WORCESTER COUNTY
LOCAL BEHAVIORAL
HEALTH AUTHORITY

Working together for healthier communities!

March 10, 2025

To: Weston Young, Chief Administrative Officer
Worcester county Commissioners

RE: State Opioid Response IV (SOR IV) Grant - SAMHSA Program

Dear Mr. Young and Worcester County Commissioners,

We respectfully request your approval of the Worcester County Jail's contract for the FY25 State Opioid Response-IV (SOR IV) - SAMHSA Grant in the amount of $18,704.

The purpose of this grant is to provide continued Medication Assisted Treatment for Opioid Use Disorder to incarcerated individuals through jail based treatment while they are incarcerated; support successful reentry to the community; and make connection to community-based providers for continued treatment.

Thank you for your consideration.

Respectfully Submitted,

Shylia Tingle
Director Local Behavioral Health Authority

P.O. Box 249, Snow Hill, MD 21863-0249 410-632-3366 Fax: 410-632-0065

Worcester County Local Behavioral Health Authority
Agreement For
SOR-IV State Opioid Response Grant
Program Services

THIS AGREEMENT is made this 26th day of November, 2024 by and between Worcester County Local Behavioral Health Authority, a public authority of the State of Maryland, hereinafter called the LBHA, and County Commissioners of Worcester County, Maryland on behalf of Worcester County Jail, hereinafter called the Grantee, located at 5022 Joyner Road, Snow Hill, MD 21863,for the purpose of providing services under the SOR-IV State Opioid Response Grant Program Services. THIS IS A COST REIMBURSEMENT CONTRACT.

1 GENERAL CONDITIONS

The State of Maryland and/or Worcester County have imposed various general conditions upon this Agreement. These conditions are:

1.1 Reporting and Evaluation

The Grantee will maintain program statistical records and submit status reports as are required by the LBHA according to a schedule prescribed by and using the forms or formats provided by the LBHA and the State of Maryland.

The Grantee shall maintain program records and all pertinent information required by the LBHA and agrees that a program and facilities review, including meetings with consumers, review of service records, review of service policy and procedural issuances, review of staffing ratios and job descriptions, and meetings with any staff directly or indirectly involved in the provision of services, may be conducted upon reasonable notice, or site at any reasonable time by State of Maryland personnel whose official duties require such review or meetings and such other persons as authorized by the LBHA.

1.2 Inspection of Premises

The Grantee agrees to permit authorized officials of the State of Maryland/LBHA to monitor/inspect, at reasonable times, its program and place of business, job site, or any other location, that is related to the performance of this Agreement.

1.3 Confidentiality

Neither Party shall use or disclose any confidential information which would identify a client of the services provided under this Agreement for any purpose not directly connected with administration of such services, except upon written consent of the other Party and the client or, if he be a minor, his responsible parent or guardian, unless the disclosure is required by court order, or for program monitoring by an authorized State of Maryland agency.

1.4 Laws to be Observed

The Grantee shall keep fully informed of and comply with all Federal, State, and County laws, ordinances, and regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority, which in any manner affect those engaged or employed to carry out this Agreement, or which in any way otherwise affect or are applicable to the service or performance of this Grant for Services Agreement.

1.5 Licensure Requirements

The Grantee shall acquire and maintain as current all licenses and certifications appropriate to and necessary for the provision of services under this Agreement for Services. Failure or inability to acquire and maintain current licenses and certifications shall render this Agreement for Services null and void.

1.6 Civil Rights, Americans with Disabilities Act, and Affirmative Action

The Grantee certifies that it will comply with the Civil Rights Act of 1964, Americans with Disabilities Act, section 202 of Executive Order 11246 of the President of the United States of America as amended by Executive Order 11375, and Section 13-219 of the State Finance and Procurement article, Annotated Code of Maryland.

No individual shall on the ground of race, color, national origin, creed, sex, age, marital status, religion, ancestry, physical and/or mental disability shall be excluded from participation in, or denied the benefits of, or be otherwise subjected to discrimination as part of the service or activities of the project provided by the Grantee. Nor shall such discrimination be practiced in the employment of personnel involved in such projects and/or services of the Grantee. The Grantee and all subcontractors shall post in conspicuous places, available to employees and applicants for employment or services, notices setting forth the provisions of this non-discrimination clause. The LBHA has established and will maintain "methods of administration" to assure that each program or activity for which it provides local financial assistance will be operated in accordance with the compliances. The Grantee agrees to cooperate fully with any efforts being made or monitored by the State of Maryland.

1.7 Prohibition of Sexual Harassment

The Grantee shall operate under this Agreement so that no employee or client is subjected to sexual harassment in the workplace or in locations and situations otherwise associated with the performance of duties per the terms of this Agreement. Further, the Grantee shall include this clause, or a similar clause approved by the LBHA, in all subcontracts.

The Grantee has primary responsibility for enforcement of these provisions and for securing and maintaining the subcontractor's full compliance with both the letter and spirit of this clause.

1.8 Drug Free Workplace

The Grantee certifies that it will provide a drug free workplace by implementing the provisions at 29 CFR 98.630. The Grantee also agrees to maintain a list of places where the performance of work in connection with this Grant will take place. This list shall be available for review by the LBHA.

1.9 Non-Hiring of State or County Employees

For the purposes of this Grant, the Grantee shall not engage, on a paid full time or part time or other basis, during the period of the contract, any professional or technical personnel who are or have been at any time during the period of the Agreement in the employment of Worcester County or the State of Maryland, except regularly retired employees, without the written consent or the public employer of such person.

1.10 Payment/Request for Funds

The Grantee will be paid pursuant to the terms and conditions outlined in Attachment II allowable costs and services rendered under this Agreement. The Grantee must submit a completed request for payment form to the LBHA in the format and according to the schedule specified by the LBHA.

1.11 Documents and Records

1.11.1 Maintenance of Fiscal Records and Audits

The Grantee shall maintain all fiscal records, audits, reports requested by the LBHA and all other documents relative to the performance of services under this contract. Separate accounting systems for Agreement funds will be established and maintained including disbursements, expenditures, and time sheets.

The Grantee shall adopt generally accepted accounting procedures and practices and maintain books, records, documents and other evidence which sufficiently and properly reflect all direct and indirect costs of any nature, expended in the performance of this Agreement. The Grantee and its subcontractors will make available such books, records, documents, and other evidence records for inspections, reviews or audits by the LBHA and/or State of Maryland at any reasonable time.

The Grantee shall collect statistical data of a fiscal nature on a regular basis and make fiscal, statistical reports and statements according to times prescribed by, and on forms furnished by the LBHA and/or State of Maryland. Failure to submit any report when due may result in suspension of funding until the report is received

1.11.2 Maintenance of Services Records

The Grantee shall maintain all records and documents pertaining to its services under this Agreement for a period of five years from the date of final payment by the LBHA. In the event that any litigation, claim, negotiation, audit, or other action involving the records and documents is started before the expiration of the five-year period, the records and documents shall be maintained by the Grantee until completion of action and resolution of all issues which arise from it, or until the end of the regular five-year period, whichever is later.

The LBHA may substitute copies made by microfilming, photocopying, or similar methods for the original records upon prior notification and approval.

1.11.3 Maintenance of records for non-expendable property

The Grantee shall maintain records for non-expendable property, purchased with Grant funds for a period of three years subsequent to the final disposition of this property. Similar terms with regard to maintenance of such records in the event of litigation, claim, negotiation, audit, or other action involving these records at the expiration of the three-year period as set forth in the above section shall be applicable to these records.

1.11.4 Access to Records

The Grantee shall permit duly authorized representatives of the State of Maryland and the LBHA, at any reasonable time, the right of access to any records or documents of the Grantee, its subcontractors, or assignees which are pertinent to the services to be provided by the Grantee under this Agreement in order to make audit, examination,

excerpts, and transcripts. The rights of access under this section shall not be limited to the required maintenance of records period set forth in the above section but shall last as long as the records and documents are maintained by the Grantee, its subcontractors, or assignees.

1.11.5 Rights to Data

The LBHA may duplicate, use and disclose in any manner and for any purpose whatsoever, and have others do so, all data delivered under this Agreement except where such use may contravene Federal, State, or County guidelines on client confidentiality. The Grantee shall not affix any restrictive markings upon any data and if such markings are affixed, the LBHA shall have the right at any time to modify, remove, obliterate, or ignore such markings.

The Grantee hereby grants to the LBHA a royalty-free, nonexclusive, and irrevocable license to publish, translate, reduce, deliver, perform, dispose of and to authorize others so to do all data and materials now or hereafter covered by copyright; provided that with respect to data originated in the performance of this Agreement, such license shall be only to the extent that the Grantee has the right to grant such license without becoming liable to pay compensation to others because of such grant.

The Grantee shall exert all reasonable effort to advise the LBHA, at the time of delivery of data furnished under this Agreement, of all invasions of the right of privacy contained therein and of all portions of such data compiled from work not composed or produced in the performance of this Agreement and not licensed under this clause.

The Grantee shall report to the LBHA, promptly and in written detail, each notice or claim of copyright infringement received by the Grantee with respect to all data delivered under this Agreement.

1.11.6 Publications

All published materials (written, visual, or audio) prepared in connection with this Agreement shall carry a footnote acknowledging assistance received under this grant, and that the claimed findings and conclusions do not necessarily reflect the views of the State of Maryland and/or the LBHA. In addition, a copy of all publications must be furnished to the State of Maryland and the LBHA.

1.11.7 Audit or Examination Discoveries

If any unauthorized expenditures, unallowable expenditures, or irregularities are discovered upon examination or audit of records and documents pertinent to the performance of services under this Agreement, the Grantee is responsible for such expenditures and for making any necessary reparations to the LBHA.

1.12 Unexpended Funds

Any request for carryover of unexpended funds should be submitted to the LBHA at least 30 days in advance of the termination date of the Agreement to allow for LBHA/State of Maryland approval and processing. The approval or disapproval of any carry over will be stated by the LBHA and/or State (where applicable) in writing.

Unexpended funds may be reallocated to another Grantee or deducted from the next fiscal year's award to the original Grantee.

1.13 Insurance

The Grantee will perform services with the degree of skill and judgment, which is normally exercised by recognized professionals with respect to services of a similar nature.

It is agreed that the Grantee shall be responsible for any loss, personal injury, deaths, and/or damages that may be done or suffered by any persons solely by reasons of the Grantee's service performance, negligence, or failure to perform any of the obligations which obligates him/her to perform. The Grantee hereby agrees to indemnify and save the State of Maryland harmless to the extent permitted by law from any loss, cost, damages and other expenses suffered or incurred by the State of Maryland solely by reason of the Grantee's negligence or failure to perform any of the said obligations. The Grantee shall take proper safety and health precautions to protect his work, his employees, the public and the property of others from any damages or injury resulting solely from the performance of his work described herein.

The Grantee has in force or shall obtain, and will maintain insurance in not less than the following amounts during the performance of the services called for in this Agreement:

Workmen's Compensation Insurance - covering the Grantee's employees as required by Maryland law.

Comprehensive Bodily Injury and Property Damage Liability Insurance – excluding automobiles owned or hired by the Grantee or loaned to the Grantee by the State of Maryland, with limits as follows:

Bodily Injury or Death:	$250,000 each person $500,000 each occurrence
Property Damage:	$200,000 each person $500,000 each occurrence
Professional Liability:	$200,000 per claim/person $500,000 each occurrence

1.14 Contracts/Grant Modifications

The LBHA must approve, in writing, requested changes by the Grantee in project content, including fiscal and program changes. The following Agreement modifications will require the approval of the LBHA and be documented as an Agreement Amendment:

(1) An increase in the total amount of Grant Funds.
(2) An increase in any single approved budget line item (if any) as set forth in Attachment – II, Compensation.
(3) A change in the cost sharing ratio.
(4) A change in the project period and project year dates.
(5) A change in Grantee's project.

(6) A major change in Scope of Services or service delivery (Attachment 1).
(7) A major change in the Conditions of Award/Statement of Work (Attachment III).

1.15 This Agreement shall be effective for the time period commencing on October 1, 2024 and ending on September 30, 2025 of the same fiscal year, unless otherwise agreed upon in writing. If funds are not appropriated or otherwise not made available to support continuation in any fiscal or calendar year the State of Maryland shall have the right to terminate this Grant and the Grantee is not entitled to recover any cost not incurred prior to termination.

1.16 Equipment
All expenditures from these grant funds shall be allowable under and in accordance with the DHMH/MDH Human Services Agreement Manual. When the contractor discontinues providing services described in the Attachment – I, Scope of Services, all equipment purchased through this contract will be returned to the Worcester County Health Department Local Behavioral Health Authority.

1.17 Termination of Grant
If the State of Maryland terminates this Grant for any of the aforementioned reasons, the State of Maryland will perform a final monitoring of the contract. Any money obligated under the Agreement (even if drawn down) but not needed to meet obligations incurred to the date of termination and in accordance with the approved budget, will be returned to the LBHA.

1.18 Submission of Program Reports
The Grantee shall submit to the LBHA quarterly expenditure and programmatic reports and an accumulative program report for the twelve (12) month period (October 1, 2024 through September 30, 2025). Reports submitted by the Grantee to the LBHA shall be conducted in compliance with a generally accepted reporting standard and as described in Attachment I of this Agreement. Failure to comply with this requirement could result in non-payment, which could lead to the termination of the Grant or consideration of renewal.

1.19 Submission of the Audit Report
The Grantee shall submit to the LBHA a completed report for Fiscal Year 2024 by January 31, 2025. The Grantee shall provide an annual certified financial audit report conducted by an independent accounting firm. Additionally, if the Grantee receives Federal Grant Funds, the Grantee must submit a compliance audit in accordance with the Single Audit Act of 1984, which is incorporated into this Agreement by reference. Failure to comply with these requirements shall result in termination of the Agreement.

1.20 Sub-Letting of Agreement
It is mutually understood and agreed that Grantee shall not assign, transfer, convey, sublet or otherwise dispose of his Agreement or his right, title or interest therein, or his power to execute such Agreement, to any other person, firm, or corporation, without the previous written consent of the LBHA, but in no case shall such consent relieve the Grantee from his obligations, or change the terms of the Agreement.

2 SPECIAL REQUIREMENTS
All requests for changes in SOR-IV programming shall be submitted in writing to the

Worcester County Local Behavioral Health Authority for approval prior to implementation.

This award is based on estimated levels of state funds. If actual allocations differ from current estimates, this award may be adjusted accordingly. Services funded with these Conditions cannot be billed under Maryland's Public Behavioral Health System.

Provide the Worcester County Local Behavioral Health Authority any corrective action plans that result from a program investigation, consumer complaint, or unmet contract deliverables within 15 days of notification to the program.

The Worcester County Local Behavioral Health Authority will provide technical assistance, quality assurance and fiscal oversight to ensure that the Grantee develops and monitors criteria for contract performance standards; procures services; develops budgets and monitors expenses; monitors service provision; repurposes unspent grant funds to ensure best utilization of funding; conducts reviews for continued need of services performed.

Any proposed "re-purposing" of grant funds shall be discussed with and approved by the Director of the Worcester County Local Behavioral Health Authority, along with Office of Crisis and Criminal Justice Services and other appropriate executive approvals required by the Behavioral Health Administration.

Failure to comply with these Conditions of Award may result in the following, until such time that areas of non-compliance are corrected, including but not limited to:

- Loss of award;
- future audit exceptions;
- dis-allowance of expenditures;
- award reductions, and/or;
- delay in payment of award funds.

Compliance with these Conditions of Award will be determined through conducting on-site visits using a BHA provided monitoring tool to assess compliance with the Conditions of Award. For identified areas of non-compliance, the LBHA/LAA shall:

- require a corrective action plan,
- monitor corrective action progress and,
- submit the completed monitoring report to the BHA within the specified timeframe.

3 EQUIPMENT PURCHASING

The WoCLBHA must maintain inventory lists of all equipment purchased over $100, using both state and federal funds provided by the Maryland Behavioral Health Administration. When using WoCLBHA funds, the Contractor agrees to provide an explanation of who is using the equipment (must be supported by grant), where the equipment is located and receipt of purchase. During the annual site visit, the WoCLBHA program monitor may ask for proof of purchase, and ensure the equipment is still in its intended use. The reallocation of WoCLBHA grant funded equipment must be approved by the WoCLBHA Director. If the equipment purchased with WoCLBHA grant funds is deemed broken or no longer usable, the WoCLBHA Director must be

notified of the disposal, in writing, along with submission of the monthly/quarterly program report.

4 TRAINING SUPPORT

The WoCLBHA must maintain records of all trainings attended using both state and federal funds provided by the Maryland Behavioral Health Administration. When using WoCLBHA grant funds, the Contractor agrees to provide documentation of attendance following the completion of the training. If the Contractor organizes or hosts a training using WoCLBHA grant funds, attendance sheets and invoice/receipt of payment must be submitted with monthly/quarterly invoice request.

5 TRAVEL SUPPORT

The WoCLBHA must maintain records of all travel related expenses using both state and federal funds provided by the Maryland Behavioral Health Administration. When using WoCLBHA grant funds, the Contractor agrees to provide an explanation of travel and documentation of expenses, as well as any applicable receipts. If WoCLBHA grant funds are used for travel-related expenses, invoice/ receipt of payment must be submitted with the monthly/quarterly invoice request.

6 FILLING A GRIEVANCE

The WoCLBHA recognizes that behavioral health service providers, consumers, or their family members have a right to express a concern or complaint. It is the policy of the WoCLBHA to attempt to resolve concerns and complaints. The procedure for addressing a grievance is detailed below.:

a) The concern should first be addressed with the LBHA Program Monitor.
b) If the concern persists, the provider/consumer may make a formal complaint in writing, or verbally, to the Director of the WoCLBHA. This should include details and information about the complaint or concern.
c) If the issue is not satisfactorily addressed, the provider/consumer may follow up with correspondence (written or verbal) to the Worcester County Health Department's Director of Planning/Quality.
d) Should the issue still not be satisfactorily addressed, the provider/consumer may initiate a grievance directly to the Maryland Behavioral Health Authority by calling 1-800-888-1965.

7 BUDGET MODIFICATIONS

A budget modification is a revised budget, which restates the original budget and incorporates line-item changes desired by either the contractor or the WoCLBHA program administration to achieve a new approved budget. A budget modification does not affect the total amount of other funding sources.

Contractor may submit a budget modification request to the WoCLBHA program administration up to April 15th for the current fiscal year (July 1 - June 30). Contractor must submit a budget modification must submit a budget modification when any original requested line item in the previously approved budget is exceeded by the greater of 10% or a total of $5,000. All non-budgeted line items that were not originally approved by the WoCLBHA program administration require a budget modification.

Modifying a budget without expressed WoCLBHA approval may be considered a breach of the WoCLBHA Scope of Work and Compensation agreements.

8 SCOPE OF SERVICES

The Grantee agrees to perform the services outlined in Attachment - I, Scope of Services, which is attached hereto and made a part hereof. The Scope of Services may be amended by mutual agreement or to meet the Conditions of Award as established by the Behavioral Health Administration.

9 COMPENSATION

The value of this grant is defined in Attachment – II, Compensation, which is attached hereto and made a part hereof. Payment is contingent upon availability of funding.

10 TERM

The initial term of this Agreement shall be the time period beginning on October 1, 2024, and ending on September 30, 2025.

10.1 TERMINATION

This Agreement shall not be terminated during its term without the mutual consent of the parties except that:

10.2 Termination for Insufficient Funds

If the present source of funding should be reduced or terminated, this grant shall automatically terminate at the option of the State of Maryland with verbal and written notice. If the State of Maryland/LBHA terminates this grant, the Grantee is not entitled to recover any costs not incurred prior to termination.

10.3 Termination for Default

If the Grantee fails to fulfill his/her obligations under this Agreement properly and on time, or otherwise violates any provision of the Agreement, the State of Maryland/LBHA may terminate the Agreement by written notice to the Grantee. The notice shall specify the acts of omission relied on as cause for termination. The State of Maryland shall pay the Grantee fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the Agreement of damages caused by Grantee's breach. If the damages are more than the compensation payable to the Grantee, the Grantee will remain liable after termination and the State of Maryland can affirmatively collect damages.

10.4 Termination for Convenience

The performance of work under this Agreement may be terminated by the State of Maryland with sixty (60) days written notice in accordance with this clause in whole, or from time-time in part, whenever the LBHA shall determine that such termination is in the best interest of the State of Maryland.

The State of Maryland will pay all reasonable costs associated with this Agreement that the Grantee has incurred up to the date of the termination and all reasonable costs associated with termination of the Agreement. However, the Grantee shall not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination.

10.5 BREACH

In the event that either party breaches this Agreement resulting in damages to the other party, the principal remedy shall be the immediate termination of the Agreement, together with all other remedies set forth herein.

The waiver of either party of any breach of any provision of this Agreement of warranty or representation herein set forth shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right hereunder shall not operate as a waiver or such right. All rights and remedies provided for herein are cumulative

11 INDEMNIFICATION

To the extent permitted by law, the Grantee, shall indemnify and hold harmless the State of Maryland, its agent, officials, and employees, from any liability, damage, expense, cause of action, suits, claims, or judgments up to the amount of the Grantee's statutory limits of liability, as provided by law, arising from injury to persons, including death or personal injury or otherwise, which arises out of the acts, failures to act, to negligence of the Grantee, its agents and employees, in connection with or arising therefrom or incurred in connection therewith as it pertains to this Agreement, and if any judgment shall be rendered against the State of Maryland/LBHA in any such action, the Grantee shall at its own expense, satisfy and discharge same, up to the amount of the Grantee's statutory limits of liability, as provided by law.

12 INCLUSION OF ENTIRE AGREEMENT

This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to obligations and responsibilities to one another and contains all of the covenants and agreements between the parties.

The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding on the parties.

