	\$45,949,943	\$94,830,808
Changes for the year:			
Service Cost	\$4,505,558	\$0	\$4,505,558
Interest on Total OPEB Liability	9,638,299	0	9,638,299
Changes of Benefit Terms	0	0	0
Difference Between Expected & Actual Experience	0	604,206	(604,206)
Changes of Assumptions and Other Inputs	0	0	0
Contributions – Employer <sup>(1)</sup>	0	16,030,555	(16,030,555)
Contributions - Active & Inactive Employees	0	0	0
Net Investment Income	0	4,354,714	(4,354,714)
Benefit Payments	(6,181,539)	(5,123,803)	(1,057,736)
Administrative Expenses	0	(4,000)	4,000
Other Changes	0	(604,206)	604,206
Net Changes	\$7,962,318	\$15,257,466	(\$7,295,148)
Balances as of 6/30/2025	\$148,743,068	\$61,207,408	\$87,535,660

(1) Includes a receivable due from the General Fund as-of 6/30/2024 of \$1,471,655.40.

Net OPEB Liability as a Percentage of Covered Payroll: 125.07%

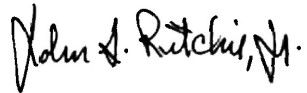
Funded Ratio: 41.15%

Mr. Phil Thompson  
August 26, 2025  
Page 5

Please contact me if any questions arise.

Sincerely,

**Menard Consulting, Inc.**

A handwritten signature in black ink that reads "John A. Ritchie, M." The signature is written in a cursive style with a large initial 'J' and 'R'.

John Ritchie, ASA, MAAA



OFFICE OF THE  
 COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
 ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

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

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

April 13, 2026

To: Worcester County Commissioners  
 From: Karen Hammer, Executive Administrative Assistant  
 Subject: Upcoming Board Appointments – Terms Beginning January 1, 2026

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

- George Solyak – **Term Ended** – Agricultural Reconciliation Bd.
- Maria C- Lawrence – **Term Ended** – Housing Review Board
- John Collins – **Term Ending** – W & S Advisory Board – Ocean Pines

**Commissioner Purnell – You have Two (2) positions open:**

- Nancy Howard – **Termed Out** – Social Services Advisory Board
- Darlene Jackson Bowen – **Resigned** - Commission for Women

**Commissioner Bunting - You have Two (2) positions open:**

- Mike Poole – **Term Ending** – Building Code Appeals Board
- Harry Hammond – **Term Ended** – Social Services Advisory Bd.

**Commissioner Abbott – You have One (1) position open:**

- Michelle Goad – **Term Ended** – Commission for Women

**Commissioner Mitrecic – You have Three (3) positions open:**

- Bill Paul – **Resigned** – Building Code Appeals Board
- Kimberly List – **Termed Out** – Commission for Women
- Rebecca Ferguson – **Resigned** – Social Services Advisory Board

Commissioner Elder – **All of your positions are fulfilled. Thank you!**

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

- Bruce Spangler – **Term Ending** – Ethics Board
- Keith Swanton -**Term Ended** - Water & Sewer Advisory Council, West Ocean City
- Blake Haley – **Term Ended** - Water & Sewer Advisory Council, West Ocean City

**All Commissioners**

**(4)-Adult Public Guardianship Board -**

**3– Terms Expiring** – Dr. Greer, Richard Collins, and Nancy Howard

**1– Vacancy – Psychiatrist**

**(2)-Drug and Alcohol Abuse Council –1- Term Ends** – Kim Moses, **1 – Declined Reappointment** – Alyce Marzola

**(2)-Local Development Council for the Ocean Downs Casino - Previously Expired Terms** – Mark Wittmyer, At-Large, and David Massey (At-Large-Business)

**(1)– Property Tax Assessment Appeal Board** - Alternate Seat Vacancy

**(1) – Social Services Advisory Board** – Commissioner Diana Purnell has served the maximum term. This Board requires one member to be a commissioner.