13 NOTICES

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by certified mail, return receipt requested, postage prepaid, to the LBHA and to Grantee at their respective places of business as designated from time to time by the parties.

14 LAW GOVERNING AGREEMENT

The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of Maryland.

This Contract is subject to the policies of the Maryland Department of Health as incorporated in the Human Services Agreements Manual. The validity, interpretation and performance of this Contract shall be governed by and construed in accordance with the laws of the state of Maryland

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the day and year first above written.

FOR WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY

WITNESS: _____ BY: _____ 12-23-24
(Signature) (DATE)

Shylia Tingle, MPsy
(Type Name)

Director
(Title)

FOR WORCESTER COUNTY HEALTH DEPARTMENT

WITNESS: Jaclyn Sturgis BY: _____ 3/4/2025
(Signature) (DATE)

Rebecca L. Jones, R.N., B.S.N, M.S.N
(Type Name)

Health Officer
(Title)

WORCESTER COUNTY JAIL

WITNESS: _____ BY: _____ 1-10-25
(Signature) (DATE)

Timothy Mulligan
(Type Name)

Warden
(Title)

FOR COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

WITNESS: _____ BY: _____
(Signature) (DATE)

Theodore J. Elder
(Type Name)

President
(Title)

Attachment – II
COMPENSATION

Amount of Grant. The value of this grant is not to exceed $18,704 in total direct costs for the fiscal year, commencing October 1, 2024, and ending June 30, 2025. THIS IS A COST REIMBURSEMENT CONTRACT.

Payment Terms.
The grantee shall submit a request for reimbursement in the form of an invoice, accompanied by a DHMH/MDH 437 and a statement of budgeted and actual expenditures (DHMH/MDH 438), for each quarter of the fiscal year. The invoice shall be for actual allowable costs for goods or services rendered under the grant as defined in Attachment I – Scope of Services. The amount of the invoice may not exceed the actual costs to the grantee for the period covered by the invoice.

This invoice shall conform to State Standards and at minimum:

Every invoice should clearly show the name and address of the agency or agency being billed. The invoice must sufficiently describe the goods or services provided and for which reimbursement is sought, including the date that the goods or services were rendered and the date of invoice. Each invoice must contain the name, remittance address, and federal taxpayer identification number of the grantee or vendor providing the service.

With the statement of budgeted and actual expenditures submitted with each invoice, the grantee shall demonstrate expenditures in accordance with the submitted budget. The grantee shall demonstrate that all SOR-IV State Opioid Response Program Services grant monies are spent within the specified grant period.

Invoices for the first, second, and third quarters of the fiscal year may not be submitted until after the end of the quarter. An invoice for the fourth quarter must be submitted before the end of the fourth quarter. At the end of the fiscal year, the sum of the quarterly invoices may not exceed the value of the grant. In any quarter, if the actual costs exceed one-fourth of the total amount of the grant, the grantee may, but is not required to, submit an invoice for only one-fourth of the annual total.

If the initial monitoring visit requires the submission of a corrective action plan, payment will be withheld until the Local Behavioral Health Authority determines that the corrective action plan has been successfully completed.

Reduction or Withholding of Payment Due to Noncompliance or Failure to Provide Contracted Services:

The Local Behavioral Health Authority reserves the right to reduce and/or withhold payment of an invoice if the grantee has failed to comply in any material respect with Attachment I - Scope of Services. Compliance will be determined by the program monitor and will be documented in the program monitoring report. The provider will be notified in writing, within ten days of

receipt of the invoice, of the total amount withheld and the reason for the reduction and/or withholding of payment. If the provider is required to submit a corrective action plan (CAP), payment may be withheld until the LBHA has determined that the CAP has been successfully completed.

Payment is contingent upon availability of funding.

Initials ST

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WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY
ATTACHMENT – I
SCOPE OF SERVICES

Report Date:

Provider: Worcester County Detention Center
Monitor: Worcester County Local Behavioral Health Authority
Contract Purpose: Medication Assisted Treatment for Opioid Use Disorder
Contracting Period: FY 2025

REQUIREMENTS	METHOD	FREQUENCY	COMPLIANCE RATING YES/NO	COMPLIANCE FINDINGS
1. The grantee shall submit a number of individuals entering detention screened for OUD and StimUD. Goal: 99% screened	Review supported documentation and records	Monthly reports are due to Local Behavioral Health Authority Annually, not later than June 30, 2025		
2. The grantee shall submit monthly reports required by the Behavioral Health Administration (BHA). Performance indicators for the award are reported on a form created by BHA, a "hard copy" of which is attached in the Excel version and emailed to the Local Behavioral Health Authority. The LBHA will email the report to BHA.	Review monthly reports Q2: 10/1/2024-12/31/2024 Q3: 1/1/2025-3/31/2025 Q4: 4/1/2025-6/30/2025	Monthly reports are due to Local Behavioral Health Authority as follows: Q2 report is due 1/15/2025 Q3 report is due 4/15/2025 Q4 report is due 7/15/2025 Annually, not later than June 30, 2025		
3. The grantee shall provide a percentage of individuals who screen positive for OUD and StimUD that are assessed. Goal: 95%	Review supported documentation and records	Monthly reports are due to Local Behavioral Health Authority Annually, not later than June 30, 2025		
4. The grantee shall provide a percentage of individuals who screen positive for OUD and StimUD that are referred to appropriate treatment for their diagnosis, including to begin/or continue MOUD treatment during incarceration where applicable. Goal:	Support/review documentation	Monthly reports are due to Local Behavioral Health Authority Annually, not later than June 30, 2025		

99%				
5. The grantee shall provide all individuals with a diagnosis of OUD and/or StimUD will begin/or continue MOUD treatment during incarceration.	Support/review Documentation	Monthly y reports are due to Local Behavioral Health Authority Annually, not later than June 30, 2025		
6. The grantee shall submit a percentage of individuals who receive Narcan Kits upon reentry to the community. Goal: 99%	Review supported documentation and records	Monthly reports are due to Local Behavioral Health Authority Annually, not later than June 30, 2025		
7. The grantee shall have a protocol for complaints filed by or on behalf of a consumer. The grantee is required to report to the LBHA any compliments received and their resolution on a periodic basis.	[Review of Policies and Procedures.] Examination of prominent display in accessible centralized location of the written description of the grievance procedure. Review of the grievance reports filed with LBHA.	Annually, not later than June 30, 2025		
8. The grantee is required to report budget elements to the LBHA fiscal team.	Review budget and confirm in-kind match	Annually, not later than June 30, 2025		
9. The grantee shall submit an end-of-year report by July 15, 2025	Review end-of-term reports	Annually, not later than July 15, 2025		

Agency Representative(s) — Date: 3/6/25

LBHA Program Monitor — Date: 3/10/2025

LBHA Director — Date: 3/6/2025

STATE OF MARYLAND
MARYLAND DEPARTMENT OF HEALTH
HUMAN SERVICES CONTRACT PROPOSAL

A. Vendor Information: Worcester Local Behavioral Health Authority

Organization: Worcester County Jail

Address: 5022 Joyner Road

City: Snow Hill **State:** MD **Zip Code:** 21863

Contact Person: Warden Timothy Mulligan **Telephone:** 410-632-1300

Mailing Address (if other than shown above):
Federal Employer I.D.: 52-6001064 **Minority Enterprise** ___ Yes _X__ No

Fiscal Year or Period for which Funds are Requested: October 1, 2024 - June 30, 2025

Type of Service To Be Funded: SOR-IV State Opioid Response Grant Program Services
Performance Measures Detail Attached _X__ Yes ____ No

Area/Jurisdiction To Be Serviced: Worcester County
Does the Organization Do Fundraising: ___Yes _X__ No
Are any of the State supported costs being used to generate fundraising dollars ___Yes _X__No

Type of Proposal: _X_New __One-Time Only __Renewal __Supplement

---

B. Affirmations and Signature of Certifying Official: (Mark Appropriate Box(es))

5 If the local health officer has not signed below, a copy of this application was sent to that official simultaneously with this submission

9 5 A program narrative is attached for each service.

On behalf of the governing board or other executive authority of the above named organization, I affirm that the information and estimates conveyed in this application are true and accurate to the best of my knowledge.

Signature: [signature] **Date:** 1/31/25

Name Printed or Typed Timothy Mulligan **Title:** Warden

C. Third Party Review:

Reviewing Official	Signature	Date	Reviewed	Approved	Disapprov	Attached
Local Health Officer						
Advisory Council						
Local Govt. Auth.						
Regional Director						
Other (LBHA)	[signature]	2-27-25		✓		

D. For MDH Use Only _____

MDH 432A (Rev 3/19)

PROGRAM BUDGET

PROGRAM ADMINISTRATION: Worcester County Local Behavioral Health Authority
GRANT NUMBER: F871N **DATE SUBMITTED:** 1/31/2025
CONTRACT PERIOD: October 1, 2024 - June 30, 2025 **FISCAL YEAR:** 2025
ORGANIZATION: Worcester County Jail **PHONE #:** 410-632-1100
STREET ADDRESS: 5022 Joyner Road
CITY, STATE, COUNTY: Snow Hill, Maryland, Worcester County **ZIP:** 21863
PROGRAM TITLE: SOR-IV State Opioid Response Grant Program Services
CHARGEABLE SERVICES (Y/N) ____NO____ **MDH PROVIDES 50% OR MORE OF FUNDING (YES/NO)**
FOR MDH USE ONLY

	LINE ITEMS MAY NOT BE CHANGED	MDH FUNDING REQUEST	SUPPLEMENTAL FUNDING REDUCTION	OTHER DIRECT FUNDING FED./STATE LOCAL & GOV'T	OTHER DIRECT FUNDING ALL OTHER AGENCY	TOTAL OTHER FUNDING	PROGRAM BUDGET
0111	Salaries						0.00
0121	FICA						0.00
0131	Retirement						0.00
0139	Def Compensation						0.00
0141	Health Insurance						0.00
0142	Retiree Health Insurance						0.00
0161	Unemployment Insurance						0.00
0162	Workmen's Compensation						0.00
0171	Overtime Earnings						0.00
0181	Additional Assistance						0.00
0182	Adjustments						0.00
0201	Consultants						0.00
0280	Special Payments Payroll						0.00
0291	FICA						0.00
0292	Unemployment Insurance						0.00
0299	Contractual Ser-Salaries & Fringe						0.00
0301	Postage						0.00
0305	Telephone	1,740.00					1,740.00
0405	In-state Travel	2,625.00					2,625.00
0409	Out-of-State Travel						0.00
0415	Training						0.00
0420	Stipend/Tuition						0.00
0604	Electricity						0.00
0613	Water						0.00
0615	Utilities - Combined						0.00
0701	Gas and Oil						0.00
0703	Insurance & Title						0.00
0705	Vehicle Maintenance & Repair						0.00
0710	Vehicle Replacement						0.00
0801	Advertising						0.00
0803	Client Transportation						0.00
0812	Personnel Investigations						0.00
0816	Language						0.00
0833	Repair & Maintenance						0.00
0834	Photocopy Rental						0.00
0835	Equipment Service						0.00
0838	Software	467.00					467.00
0839	Software Maintenance						0.00
0853	Maintenance						0.00
0854	Housekeeping						0.00
0856	Indirect Cost						0.00
0860	Laboratory Services						0.00
0869	Photography (Commercial)						0.00
0873	Printing						0.00
0881	Purchase of Care						0.00
0885	Trash Disposal						0.00
0896	Human Service Contracts						0.00
0899	Special Projects-Client Transport						0.00
0909	Cleaning Supplies						0.00
0919	Educational Supplies						0.00
0924	Food						0.00
0953	Medicine, Drugs & Chemicals	6,344.00					6,344.00
0957	Medical Supplies	7,438.00					7,438.00
0965	Office Supplies	90.00					90.00
0986	Other Supplies						0.00
1060	Computer Equipment						0.00
1073	Office Equipment						0.00
1180	Personal Computer Equipment						0.00
1192	Medical Equipment						0.00
1193	Office Equipment						0.00
1331	Dues & Memberships						0.00
1332	Insurance						0.00
1334	Rent						0.00
						TOTAL	18,704.00

PROGRAM BUDGET
ESTIMATED PERFORMANCE MEASURES

PROGRAM ADMINISTRATION:	Worcester County Local Behavioral Health Authority	**AWARD NUMBER:**	BH422SOR
FISCAL YEAR:	2025 **CONTRACT PERIOD:** 10/1/2024-6/30/2025	**SUBMITTED:**	
ORGANIZATION	Worcester County Jail	**PHONE NUMBER:**	410-632-1100
ADDRESS:	5022 Joyner Road, Snow Hill, Maryland	**ZIP:**	21863
PROGRAM TITLE:	SOR-IV State Opioid Response Grant Program Services		

	PERFORMANCE MEASURE	BUDGET YEAR FY 2025
		ESTIMATE
1	Number of individuals entering dentention screened for OUD and StimUD	99%
2	Precentage of individuals screened positive for OUD and StimUD are assessed	95%
3	Number of individuals referred for MOUD treatment in the detention center	99%
4		
5		
6		
7		
8		
9		
10		
11		

MDH 432C (2/19

ORGANIZATION: Worcester County Jail
AWARD NUMBER: BH422SOR FISCAL YEAR: 2025
FOR MDH USE ONLY:

SCHEDULE OF SALARY COSTS

MERIT SYSTEM _____

JOB TITLE OR CLASSIFICATION	NAME OF PERSON FILLING POSITION	GRADE AND STEP	HOURS PER WEEK	TYPE OF SERVICE	SALARY MDH FUNDING	SALARY TOTAL PROGRAM BUDGET
TOTAL /MUST EQUAL 432B						0.00

MDH 432D (Rev.3/19)

ORGANIZATION: Worcester County Jail
AWARD NUMBER: BH422SOR FISCAL YEAR: 2025
FOR MDH USE ONLY:

SCHEDULE OF CONSULTANT COSTS

NAME OF CONSULTANT	PROFESSIONAL AREA	HIGHEST DEGREE HELD	HOURLY RATE	TOTAL HOURS	TOTAL MDH COSTS	TOTAL PROGRAM BUDGET
TOTAL (MUST EQUAL 432B)						0.00

MDH 432E (Rev. 3/19)

SCHEDULE OF EQUIPMENT COSTS

			MDH FUNDING	TOTAL PROGRAM BUDGET
LIST OF MISCELLANEOUS EQUIPMENT COSTING UNDER $500 EACH				
DESCRIPTION	CLIENT or OFFICE	NEW or REPLACEMENT		
				0.00
LIST BELOW EACH EQUIPMENT ITEM COSTING OVER $500				
DESCRIPTION	CLIENT or OFFICE	NEW or REPLACEMENT		
TOTAL (MUST EQUAL 432B)				**0.00**

MDH432F (Rev.3/19)

PURCHASE OF SERVICE

SERVICE	VENDOR	PERFORMANCE MEASURES NUMBER UNITS PURCHASED (e.g., HRS, VISITS, ETC.)	DOLLARS	
			MDH	TOTAL
TOTAL	XXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXX		

***Total must equal 432B*

MDH432G (3/19

ANTICIPATED SOURCES OF FUNDING

SOURCES	AMOUNT
MDH AWARD	18,704
MDH SUPPLEMENT	
LOCAL GOV'T	
OTHER AWARD - FED, STATE OR PRIVATE AGENCY (SPECIFY)	
FEES	
MDH CLIENT FEE COLLECTIONS	
OTHER CLIENT FEE COLLECTIONS	
MEDICAID PAYMENTS	
MEDICARE PAYMENTS	
INSURANCE/PRIVATE	
SSI	
OTHER - IDENTIFY	
FUNDRAISING/DONATIONS	
UNITED CHARITIES	
INTEREST	
Total Funding (Must Equal Total Costs in Total Program Budget on Budget Face Sheet	18704.00

IN-KIND CONTRIBUTIONS (IDENTIFY)	VALUE
	0

TOTAL CASH PLUS IN-KIND	18704.00

MDH432H (Rev. 3/19)

Attachment D: Conditions of Award

BHA Use Only
Attachment D
OCMP #: OPASS-25-_____-G

CONDITIONS OF AWARD

NAME OF AWARD RECIPIENT	**Worcester County Department of Corrections**
BHA AWARD#	**BH422SOR**
F#	**F871N**
AWARD NAME	**State Opioid Response IV (SOR IV) Grant - SAMHSA**
NAME OF PROGRAM/SERVICE	**MOUD in Detention Centers**
FUNDING SOURCE: (Fed/State)	**Federal**
State Fiscal Year, Period, To & from date	**SFY 2025 - September 30, 2024 - June 30, 2025**
APPROVED AWARD AMOUNT	**$160,491**

SECTION I. - Conditions and Terms

This Section should include a narrative description of the Purpose for the Award, including Eligible and Ineligible use of funds, general reporting, and compliance requirements for both state and federally funded programs as applicable and any state-legislated mandates/prohibitions as applicable.

1.	**Program/Service Description**	**Detention Center Reentry Services** – The purpose of the detention center MOUD (Medication Assisted Treatment for Opioid Use Disorder) treatment program is to provide incarcerated individuals with jail-based treatment while they are incarcerated; support successful reentry to the community; and make connections to community- based providers for continued treatment. The MOUD program provides FDA-approved Medication-Assisted Treatment (MAT) to eligible individuals in the county detention center who are diagnosed with Opioid Use Disorder (OUD) and Stimulant Use Disorder (StimUD). Treatment will follow evidence based guidelines and practices.
2.	**Eligible Use of Funds**	These funds are reserved exclusively for activities and support related to the population as outlined in this contract and shall not be used for any other purpose. The BHA intends that these funds are limited to use for members of the Public Behavioral Health System (PBHS) receiving substance use disorder (SUD) and/or mental health (MH) services. • **Equipment Purchase**: All equipment related purchases for items of $5,000 or more, must be approved by the SOR Project Director with a detailed written justification. These items must meet the definition of equipment (a unit cost of $5,000 or more and have a useful life of one or more years). The equipment to be purchased must be in the initiatives line item budget for that SOR year. • **Supplies:** Supplies used to implement the proposed project must be listed and clearly delineated separately in the proposed budget e.g. pencils, paper. Note: Please list out cost per item with a justification on the budget line. Items such as laptops, tablets, and desktop computers are classified as supplies if the value is

		under the $5,000 equipment threshold. • **Food/Meals:** Food can be included as a necessary expense for individuals receiving SAMHSA-funded mental and/or substance use disorder prevention, harm reduction, treatment, and recovery support services, not to exceed $10.00 per person per day. • **Public Service Announcements (PSAs):** Prior approval from the SOR Project Director is needed before creation and use. Please use the following language in the ad: "This project is made possible by the Maryland Department of Health's (MDH) Behavioral Health Administration, and support in part by Grant # XXXXXXXX from the Substance Abuse and Mental Health Services Administration (SAMHSA), and the United States Department of Health and Human Services (HHS). The contents of this [pamphlet, brochure, ad] are solely the responsibility of the authors and do not necessarily represent the official views of MDH/BHA, SAMHSA, HHS, or the Federal Government." • **Co-Occuring Diagnosis:** SOR funds for treatment and recovery support services shall only be utilized to provide services to individuals that specifically address stimulant or opioid misuse issues. If either a stimulant or opioid misuse problem (history-hx) exists concurrently with other substance use, all substance use issues may be addressed. Individuals who have no history of, or current issues with, stimulants or opioid misuse shall not receive treatment or recovery services with SOR grant funds. • **Fentanyl & Xylazine Strips:** Fentanyl and xylazine strips are purchased and distributed through the Maryland Department of Health, Center for Harm Reduction Services. • **Indirect Costs:** Indirect costs are those costs incurred for common or joint objectives which cannot be readily and specifically identified with a particular project or program but are necessary to the operations of the organization, e.g., the cost of operating and maintaining facilities, depreciation, and administrative salaries. • **Mileage Reimbursement:** Local mileage reimbursement is an allowable cost when an employee is using a personal vehicle to perform official business to fulfill a SOR grant-related goal. It is important to delineate the purpose, method of calculation, and any other relevant details of the local travel being proposed in your budget. Example: A SOR-funded individual using their car in service of the SOR goals, can drive from point A to point B and be reimbursed for mileage under 50 miles. For reference, please follow the GSA guideline for clarification. • **Audit Costs:** A reasonably proportionate share of the costs of audits required by, and performed in accordance with, the Single Audit Act Amendments of 1996 (31 U.S.C. 7501–7507), as implemented by requirements of this part, are allowable. Charges must be treated as direct cost when the aduit's scope is limited to a single HHS granted supported project or program as specified in CFR 74.26(D), or when it includes more than one project but the costs can be specifically identified with, and allocated to, each project on a proportional basis, and practice consistently by the recipient. • **Consultant Services:** Individual or firm retained to provide professional advice or services for a fee, but usually not an employee of the requiring organization. Recipients must have written policies governing their use of consultants that are consistently applied regardless of the source of support. Such policies should

		have the conditions for paying consulting fees. • **Naloxone:** All purchases of Naloxone must go through the Center for Harm Reduction. • **Maintenance & Repair Costs:** Costs incurred for utilities, insurance, security, necessary maintenance, janitorial services, repair, or upkeep of buildings and equipment (including Federal property unless otherwise provided for) which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition, are allowable. Note: These costs are only allowable to the extent not paid through rental or other agreements. • **Memberships (Business, Technical, Professional):** Membership in business, technical, and professional organizations are allowable. Subscriptions to business, professional, and technical periodicals are allowable. Membership in any civic or community organization are allowable with prior approval by the Federal awarding agency or pass-through entity. • **Recruiting costs:** Costs of "help wanted" advertising, operating costs of an employment office necessary to secure and maintain an adequate staff, costs of operating an aptitude and educational testing program, travel costs of employees while engaged in recruiting personnel, travel costs of applicants for interviews for prospective employment, and relocation costs incurred incident to recruitment of new employees, are allowable to the extent that such costs are incurred pursuant to the non-Federal entity's standard recruitment program. Where the non-Federal entity uses employment agencies, costs not in excess of standard commercial rates for such services are allowable. • **Training and education:** The cost of training and education provided for employee development is allowable. • **Lodging and subsistence:** Costs incurred by employees and officers for travel, including costs of lodging, other subsistence, and incidental expenses, must be considered reasonable and otherwise allowable only to the extent such costs do not exceed charges normally allowed by the non-Federal entity in its regular operations as the result of the non-Federal entity's written travel policy. In addition, if these costs are charged directly to the Federal award documentation must justify that: (1) Participation of the individual is necessary to the Federal award; and (2) The costs are reasonable and consistent with non-Federal entity's established travel policy. • **Costs:** To be allowable under a federal award, costs must be reasonable, allocable, and adequately documented. A cost is reasonable if it does not exceed what a prudent person would incur under similar circumstances. A cost is allocable to a federal award to the extent the goods or services benefited the program. A cost is adequately documented if it is supported by accounting records and source documentation, such as purchase orders, vouchers, invoices, payroll allocation reports, payroll summaries, timesheets, etc. • **Vehicle Lease/Purchase:** Vehicle rental/lease, and purchase are reviewed and approved on a case-by-case basis
3.	**Ineligible Use of Funds**	• Funds shall not be used for Medical withdrawal (detoxification). Medical withdrawal (detoxification) is not the standard of care for an OUD, because it is

		associated with a high relapse rate, and significantly increases an individual's risk for opioid overdose and death if opioid use is resumed. Therefore, medical withdrawal (detoxification) when done in isolation is not an evidence-based practice (EBP) for OUD. Therefore, if medical withdrawal (detoxification) is performed, it must be accompanied by injectable extended-release naltrexone to protect such individuals in relapse from opioid overdose and improve treatment outcomes. • Funds shall not be used for Medical withdrawal (detoxification). Medical withdrawal (detoxification) is not the standard of care for an OUD, because it is associated with a high relapse rate, and significantly increases an individual's risk for opioid overdose and death if opioid use is resumed. Therefore, medical withdrawal (detoxification) when done in isolation is not an evidence-based practice (EBP) for OUD. Therefore, if medical withdrawal (detoxification) is performed, it must be accompanied by injectable extended-release naltrexone to protect such individuals in relapse from opioid overdose and improve treatment outcomes. • Funds shall not be used to provide services that are reimbursable under Maryland's Public Behavioral Health System or by private Insurers. • Funds shall not be used to pay for promotional items including, but not limited to, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags. • Funds shall not be used to pay for the purchase or construction of any building or structure to house any part of the program. Minor alterations and renovations (A&R) Must receive prior approval from the SOR Project Director. • Funds shall not be used to make direct payments to individuals to enter treatment or continue to participate in prevention or treatment services. • Funds shall not be used to pay the salary of an individual at a rate in excess of Executive Level II, which is $221,900. This amount reflects an individual's base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to your organization. This salary limitation also applies to subrecipients under a grant or cooperative agreement. • Funds shall not be used to provide inpatient treatment or hospital-based detoxification services. Residential services are not considered to be inpatient or hospital-based services. • Funds shall not be used, directly or in affiliation with safe use sites. • Funds shall not be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug. • Funds shall not be used to purchase, procure, or distribute pipes or cylindrical objects intended to be used to smoke or inhale illegal scheduled substances. • Funds shall not be used to purchase firearms. • Funds shall not be used to pay for housing other than recovery housing, which includes application fees and security deposits. • Funds shall not be used to substitute or supplant federally funded projects or grants unless acknowledged and approved in the Federal Notice of Award. Any funds used to "supplement" existing projects, must be clearly identified and reflected in the Statement of Work as a "supplement" to existing budgets. • Funds shall not be used to purchase gift cards.

		• Funds shall not be used to pay for legal services.
4.	**SOR-IV Reporting Requirements**	Monthly Reporting • ***Monthly reporting on performance measures/deliverables*** • ***Monthly Expense tracking sheets*** These reports are due by the 15th of every month following the monthly performance period. For example, performance data collected from January 1-31 will be due on February 15th to the data platform specified by BHA.

SECTION II. – DEFINITIONS

Use this Section to ADD definitions for any Program/Service terms that are specific to the program office that will monitor the Award. Items a. – f. are standard terms only.

a. Award Letter - the letter from BHA to the principal Award Recipient specifying the value and tenure of the grant that has been awarded.

b. Award Recipient(s) - An entity or jurisdiction to which an award has been made by BHA and has assumed responsibility for the overall administration and management of the awarded funds.

c. Award Period - the period of the Award as set forth in the Award Letter.

d. BHA – Behavioral Health Administration.

e. Report – A written record submitted to BHA, in the form and manner prescribed, on which the Award Recipient reports on the activities undertaken during a specified timeframe (i.e., monthly, quarterly etc.).

f. Statement of Work (SOW) - A SOW is a formal document that provides direction and details to the vendor or contractor about how the work should be performed, under what conditions, timeframes for accomplishment, frequency, and outcomes/outputs. Unless otherwise noted, BHA-required SOWs shall be Performance-Based in nature.

SOR-IV PROGRAM-SPECIFIC DEFINITIONS

a. State Opioid Response grant (SOR-IV) - The purpose of this program is to address the overdose crisis, driven primarily by illicitly manufactured fentanyl, by providing resources to states and territories for increasing access to U.S. Food and Drug Administration (FDA)-approved medications for the treatment of opioid use disorder (MOUD), and for supporting the continuum of prevention, harm reduction, treatment, and recovery support services for opioid use disorder (OUD) and other concurrent substance use disorders. The State Opioid Response (SOR) program also supports the continuum of care for stimulant misuse and use disorders, including those involving cocaine and methamphetamine.

b. Opioid Use Disorder (OUD) - a chronic use of opioids that causes clinically significant distress or impairment. Symptoms of this disease include an overpowering desire to use opioids, increased opioid tolerance, and withdrawal syndrome when opioids are discontinued.

c. Stimulant Use Disorder - the continued use of stimulants, such as cocaine, crack cocaine, MDMA, and methamphetamine, or prescription stimulants like Ritalin and Adderall, despite harm to the user.

d. Substance Use Disorder (SUD) - A medical illness consisting of a cluster of cognitive, behavioral, and physiological symptoms caused by repeated misuse of a substance or substances. Characterized by clinically significant impairments in health, social function, and impaired control over substance use.

e. Medication for Opioid Use Disorder (MOUD) - Buprenorphine, methadone, and naltrexone are the most common medications used to treat OUD. These medications relieve the withdrawal symptoms and psychological cravings that cause chemical imbalances in the body. Medications used are evidence-based treatment options and do not just substitute one drug for another.

f. Evidence-Based Practices - Evidence-based practice in positive behavior support is defined as the integration of rigorous science-based knowledge with applied expertise driven by stakeholder preferences, values, and goals within natural communities of support.

g. Culturally Adapted Practices - Refer to the systematic modification of an EBP that considers language, culture, and context in a way that is compatible with the clients' cultural patterns, meaning, and values.

h. *Community-Defined Evidence Practices* (CDEPs) - Are practices that communities have shown to yield positive results as determined by community consensus over time, and which may or may not have been measured empirically but have reached a level of acceptance by the community.

i. Trauma-Informed Care - Recognizes and intentionally responds to the lasting adverse effects of experiencing traumatic events. Trauma-informed care is defined through six key principles: Safety: participants and staff feel physically and psychological safe; Peer support: peer support and mutual self-help as vehicles for establishing safety and hope, building trust, enhancing collaboration, and utilizing their lived experience; Trustworthiness and Transparency: decisions are conducted with the goal of building and maintaining trust; Collaboration and Mutuality: importance is placed on partnering and leveling power differences; Cultural, Historical, & Gender Issues: culture and gender-responsive services are offered while moving beyond stereotypes/biases; and Empowerment, Voice and Choice: organizations foster a belief in the primacy of the people who are served to heal and promote recovery from trauma. It is critical recipients promote the linkage to recovery and resilience for those individuals and families impacted by trauma.

j. Correctional Facility – A Correctional facility means an institution overseen by the State or one of the 24 subdivisions where individuals are incarcerated. A "Correctional facility" includes a Jail; Detention center; Prison; or Correctional halfway house.

k. Criminal Justice Services – Programs and initiatives offered through the BHA Office of Crisis and Criminal Justice Services to provide diversion from incarceration related to low level substance use disorder offenses, administration for certain jail/detention center based treatment services, and program and services to support successful re-entry into the community following incarceration.

l. Detention Center Reentry Services – The addition of criminal justice reentry services to assist the incarcerated with reintegration into the community, decrease recidivism, reduce criminal behavior and foster a

healthier lifestyle in recovery, while addressing the likelihood of an incarcerated individual overdoses upon release from incarceration. The program ensures the incarcerated being released from the local detention center are referred and engage in treatment services as well as receive recovery support and housing, when appropriate.

m. Jail-based Treatment services – Substance Use Disorder Treatment services that align with ASAM criteria.

n. Medications for Opioid Use Disorder (MOUD) - is a treatment approach for opioid use disorder (OUD) that uses FDA-approved medications. MOUD is a combination of medications and behavioral therapy.

o. Opioid Use Disorder – means a medically diagnosed problematic pattern of opioid use that causes significant impairment or distress disorder.

p. Peer Support Services - Peer Support services involve the development of a collaborative relationship between an individual seeking or maintaining their recovery and an individual in long-term recovery. This relationship will assist in developing healthy living skills, the acquisition and enhancement of recovery self-management skills, and will simultaneously reduce the isolation experienced by many individuals with behavioral health concerns.

q. Recovery Support Services – (aka: Recovery Support Services Expansion) – for individuals with behavioral health needs who are involved in the criminal justice system, a program or service that builds relationships with the local jurisdiction's Office of the State's Attorney in an effort to remove legal barriers to treatment for clients in crisis, provide referrals to local legal services, coordinate interpreter services as needed and participate in the development and referral to diversion programs.

r. Re-entry services – Supports and Services that assist in creating a successful transition of offenders from prisons or jails back into the community.

s. Referral - means a contact made by an individual, or on behalf of an individual, for behavioral health or other services that support successful connection to and engagement with community based services to support successful re-entry following incarceration.

SECTION III. - PURPOSE

These **Conditions of Award (COA's)** set out the standard conditions and terms for all BHA awards and will be applied to the Programs/Services/Initiatives outlined in the Award Letter and related, approved Budget(s) for each jurisdiction/organization.

In addition to the COA, each grant award document contains "program/service specific" details regarding the goals/objectives, method of delivery of such programs/services, expected outcomes/outputs (deliverables), and timeframes for performance. This is referred to as a **Statement of Work (SOW)** and may be incorporated by reference or accompany the COA. These programmatic details are designed to ensure that Award Recipients comply with any regulatory, statutory, or local requirements. Additionally, project-specific terms and conditions may be amended and/or added to an Award at any time during the award period, to address budgetary or program compliance issues as needed.

The Award Recipient must ensure that it, along with other agencies, consultants, and vendors supported by the Award, are made aware of their responsibilities and comply with these Conditions of Award as applicable. Failure to comply with the terms and conditions may lead to possible delays in funding, suspension, reduction, and or termination of an Award. Further, BHA reserves the right to recover partial or full award amounts as deemed necessary and with supporting justification.

The Award Recipient shall ensure their vendors work to actively address health disparities, gaps in care and gaps in equity among the providers selected. Award Recipients and their vendors must ensure they are rendering services that are culturally and linguistically competent and appropriate.

BHA reserves the right to revise the Conditions of Award at any time, by providing thirty (30) days written notice to the Award Recipient.

OCMP#: OPASS-25-_____-G (BHA Use Only)
County LBHA/LAA/CSA: Worcester County
Program Name: MOUD in Detention Centers
BHA Award No: BH422SOR
State Fiscal Year, Period, To & from date: SFY 2025 - September 30, 2024 - June 30, 2025
Award Amount: $160,491

Attachment A: Statement of Work

Purpose:

The purpose of the detention center MOUD (Medication Assisted Treatment for Opioid Use Disorder) treatment program is to provide incarcerated individuals with jail-based treatment while they are incarcerated; support successful reentry to the community; and make connections to community-based providers for continued treatment. The MOUD program provides FDA-approved Medication-Assisted Treatment (MAT) to eligible individuals in the county detention center who are diagnosed with Opioid Use Disorder (OUD) and/or Stimulant Use Disorder (StimUD). Treatment will follow evidence based guidelines and practices.

Evaluation: This statement of work details the evaluation activities to be performed by the grantee to meet the requirements of the Maryland State Opioid Response IV (MD-SOR IV) grant initiative. The specific activities to be performed include four core work areas:

1) Monthly Progress Reporting;

2) Government Performance Results Act (GPRA) client-level data collection;

3) Trauma Informed Care Training and Assessment; and

4) Quarterly Evidence-Based Practice (EBP) Reporting.

Performance Requirements:

The Worcester County Detention Center (WCDC) with support from the Worcester County Health Department (WoCHD) shall provide or contract for the provision of behavioral health services and FDA-approved MOUD treatment for a minimum of 80 eligible individuals. A multidisciplinary team of detention center counselors, security and medical staff, health department care coordinators. counselors, peer recovery specialists, and behavioral health treatment providers will meet weekly to manage project operations, address challenges, and plan for continuity of care for participants post-release.

Needs identified by program participants will guide reentry planning and include elements necessary to address social drivers of health, including housing, employment, health insurance, somatic health care, transportation, and education. Those testing positive for OUD or StimUD will receive the appropriate treatment and care in the Worcester County Detention Center and be connected to a community-based Opioid Treatment Program upon reentering the community.

The services include:

- Screening of all individuals entering detention for OUD and StimUD
    - SBIRT (Screening, Brief Intervention and Referral Treatment)
- Comprehensive Assessment of all individuals in the detention center with a positive screen for OUD

and/or StimUd, such as, the DAST-10 or similar tool

- A multidisciplinary team (including corrections, healthcare staff, etc.) will provide:
  - Appropriate FDA-Approved Medications to treat OUD/StimUD
  - Comprehensive Case Management, including one-to-one meetings to provide assistance navigating behavioral health services in the facility and to develop an aftercare plan identifying resources in the community for treatment, housing, employment, and other social supports, as needed.
  - Community re-entry planning, including connections to an Opioid Treatment Program (OTP) and the offer of Narcan kits upon discharge
  - Peer Recovery Support Specialists use their own lived experiences to support others in their recovery journeys. They help clients by providing one-on-one support and facilitate support groups; identify and connect with recovery resources; develop individualized service plans for clients; and teach clients self-advocacy Act as a liaison between clients and community resources

Deliverables/Milestones/Unit Measure:
Following are performance measures and associated goals for this grant. All measures related to the number of individuals are requesting unduplicated individual information unless otherwise indicated. Reporting is monthly, but all goals are annual.

Process Measures:

- Number of individuals entering detention screened for OUD and StimUD - Goal: 99% screened (Responsible entities: WCDC, medical provider)
- Percentage of individuals who screen positive for OUD and StimUD are assessed - Goal: 95% (Responsible entities: WCDC, medical provider)
- Percentage of individuals who screen positive for OUD and StimUD will be referred to appropriate treatment for their diagnosis, including to begin/or continue MOUD treatment during incarceration where applicable. - Goal: 99%
- Number of individuals referred for MOUD who enroll in MOUD treatment in the detention center - **Goal: 80**
- Number of individuals who received case management services as defined in the Performance Requirements Section - Goal: 95%
- Percentage of MOUD-enrolled individuals who received peer support - Goal: 95%
- Average number of peer encounters per enrolled individual - Goal: 2 encounters
- Percentage of individuals who receive Narcan Kits upon reentry to the community - Goal: 99%
- Percentage of enrolled participants referred to community re-entry support services - Goal: 95%
- Number of doses administered for the reporting month by type of medication
  - FDA-approved medications for the treatment of substance use disorders:
  - Methadone
  - Buprenorphine
  - Buprenorphine/Naloxone
  - Naltrexone
  - Products and long-acting products such as extended-release injectable or implantable buprenorphine
- Number of GPRAs are submitted within four days of the client's first dosing - Goal: 80%

Service Outcome Measures:

- All individuals with a diagnosis of OUD and/or StimUD will begin/or continue MOUD treatment during incarceration. (Responsible entities: WCDC, medical provider)

- 75% of participants (those receiving MOUD at the time of their release from WCDC) will attend their first appointment with a medical and/or behavioral health provider within 7 days of release from incarceration. (Responsible entities: behavioral health coordination staff)
- Number of individuals referred to community treatment (Opioid Treatment Program, Bridge prescription, outpatient treatment, behavioral health therapy, SUD education and prevention classes, and harm reduction services) (Responsible entities: WCDC medical provider, LHBA)
- Number of individuals who enrolled in community treatment (Opioid Treatment Program, Bridge prescription, outpatient treatment, behavioral health therapy, SUD education and prevention classes, and harm reduction services) (Responsible entity: LHBA)

Tentative Dates/Timeframes for Delivery:

- September 30, 2024 – June 30, 2025; Monthly

Reporting Requirements:

The Local Jurisdiction will provide monthly reports to the Behavioral Health Administration's Contract Monitor and SOR Evaluation Team as outlined below. Not complying with reporting requirements can delay current year or future funding.

(1) **Progress Reporting:** All SOR-funded programs are required to collect data elements that are derived from the following: federal reporting requirements; and the BHA, SOR, and program-level outcomes. Programs will be required to conduct the following activities: collect program progress reporting data on SOR-funded service recipients, review collected data for accuracy, and submit aggregated progress reports to the web-based application for review by the SOR evaluation team.

Progress Reporting Requirements:

a. Submit monthly progress reports to the web-based system by the 15th of each month 100% of the time. Make corrections to errors that are identified by the evaluation team within two business days 100% of the time.

(2) **GPRA Reporting:** All SOR funded GPRA eligible programs will be required to conduct the following GPRA related activities: introducing the GPRA evaluation to all SOR-funded clients, completing the participation agreement with each client, conducting the GPRA interview(s), submitting the signed participation agreement and client contact form, and submitting the completed interview(s) to the SOR Evaluation Team via the web-based platform.

GPRA-eligible initiatives include Crisis Beds, EMOCHA, Hub and Spoke, Intensive Care Coordination, Medication Adherence, MOUD in Detention Centers, OUD MEETS, Peer Recovery Supports, Recovery Residences

GPRA Performance Requirements:

a. GPRA baseline interviews are completed on a minimum of 80% of clients who are enrolled in GPRA-eligible services.
b. Baseline interviews are completed on 100% of clients who agree to participate in GPRA within 3 days following enrollment in a residential program or 4 days following enrollment in a non-residential program and uploaded to the Evaluation Team.
c. Signed Participation Agreements (signed by the provider) are submitted to the evaluation team on 100% of clients served in the GPRA-eligible program. Those clients who decline participation in the GPRA evaluation will need to be signed by the provider and then submitted to the evaluation team.

(3) Trauma Informed Care Assessment: All SOR-funded programs will be required to participate in the following trauma-informed care activities: attend the Trauma Informed Organizational Assessment Tool (TIOA) training and other technical assistance events and develop an organizational trauma-informed care action plan.

Trauma Informed Care Performance Requirements:

a. SOR-funded programs will be trained on and administer the Trauma Informed Organizational Assessment Tool (TIOA)
b. SOR-funded organizations will develop an Organizational Trauma Informed Care Action Plan
c. SOR-funded partner organizations will demonstrate improvement in the adoption and implementation of Trauma Informed and Healing Centered practices

(4) Quarterly Evidence Based Practice Reporting: The LAA/LBHA/CSA and SOR contractors must monitor the direct service providers to ensure interventions are adhering to the proposed EBP(s). All SOR funded programs will be required to provide quarterly updates on the implementation and adherence of EBPs that are delivered to individuals receiving prevention, treatment, and recovery services. The quarterly reporting is required to be completed by providers or staff of SOR funded initiatives.

Quarterly Evidence-Based Practice Performance Requirements:

a. Submit a quarterly EBP report to the web-based platform on a quarterly basis. The following components are an example of elements to be collected:
   i. Name of the EBP
   ii. Initiative/Program where the EBP is implemented and being utilized
   iii. Barriers to implementing the EBP, if any
   iv. Process for ensuring interventions adhere to intended EBP
   v. Description of, and reasons for any adaptations made to EBPs
   vi. Mechanisms used to provide ongoing EBP training to providers
   vii. EBP resources used for receiving technical assistance (TA) support
   viii. Plans for any future EBP implementation
   ix. Other - to be determined based on the discretion of BHA

Oversight and other requirements:

- All conditions of this award as detailed in the 'Condition of Award' document will be adhered to by the Local Jurisdiction (LBHA/LAA/CSA).

- The Local Jurisdiction will ensure that for all subgrantees, if any, there is an executed contract on file, which will at minimum contain expectations for the program, including service delivery, performance measures, and outcomes, reporting frequencies and formats.

Special Terms of SOR-IV Award

- SOR funds *shall not* be utilized for services that can be supported through other accessible sources of funding such as other federal discretionary and formula grant funds, (e.g., HHS, CDC, CMS, HRSA, and SAMHSA), DOJ (OJP/BJA)), and non-federal funds, third party insurance, and sliding scale self-pay among others.
- SOR funds for treatment and recovery support services *shall only be utilized to provide services to individuals that specifically address opioid or stimulant misuse issues.* If either an opioid or stimulant misuse problem (history) exists concurrently with other substance use, all substance use issues may be addressed. Individuals who have no history of or no current issues with opioids or stimulants misuse shall not receive treatment or recovery services with SOR grant funds.