**(1)– Solid Waste Advisory Board** - Town of Berlin member – James Charles’s term is ending.

**(2)- Water and Sewer Advisory Council- West Ocean City-** 1 Term Ended Dec. 2021 – Keith Swanton and Blake Haley

**(4- Total): Commission for Women:**

**(3)– Resigned** - Laura Morrison – (At Large); Darlene Jackson Bowen – Resigned (Purnell) Resigned – Michelle Goad (Abbott)

**(1) - Termed Out** - Kimberly List (Mitrecic)

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 disability  
1 member must be a person with a physical disability

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

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24-27
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24-27
Dr. William Greer	Physician	07-10-13-16-19-22-25 Term Exp.
Richard Collins	Lawyer	95-16-19-22-25 Term Exp.
Nancy Howard	Lay Person	*17-19, 19-22-25 Term Exp.
Brandy Trader	Comm. On Aging	*15-17, 17-20, 20-23-26
Stephanie James	Wor. Co. Dev. Center	23-26
Vacancy	Psychiatrist	
Tina Dykes	Commission on Aging Rep.	25-28

\* = Appointed to fill an unexpired term

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

Appointed by: County Commissioners

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

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

Compensation: None - Expense Reimbursement as provided by County Commissioners

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

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

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Solyak	At-Large	No	Ocean Pines	18-22
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14-18-22-26
Tom Babcock	At-Large	No	Whaleyville	14-18-22-26
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16-20-24-28
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16-20-24-28

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

## 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:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19-23 <b>Resigned</b>
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
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16-20-24-28
Mark Frostrom, Jr.	D-1 - Abbott	Pocomoke	26-30

### 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)  
Kevin Holland (96-24)

\* = Appointed to fill an unexpired term

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: As Necessary

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

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

**Current Members:**

<u>Name</u>	<u>Representing</u> <u>At-Large Members</u>	<u>Years of Term(s)</u>
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
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
Matthew Giardina	Knowledgeable on Substance Abuse Issues	24-28
Julie Rayne	Substance Abuse Treatment Provider	26-30
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25-29
Alyce Marzola	Knowledge of Substance Abuse Treatment	*24-25 Declined Reappt. Vacant

**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

**ETHICS BOARD**

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

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

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bruce Spangler	D-3, Fiori	Berlin	*02-05-09-13-17-21-25
Iola Tariq	D-2, Purnell	Berlin	*22-26
Mickey Ashby	D-1, Abbott	Pocomoke	14-18-22-26
David Deutsch	D-6, Bunting	Ocean Pines	17-21-23-27
Frank Knight	D-7, Mitrecic	Ocean City	*14-19-23-27
Judy Giffin	D-5, Bertino	Ocean Pines	*21-24-28
Joseph Stigler	D-4, Elder	Berlin	16-20-24-28

Prior Members: (Since 1972)

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

\* = Appointed to fill an unexpired term

HOUSING REVIEW BOARD

Reference: Public Local Law 'BR 3-104

Appointed by: County Commissioners

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

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

Compensation: \$100 per meeting (policy)

Meetings: As Needed

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

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

Ext: 1171

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23
Don Furbay	D-3, Fiori	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26
Carl Smith	D-4, Elder	Snow Hill	24-27
Felicia Green	D-2, Purnell	Ocean Pines	*21-24-27
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25-28
Dr. Lynn Duffy	D-1, Abbott	Pocomoke	26-29

Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)	Scot Tingle 14-24
William Lynch	Jamie Rice (03-07)	Keri Byrd 22-25
Art Rutter	Howard Martin (08)	
William Buchanan	Marlene Ott (02-08)	
Christina Alphonso	Mark Frostrom, Jr. (01-10)	
Elsie Purnell	Joseph McDonald (08-10)	
William Freeman	Sherwood Brooks (03-12)	
Jack Dill	Otho Mariner (95-13)	
Elbert Davis	Becky Flater (13-14)	
J. D. Quillin, III (90-96)	Ruth Waters (12-15)	
Ted Ward (94-00)	John Glorioso (*06-19)	
Larry Duffy (90-00)	Sharon Teagle (00- 20)	
Patricia McMullen (00-02)	Davida Washington (*21-21)	
William Merrill (90-01)	Donna Dillion (08-22)	
Debbie Rogers (92-02)	C.D. Hall 10-22	
Wardie Jarvis, Jr. (96-03)	Chase Church (*19-22)	
	Jake Mitrecic (15-21)	

\* = Appointed to fill an unexpired term

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

**ITEM 17**

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

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

**Current Members:**

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
David Massey <sup>c</sup>	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
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting <sup>c</sup>	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
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24-28
Mayor Rick Meehan <sup>c</sup>	At-Large	Business - Ocean City	*09-12-16-20-24-28
Tina Kolarik	Dist. 6 - Bunting	Resident -Bishopville	24-28
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25-29

**Prior Members:**

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

**Since 2009**

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

Charlie Dorman (12-19)  
Gee Williams (09-21)  
Bobbi Sample (17-23)  
Steve Ashcraft (19-24)