- Funds *may not* be expended through the grant or a sub-award by any agency that would deny any eligible client, patient or individual access to their program because of their use of FDA-approved medications for treatment of substance use disorders (e.g., methadone, buprenorphine products including buprenorphine/naloxone combination formulations and buprenorphine mono-product formulations, naltrexone products including extended-release and oral formulations or long-acting products such as extended-release injectable or implantable buprenorphine.) Specifically, patients must be allowed to participate in methadone treatment rendered in accordance with current federal and state methadone dispensing regulations from an Opioid Treatment Program and ordered by a physician who has evaluated the client and determined that methadone is an appropriate medication treatment for the individual's opioid use disorder. Similarly, medications available by prescription or office-based implantation must be permitted if it is appropriately authorized through prescription by a licensed prescriber or provider. In all cases, MOUD must be permitted to be continued for as long as the prescriber or treatment provider determines that the medication is clinically beneficial. Recipients must assure that clients will not be compelled to no longer use MOUD as part of the conditions of any programming if stopping is inconsistent with a licensed prescriber's recommendation or valid prescription.
- SAMHSA grant funds may not be used to purchase, prescribe, or provide marijuana or treatment using marijuana. See, e.g., 45 CFR § 75.300(a) (requiring HHS to ensure that Federal funding is expended in full accordance with U.S. statutory and public policy requirements); 21 U.S.C. 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana).
- ***Contingency Management (CM) must be approved by the SOR Project Director before implementation***. To mitigate the risk of fraud and abuse, while also promoting an EBP, recipients who plan to implement CM interventions as part of their SOR grant will be required to comply with special conditions before the implementation of CM. The SOR Project Director will provide the guidelines. Contingencies may be used to reward and incentivize treatment compliance. Clients may not receive contingencies totaling more than $75 per budget period. No person shall market the availability of a CM Incentive to induce a patient to receive federally reimbursable items or services or to receive such items and services from a particular provider or supplier.
- General Provisions under Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act Public Law 117-328, Consolidated Appropriations Act, 2023, Division H, Title V, Section 526, notwithstanding any other provision of this Act, ***no funds appropriated in this Act shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.*** Provided, that such limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant state or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the state or local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with state and local law.
- Recipients must also comply with SAMHSA's Standards for Financial Management and Standard Funding Restrictions in **Section H** of the Application Guide.
- All training, conference, and travel activities must first be approved by the SOR Project Director.
- Minor alterations and renovations (A&R) must receive prior approval by the SOR Project Director. Minor A&R may not include structural change (e.g., to the foundation, roof, floor, or exterior or loadbearing walls of a facility, or extension of an existing facility) to achieve the following: Increase the floor area; and/or change the function and purpose of the facility.
- Non-Federal recipients that expend $750,000 or more in federal awards during the recipient's fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of 45 CFR § 75.501. Guidance on determining Federal awards expended is provided in 45 CFR §75.502. Recipients are responsible for submitting their Single Audit Reports and workbooks (SF-SAC) electronically to the Federal Audit Clearinghouse (FAC) within the earlier of 30 days after receipt or nine months after the FY's end of the audit period. The FAC operates on behalf of the OMB.

- SOR funds shall not be utilized to provide incentives to any Health Care Professionals for receipt of any type of Professional Development Training.
- Failure to comply with these Conditions of Award may result in the following, including but not limited to, loss of award, future audit exceptions, dis-allowance of expenditures, award reductions, and/or delay in payment of award funds, until such time that areas of non-compliance are corrected.

SDI Issues and Response:

The Strategic Data Initiative (SDI) reviews data-related agreements and data use policies to protect MDH data. The SDI status is covered only in the Administrative Award COA. The Award Recipient has submitted for and obtained SDI provisional approvals where appropriate, for all awards being processed per each jurisdiction.

Agreement/Approvals:

Signature of LBHA/LAA/CSA Program Staff:

Printed Name of LBHA/LAA/CSA Program Staff:
Deborah L. Jones Date: 2/28/2025

Signature of BHA Program Staff:

Printed Name of BHA Program Staff:
Lynera Gregory Date: 1/22/25

EXECUTIVE PRIVILEGED AND CONFIDENTIAL

SDI TEAM DETERMINATION

To: **Corey Adams, Administration Specialist II**

From: Strategic Data Initiative (SDI) Team

Date: **February 20, 2025**

Re: SDI #2677 Data-Related Agreement **Worcester County LBHA** and **MOUD in Detention Centers**

Thank you for your February 3, 2025 submission to the SDI Team regarding a data related agreement between the **Worcester County LBHA** and **MOUD in Detention Centers.** The SDI Team has reviewed your submission and determined that it does not meet the requirements for SDI Team review per the MDH Data Use Policy 01.06.01. This agreement does not meet the definition of "data-related agreement" outlined in the policy because it does not "involve the sharing of MDH Data."

Please do not hesitate to contact us if you have any questions or need further clarification.

Thank you,

Strategic Data Initiative Team

EMERGENCY SERVICES

Worcester County

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

MEMORANDUM

TO: Weston Young, P.E. Chief Administrative Officer
Candace Savage, CGFM Deputy Chief Administrative Officer
FROM: Matt Owens, Fire Marshal, Director of Emergency Services
DATE: March 4, 2025
RE: 2021 State Homeland Security Program – Grant Adjustment

The Department of Emergency Services is requesting a signature to close out the 2021 State Homeland Security Program – Grant Adjustment. The closing amount of the grant is $92,170.14 ($102.86 less than the original amount). We would like to get a signature on the grant because the GAN process is not complete until the SAA receives a signed copy of this GAN. All activities on this grant are frozen until the GAN is completely processed.

Please let me know if you have any questions.

Thanks,

Matt

ITEM 2

Maryland
DEPARTMENT OF EMERGENCY MANAGEMENT

Date of Award
2/6/2025

2021 Grant Adjustment Notice

for

County Commissioners of Worcester County, Maryland

1. Sub-Recipient Name and Address	2. Prepared by: *Stone, Stacy*	3. MEMAGMS Award Number: 21-GA 8861-06F
County Commissioners of Worcester County, Maryland	**4. Federal Grant Information**	
	Federal Grant Title:	**State Homeland Security Grant Program**
	Federal Grant Award Number/CFDA Number:	EMW-2021-SS-00047 SHSP / 97.067
	Federal Granting Agency:	U.S. Department of Homeland Security

5. Award Amount

Total Award Amount

$92,170.14

2021 State Homeland Security Program

Performance Period:

FROM Sep 1, 2021 – Dec 31, 2024

6. Statutory Authority for Grant: This project is supported under the Homeland Security Act of 2002 as amended (Public Law 107-296),(6USC603)
Appropriations Authority for Grant: The Department of Homeland Security Appropriations Act, 2017

7. Method of Payment: Primary method is reimbursement.

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

9. Agency Approval

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

10. This award supercedes all prior awards. Sub-Recipient Acceptance

I have read and understand the attached Agreement Articles.

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

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

13. DUE DATE: 3/23/2025

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

AGREEMENT ARTICLES Homeland Security Grant Program

GRANTEE: Maryland Department of Emergency Management

DBA Maryland Emergency Management Agency

PROGRAM: Homeland Security Grant Program

AGREEMENT NUMBER: EMW-2021-SS-00047-S01

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Article XLIII Whistleblower Protection Act

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

Article XLV Patents and Intellectual Property Rights

Article I - Summary Description of Award

The purpose of the FY 2021 HSGP is to support state and local efforts to prevent terrorism and other catastrophic events and to prepare the Nation for the threats and hazards that pose the greatest risk to the security of the United States. The HSGP provides funding to implement investments that build, sustain, and deliver the 32 core capabilities essential to achieving the National Preparedness Goal of a secure and resilient Nation. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, HSGP supports the goal to Strengthen National Preparedness and Resilience. The building, sustainment, and delivery of these core capabilities are not exclusive to any single level of government, organization, or community, but rather, require the combined effort of the whole community. This HSGP award consists of State Homeland Security Program (SHSP) funding in the amount of $7,345,897 and Urban Area Security Initiative (UASI) funding in the amount of $4,250,000 (Baltimore Area, $4,250,000). These grant programs fund a range of activities, including planning, organization, equipment purchase, training, exercises, and management and administration across all core capabilities and mission areas.

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

Subrecipients must comply with Title VI of the *Civil Rights Act of 1964*, (42 U.S.C. section 2000d *et seq.*) prohibition against discrimination on the basis of national origin,

which requires that subrecipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance: https://www.dhs.gov/guidance- published-help-department-supported-organizations-provide-meaningful-access-people limited and additional resources on http://www.lep.gov.

Article III - Universal Identifier and System of Award Management

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

Article IV - Americans with Disabilities Act of 1990

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

Article V - SAFECOM

Subrecipients receiving federal financial assistance awards made under programs that provide emergency communication equipment and its related activities must comply with the SAFECOM Guidance for Emergency Communication Grants, including provisions on technical standards that ensure and enhance interoperable communications.

Article VI - Rehabilitation Act of 1973

Subrecipients must comply with the requirements of Section 504 of the *Rehabilitation Act of 1973*, Pub. L. 93-112 (1973), (codified as amended at 29 U.S.C. section 794,) which provides that no otherwise qualified handicapped individuals in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Article VII - National Environmental Policy Act

Subrecipients must comply with the requirements of the *National Environmental Policy Act of 1969 (NEPA)*, Pub. L. 91-190 (1970) (codified as amended at 42 U.S.C. section 4321 *et seq.*) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA, which require subrecipients to use all practicable means within their authority, and consistent with other essential considerations of national policy, to create and maintain conditions under which people and nature can exist in productive harmony and fulfill the social, economic, and other needs of present and future generations of Americans.

Article VIII - Acknowledgement of Federal Funding from DHS

Subrecipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposal, bid invitations, and other documents describing projects or programs funded in whole or in part with federal funds.

Article IX - USA PATRIOT Act of 2001

Subrecipients must comply with requirements of Section 817 of the *Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001* (USA PATRIOT Act), Pub. L. No. 107-56, which amends 18 U.S.C. sections 175-175c.

Article X - Age Discrimination Act of 1975

Subrecipients must comply with the requirements of the *Age Discrimination Act of 1975*, Pub. L. No. 94-135 (1975) (codified as amended at Title 42, U.S. Code, section 6101 *et seq.*), which prohibits discrimination on the basis of age in any program or activity receiving federal financial assistance.

Article XI - Civil Rights Act of 1964 - Title VI

Subrecipients must comply with the requirements of Title VI of the *Civil Rights Act of 1964* (codified as amended at 42 U.S.C. section 2000d *et seq.*), which provides that no person in the United States will, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. DHS implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

Article XII - Applicability of DHS Standard Terms and Conditions to Tribes

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

Article XIII - Notice of Funding Opportunity Requirements

All the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the award terms and conditions. All subrecipients must comply with any such requirements set forth in the program NOFO.

Article XIV - Trafficking Victims Protection Act of 2000 (TVPA)

Subrecipients must comply with the requirements of the government-wide financial assistance award term which implements Section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), codified as amended at 22 U.S.C. section 7104. The award term is located at 2 C.F.R. section 175.15, the full text of which is incorporated here by reference.

Article XV - Acceptance of Post Award Changes

In the event FEMA determines that changes are necessary to the award document after an award has been made, including changes to period of performance or terms and conditions, recipients will be notified of the changes in writing. Once notification has been made, any subsequent request for funds will indicate recipient acceptance of the changes to the award. **Please contact the Maryland Department of Emergency Management (MDEM) Grant Division at 410-517-3600 or email Grants.mema@maryland.gov.**

Article XVI - Non-Supplanting Requirement

Subrecipients receiving federal financial assistance awards made under programs that prohibit supplanting by law must ensure that federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources.

Article XVII - Drug-Free Workplace Regulations

Subrecipients must comply with drug-free workplace requirements in Subpart B (or Subpart C, if the recipient is an individual) of 2 C.F.R. Part 3001, which adopts the

Government-wide implementation (2 C.F.R. Part 182) of Sec. 5152-5158 of the *Drug-Free Workplace Act of 1988* (41 U.S.C. sections 8101-8106).

Article XVIII - Federal Leadership on Reducing Text Messaging while Driving

Subrecipients are encouraged to adopt and enforce policies that ban text messaging while driving as described in E.O. 13513, including conducting initiatives described in Section 3(a) of the Order when on official government business or when performing any work for or on behalf of the federal government.

Article XIX - Environmental Planning and Historic Preservation (EHP) Review

DHS/FEMA funded activities that may require an EHP review are subject to the FEMA's Environmental Planning and Historic Preservation (EHP) review process. This review does not address all federal, state, and local requirements. Acceptance of federal funding requires the subrecipient to comply with all federal, state, and local laws.

DHS/FEMA is required to consider the potential impacts to natural and cultural resources of all projects funded by DHS/FEMA grant funds, through its EHP Review process, as mandated by the National Environmental Policy Act; National Historic Preservation Act of 1966, as amended; National Flood Insurance Program regulations; and, any other applicable laws and Executive Orders. To access the FEMA's EHP screening form and instructions, go to the MEMAGMS > Admin Menu > Forms Manager. In order to initiate EHP review of your project(s), sub-recipients must complete all relevant sections of this form and submit it to janet.moncrieffe@maryland.gov & copy grants.mema@maryland.gov along with all other pertinent project information.

The EHP review process must be completed before funds are released to carry out the proposed project; otherwise, DHS/FEMA may not be able to fund the project due to noncompliance with EHP laws, executive order, regulations, and policies.

If ground disturbing activities occur during construction, applicants will monitor ground disturbance, and if any potential archeological resources are discovered, applicants will immediately cease work in that area and notify MDEM, if applicable, and DHS/FEMA.

Article XX - DHS Specific Acknowledgements and Assurances

All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.

1. Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.

2. Subrecipients must give DHS & MDEM access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.

3. Subrecipients must submit timely, complete, and accurate reports to the appropriate MDEM officials and maintain appropriate backup documentation to support the reports.

4. Subrecipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

5. Recipients of federal financial assistance from DHS must complete the *DHS Civil Rights Evaluation Tool* within thirty (30) days of receipt of the Notice of

Award or, for State Administrative Agencies, thirty (30) days from receipt of the DHS Civil Rights Evaluation Tool from DHS or its awarding component agency. After the initial submission for the first award under which this term applies, recipients are required to provide this information once every two (2) years if they have an active award, not every time an award is made. Recipients should submit the completed tool, including supporting materials, to CivilRightsEvaluation@hq.dhs.gov. This tool clarifies the civil rights obligations and related reporting requirements contained in the DHS Standard Terms and Conditions. Subrecipients are not required to complete and submit this tool to DHS. The evaluation tool can be found at https://www.dhs.gov/publication/dhs-civil-rights-evaluation-tool.

6. The DHS Office for Civil Rights and Civil Liberties will consider, in its discretion, granting an extension if the recipient identifies steps and a timeline for completing the tool. Recipients should request extensions by emailing the request to CivilRightsEvaluation@hq.dhs.gov prior to expiration of the 30-day deadline.

Article XXI - Best Practices for Collection and Use of Personally Identifiable Information

Subrecipients who collect personally identifiable information (PII) are required to have a publicly available privacy policy that describes standards on the usage and maintenance of the PII they collect. DHS defines PII as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. Subrecipients may also find the DHS Privacy Impact Assessments: Privacy Guidance at http://www.dhs.gov/xlibrary/assets/ privacy/privacy_pia_guidance_june2010.pdf and Privacy Template at https://www.dhs.gov/sites/default/files/publications/ privacy_pia_template 2017.pdf as useful resources respectively.

Article XXII - Civil Rights Act of 1968

Subrecipients must comply with Title VIII of the *Civil Rights Act of 1968*, Pub. L. 90-284, as amended through Pub. L. 113-4, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color, national origin, religion, disability, familial status, and sex (see 42 U.S.C. section 3601 *et seq.*), as implemented by the U.S. Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units-i.e., the public and common use areas and individual apartment units (all units in buildings with elevators and ground-floor units in buildings without elevators)-be designed and constructed with certain accessible features. (See 24 C.F.R. Part 100, Subpart D.)

Article XXIII - Debarment and Suspension

Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders (E.O.) 12549 and 12689, which are at 2 C.F.R. Part 180 as adopted by DHS at 2 C.F.R. Part 3000. These regulations restrict federal financial assistance awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs or activities.

Article XXIV - Activities Conducted Abroad

Subrecipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

Article XXV - Energy Policy and Conservation Act

Subrecipients must comply with the requirements of the *Energy Policy and Conservation Act*, Pub. L. 94- 163 (1975) (codified as amended at 42 U.S.C. section 6201 *et seq.*), which contain policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

Article XXVI - Procurement of Recovered Materials

States, political subdivisions of states, and their contractors must comply with Section 6002 of the Solid Waste Disposal Act, Pub. L. 89-272 (1965), (codified as amended by the *Resource Conservation and Recovery Act*, 42 U.S.C. section 6962.) The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition.

Article XXVII - Homeland Security Grant Program Performance Goal

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

Article XXVIII - Terrorist Financing

Subecipients must comply with E.O. 13224 and U.S. laws that prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. Subrecipients are legally responsible to ensure compliance with the Order and laws.

Article XXIX - Prior Approval for Modification of Approved Budget

Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from MDEM where required by 2 C.F.R. section 200.308. DHS/FEMA is also utilizing its discretion to impose an additional restriction under 2 C.F.R. section 200.308(f) regarding the transfer of funds among direct cost categories, programs, functions, or activities. Therefore, for awards with an approved budget where the federal share is greater than the simplified acquisition threshold (currently $250,000), you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from MDEM where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget MDEM last approved. You must report any deviations from your approved budget in the first Federal Financial Report (SF-425) you submit with the Quarterly Status Report (QSR) following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Article XXX - Hotel and Motel Fire Safety Act of 1990

In accordance with Section 6 of the *Hotel and Motel Fire Safety Act of 1990*, 15 U.S.C. section 2225a, subrecipients must ensure that all conference, meeting, convention, or training space funded in whole or in part with federal funds complies with the fire prevention and control guidelines of the *Federal Fire Prevention and Control Act of 1974*, (codified as amended at 15 U.S.C. section 2225.)

Article XXXI - Duplication of Benefits

Any cost allocable to a particular federal financial assistance award provided for in 2 C.F.R. Part 200, Subpart E may not be charged to other federal financial assistance awards to overcome fund deficiencies; to avoid restrictions imposed by federal statutes,

regulations, or federal financial assistance award terms and conditions; or for other reasons. However, these prohibitions would not preclude recipients from shifting costs that are allowable under two or more awards in accordance with existing federal statutes, regulations, or the federal financial assistance award terms and conditions.

Article XXXII - Fly America Act of 1974

Subrecipients must comply with Preference for U.S. Flag Air Carriers (air carriers holding certificates under 49 U.S.C. section 41102) for international air transportation of people and property to the extent that such service is available, in accordance with the *International Air Transportation Fair Competitive Practices Act of 1974*, 49 U.S.C. section 40118, and the interpretative guidelines issued by the Comptroller General of the United States in the March 31, 1981, amendment to Comptroller General Decision B-138942.

Article XXXIII - Reporting of Matters Related to Recipient Integrity and Performance

If the total value of any currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies exceeds $10,000,000 for any period of time during the period of performance of this federal award, then the recipients must comply with the requirements set forth in the government-wide Award Term and Condition for Recipient Integrity and Performance Matters located at 2 C.F.R. Part 200, Appendix XII, the full text of which is incorporated here by reference in the award terms and conditions.

Article XXXIV - Lobbying Prohibitions

Subrecipients must comply with 31 U.S.C. section 1352, which provides that none of the funds provided under a federal financial assistance award may be expended by the subrecipient to pay any person to influence, or attempt to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any federal action related to a federal award or contract, including any extension, continuation, renewal, amendment, or modification.

Article XXXV - False Claims Act and Program Fraud Civil Remedies

Subrecipients must comply with the requirements of the *False Claims Act*, 31 U.S.C. sections 3729- 3733, which prohibit the submission of false or fraudulent claims for payment to the federal government. (See 31 U.S.C. sections 3801-3812, which details the administrative remedies for false claims and statements made.)

Article XXXVI - Federal Debt Status

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

Article XXXVII - Nondiscrimination in Matters Pertaining to Faith-Based Organizations

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

Article XXXVIII - Disposition of Equipment Acquired Under the Federal Award

When original or replacement equipment acquired under this award by the recipient or its subrecipients is no longer needed for the original project or program or for other activities currently or previously supported by a federal awarding agency, you must request instructions from FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. section 200.313.

Article XXXIX - Education Amendments of 1972 (Equal Opportunity in Education Act) - Title IX

Subrecipients must comply with the requirements of Title IX of the *Education Amendments of 1972*, Pub. L. 92-318 (1972) (codified as amended at 20 U.S.C. section 1681 *et seq.*), which provide that no person in the United States will, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance. DHS implementing regulations are codified at C.F.R. Part 17 and 44 C.F.R. Part 19.

Article XL - Copyright

Subrecipients must affix the applicable copyright notices of 17 U.S.C. sections 401 or 402 and an acknowledgement of U.S.Government sponsorship (including the award number) to any work first produced under federal financial assistance awards.

Article XLI - Reporting Subawards and Executive Compensation

Subrecipients are required to comply with the requirements set forth in the government-wide award term on Reporting Subawards and Executive Compensation located at 2 C.F.R. Part 170, Appendix A, the full text of which is incorporated here by reference in the award terms and conditions.

Article XLII - Use of DHS Seal, Logo and Flags

Subrecipients must obtain permission from their DHS FAO prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

Article XLIII - Whistleblower Protection Act

Subrecipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C section 2409, 41 U.S.C. section 4712, and 10 U.S.C. section 2324, 41 U.S.C. sections 4304 and 4310.

Article XLIV - Assurances, Administrative Requirements, Cost Principles, Representations and Certifications

DHS financial assistance recipients must complete either the Office of Management and Budget (OMB) Standard Form 424B Assurances - Non-Construction Programs, or OMB Standard Form 424D Assurances - Construction Programs, as applicable. Certain assurances in these documents may not be applicable to your program, and the DHS financial assistance office (DHS FAO) may require applicants to certify additional assurances. Applicants are required to fill out the assurances applicable to their program as instructed by the awarding agency. Please contact the DHS FAO if you have any questions. DHS financial assistance recipients are required to follow the applicable provisions of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located at Title 2, Code of Federal Regulations (C.F.R.) Part 200, and adopted by DHS at 2 C.F.R. Part 3002. By accepting this agreement, the recipient and its executives, as defined in 2 C.F.R. section 170.315, certify that the recipient's policies are in accordance with OMB's guidance located at 2 C.F.R. Part 200, all applicable federal laws, and relevant Executive guidance.

Article XLV - Patents and Intellectual Property Rights

Subrecipients are subject to the *Bayh-Dole Act*, 35 U.S.C. section 200 *et seq*, unless otherwise provided by law. Sub-recipients are subject to the specific requirements governing the development, reporting, and disposition of rights to inventions and patents resulting from federal financial assistance awards located at 37 C.F.R. Part 401 and the standard patent rights clause located at 37 C.F.R. section 401.14.

MARYLAND'S Coast WORCESTER COUNTY

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

MEMORANDUM

TO: Worcester County Commissioners
FROM: Weston S. Young, Chief Administrative Officer
DATE: March 5, 2025
RE: DHCD Restaurant Grant Lien

Working with the state Department of Housing and Community Development, our county attorney, and Pocomoke City's attorney, we have drafted a lien agreement on the property currently operating as Dockside Grill. This lien will satisfy the requirements of the Community Development Block Grant (CDBG) program.

We are seeking your approval to fully execute the attached security instrument, thereby closing out the restaurant grant provided by the CDBG program.

Attachments
Pages 2-4 – Security Instrument
Pages 5-7 – October 29, 2024 Memo
Pages 8-10 – July 3, 2024 Memo

SECURITY INSTRUMENT

This Agreement, made and entered into this 3rd day of March, 2025 by and between the County Commissioners of Worcester County, Maryland (County) and Pocomoke City, Maryland (Owner).

Recitals

A. The County having received a block grant (MD-09-ED-70) from the State of Maryland's Community Development Block Grant Program to construct a building to use as a restaurant.

B. The Owner having its property known as 2 Riverside Drive, Pocomoke City (Property) with a restaurant currently operating as "Dockside Grill" is a sub-grantee of the County's block grant award.

C. The State of Maryland Department of Housing and Community Development (Department) has determined that terminating the grant is for the benefit of all parties. The Department shall provide written notice, at the address below, to the County and Owner upon termination of the grant. The date the notice is sent by the Department shall constitute the grant termination date.

Terms

The Parties agree to the following terms in exchange for terminating the grant related to the Property:

1. Should Owner convey all or part of the Property, for a period of five years from the grant termination date, Owner agrees to repay the County a portion of the sales price as determined by a formula stipulated by the State of Maryland's Community Development Block Grant Program at the time of conveyance.
2. Owner agrees to keep the Property in good repair and in compliance with local applicable law until this lien is released
3. Until this lien is released, Owner agrees to maintain insurance on the Property and the improvements thereon to at least the full market value as set by the Maryland State Department of Assessments and Taxation.
4. This Agreement shall constitute a lien upon the subject real property, but shall be immediately released, without request, five years from the grant termination date.

5. This Agreement may not be assigned in any manner by the Owner or County.
6. This Agreement shall be binding upon the heirs, assigns, and personal representative of the Owner, and this Agreement shall be recorded among the Land Records of Worcester County.

Witness

Owner

_____ _____(Seal)

Todd J. Nock

Mayor, Pocomoke City, Maryland

101 Clarke Ave

Pocomoke City, Maryland 21851

_____ _____(Seal)

Weston S. Young
Chief Administrative Officer

Theodore J. Elder
President County Commissioners
of Worcester County, Maryland

One W. Market Street, Room 1103

Snow Hill, Maryland 21863-1195

STATE OF MARYLAND, COUNTY OF WORCESTER:

I HEREBY CERTIFY that on this 3rd day of March, 2025, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Todd J. Nock, who acknowledged himself to be the Mayor of Pocomoke City, Maryland, and that he, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as Mayor.

AS WITNESS my hand and Official Seal.

Melinda J Stafford

Notary Public

MELINDA J STAFFORD
Notary Public - State of Maryland
Wicomico County
My Commission Expires Jul 25, 2027

My Commission Expires: July 25, 2027

AS WITNESS the hands and seals of the parties hereto, the day and year first hereinabove written.

STATE OF MARYLAND, COUNTY OF WORCESTER:

I HEREBY CERTIFY that on this _____ day of _____, 2025, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared Theodore J. Elder, who acknowledged himself to be the President of the County Commissioners of Worcester County, Maryland, and that he, as such President, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as President.

AS WITNESS my hand and Official Seal.

_____

Notary Public

My Commission Expires: _____

MARYLAND'S Coast
WORCESTER COUNTY

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

MEMORANDUM

TO: Worcester County Commissioners
FROM: Weston S. Young, Chief Administrative Officer
DATE: October 29, 2024
RE: DHCD Dockside Restaurant Grant

At the July 16th meeting, staff requested the commissioners send a letter to the Maryland Department of Housing and Community Development (DHCD), seeking forgiveness of the restaurant grant associated with what is now Dockside, located in Pocomoke City. The terms of the grant included job creation goals that in 12 years, and 3 different restaurant owners, have proven unrealistic.

In a letter dated October 23rd, 2024, the Community Development Block Grant (CDBG) program is now willing to close the grant under certain caveats.

We are seeking your approval to work with DHCD to pursue a lien on the Dockside property within CDBG's guidance.

Attachments
Pages 2-3 – Letter from DHCD

Maryland
DEPARTMENT OF HOUSING
AND COMMUNITY DEVELOPMENT

WES MOORE
Governor
ARUNA MILLER
Lt. Governor
JACOB DAY
Secretary
JULIA GLANZ
Deputy Secretary

October 23, 2024

The Honorable Anthony W. Bertino, Jr.
President
Office of the County Commissioners
Worcester County
One W. Market Street, Room 1103
Snow Hill, MD 21863-1195

RE: Resolution of National Objectives
Maryland Community Development Block Grant Program
Grant Number: MD-09-ED-70 Dockside Grill

Dear President Bertino:

This letter is in response to your July 16, 2024 correspondence and the subsequent conversations with Weston Young and Lynn Wright of your staff regarding the above referenced Maryland Community Development Block Grant project. The County has requested forgiveness of the CDBG national objective job creation/retention goals outlined in the 2008 CDBG grant agreement thereby ending this grant. During the calls, Mr. Young and Ms. Wright provided an update on the County's subrecipient, Pocomoke City, and their inability to meet the job creation/retention requirements.

Based on the lack of progress with meeting the CDBG national objective for job creation/retention since the opening of the restaurant in 2012, the state CDBG program will now be willing to close the grant under the following caveats:

1. The County must place a lien on the property for a minimum of five years.

2. The State must approve the draft language of the lien document before it is executed.

3. If the building is sold during the lien period, Pocomoke City will be required to reimburse the County a portion of the sales price per CDBG formula as stipulated by the State at the time of sale.

Within 30 days, the County must advise the CDBG office of their agreement with the above mentioned conditions and the next steps/timeline (where appropriate) for meeting the stipulations. Upon receipt of the information, the State will move towards officially closing out this grant.

If you have any questions, please contact your Project Manager, Kecia Campbell at 301/429-7504.

Sincerely,

Cindy Stone
Director
Community Development Programs

Cc: Lynn Wright, County
Weston Young, County
Kecia Campbell, CDBG

MARYLAND'S Coast WORCESTER COUNTY

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

TO:	Worcester County Commissioners
FROM:	Charlene Sharpe, Legislative Analyst
DATE:	July 3, 2024
RE:	Grant Forgiveness Request

We are seeking approval from the commissioners to submit a request to the Maryland Department of Housing and Community Development for forgiveness of the restaurant grant associated with Dockside in Pocomoke City. This request is supported by the city and would free up the county staff time currently dedicated to the grant's monitoring and reporting requirements.

Three different operators have failed to meet the job creation goals associated with the grant which leads staff to believe the initial targets were unrealistic. After tracking this grant for 12 years we are asking the state to work with us to find a way to bring this grant to a close. We are coordinating this request with Pocomoke City leadership, as the city is the subrecipient.

MARYLAND'S Coast WORCESTER COUNTY

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

July 2, 2024

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

RE: CDBG Grant No: MD-09-ED-70
Pocomoke Restaurant Grant

Dear Ms. Stone,

We are writing today because Worcester County would like to respectfully request forgiveness of the MD-09-ED-70 grant. We're reaching out to you following a discussion with Secretary Day during his recent visit to Worcester County regarding the challenge keeping up with this grant has posed.

On September 1, 2008, Worcester County was awarded a $525,000 Community Development Block Grant. The majority of the grant, $500,000, was for construction of the restaurant and the remaining $25,000 was to be used for general administration of the grant. On February 1, 2012, an amendment was made to the original grant which brought the total grant to $623,000. The additional funding provided in the amount of $98,000 was for the purchase of kitchen equipment.

Since the date of the restaurant first opening in July 2012, there have been three leases with the following operators:

June 2012 through September 2017 – Riverside Grille

December 2017 through January 2019 - Mallards

April 2019 through current date – Dockside

Each restaurateur has struggled with meeting the CDBG National Objective of benefiting low- and moderate-income persons through job creation. The grant calls for 35 full-time permanent jobs with 18 going to low to moderate income employees. After years of inability to meet the national objective, a consensus is that the national objective numbers submitted with the grant application were inadvertently inflated. Despite the attempts of three different operators, the restaurant has been unable to meet the grant's employment goals over the past 12 years. The highest employee numbers since the grant agreement was executed occurred during the first 6 months of the restaurant opening in 2012. Since that time period, there has been a decline in the number of jobs created. It is anticipated that those numbers will not be attainable by any lessee at this property.

DRAFT

In addition to the fact that none of the officials who initially applied for the CDBG funding are involved at this point, the County has struggled with obtaining job creation forms from each of the lessees and has had difficulty gathering the data needed for the semi-annual reporting to CDBG. Furthermore, the $98,000 in kitchen equipment is past its useful life after 12 years and has had numerous repairs.

We look forward to hearing from you as to the best course of action to bring this grant to a close.

Sincerely,

Anthony W. Bertino, Jr.
President

cc:
Pocomoke City Manager John Barkley

DRAFT

Telephone: 410-632-1320

Fax: 410-632-3031

MD RELAY SERVICE:

1-800-735-2258

Worcester County Board of Elections
201 Belt Street, Suite C
Snow Hill, Maryland 21863-1320

TO: Worcester County Commissioners

FROM: Patricia Jackson, Election Director

DATE: March 4, 2025

The Maryland Association of Election Officials Conference will be held at the Grand Hotel in Ocean City beginning May 4 through May 9. The State Board of Elections will also be conducting their Biennial Meeting during the MAEO Conference. The SBE Biennial is mandatory attendance for Election Directors, Election Deputy Directors, Board Members and Board Attorney.

Since Worcester County is one of the host counties and will be working at the registration table each morning and afternoon of the Conference greeting guest speakers and directing them to the necessary conference rooms, working as liaisons between the guests and hotel to resolve any issues or accommodations, necessitating our having to be on site early mornings and later in the evenings; I would like to request the County to pay for one hotel room to be shared by Teresa Riggin, Deputy Election Director, and me.

I realize the County does not normally pay for accommodations for meetings within the County, however, I would like to request an exception for this event since Teresa and I will need to be at the conference early each day for registration assistance. Teresa will be willing to meet with you to discuss this matter if necessary.

TEL: 410-632-0686
FAX: 410-632-3003

OFFICE OF THE TREASURER
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND
21863

Phillip G. Thompson, CPA
Finance Officer

Jessica R. Wilson, CPA
Deputy Finance Officer

Quinn M. Dittrich, CPA
Enterprise Fund Controller

MEMORANDUM

TO: Worcester County Commissioners
FROM: Quinn M. Dittrich, CPA, Enterprise Fund Controller
DATE: March 6, 2025
SUBJECT: Snug Harbor Debt Service Charge

In connection with a Maryland Department of the Environment (MDE) loan taken out to improve the Assateague Point Service Area's sewer system, a section of Sung Harbor residents have been charged a rate of $162.50 per quarter since FY07. As of the December 31, 2024 billing cycle, enough funds have been received to pay off the remainder of the loan in line with the amortization schedule. I am requesting that this fee be amended and removed from the aforementioned Snug Harbor residents as of December 31, 2024, and not be billed in the March 31, 2025 billing cycle to prevent over-collection.

Let me know if you have any questions.

MARYLAND'S Coast WORCESTER COUNTY

Worcester County Department of Environmental Programs
Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863
Tel: (410) 632-1220 | Fax: (410) 632-2012

Memorandum

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

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

Subject: **Bond and Fee Waiver Request**
Town of Ocean City
Resiliency Project - Eagle's Landing Golf Course

Date: 3/7/25

Attached you will find a letter from Hal Adkins, Public Works Director for the Town of Ocean City, requesting a waiver for Stormwater and Critical Area bonding requirements as well as permit fees for the above-referenced project. The work will include a grading and elevating project to build storm resiliency features to protect the golf course, a popular local attraction for golfers as well as one of the Mystic Harbour WWTP's discharge outfalls reusing treated effluent for irrigation. Per our requirements, the bonding of the features and work associated with this construction is needed at this time. The amount of the stormwater bond for this work is $625,000 and the Critical Area bond is $49,991.78.

This request follows similar requests granted by the County including waivers for the OC Airport Runway addition and the Park and Ride projects in West Ocean City. In those instances, the Town of Ocean City has guaranteed plantings and stormwater infrastructure completion for their projects. I have attached the request letter for your review. We would respectfully recommend the County Commissioners consider the Town's request for relief for the permit fees and bonding requirements from this project as detailed. If the Commissioners require an additional letter indicating the Town's assurance to complete the planting and maintain them, we trust that can be arranged.

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

Enclosure

cc: David Bradford
Brian Soper

TOWN OF OCEAN CITY

The White Marlin Capital of the World

Received
MAR 5 2025
Environmental Programs

MAYOR
Richard W. Meehan

CITY COUNCIL

Matthew M. James
President

Anthony J. DeLuca
Secretary

John F. Gehrig, Jr.
Jacob H. Mitrecic
Carol Proctor
Will Savage
Larry R. Yates

CITY MANAGER
Terence J. McGean, PE

CITY CLERK
Diana L. Chavis, MMC

February 25, 2025

Mr. Robert Mitchell, LEHS, REHS
Director, Worcester County Department of Environmental Programs
Worcester County Government Center
One West Market Street, Room 1306
Snow Hill, Maryland 21863

Reference: Increase the Resiliency of Eagle's Landing Golf Course from Tidal Flooding

Please accept this letter as a request for Worcester County to waive the requirement, as denoted by Bobbie Shockley during our Stormwater Management Plan Review, for posting of a $625,000.00 Bond, and to also waive all Permitting Fees for this project.

In the simplest of terms, the Town of Ocean City, in an effort to increase the resiliency of Eagle's Landing Golf Course from tidal flooding, is proposing a 25.12 acre grading and elevating project. Not only does the Golf Course provide recreation opportunities for residents and visitors of Worcester County, it also serves as critical infrastructure as a spray irrigation site for the Worcester County Mystic Harbour Waste Water Treatment Plan. The mitigation and remediation plan intends to raise specific portions of the turfed areas of the Course to maintain playability even when faced with higher tides, when they occur. This elevation will drastically reduce the inundation probability, increasing the resilience of the Course, maintaining revenue streams for greens fees, and keeping the spray irrigation arrangement operational.

Thanks you for your consideration. Should you require additional documentation or have any questions, please contact me directly by calling 410-524-7715 or via email at hadkins@oceancitymd.gov.

Sincerely,

Hal O. Adkins
Public Works Director

cc: Susan Petito, Director of Recreation and Parks

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

DALLAS BAKER JR., P.E.
DIRECTOR

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

CHRISTOPHER CLASING, P.E.
DEPUTY DIRECTOR

TO: **Weston Young P.E., Chief Administrative Officer**
Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: **Dallas Baker Jr., P.E., Director** Dallas Baker Jr
DATE: **March 6, 2025**
SUBJECT: **River Run WWTP Repairs – Clarifier Rake Gear Box**

Public Works is requesting Commissioner approval to purchase a replacement clarifier rake gear box for the River Run Wastewater Treatment Plant. The total cost for replacement gear box, motor, and labor for unit modification is $7,475.33 (see attached quotation documents). Funding will be provided through an over expenditure of River Run System Maintenance Wastewater Treatment Plant Maintenance 575.6500.030. The proposed clarifier rake gear box is specifically designed for this location.

The existing clarifier rake gear box and motor at River Run Wastewater Treatment Plant is 27 years old and original to the facility. The existing gear box is not functioning and no longer supported by the manufacturer. Without the gear box the clarify rake will not function and the plant will not be able to meet its permit limits.

Please let me know if there are any questions.

Attachments

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

<< QUOTE >>

DEMCO, INC.
111 East Gordy Rd
Salisbury, MD 21804
UNITED STATES
(410)-749-1400

PAGE 1

QUOTE DATE 2/3/2025
QUOTE NO 51898

SOLD TO
WORCWW
WORCESTER CO. DEPT OF WATER
AND WASTEWATER
1000 SHORE LANE
BERLIN, MD 21811

SHIP TO
WORCESTER CO. DEPT OF WATER
AND WASTEWATER
1000 SHORE LANE
BERLIN, MD 21811

TOTAL DUE 7,475.33

SLS1	SLS2	DUE DATE	DISC DUE DATE	ORDER NO	ORDER DATE	SHIP NO
97		3/5/2025	2/3/2025	00053799	2/3/2025	

TERMS DESCRIPTION	CUSTOMER PO NO	SHIP VIA	SHIP DATE
NET 30	CLARIFIER RAKE		

ITEM ID	TX CL	UNITS	ORDERED	SHIPPED	UNIT PRICE	EXTENSION
Non-Stock	0	EA	1.0000	0.0000	6,142.6600	6,142.66
GROVE GEAR 500:1 RATIO GEARBOX						
NML	0	EA	1.0000	0.0000	670.0000	670.00
BORE EXISTING PULLEY TO FIT NEW GEARBOX OUTPUT SHAFT 1-7/8" AND ASSEMBLE NEW MOTOR TO GEARBOX						
Non-Stock	0	EA	1.0000	0.0000	662.6700	662.67
NIDEC 1HP 1800RPM 230/460V 143TC TENV WASHDOWN DUTY						
WD1P2A14CR						

PLUS FREIGHT
GEARBOX 2 WEEKS TO SHIP
MOTOR FACTORY STOCK

TAXABLE	NONTAXABLE	FREIGHT	SALES TAX	MISC	TOTAL
0.00	7,475.33	0.00	0.00	0.00	7,475.33

TOTAL DUE 7,475.33

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

DALLAS BAKER JR., P.E.
DIRECTOR

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

CHRISTOPHER CLASING, P.E.
DEPUTY DIRECTOR

MEMORANDUM

TO: **Weston S. Young, P.E. Chief Administrative Officer**
Candace Savage, CGFM Deputy Chief Administrative Officer
FROM: **Dallas Baker, Jr., P.E., Director** Dallas Baker Jr
DATE: **March 10, 2025**
SUBJECT: **FY25 Road Striping**

Public Works is requesting Commissioner approval to contract Alpha Space Control to perform our FY25 road line striping at $0.11 cents per foot. Funding in the amount of $70,000.00 was approved in the FY25 budget in the Road Striping account 100.1202.6110.400. The Roads Division has been contracting Alpha Space Control to perform our road striping since 2019, in which they have provided excellent and very timely service.

Alpha Space Control has agreed to offer the state contract bid price which is designed to give government agencies substantial savings in an efficient time frame. Attached is their contract with State Highway Administration for $0.119 cents per foot for 5" white and yellow lines (found on page 37).

Please let me know if there are any questions.

CC: Nick Rice
Chris Clasing
Kevin Lynch

Attachment

Contract No.: **XY2505G77**

Bid Opened: **07/20/2023**

F.A.P. No.: **AC-HSIPG-STBGG-NHPPG-000B(768)E**

Issued: **09/25/2023**

Route No.:

Contractor: **Alpha Space Control, LLC**
1580 Gabler Road
Chambersburg, Pennsylvania 17201

Description:

Pavement Markings - Line Striping at Various Locations

County(ies):

Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties

STATE OF MARYLAND

DEPARTMENT OF TRANSPORTATION

STATE HIGHWAY ADMINISTRATION

CONTRACT, PERFORMANCE BOND, PAYMENT BOND

AND

PROPOSAL FORM

JB September 18, 2023

SHA-72.0-D-15
3-8-82

EXECUTION OF CONTRACT FORM

This form shall be used for executing the Contract. The State Highway Administration will indicate descriptive data in pertinent spaces and forward the form, in triplicate, with one separate original Payment Bond form to the responsible individual, partnership, corporation or firm and surety shall complete the forms and return them to the State Highway Administration prior to award and execution of this contract by the State Highway Administration.

It is understood by all parties to the Contract, that the Specifications referred to herein, the Special Provisions that were attached to the Proposal Form used in submitting the bid and all approved drawings are a part hereof and shall be considered in full force and effect, even though not attached hereto.

INSTRUCTIONS

PARTNERSHIPS:
If the principal is a partnership, the full names of all partners must be inserted, both the Contract and Bonds which must recite they are the partners composing the partnership, (to be named), and all partners must execute the Contract and Bonds as individuals.