\* = Appointed to fill an unexpired term/initial terms staggered  
<sup>c</sup> = Charter Member

**SOCIAL SERVICES ADVISORY BOARD**

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory  
 Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.  
 Act as liaison between Social Services Dept. and County Commissioners.  
 Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years  
 Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.  
 Maximum 2 consecutive terms, minimum 1-year between reappointment  
 Members must attend at least 50% of meetings  
 One member (ex officio) must be a County Commissioner  
 Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

**Current Members:**

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Harry Hammond	D-6, Bunting	Bishopville	15-21, 21- 24 Term Expired
Shelly Daniels	D-1, Abbott	Pocomoke City	22-25
Rebecca Colt-Ferguson	D-7, Mitrecic	Ocean City	22-25 Resigned
Janice Chiampa	D-5, Bertino	Ocean Pines	22-25
Diana Purnell	ex officio - Commissioner		14-18-22-25 Term Expired
Margaret Labesky	D-4, Elder	Snow Hill	23-26
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20-23-26 Term Expired
Mary Beth Quillen	At-Large	Snow Hill	25-28
Aves Ruffin-Jutis	D-3, Fiori	Pocomoke	25-28

\* = Appointed to fill an unexpired term

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

Appointed by: County Commissioners

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

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

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

Meetings: At least quarterly

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

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

**Current Members:**

<u>Member-s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
James Charles	Town of Berlin		21-25
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22, 22-26
George Linvill	D-1, Abbott	Pocomoke	14-18-22-26
George Dix	D-4, Elder	Snow Hill	*10-18-22-26
John O’Brien	D-6, Bunting	Bishopville	*22-23-27
Don Furbay	D-3, Fiori	Berlin	20-24-28
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20-24-28
Mike Wyatt	Town of Pocomoke City		24-28
Aaron Lumpkins	Town of Snow Hill		25-29
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25-29
Brain Scarborough	Town of Ocean City		21-25-29

**Prior Members: (Since 1994)**

Ron Cascio (94-96)  
 Roger Vacovsky, Jr. (94-96)  
 Lila Hackim (95-97)  
 Raymond Jackson (94-97)  
 William Turner (94-97)  
 Vernon ACorey@ Davis, Jr. (96-98)  
 Robert Mangum (94-98)  
 Richard Rau (94-96)  
 Jim Doughty (96-99)  
 Jack Peacock (94-00)  
 Hale Harrison (94-00)  
 Richard Malone (94-01)  
 William McDermott (98-03)  
 Fred Joyner (99-03)  
 Hugh McFadden (98-05)  
 Dale Pruitt (97-05)

Frederick Stiehl (05-06)  
 Eric Mullins (03-07)  
 Mayor Tom Cardinale (05-08)  
 William Breedlove (02-09)  
 Lester D. Shockley (03-10)  
 Woody Shockley (01-10)  
 John C. Dorman (07-10)  
 Robert Hawkins (94-11)  
 Victor Beard (97-11)  
 Mike Gibbons (09-14)  
 Hank Westfall (00-14)  
 Marion Butler, Sr. (00-14)  
 Robert Clarke (11-15)  
 Bob Donnelly (11-15)  
 Howard Sribnick (10-16)  
 Dave Wheaton (14-16)  
 Wendell Purnell (97-18)  
 George Tasker (\*15-20)

Rodney Bailey \*19  
 Steve Brown \*10-19  
 Bob Augustine 16-19  
 Michael Pruitt \*15-19  
 James Rosenburg (\*06-19)  
 Jamey Latchum \*17-19  
 Hal Adkins (\*20-21)  
 Mike Poole (11-22)  
 Michelle B-El Soloh (\*19-24)  
 Michael Pruitt (\*22-24)

\* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL  
NEWARK SERVICE AREA**

Reference: County Commissioners’ Resolution of February 4, 2025

Appointed by: County Commissioners

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

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

Compensation: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Newark Service Area

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

Current Members:

<u>Name</u>	<u>Resides/Appt. By</u>	<u>Years of Term(s)</u>
JC Barbely	Newark/Abbott	25-29
Susan Age	Newark/Abbott	25-29
Jim Scott	Newark/Abbott	25-29
Jenny Mumford	Newark/Abbott	25-29

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

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21, 21-25
William Gabeler	Ocean Pines	22 - 26
Robert Kane	Ocean Pines	22-26
James Spicknall	Ocean Pines	07-10-14-18-22-26
Frederick Stiehl	Ocean Pines	*06-24, 24-28