CORPORATIONS:
The state of incorporation of each corporation must be inserted in the Contract and Bonds and the documents must be executed under the corporate seal of said corporations as provided by Section 1-304 of the Corporations and Associations Article of the Annotated Code of Maryland, as amended, and attested by the Secretary or other appropriate officer. Corporate signature must conform exactly with correct chartered name, which is placed on the contract document. If executed by an officer other than the President, evidence of authority granted such other officer must be furnished.

BONDS:
The Date of the Bonds will be the date said Bonds are executed by the Contractor and the Bonding Company. Certified copy of Power of the Attorney-in-Fact executing the Bonds, bearing the same date as the Bonds, must be attached to each copy of the Bonds.

In addition to the Bonds included in each of the three bound copies of the contract forms, separate fully executed originals of both the Payment and Performance Bonds shall be furnished, on the form provided, for filing in the Office of State Comptroller as required by the provisions of Section 9-112 of Article 21 of the Annotated Code of Maryland, as amended.

As required by Section 103.05 of the Specifications, name of the underwriting agency or agent must be shown in the space provided on both the contract and payment bonds.

Do NOT fill in "Date of Contract" on any of the forms, said date will be filled in at the time of award and execution of the Contract by the State Highway Administration.

Contract No.: **XY2505G77**
F.A.P. No.: **AC-HSIPG-STBGG-NHPPG-000B(768) E**

CONTRACT

THIS CONTRACT, made this **09/25/2023** day of

_____ in the year _____, by and between the State of Maryland, by the State Highway Administration, acting for and on behalf of said State, party of the first part, and

Alpha Space Control, LLC of **Chambersburg, Pennsylvania 17201**
a LLC, formed under the laws of **Pennsylvania** its successors and assigns, party of the second part, hereinafter called the Contractor.

or

THIS CONTRACT, made this _____ day of

_____ in the year _____, by and between the State of Maryland, by the State Highway Administration, acting for and on behalf of said State, party of the first part, and

_____

_____ trading as _____

_____ his, her or their heirs, executors, administrators and assigns, party of the second part, hereinafter called the Contractor.

Witnesseth, that the Contractor for and in consideration of the payment or payments herein specified and agreed to by the party of the first part, hereby covenants and agrees to furnish and deliver all the materials and to do and perform all the work and labor for

Pavement Markings - Line Striping at
Various Locations in Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties

State of Maryland, being (approximately) **N/A** miles in length, at the unit prices bid by said Contractor for the respective estimated quantities, aggregating approximately the sum of **One Million, Fifty-Nine Thousand, Nine Hundred Fifty and 00/100** Dollars $ **1,059,950.00** such other items as are mentioned in its original Proposal,

SHA-72.0-D-15
5-1-74

a copy of which Proposal, with prices named, is attached hereto and made a part hereof, and the State Highway Administration's Specifications, and Special Provisions are made a part of this Contract and accepted as such, even though not attached hereto, and also the Plans of the improvement prepared and/or approved by the State Highway Administration, which Plans as verified by said State Highway Administration are also agreed by each party as being part hereof; the said improvement being situated as follows:

Pavement Markings - Line Striping at
Various Locations in Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties

The Contractor further covenants and agrees that all of said work and labor shall be done and performed in the best and most workmanlike manner and that all and every of said materials and labor shall be in strict and entire conformity, in every respect, with the said Specifications and Plans and shall be subject to the inspection and approval of the Engineer of the State Highway Administration, or his duly authorized assistant, and, in case any of said material or labor shall be rejected by the said Engineer, or his assistant, as defective or unsuitable, then the said materials shall be removed and replaced with other approved materials and the said labor shall be done anew, to the satisfaction and approval of the said Engineer, or his assistant, at the cost and expense of the Contractor.

The Contractor further covenants and agrees that all and every of the said materials shall be furnished and delivered and all and every of the said labor shall be done and performed, in every respect, to the satisfaction and approval of the Engineer, aforesaid, on or before the expiration of

Wednesday, December 31, 2025 **(Calendar Date)**

after written notice has been given by the Engineer to begin work. It is expressly understood and agreed that in case of the failure on the part of the Contractor, for any reason, except with the written consent of the State Highway Administration, to complete the furnishing and delivery of the said materials and the doing and performance of said work within the aforesaid

Wednesday, December 31, 2025 **(Calendar Date)**

the party of the first part shall have the right to deduct from any monies due or which may become due the Contractor, or if no monies shall be due, the party of the first part shall have the right to recover the amount of: **One Thousand, Two Hundred and 00/100 Dollars ($ 1,200.00)** per **calendar day** for each and every day elapsing between the time stipulated for the completion and the actual date of completion, in accordance with the terms hereof; said deduction to be made or said sum to be recovered, not as a penalty, but as liquidated damages. Provided, however, that, upon receipt of written notice from the Contractor of the existence of causes over which said Contractor has no control and which must delay the completion of the said work, the State Highway Administration may, at its discretion, extend the period herein before specified for the completion of the said work, and in such case the Contractor shall become liable for said liquidated damages for delays commencing from the date on which said extended period shall expire.

It is distinctly understood and agreed that no claim for extra work or materials, not specifically herein provided, done or furnished by the Contractor, will be allowed by the State Highway Administration, nor shall the Contractor do any work or furnish any materials not covered by these Specifications and Contract, unless the same is ordered in writing by the Engineer. Any such work or materials which may be done or furnished by the Contractor, without such written order first being given shall be at said Contractor's own risk, cost and expense, and he hereby covenants and agrees that without such written order he shall make no claim for compensation for work or materials so done or furnished.

It is further distinctly agreed that the said Contractor shall not sign this Contract, nor any part thereof, nor any right to any of the monies to be paid him hereunder, nor shall any part of the work to be done or material furnished under said Contract be sublet, without the consent in writing of the State Highway Administration.

It is also agreed and understood that the acceptance of the final payment by the Contractor shall be considered as a release in full of all claims against the State of Maryland, or the State Highway Administration or its members or employees, arising out of, or by reason of, the work done and materials furnished under this Contract.

The Bond, given by the Contractor, in a sum equal to the total contract price of the work to be done, to secure a proper compliance with the terms and provisions of this Contract, is hereto attached and made a part hereof.

The Contractor hereby further agrees to receive the prices set forth in the Proposal Form attached hereto as full compensation for furnishing all the materials and labor which may be required in the prosecution and completion of the whole of the work to be done under this Contract, or agreement, and in all respects to complete said Contract to the satisfaction of the said State Highway Administration.

Contract No.: XY2505G77

(CORPORATIONS, INDIVIDUALS AND LLC FIRMS SIGN BELOW)

In witness Whereof, the parties to these presents have hereunto caused these presents to be executed in duplicate, the day and year first above mentioned.

STATE OF MARYLAND by STATE HIGHWAY ADMINISTRATION

WITNESS:

Chief, Contract Award Division

For Deputy Administrator, Chief Engineer for Operations

Approved for Execution:

Victor Grafton

For Director, Office of Construction

Date: **09/25/2023**

Approved as to availability of funds:

William J. Bertrand

Director, Office of Finance

Approved as to form and legal sufficiency:

Assistant Attorney General

21169884
Construction Firm License Number

02/17/2023
Date Issued

Washington
Place of Issuance (County)

25-1582700
Federal ID # or Social Security #

BY: Chris Meighan (Seal)
Authorized Signature

Chris Meighan
Printed Name

General Manager
Title

ATTEST: Rich Pryor
Witness Signature

Rich Pryor
Printed Name

SHA-72.0-D-15
2-1-83

Contract No.: XY2505G77

(PARTNERSHIP FIRMS SIGN BELOW)

In witness whereof, the parties to these presents have hereunto caused these presents to be executed in duplicate, the day and year mentioned above.

STATE OF MARYLAND by STATE HIGHWAY ADMINISTRATION

WITNESS:

Chief, Contract Award Division

Deputy Administrator, Chief Engineer for Operations

Approved for Execution:

Date:

Director, Office of Construction

Approved as to the availability of funds:

Director, Office of Finance

Approved as to form and legal sufficiency:

Assistant Attorney General

Firm Name

BY: (Seal)

Authorized Signature – (Partner One)

Construction Firm License Number

Printed Name & Title

Authorized Signature – (Partner Two)

Date Issued

Printed Name & Title

Place of Issuance (County)

ATTEST:

Witness Signature

Federal ID # or Social Security #

Printed Name

SHA-72.0-D-15
2-1-83

STATE OF MARYLAND
MARYLAND DEPARTMENT OF TRANSPORTATION
PERFORMANCE BOND
Fill in where applicable BOND No.: **0821197**

PRINCIPAL		
Name(s) **Alpha Space Control LLC**	Business Address(es) **1580 Gabler Rd** **Chambersburg, PA 17201**	State(s) of Incorporation **PA**
Phone# **717-263-0182**	Company Email **717-263-1193**	
SURETY		
Name(s) **Harco National Insurance Company**	Business Address(es) **One Newark Center** **Newark, NJ 07102**	State(s) of Incorporation **Illinois**
Phone# **717-620-2465**	Company Email **jkotula@murrayins.com**	
OBLIGEE		
State of Maryland by and through the following Administration acting for the Maryland Department of Transportation: STATE HIGHWAY ADMINISTRATION		
PENAL SUM OF THIS PERFORMANCE BOND	DESCRIPTION OF CONTRACT	
Express in words and figures and sum shall equal total amount of Contract price: **One Million, Fifty-Nine Thousand, Nine Hundred Fifty and 00/100 Dollars** **$1,059,950.00**	Contract No.: **XY2505G77** F.A.P. No.: **AC-HSIPG-STBGG-NHPPG-000B(768) E** **Pavement Markings - Line Striping at Various Locations in Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties** **(SEE PAGE 102 OF THE PROPOSAL FOR A COMPLETE DESCRIPTION)**	
DATE BOND EXECUTED BY SURETY	DATE ON CONTRACT	
Shall be not later than Date on Contract: **09/13/2023**	(For SHA Use Only) **09/25/2023**	

Please attach the Certificate of Insurance:

SHA-72.0-D-15
12-20-94

Page 2 of Performance Bond

KNOW ALL MEN BY THESE PRESENTS, that we, the Principal named above and Surety named above, being authorized to do business in Maryland, and having business addresses as shown above, are held and firmly bound unto the Obligee named above in the Penal Sum of this Performance Bond stated above, for the payment of which Penal Sum we bind ourselves, our heirs, executors, administrators, personal representatives, successors, and assigns, jointly and severally, firmly by these presents. However, where Surety is composed of corporations acting as co-sureties, we, the co-sureties, bind ourselves, our successors and assigns, in such Penal Sum jointly and severally as well as severally only for the purpose of allowing a joint action or actions against any or all of us, and for all other purposes each co-surety binds itself, jointly and severally with the Principal, for the payment of such sum as appears above its name below, but if no limit of liability is indicated, the limit of such liability shall be the full amount of the Penal Sum.

WHEREAS, Principal has entered into or will enter into a contract with the State of Maryland, by and through the Administration named above acting for the Maryland Department of Transportation, which contract is described and dated as shown above, and incorporated herein by reference. The contract and all items incorporated into the contract, together with any and all changes, extensions of time, alterations, modifications, or additions to the contract or to the work to be performed thereunder or to the Plans, Specifications, and Special Provisions, or any of them, or to any other items incorporated into the contract shall hereinafter be referred to as "the Contract".

WHEREAS, it is one of the conditions precedent to the final award of the Contract that these presents be executed.

NOW, THEREFORE, during the original term of said Contract, during any extensions thereto that may be granted by the Administration, and during the guarantee and warranty period, if any, required under the Contract, unless otherwise stated therein, this Performance Bond shall remain in full force and effect unless and until the following terms and conditions are met:

1. Principal shall well and truly perform the Contract; and
2. Principal and Surety shall comply with the terms and conditions contained in this Performance Bond.

Whenever Principal shall be declared by the Administration to be in default under the Contract, the Surety may, within 15 days after notice of default from the Administration, notify the Administration of its election to either promptly proceed to remedy the default or promptly proceed to complete the contract in accordance with and subject to its terms and conditions. In the event the Surety does not elect to exercise either of the above stated options, then the Administration thereupon shall have the remaining contract work completed, Surety to remain liable hereunder for all expenses of completion up to but not exceeding the penal sum stated above.

Page 3 of Performance Bond

The Surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder or the Specifications accompanying the same shall in any way affect its obligations on this Performance Bond, and does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the Specifications.

This Performance Bond shall be governed by and construed in accordance with the laws of the State of Maryland and any reference herein to Principal or Surety in the singular shall include all entities in the plural who or which are signatories under the Principal or Surety heading below.

IN WITNESS WHEREOF, Principal and Surety have set their hands and seals to this Performance Bond. If any individual is a signatory under the Principal heading below, then each such individual has signed below on his or her own behalf, has set forth below the name of the firm, if any, in whose name he or she is doing business, and has set forth below his or her title as a sole proprietor. If any partnership or joint venture is a signatory under the Principal heading below, then all members of each such partnership or joint venture have signed below, each member has set forth below the name of the partnership or joint venture, and each member has set forth below his or her title as a general partner, limited partner, or member of joint venture, whichever is applicable. If any corporation is a signatory under the Principal or Surety heading below, then each such corporation has caused the following: the corporation's name to be set forth below, a duly authorized representative of the corporation to affix below the corporation's seal and to attach hereto a notarized corporate resolution or power of attorney authorizing such action, and each such duly authorized representative to sign below and to set forth below his or her title as a representative of the corporation. If any individual acts as a witness to any signature below, then each such individual has signed below and has set forth below his or her title as a witness. All of the above has been done as of the Date of Bond shown above.

Page 4 of Performance Bond

Fill in below where applicable. Please type or print all information to be filled in below except where a signature is indicated.

PRINCIPAL	
Attest or Witness: (SEAL)	Name of Firm: **Alpha Space Control LLC**
Rich Pryor Signature	By: Chris Meighan (SEAL) Signature
Name: **Rich Pryor**	Name: **Chris Meighan**
Title: **WITNESS**	Title: **General Manager**
Attestt or Witness: (SEAL)	Name of Firm:
Signature	By: (SEAL) Signature
Name:	By:
Title:	Title:

SHA-72.0-D-15
12-20-94

Page 5 of Performance Bond

SURETY-CORPORATE ONLY

Attest: (SEAL) Name of Firm: **Harco National Insurance Company**

Beth Shaffer
Signature

By: JOSEPH A. KOTULA (SEAL)
Signature

Name: **Beth Shaffer**

Name: **JOSEPH A. KOTULA**

Title: **Witness**

Title: **Attorney In Fact**

Bonding Agent's Name: **Joseph A Kotula**

Agent's Address: **4999 Louise Drive Mechanicsburg, PA 17055**

Attest: (SEAL) Name of Firm: _____

_____
Signature

By: _____ (SEAL)
Signature

Name: _____

By: _____

Title: _____

Title: _____

Bonding Agent's Name: _____

Agent's Address: _____

SHA-72.0-D-15
12-20-94

Page 6 of Performance Bond

Attest: (SEAL) Name of Firm: _____

_____ By: _____(SEAL)
Signature Signature

Name: _____ Name: _____

Title: _____ Title: _____

Bonding Agent's Name: _____

Agent's Address: _____

STATE OF MARYLAND
MARYLAND DEPARTMENT OF TRANSPORTATION
PAYMENT BOND
Fill in where applicable BOND No.: **0821197**

PRINCIPAL		
Name(s) **Alpha Space Control LLC**	Business Address(es) **1580 Gabler Rd** **Chambersburg, PA 17201**	State(s) of Incorporation **PA**
Phone# **717-263-0182**	Company Email **717-263-1193**	
SURETY		
Name(s) **Harco National Insurance Company**	Business Address(es) **One Newark Center** **Newark, NJ 07102**	State(s) of Incorporation **Illinois**
Phone# **717-620-2465**	Company Email **jkotula@murrayins.com**	
OBLIGEE		
State of Maryland by and through the following Administration acting for the Maryland Department of Transportation: STATE HIGHWAY ADMINISTRATION		
PENAL SUM OF THIS PAYMENT BOND	DESCRIPTION OF CONTRACT	
Express in words and figures and sum shall equal total amount of Contract price: **One Million, Fifty-Nine Thousand, Nine Hundred Fifty and 00/100 Dollars** **$1,059,950.00**	Contract No.: **XY2505G77** F.A.P. No.: **AC-HSIPG-STBGG-NHPPG-000B(768) E** **Pavement Markings - Line Striping at Various Locations in Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties** **(SEE PAGE 102 OF THE PROPOSAL FOR A COMPLETE DESCRIPTION)**	
DATE BOND EXECUTED BY SURETY	DATE ON CONTRACT	
Shall be not later than Date on Contract: **09/13/2023**	(For SHA Use Only) **09/25/2023**	

Page 2 of Payment Bond

KNOW ALL MEN BY THESE PRESENTS, That we, the Principal named above and Surety named above, being authorized to do business in Maryland, and having business addresses as shown above, are held and firmly bound unto the Obligee named above, for the use and benefit of claimants as hereinafter defined, in the Penal Sum of this Payment Bond stated above, for the payment of which Penal Sum we bind ourselves, our heirs, executors, administrators, personal representatives, successors, and assigns, jointly and severally, firmly by these co-sureties, bind ourselves, our successors and assigns, in such Penal Sum jointly and severally as well as severally only for the purpose of allowing a joint action or actions against any or all of us, and for all other purposes each co-surety binds itself, jointly and severally with the Principal, for the payment of such sum as appears above its name below, but if no limit of liability is indicated, the limit of such liability shall be the full amount of the Penal Sum.

WHEREAS, Principal has entered into or will enter into a contract with the State of Maryland, by and through the Administration named above acting for the Maryland Department of Transportation, which contract is described and dated as shown above, and incorporated herein by reference. The contract and all items incorporated into the contract, together with any and all changes, extensions of time, alterations, modifications, or additions to the contract or to the work to be performed thereunder or to the Plans, Specifications, and Special Provisions, or any of them, or to any other items incorporated into the contract shall hereinafter be referred to as "the Contract".

WHEREAS, it is one of the conditions precedent to the final award of the Contract that these presents be executed.

NOW, THEREFORE, the condition of this obligation is such that if the Principal shall promptly make payment to all claimants as hereinafter defined for all labor and materials furnished, supplied and reasonably required for use in the performance of the Contract, then this obligation shall be null and void; otherwise it shall remain in full force and effect, subject to the following conditions:

1. A claimant is defined to be any and all of those persons supplying labor and materials (including lessors of the equipment to the extent of the fair market value thereof) to the Principal or its subcontractors and sub-subcontractors in the prosecution of the work provided for in the Contract, entitled to the protection provided by Section 9-113 of the Real Property Article of the Annotated Code of Maryland, as from time to time amended.

2. The above named Principal and Surety hereby jointly and severally agree with the Obligee that every claimant as herein defined, who has not been paid in full may, pursuant to and when in compliance with the provisions of the aforesaid Section 9-113,

sue on this Bond for the use of such claimant, prosecute the suit to final judgement for such sum or sums as may be justly due claimant and have execution thereon. The Obligee shall not be liable for the payment of any costs or expenses of any such suit.

The Surety hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder or the Specifications accompanying the same shall in any way affect its obligations on this Payment Bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the Specifications.

This Payment Bond shall be governed by and construed in accordance with the laws of the State of Maryland and any reference herein to Principal or Surety in the singular shall include all entities in the plural who or which are signatories under the Principal or Surety heading below.

IN WITNESS WHEREOF, Principal and Surety have set their hands and seals to this Payment Bond. If any individual is a signatory under the Principal heading below, then each such individual has signed below on his or her own behalf, has set forth below the name of the firm, if any, in whose name he or she is doing business, and has set forth below his or her title as a sole proprietor. If any partnership or joint venture is a signatory under the Principal heading below, then all members of each such partnership or joint venture have signed below, each member has set forth below the name of the partnership or joint venture, and each member has set forth below his or her title as a general partner, limited partner, or member of joint venture, whichever is applicable. If any corporation is a signatory under the Principal or Surety heading below, then each such corporation has caused the following: the corporation's name to be set forth below, a duly authorized representative of the corporation to affix below the corporation's seal and to attach hereto a notarized corporate resolution or power of attorney authorizing such action, and each such duly authorized representative to sign below and to set forth below his or her title as a representative of the corporation. If any individual acts as a witness to any signature below, then each such individual has signed below and has set forth below his or her title as a witness. All of the above has been done as of the Date of Bond shown above.

Page 4 of Payment Bond

Fill in below where applicable. Please type or print all information to be filled in below except where a signature is indicated.

PRINCIPAL	
Attest or Witness: (SEAL)	Name of Firm: **Alpha Space Control LLC**
Rich Pryor Signature	By: Chris Meighan (SEAL) Signature
Name: **Rich Pryor**	Name: **Chris Meighan**
Title: **WITNESS**	Title: **General Manager**
Attestt or Witness: (SEAL)	Name of Firm:
Signature	By: (SEAL) Signature
Name:	By:
Title:	Title:

SHA-72.0-D-15
12-20-94

Page 5 of Payment Bond

SURETY-CORPORATE ONLY

Attest: (SEAL) Name of Firm: **Harco National Insurance Company**

Beth Shaffer
Signature

By: JOSEPH A. KOTULA (SEAL)
Signature

Name: **Beth Shaffer**

Name: **JOSEPH A. KOTULA**

Title: **Witness**

Title: **Attorney In Fact**

Bonding Agent's Name: **Joseph A Kotula**

Agent's Address: **4999 Louise Drive Mechanicsburg, PA 17055**

Attest: (SEAL) Name of Firm: _____

_____
Signature

By: _____ (SEAL)
Signature

Name: _____

By: _____

Title: _____

Title: _____

Bonding Agent's Name: _____

Agent's Address: _____

Please attach the Power of Attorney:

SHA-72.0-D-15
12-20-94

Page 6 of Payment Bond

Attest: (SEAL)	Name of Firm: _____
_____ Signature	By: _____ (SEAL) Signature
Name: _____	Name: _____
Title: _____	Title: _____
	Bonding Agent's Name: _____
	Agent's Address: _____

SHA-72.0-D-15
12-20-94

MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

Wes Moore
Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedefeld
Secretary
William Pines, P.E.
Administrator

Contract No.: **XY2505G77**
F.A.P. No.: **AC-HSIPG-STBGG-NHPPG-000B(768) E**

TRAFFIC CONTROL PLAN CERTIFICATION

PRIOR TO THE COMMENCEMENT OF WORK ON THIS PROJECT, THE SUCCESSFUL BIDDER WILL BE REQUIRED TO COMPLETE A TRAFFIC CONTROL PLAN CERTIFICATION CONTAINING THE INFORMATION SHOWN BELOW. THE CERTIFICATION FORM WILL BE PROVIDED TO THE SUCCESSFUL BIDDER UPON AWARD OF THE CONTRACT.

The Administration's Traffic Control Plan (TCP) has been reviewed and the following course of action shall be followed:

X Option 1
The TCP is accepted and shall be used on this project.

_____ Option 2
The TCP is accepted; however, revisions and/or additions shall be submitted for approval in conformance with the Administration's Specifications 104.01 and TC-2.10. It is understood that no additional sum of money is payable to the Contractor if the Administration accepts Option 2.

_____ Option 3
The TCP is not accepted and revisions shall be submitted for approval in accordance with the Administration's Specifications 104.01 and TC-2.10. It is understood that no additional sum of money is payable to the Contractor if the Administration accepts Option 3.

It is understood that the effective implementation of the approved TCP is the responsibility of the Contractor. Minor modifications may be made by the Traffic Manager if field conditions warrant and prior concurrence is obtained from the Engineer. Significant changes to the TCP will be submitted to the Engineer in writing, for approval, in conformance with Administration's Specifications 104.01.

September 15, 2023
(DATE)

Chris Meighan
(SIGNATURE)

Chris Meighan
(PRINTED NAME)

General Manager
(TITLE)

SHA-72.0-D-15
12-10-18

CONTRACT AFFIDAVIT

A. AUTHORITY

I hereby affirm that I, **Chris Meighan** (name of affiant) am the **General Manager** (title) and duly authorized representative of **Alpha Space Control, LLC** (name of business entity) and that I possess the legal authority to make this affidavit on behalf of the business for which I am acting.

B. CERTIFICATION OF REGISTRATION OR QUALIFICATION WITH THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION

I FURTHER AFFIRM THAT:

The business named above is a (check applicable box):

(1) Corporation: _____Domestic or _____Foreign.

(2) Limited Liability Company: _____Domestic or __X__Foreign.

(3) Partnership: _____Domestic or _____Foreign.

(4) Statutory Trust: _____Domestic or _____Foreign.

(5)_____Sole Proprietorship

and is registered or qualified as required under Maryland Law. I further affirm that the above business is in good standing both in Maryland and (IF APPLICABLE) in the jurisdiction where it is presently organized, and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation. The name and address of its resident agent (IF APPLICABLE) filed with the State Department of Assessments and Taxation is:

Name: **Brian Kane**

Address: **29 West Franklin Street; Hagerstown, Maryland 21740**

Department ID Number: **Z23860844**

and that if it does business under a trade name, it has filed a certificate with the State Department of Assessments and Taxation that correctly identifies that true name and address of the principal or owner as:

Name:_____

Address:_____

Department ID Number: _____

C. FINANCIAL DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, the provisions of State Finance and Procurement Article, §13-221, Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate $200,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches $200,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

D. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION

I FURTHER AFFIRM THAT:

I am aware of, and the above business will comply with, Election Law Article, Title 14, Annotated Code of Maryland, which requires that every person that enters into a procurement contract with the State, a county, or a municipal corporation, or other political subdivision of the State, during a calendar year in which the person receives a contract with a governmental entity in the amount of $200,000 or more, shall file with the State Board of Elections statements disclosing:

(a) any contributions made during the reporting period to a candidate for elective office in any primary or general election; and

(b) the name of each candidate to whom one or more contributions in a cumulative amount of $500 or more were made during the reporting period.

The statement shall be filed with the State Board of Elections:

(a) before execution of a contract by the State, a county, a municipal corporation, or other political subdivision of the State, and shall cover the 24 months prior to when a contract was awarded; and

(b) if the contribution is made after the execution of a contract, then twice a year, throughout the contract term, on or before:

(i) May 31, to cover the six (6) month period ending April 30; and

(ii) November 30, to cover the six (6) month period ending October 31.

E. DRUG AND ALCOHOL-FREE WORKPLACE

(Applicable to all contracts unless the contract is for a law enforcement agency and the agency head or the agency head's designee has determined that application of COMAR 21.11.08 and this certification would be inappropriate in connection with the law enforcement agency's undercover operations.)

I CERTIFY THAT:

(1) Terms defined in COMAR 21.11.08 shall have the same meanings when used in this certification.

(2) By submission of its Proposal, the business, if other than an individual, certifies and agrees that, with respect to its employees to be employed under a contract resulting from this solicitation, the business shall:

(a) Maintain a workplace free of drug and alcohol abuse during the term of the contract.

(b) Publish a statement notifying its employees that the unlawful manufacture, distribution, dispensing, possession, or use of drugs, and the abuse of drugs or alcohol is prohibited in the business' workplace and specifying the actions that will be taken against employees for violation of these prohibitions.

(c) Prohibit its employees from working under the influence of drugs or alcohol.

(d) Not hire or assign to work on the contract anyone who the business knows, or in the exercise of due diligence should know, currently abuses drugs or alcohol and is not actively engaged in a bona fide drug or alcohol abuse assistance or rehabilitation program.

(e) Promptly inform the appropriate law enforcement agency of every drug-related crime that occurs in its workplace if the business has observed the violation or otherwise has reliable information that a violation has occurred.

(f) Establish drug and alcohol abuse awareness programs to inform its employees about:

(i) The dangers of drug and alcohol abuse in the workplace.

(ii) The business's policy of maintaining a drug and alcohol-free workplace.

(iii) Any available drug and alcohol counseling, rehabilitation, and employee assistance programs; and

(iv) The penalties that may be imposed upon employees who abuse drugs and alcohol in the workplace.

(g) Provide all employees engaged in the performance of the contract with a copy of the statement required by §E(2)(b), above.

(h) Notify its employees in the statement required by §E(2)(b), above, that as a condition of continued employment on the contract, the employee shall:

(i) Abide by the terms of the statement; and

(ii) Notify the employer of any criminal drug or alcohol abuse conviction for an offense occurring in the workplace not later than 5 days after a conviction.

(i) Notify the procurement officer within 10 days after receiving notice under §E(2)(h)(ii), above, or otherwise receiving actual notice of a conviction.

(j) Within 30 days after receiving notice under §E(2)(h)(ii), above, or otherwise receiving actual notice of a conviction, impose either of the following sanctions or remedial measures on any employee who is convicted of a drug or alcohol abuse offense occurring in the workplace:

(i) Take appropriate personnel action against an employee, up to and including termination; or

(ii) Require an employee to satisfactorily participate in a bona fide drug or alcohol abuse assistance or rehabilitation program; and

(k) Make a good faith effort to maintain a drug and alcohol-free workplace through implementation of §E(2)(a)—(j), above.

(3) If the business is an individual, the individual shall certify and agree as set forth in §E(4), below, that the individual shall not engage in the unlawful manufacture, distribution, dispensing, possession, or use of drugs or the abuse of drugs or alcohol in the performance of the contract.

(4) I acknowledge and agree that:

(a) The award of the contract is conditional upon compliance with COMAR 21.11.08 and this certification.

(b) The violation of the provisions of COMAR 21.11.08 or this certification shall be caused to suspend payments under or terminate the contract for default under COMAR 21.07.01.11 or 21.07.03.15, as applicable; and

(c) The violation of the provisions of COMAR 21.11.08 or this certification in connection with the contract may, in the exercise of the discretion of the Board of Public Works, result in suspension and debarment of the business under COMAR 21.08.03.

F. CERTAIN AFFIRMATIONS VALID

I FURTHER AFFIRM THAT:

To the best of my knowledge, information, and belief, each of the affirmations, certifications, or acknowledgements contained in that certain Bid/Proposal Affidavit dated **July 16, 2023** , and executed by me for the purpose of obtaining the contract to which this Exhibit is attached remains true and correct in all respects as if made as of the date of this Contract Affidavit and as if fully set forth herein.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Chris Meighan

(Print Name of Authorized Representative and Affiant)

Date: **September 15, 2023** **By:** Chris Meighan

(Signature of Authorized Representative and Affiant)

"**DO NOT REMOVE THIS SHEET FROM THE CONTRACT**"

Contract No.: **XY2505G77**
F.A.P. No.: **AC-HSIPG-STBGG-NHPPG-000B(768) E**

ESCROW ACCOUNTS FOR RETAINED FUNDS

The Contractor is given the option of selecting an escrow agent for retained funds on this contract (please select one).

__X__ Escrow option not selected

_____ Escrow option selected

Banking Federal ID #: _____

Escrow Agent /Contractor Name: _____

Address: _____

Name of Account Manager: _____
Signature

_____
Print or Type

Phone Number: _____

Account Number: _____

Surety Name: _____

Surety Address: _____

The selection of an option must be exercised on this form at the time of signing the contract.
If a Contractor elects to utilize the escrow account procedure described in this section, the Contractor shall indicate the election in the space provided. If the Contractor fails to indicate an election or then refuses the election, the Contractor shall forfeit rights to the use of the escrow account.

In a Department of Transportation or Maryland Transportation Authority construction or reconstruction contract, in order to have retained funds paid to an escrow agent, a Contractor, the Contractor's escrow agent, and the Contractor's surety must execute an escrow agreement form to be submitted to the Department of Transportation or the Maryland Transportation Authority for approval.

Please Attach Relevant Documents: 

MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

Wes Moore
Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedefeld
Secretary
William Pines, P.E.
Administrator

RE: Contract No.: XY2505G77
F.A.P. No.: AC-HSIPG-STBGG-NHPPG-000B(768) E
Description: Pavement Markings – Line Striping at Various Locations in Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties

Alpha Space Control, LLC
1580 Gabler Road
Chambersburg, Pennsylvania 17201

Dear Sir/Madam:

Your firm has been awarded the above referenced contract by the State Highway Administration. As a part of this contract, you are required to submit weekly payrolls listing all non-supervisory personnel employed on the project.

These payroll reports must list at least the following information:

1. Payroll number. Beginning at #1, each week must be consecutively numbered through the end of the contract.
2. Contract number, both SHA and FAP numbers.
3. The employee's full name, and at least on the first payroll on which the employee appears, his/her social security number and home address.
4. The employee's classifications.
5. The employee's basic hourly wage rate and overtime rate if applicable.
6. The number of hours worked both daily and weekly.
7. The itemized deductions.
8. If fringe benefits are required, indicate separately the amounts of employee and employer contributions to fringe benefit funds and/or programs.
9. The employee's net pay.

Each payroll shall also include a statement of compliance signed by an appropriate official of your company.

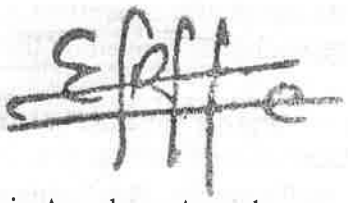
Should it become necessary to employ a classification not listed in the Special Provisions, a request for the classification and proposed wage rate must be submitted for approval to wageandhourteam@sha.state.md.us.

Please submit two (2) copies of the required payrolls to the Chief Inspector on the project not later than one week after the end of your payroll period.

This also applies to each sub-contractor, and it is your responsibility to see that subcontractors are made aware of the prevailing wage rates, and that they submit their payrolls properly and within one week of their payroll ending date.

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

Very truly yours,



Eric Agyekum Amoako
Division Chief
Contract Award Division

EAA: sat

MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

Wes Moore
Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedefeld
Secretary
William Pines, P.E.
Administrator

September 13, 2023

Contract No.: XY2505G77
F.A.P. No.: AC-HSIPG-STBGG-NHPPG-000B(768) E
Description.: Pavement Markings – Line Striping at Various Locations in Caroline, Cecil, Kent, Queen Anne's, and Talbot Counties

Alpha Space Control, LLC
1580 Gabler Road
Chambersburg, Pennsylvania 17201

Dear Sir or Madam:

The electronic contract document via DocuSign is provided herein for execution on your part.

For **"ESCROW OPTION", request upon selection of** radio button "Escrow Option" (Blue sheet) a copy of the Escrow Package and the "Agreement" (blank copy) will be emailed to you as part of the contract process. **FOUR COPIES** must be executed and returned immediately after the contract documents is executed. Executed **Escrow option received after seven (7) days of receiving executed contract Document will not be accepted.**

The **"CONTRACT AFFIDAVIT"** and **"TRAFFIC CONTROL PLAN"** must be filled out as part of the contract document execution.

PLEASE PAY PARTICULAR ATTENTION TO THE INSTRUCTIONS ON PAGE 2. If a partnership, all partners are required to execute the contract and bonds as individuals. If a corporation or limited liability company, the president must execute same. If executed by an officer other than the president, evidence of authority granted must be furnished.

Contract No.: XY2505G77
F.A.P. No.: AC-HSIPG-STBGG-NHPPG-000B(768) E
Page 2

Please refer to Section 5.01 of the terms and conditions of the contract at the website:

https://wiki.roads.maryland.gov/mediawiki/index.php/TC_-_SECTION_5:_LEGAL_RELATIONS_AND_PROGRESS

Please be advised that the Certificate of Liability Insurance and copy of State License or letter from Insurer must be attached to the Executed Contract Documents. **Certificates of Liability Insurance are subject to verification with the named producer on the document.**

ALL ELECTRONIC COPIES of these documents will be attached to the Contract Document via DocuSign and must be executed within ten (10) days as per Specifications, for execution on the part of this Administration. Hard copies of the Contract document will no longer need to be returned to 7450 Traffic Drive, Hanover, Maryland 21076 after March 1, 2022.

Your firm will receive one copy of the electronically signed contract document.

Sincerely,

Eric Agyekum Amoako
Division Chief
Contract Award Division

EAA: sat

Enclosures

CC: R. Tucker

MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

Wes Moore
Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedefeld
Secretary
William Pines, P.E.
Administrator

NOTICE TO ALL CONTRACTORS

As a reminder, all contracts containing specifications for Critical Path Method Project Schedule "Type A" or Activities Chart Project Scheduling Specification "Type B" requires that the apparent successful Bidder, within 30 calendar days after such notification, complete development of the required schedule and submit the schedule for review and approval by the Administration.

MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

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William Pines, P.E.
Administrator

TERMS AND CONDITIONS

TC - SECTION 5: LEGAL RELATIONS AND PROGRESS

TC-5.01 INSURANCE

In addition to the provisions of GP-7.14 (Liability Insurance), the following shall apply on Administration Contracts.

The Contractor shall maintain in full force and effect third party legal liability insurance necessary to cover claims arising from the Contractor's operations under this agreement that cause damage to the person or property of third parties. The insurance shall be under a standard commercial general liability (CGL) form endorsed as necessary to comply with the above requirements and the other requirements of this Section. The State of Maryland shall be listed as an additional insured on the policy. The limit of liability shall be no less than $1 000 000 per occurrence/$2 000 000 general aggregate. The insurance shall be kept in full force and effect until all work has been satisfactorily completed and accepted.

When specified in the Contract Documents or otherwise required by law, the Contractor shall carry the type and amounts of insurance in addition to any other forms of insurance or bonds required under the terms of the Contract and these Specifications.

All insurance policies required by this Section, elsewhere in the Contract Documents, or otherwise required by law, shall be kept in full force and effect until all work has been satisfactorily completed and accepted. The Contractor shall be responsible for the payment of all deductibles or self-insured retentions.

All insurance policies required by this Section, elsewhere in the Contract Documents, or otherwise required by law, (other than Workers' Compensation Policies) shall include endorsements:

(a) Stating that the State of Maryland is an additional insured with respect to liability arising from the Contractor's operations under this agreement that cause damage to the person or property of third parties.

(b) Stating that such coverage as is provided by the policies for the benefit of the additional insureds is primary and any other coverage maintained by such additional insureds (including self-insurance pursuant to the Maryland Tort Claims Act) shall be non-contributing with the coverage provided under the policies.

(c) Containing waivers of subrogation with respect to all named insureds and additional insureds.

(d) Stating that the insurer has the duty to adjust claims and provide a defense with regard to such claims made against the additional insured.

All insurance policies required by this Section, elsewhere in the Contract Documents, or otherwise required by law, (including Workers' Compensation Policies) shall be endorsed to state that the insurer shall provide at least seven days notice of cancellation or nonrenewal to:

Maryland Department of Transportation State Highway Administration
Director, Office of Construction
7450 Traffic Drive
Hanover MD 21076

Evidence of insurance shall be provided to the Administration at the address listed above prior to the award of the Contract by means of a Certificate of Insurance with copies of all endorsements attached.

Any policy exclusions shall be shown on the face of the Certificate of Insurance or provided with the Certificate of Insurance.

Certificates of Insurance shall comply with all requirements of the Maryland Annotated Code, Insurance Article, §19-116. Certificates of Insurance shall be on a form approved by the Maryland Insurance Commissioner (Commissioner). Standard Certificate of Insurance forms currently adopted for use by the Association for Cooperative Operations Research (ACORD) or the Insurance Services Office (ISO) are deemed approved by the Commissioner and are acceptable. Outdated ACORD or ISO forms (those with a revision date prior to the date of the form currently adopted for current use by ACORD or ISO) are not acceptable. The Contractor shall ensure that all required Certificates of Insurance satisfy all requirements of §19-116 of the Insurance Article, including the prohibition against the issuance of any certificate of insurance that contains false or misleading information or that purports to amend, alter, or extend the coverage provided by the policies referenced in the certificate.

The Certificate of Insurance shall be accompanied by a document (a copy of State License or letter from insurer) that indicates that the agent signing the certificate is an authorized agent of the insurer.

No acceptance and/or approval of any Certificate of Insurance or insurance by the Administration shall be construed as relieving or excusing the Contractor, or the Contractor's Surety from any liability or obligation imposed upon either or both of them by the provisions of this Contract or elsewhere in the Contract Documents.

The cost of the insurance will not be measured but will be incidental to the Contract lump sum price for Mobilization. If an item for Mobilization is not provided, the cost of the insurance will be incidental to the other items specified in the Contract Documents.

Contractor and Railroad Public Liability and Property Damage Insurance shall be provided as specified in TC-6.05.

MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

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Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedefeld
Secretary
William Pines, P.E.
Administrator

Notice to Contractor - Retainage in Escrow

To All Contractors:

Effective immediately, all contractors wanting to place their retainage in Escrow need to select one of the fifteen approved financial institutions listed on the attached letter from the State Treasurer's Office.

All of the above can be found in "COMAR 21.06.06.02.02E". If I can be of further assistance, please call me at 443-572-5215.

Eric Agyekum Amoako



Division Chief
Contract Award Division
Office of Construction

Created on 03/31/2006
Revised on 04/11/2022

MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

Wes Moore
Governor
Aruna Miller
Lieutenant Governor
Paul J. Wiedefeld
Secretary
William Pines, P.E.
Administrator

Approved Bank Listing

Current State of Maryland Designated Depositories for State Agency Funds

Services for the following list of designated State depositories have been established under Agency depository contracts. Additional services cannot be added without prior written approval from the State Treasurer's Office.

- Bay Vanguard Bank
- Community Bank of the Chesapeake
- EagleBank
- First National Bank
- First United Bank & Trust
- Fulton Bank, N.A. (formerly The Columbia Bank)
- Orrstown Bank
- Provident State Bank
- Sandy Spring Bank
- Shore United Bank
- TD Bank, N.A.
- Truist Bank
- United Bank
- Wells Fargo Bank, N.A. (formerly Wachovia Bank)
- WesBanco Bank, Inc. (formerly Old Line Bank)

7450 Traffic Drive, Hanover, MD 21076 | 443-572-5200 | 1.866.926.8503| Maryland Relay TTY 800.735.2258 | roads.maryland.gov

State of Maryland
Department of Transportation
State Highway Administration
Proposal Form Packet - Federal

Letting ID: 230720
07/20/2023 12:00:00 PM

Contract ID: XY2505G77
Call:102

Submitted by
Alpha Space Control Co., Inc.

State of Maryland
Department of Transportation
State Highway Administration
PROPOSAL FORM - FEDERAL

Proposal by Alpha Space Control Co., Inc.
1580 Gabler Rd
Chambersburg, PA, 17201
Phone: 7172630182 Fax: 7172631193
E_mail: chris@alphaspacecontrol.com

to furnish and deliver all materials and to do and perform all work, in conformance with the Standard Specifications, revisions thereto, General Provisions and the Special Provisions in this Contract for LINE STRIPING AT VARIOUS LOCATIONS IN CAROLINE, CECIL, KENT, QUEEN ANNE'S, AND TALBOT COUNTIES - PAVEMENT MARKINGS located in, DISTRICT 2, Maryland, for which Invitation for Bids will only be received electronically until 12:00 o'clock noon Eastern time on day of 07/20/2023, this work being situated as follows: LINE STRIPING AT VARIOUS LOCATIONS IN CAROLINE, CECIL, KENT, QUEEN ANNE'S, AND TALBOT COUNTIES - PAVEMENT MARKINGS

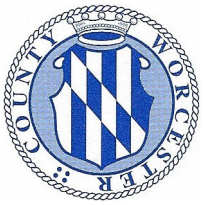
To the Maryland Department of Transportation - State Highway Administration
at www.bidx.com

In response to the advertisement by the Administration, inviting bids for the work in conformance with the Contract Documents, now on file in the office of the Administration. I/we hereby certify that I/We am/are the only person, or persons, interested in this bid proposal as principals, and that an examination has been made of the work site, the Specifications, the Plans, and Invitation for Bids, including the Special Provisions contained herein. I/We propose to furnish all necessary machinery, equipment, tools, labor and other means of construction, and to furnish all materials required to complete the project at the following unit price or lump sum price.