Prior Members: (Since 1993)

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

\* = Appointed to fill an unexpired term

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

Reference: County Commissioners= Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: \$100.00/Meeting

Meetings: Monthly

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

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

Current Members:

<u>Member=s Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Keith Swanton	West Ocean City	13-17, 17-21
Blake Haley	West Ocean City	*19-20, 20-24
Gail Fowler	West Ocean City	99-23-27
Deborah Stanley	West Ocean City	95-23-27
Todd Ferrante	West Ocean City	13-17-21-25-29

Prior Members: (Since 1993)

Eleanor Kelly<sup>c</sup> (93-96)                      Andrew Delcorro (\*14-19)

John Mick<sup>c</sup> (93-95)

Frank Gunion<sup>c</sup> (93-96)

Carolyn Cummins (95-99)

Roger Horth (96-04)

Whaley Brittingham<sup>c</sup> (93-13)

Ralph Giove<sup>c</sup> (93-14)

Chris Smack (04-14)

\* = Appointed to fill an unexpired term  
c = Charter member

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

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

Compensation: None

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

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

Contact: Susan Ostrowski, Chair, and Jocelyn Briddell, Secretary  
 Worcester County Commission for Women - P.O. Box 211, Snow Hill, MD 21863

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Kimberly List	D-7, Mitrecic	Ocean City	18- 21-24 <b>Termed Out</b>
Jocelyn Briddell	At-Large	Berlin	23-26
Laura Morrison	At-Large	Pocomoke	<b>*19-20-23-26 Resigned</b>
Crystal Bell, MPA	Health Department		*22-23-26
Jeannine Jerscheid	Public Safety – Sheriff’s Office		23-26
Sharnell Tull	At-Large	Pocomoke	23 -26
Susan Ostrowski	D-6, Bunting	Berlin	24-27
Dorothy Shelton-Leslie	D-5, Bertino	Ocean Pines	24-27
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	<b>*19-21-24-27 Resigned</b>
Michelle Goad	D-1, Abbott	Pocomoke City	<b>25-28 - Dismissal</b>
Cheryl Middleton	At-Large	West O. City	25-28
Kelsey Moran	Dept of Social Services		25-28
Ann Fletcher	D-3, Fiori	Berlin	25-28
Dawn Gears	D-4, Elder	Berlin	25-28
Sarah Blackburn	Board of Education		26-29

Prior Members: Since 1995

- |   |                                     |                              |
|---|-------------------------------------|------------------------------|
| Ellen Pilchard <sup>c</sup> (95-97)       | Marie Velong <sup>c</sup> (95-99)   | Christine Selzer (03)        |
| Helen Henson <sup>c</sup> (95-97)         | Carole P. Voss (98-00)              | Linda C. Busick (00-03)      |
| Barbara Beaubien <sup>c</sup> (95-97)     | Martha Bennett (97-00)              | Gloria Bassich (98-03)       |
| Sandy Wilkinson <sup>c</sup> (95-97)      | Patricia Ilczuk-Lavanceau (98-99)   | Carolyn Porter (01-04)       |
| Helen Fisher <sup>c</sup> (95-98)         | Lil Wilkinson (00-01)               | Martha Pusey (97-03)         |
| Bernard Bond <sup>c</sup> (95-98)         | Diana Purnell <sup>c</sup> (95-01)  | Teole Brittingham (97-04)    |
| Jo Campbell <sup>c</sup> (95-98)          | Colleen McGuire (99-01)             | Catherine W. Stevens (02-04) |
| Karen Holck <sup>c</sup> (95-98)          | Wendy Boggs McGill (00-02)          | Hattie Beckwith (00-04)      |
| Judy Boggs <sup>c</sup> (95-98)           | Lynne Boyd (98-01)                  | Mary Ann Bennett (98-04)     |
| Mary Elizabeth Fears <sup>c</sup> (95-98) | Barbara Trader <sup>c</sup> (95-02) | Rita Vaeth (03-04)           |
| Pamela McCabe <sup>c</sup> (95-98)        | Heather Cook (01-02)                |                              |
| Teresa Hammerbacher <sup>c</sup> (95-98)  | Vyoletus Ayres (98-03)              |                              |
| Bonnie Platter (98-00)                    | Terri Taylor (01-03)                |                              |

\* = Appointed to fill an unexpired term  
 c = Charter member