Bid Items

Line Number	Item Number	Quantity	Unit	Unit Price	Extension Price
Section 0001 21 - HSIPG - Federal 100%					
1001	130875	1.000	LS	$15,000.00000	$15,000.00
	MOBILIZATION AND DEMOBILIZATION (MAX 3% OF ADJUSTED CONTRACT AMOUNT)				
5001	500000-UD	250.000	UD	$25.00000	$6,250.00
	. BROOM FOR DEBRIS REMOVAL BEFORE PAINTING				
5002	549001	3450000.000	LF	$0.11900	$410,550.00
	5 INCH WHITE PAVEMENT MARKING PAINT LINES				
5003	549003	3450000.000	LF	$0.11900	$410,550.00
	5 INCH YELLOW PAVEMENT MARKING PAINT LINES				
5004	549005	800000.000	LF	$0.20000	$160,000.00
	10 INCH WHITE PAVEMENT MARKING PAINT LINES				
5005	549007	200000.000	LF	$0.20000	$40,000.00
	10 INCH YELLOW PAVEMENT MARKING PAINT LINES				
5006	549800	88000.000	LF	$0.20000	$17,600.00
	REMOVAL OF EXISTING PAVEMENT MARKING LINES, ANY WIDTH				
Section 0001 Total					$1,059,950.00
Item Total					$1,059,950.00

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



DALLAS BAKER JR., P.E.
DIRECTOR

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

CHRISTOPHER CLASING, P.E.
DEPUTY DIRECTOR

MEMORANDUM

TO: **Weston Young P.E., Chief Administrative Officer**
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: **Dallas Baker Jr., P.E., Director** Dallas Baker Jr
DATE: **March 6, 2025**
SUBJECT: **Proposed Mosquito Control Budget – Calendar Year 2025**

Public Works is requesting Commissioner review and approval of the proposed State of Maryland's Mosquito Control Budget for the 2025 season. In reviewing the document, the proposed budget has increased from last year's budget. Total County funding for the season is estimated at $151,040. A total of $87,045.33 was paid to the State of Maryland for the 2024 Mosquito Control Season. This included only one required aerial spray application to help control the spread of disease.

This season, we are recommending holding the $85.00 homeowner participant fee. The rate was increased by $20.00 last year due to increasing costs. The adulticide spray application covers an area around each property designated by the homeowner. There are approximately 16 applications per season depending on the weather. This equates to less than $5.32 per application per household.

In FY24 there were a total of 465 homeowners, 23 Homeowner Associations and 27 businesses participating in the program. The actual program costs charged to businesses and the HOA's are calculated on chemical application. Homeowners pay a flat fee at the beginning of the season before treatment begins.

Please let me know if there are any questions.

Attachments

cc: Chris Clasing, Public Works Deputy Director
Michael Hutchinson, Maintenance Superintendent

Maryland
Department of Agriculture

Office of Plant Industries and Pest Management

Wes Moore, Governor
Aruna Miller, Lt. Governor
Kevin M. Atticks, Secretary
Steven A. Connelly, Deputy Secretary

Mosquito Control

Agriculture | *Maryland's Leading Industry*
mda.maryland.gov

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

410-841-5870 Baltimore/Washington
410-841-5835 Fax

February 17, 2025

Mr. Mike Hutchinson, Maintenance Superintendent
Department of Public Works, Maintenance Division
Worcester County Government
6113 Timmons Road
Snow Hill, MD 21863

Dear Mr. Hutchinson:

The Maryland Department of Agriculture, Mosquito Control Section, has prepared an estimate of operating expenses for mosquito control in Worcester County during the 2025 season. This budget estimate is based on previous years' expenditures and anticipated costs for the upcoming season.

The proposed mosquito control budget for the 2025 season in Worcester County is enclosed. If these amounts are acceptable, please sign and return two copies. If you wish to revise the suggested amounts, please line through the typed amount, write the new amount, initial and return two signed two copies of the document to the Maryland Department of Agriculture. Please note that if the local and/or county share is reduced, there will be a proportional reduction of State funds allotted. Once the copies are received by the Department, both copies will be signed, one will be returned to you, and one will remain in the Department file.

Please give this matter prompt attention as mosquito control activities will be starting soon in many areas. Thank you for your continued support. I trust that our cooperative efforts will result in a successful mosquito control program in Worcester County. Please call me if you have any questions.

Sincerely,

Brian Prendergast
Program Manager

BFP/mes
Enclosure
cc: Michael Calkins, Assistant Secretary

PROPOSED BUDGET
WORCESTER COUNTY-MOSQUITO CONTROL
CALENDAR YEAR 2025
(FY 2026 SETTLEMENT)

TEMPORARY WORK	LOCAL	COUNTY	STATE	TOTAL WORKING BUDGET
Adulticide Groundspray in Participating Communities	$80,000	None	None	$80,000
Countywide Larvicide (Air & Ground) Surveillance	None	$51,000	$34,000	$85,000
HOA and Town* Larvicide/Adulticide	$32,000	None	$2000	$34,000
Airspray for Disease Suppression	None	$20,040	$13,360	$33,400
Total Temporary	$112,000	$71,040	$49,360	$232,400
Source Reduction	None	$17,940	$37,260	$55,200
Total	$112,000	$88,980	$86,620	$287,600

The State appropriation is comprised of services, equipment and materials, only. Any balance in the State appropriation after expenses, is not payable and cannot be invoiced to offset local expenses.

*HOA and Town properties receiving mosquito control service will pay 100% of the actual cost and will be invoiced by the Maryland Department of Agriculture.

All MDA adulticiding cost, including supervision, surveillance, spray technicians, spray equipment, insecticide and supplies are 100% reimbursable to MDA.

APPROVED BY COUNTY:

Name/Title

Signature

Date

APPROVED BY STATE:

Michael Calkins, Assistant Secretary
Name/Title

Signature

Date

PROPOSED BUDGET
WORCESTER COUNTY-MOSQUITO CONTROL
CALENDAR YEAR 2025
(FY 2026 SETTLEMENT)

TEMPORARY WORK	LOCAL	COUNTY	STATE	TOTAL WORKING BUDGET
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All MDA adulticiding cost, including supervision, surveillance, spray technicians, spray equipment, insecticide and supplies are 100% reimbursable to MDA.

APPROVED BY COUNTY:

Name/Title

Signature

Date

APPROVED BY STATE:

Michael Calkins, Assistant Secretary
Name/Title

Signature

Date

WORCESTER COUNTY MOSQUITO CONTROL
2024 SEASON
November 1, 2023 thru October 31, 2024

TEMPORARY WORK INVOICE

BILL TO:
Maryland Department of Agriculture
Mosquito Control Section
50 Harry S. Truman Parkway
Annapolis, MD 21401

EXPENSE	DESCRIPTION	AMOUNT
LABOR	Foreman - George Lawrence	
	1560 hours @ $33.95 per hour	$52,962.00
	Fringe Benefits	$26,332.71
	Sub-Total	**$79,294.71**
ADULTICIDING & SURVEILLANCE	Equipment Charges: Vehicle Mileage	
	Mileage	46,743.00
	per mile	$0.67
	Sub-Total	**$31,317.81**
TRAPS & SURVEILLANCE	County Wide	$255.39
	Sub-Total	**$1,303.16**
ADULTICIDING & TRAPS	**TOTAL**	**$32,620.97**
MISCELLANOUS EXPENSES	Fire Extinguisher Inspection (2 building, 6 vehicle)	$35.00
	Electric	$2,690.37
	Telephone	$509.34
	Office Supplies	$292.44
	Custodial Supplies	$433.78
	Copier Rental	$308.32
	Safety Equipment	$890.68
	Uniforms & Safety Shoes	$552.29
	Building Repair (Paint, HVAC repair, etc.)	$2,219.60
	Sub-Total	**$7,931.82**
CO-OP EQUIPMENT EXPENSES	Insurance Policy thru L.G.I.T.	$1,694.00
	ULV Sprayer Fuel	$253.04
	Vehicle Repairs	$4,524.81
	Sub-Total	**$6,471.85**
	GRAND TOTAL	**$126,319.35**

MD DEPARTMENT OF AGRICULTURE
50 HARRY S TRUMAN PARKWAY

ANNAPOLIS MD 21401

INVOICE

COUNTY COMMISSIONERS OF WORCESTER COUNTY
COURTHOUSE, ROOM 112
ONE WEST MARKET ST
SNOW HILL MD 21863-1072 CUSTOMER NO 0526001064 002

INVOICE NO	INVOICE DATE	DUE DATE	INVOICE AMOUNT
AA083659	01/14/25	02/14/25	$87,045 33

MM/DD/YY	NARRATIVE	QTY	UNIT COST	EXTENSION
01/06/25	M/C 2024 SEASON TOTAL EXPEND D 040	1	$147,782 51	$147,782 51
01/06/25	LESS STATE EXPENDITURE	1	$31,404 48	$31,404 48
01/06/25	LESS LOCAL EXPEDITURE	1	$29,332.70	$29,332 70
TOTAL INVOICE				$87,045 33

ADDITIONAL COMMENTS

REMITTANCE INFORMATION PLEASE WRITE INVOICE NUMBER ON CHECK
REMIT TO MDA, P O.BOX 17304 BALTIMORE, MARYLAND 21297-1304

ACCOUNTS 75 DAYS PAST DUE WILL BE ASSESSED A 17 PERCENT COLLECTION FEE

INTERAGENCY TRANSFERS: PLEASE USE TC 433 FOR AA DOC, TC 431 FOR AN DOC
REF DOC/SFX AAXXXXXX/XXX, ANXXXXXX/XXX
AGENCY L00
AMOUNT, DOC AMOUNT, F4, F10

ADPICS PAYMENT TC 488 FOR AA DOC, TC 481 FOR AN DOC, AGY L00

FOR CREDIT CARD PAYMENTS OR QUESTIONS CALL FISCAL SERVICES (410)841-5848

Account #
100 . 1302 . 7120 . 030 .

ITEMIZED STATEMENT FOR TEMPORARY MOSQUITO CONTROL IN WORCESTER COUNTY, MARYLAND
NOVEMBER 1, 2023 TO OCTOBER 31, 2024

ITEM 9

STATE OF MARYLAND EXPENDITURES

Labor - Adulticide

Classified Employees

T Cannon, S Richwine, Salary and Fringe	$ 17,878 02
Total	**$17,878 02**

Contractual Employees

J Williams Hourly Salary and Fringe	$20,307 89
K Morris Hourly Salary and Fringe	$13,262 07
D Hardy Hourly Salary and Fringe	$1,816 46
E Bradford Hourly Salary and Fringe	$17,172 12
A Meilhammer Hourly Salary and Fringe	$420 82
P Newcomb Hourly Salary and Fringe	$410 63
Total	**$53,389 99**
Total Adulticide Labor Charges	**$71,268 01**

Labor - Larvicide

Classified Employees

B Kennedy Salary and Fringe	$15,570 96

Contractual Employees

W Young Hourly Salary and Fringe	$18,050 52
Total Larvicide Labor Charges	**$33,621 48**
Total Adulticide and Larvicide Labor Charges	**$104,889 49**

Equipment Charges

ULV Sprayer 4 @ $1,950 00/Unit	$7,800 00
Total Equipment Charges	**$7,800 00**

Mileage and Maintenance Charges

Pickup truck to transport labor/supplies 07093SG and 07421SG Adulticide	$378 80
Pickup truck to transport labor/supplies and 07153SG Larvicide	$111 89
Total Mileage and Maintenance Charges	**$490 69**

Supplies

Adulticide Supplies Office Supplies, Field Supplies, Gloves, Rags,	$335 48
Larvicide Supplies Office Supplies, Field Supplies, Dry Ice	$306 83
Total Parts and Supplies	**$642 31**

ULV Calibration & Droplet Determination

ULV Calibration 10 @ $150 00/Calibration	$1,500 00
Total Calibration & Droplet Determination	**$1,500 00**

Mobile Communication

Cellular Telephones Larvicide	$86 40
Cellular Telephones Adulticide	$43 19
Total Mobile Communication	**$129 59**

Insecticide

End Use Permanone 30+30	$20,005 13
Various Larvicide Briquets	$842 60
Total Insecticide	**$20,847 73**

Airspray Expenditures

Aerial Larviciding (603 acres)	$11,482 70
Aerial Adulticiding (0 acres)	
Total Airspray Expenditures	**$11,482 70**
TOTAL STATE OF MARYLAND EXPENDITURES	**$147,782 51**

Ground Larvicide Charges

Labor	$33,621 48
Equipment	$198 29
Supplies	$306 83
Insecticide	$842 60
Total Ground Larviciding Charges	**$34,969 20**

WORCESTER COUNTY EXPENDITURES
CHARGEABLE LARVICIDE EXPENDITURES

ITEM 9

Labor & Fringe Benefits

George Lawrence, $79,294 71 @ 20% (Larviciding)	$15,858 94
Total Labor and Fringe Benefits	**$15,858 94**

Miscellaneous Charges

Equipment Charge Vehicle Mileage $32,620 97 @20% (Larviciding)	$6,524 19
Miscellaneous charges $7,931 82@ 20% (Larviciding)	$1,586 36
Total Miscellaneous Charges	**$8,110 56**

Co-op & Equipment Charges

Co-op Equipment Charge $6,471 85@ 50%/Season	$3,235 93
Total Co-op Equipment Charges	**$3,235 93**
TOTAL WORCESTER COUNTY CHARGES	**$27,205 43**

Total State of Maryland Expenditures	**$147,782 51**
Less 40% of State Larvicide Charges	-$13,987 68
Less 40% of State Airspray Charges	-$4,593 08
Less 40% of County Larvicide Charges	-$9,587 80
Less Co-op Vehicle Charges	-$3,235 93
Less HOA and Ocean Pines expenditures chargeable by State	-$29,332 70
AMOUNT DUE TO MARYLAND DEPARTMENT OF AGRICULTURE	**$87,045 33**

MARYLAND'S Coast WORCESTER COUNTY

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

MEMORANDUM

TO: Worcester County Commissioners
FROM: Nicholas W. Rice, Procurement Officer
DATE: March 18, 2025
RE: Request to Contract – Preliminary Architectural and Engineering Services – New Pocomoke Service Facility

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The Department of Public Works is seeking approval for the Maintenance Division to utilize the City of Salisbury's contract with Davis, Bowen & Friedel, Inc. (DBF) for preliminary architectural and engineering services related to a new Pocomoke Service Facility. The City of Salisbury awarded this contract through a competitive bidding process, with a one-year term and two optional one-year renewals. The total contract amount is $71,850.

The existing facility, which houses the Health Department and Commission on Aging, is located on the corner of Walnut and 4th Streets in Pocomoke. Originally built in 1950, the facility underwent some renovations in 2005 but has remained largely unchanged since. In the past year, the building experienced a temporary closure due to corrosion in the domestic water piping, which led to a pipe failure.

In June 2024, DBF conducted a building evaluation, as outlined in the attached report. The assessment concluded that improvements to the current facility would not be cost-effective, and constructing a new facility at the same location is the most viable option.

Funding for this portion of the project, in the amount of $704,500, was allocated in the current FY24 Assigned Funds under Health Department & 50 Pls Center – Pocomoke Building Replace.

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

DAVIS BOWEN & FRIEDEL, INC.

ARCHITECTS • ENGINEERS • SURVEYORS

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

February 21, 2025

Worcester County Maintenance
6113 Timmons Road
Snow Hill, Maryland 21863

Attn: Mr. Michael Hutchinson
Maintenance Supervisor

RE: Preliminary Architectural and Engineering Services
New Facility - Pocomoke Service building
Pocomoke City, Maryland
DBF #P0085B25.039

Dear Mr. Hutchinson:

Pursuant to your request, we are pleased to present this proposal to provide preliminary architectural and engineering services for the above-referenced project. This includes preliminary architectural, structural, and civil engineering design including stormwater management. Also included is preliminary mechanical/electrical/plumbing and Fire Protection engineering to determine building systems. This facility is assumed to be 10,000-15,000 SF. A preliminary cost estimate will also be provided. Below is a breakdown of the scope of work we are anticipating for this project.

A. BOUNDARY & TOPOGRAPHIC SURVEY

Our office will perform the necessary field and office work to compile a boundary, topographic and utility survey of the project site, including an area 50 feet outside of the existing property boundary, as well as 4th St, Walnut St, Cedar St, and 5th St bordering the property. We will also perform the field survey work necessary to locate all aboveground features including buildings, parking areas, drive isles, sidewalks, landscape islands, etc., as well as, aboveground and accessible below grade utilities. The boundary survey shall include deed research, review of the title work (if available), and performance of the field survey work needed to locate existing boundary markers and set new markers (if required) to properly define the property.

Lump Sum Fee: $8,500.00

B. ARCHTECTURAL AND ENGINERING SCHEMATIC DESIGN

The following are the tasks anticipated for this phase:

- Programming meeting County staff to determine building spaces required and their required adjacencies.
- Develop concepts for building plan layout based on approved program.
- Based on the approved concept, we will prepare schematic plans for architectural, mechanical, electrical, and plumbing (MEP) phases of work; includes narrative for MEP. We will revise as needed to arrive at an approved design.
- Due diligence work including HVAC systems analysis, design narratives, sprinkler requirements, and other life safety/building code information necessary for the schematic design.
- Preparation of an estimate of probable construction cost associated with the approved design.

Lump Sum Fee: $32,850.00

C. UTILITY SURVEY

Based on the history of the existing site, we will work with the County to locate known utilities. We will also coordinate with a Ground Penetrating Radar (GPR) sub-consultant to verify and map any underground utilities or other items within the area on the existing property. We will then combine all the information to produce a final utility survey for this site. The following fee includes the GPR sub-consultant's fees.

Lump Sum Fee: $6,000.00

D. GEOTECHNICAL INVESTIGATION

We will perform survey services for locating soil borings which will be needed to determine soil types and groundwater depths for design of the stormwater management system, pavement and building footer designs. We will also coordinate the performance of these borings with a geotechnical sub-consultant of your choice. The following fee includes the performance of the geotechnical services by the sub-consultant.

Lump Sum Fee: $12,500.00

E. PRELIMINARY SITE PLAN

Our office will prepare a preliminary site plan sufficient to show the required building setbacks, parking, stormwater management, and other site requirements. Our office will meet with City of Pocomoke Planning and Zoning, and Worcester County, to share the plan and gather initial comments to be incorporated into the Preliminary Plan. The following fee also includes preparing the stormwater concept plan for agency review.

Lump Sum Fee: $12,000.00

EXCLUSIONS

The following is not considered a part of our scope of work for this project:

- Design development beyond schematics.
- Construction documents.
- Bid phase services.
- Construction phase services.
- Energy Modeling.
- Heating/Coding load calculations.
- Life cycle cost analysis.
- Utility locating.
- Public presentations.

FEE SUMMARY

A.	Boundary & Topographic Survey	$ 8,500.00
B.	Architectural and Engineering Schematic	$32,850.00
C.	Utility Survey	$6,000.00
D.	Geotechnical Investigation	$12,500.00
E.	Preliminary Site Plan	$12,000.00
	TOTAL LUMP SUM AND ESTIMATED ITEMS A-H:	**$71,850.00**

Billing for our services will be submitted monthly based on the percentage of work completed the previous month in accordance with Schedule of Rates No. 50. Payment terms shall be in accordance with the attached City of Salisbury agreement and Worcester County's Standard Terms and Conditions.

ITEM 10

This proposal is valid for a period of thirty (30) days. If you find the proposal acceptable, please sign below and on the attached agreement, and forward it via email to mwh@dbfinc.com. We will proceed with our work based on receipt of the signed documents.

We appreciate the opportunity to be of continued service to Worcester County and look forward to participating in this project. Should you have any questions or need additional information, please do not hesitate to contact me at (410) 543-9091 or at the email noted above.

Respectfully Submitted,
DAVIS, BOWEN & FRIEDEL, INC.

Michael Wheedleton, AIA
Principal

Attachment: Schedule of Rates No. 50
General Terms and Conditions

ACCEPTED BY:

Printed Name	*Signature*	*Date*

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES
SCHEDULE NO. 50
Effective January 1, 2024

CLASSIFICATION	HOURLY RATE
Principal	$230.00
Senior Architect, Sr. Landscape Architect, Sr. Engineer, Sr. Surveyor	$195.00
Architect, Landscape Architect, Engineer, Surveyor	$155.00
Senior Manager: Architecture, Landscape Architecture, Engineering, Surveying	$160.00
Manager: Architecture, Landscape Architecture, Engineering, Surveying	$140.00
Senior Environmental Specialist	$160.00
Environmental Specialist	$130.00
Construction Administrator	$145.00
Senior Designer	$150.00
Designer	$130.00
GIS Specialist	$140.00
Computer Graphics Designer	$115.00
CAD I	$115.00
CAD II	$100.00
1 Person Survey Crew	$150.00
2 Person Survey Crew	$190.00
3 Person Survey Crew & UAV Crew (Excluding Equipment Charge)	$230.00
Resident Project Representative	$110.00
Computer Administrator	$110.00
Administrative Support	$90.00
Travel	$0.655/mile
Direct Expense	Cost + 10%
UAV Equipment Charge	$100/mission
Prints (In-house Reproduction)	$3.50/sheet
Overtime	(1.5xHourly Rate)
24x36 Mounted Prints	$90 (First Board)/ $40 (Additional Boards from the Same Order)

City of Salisbury

Contract No. RFP A-24-102
Engineering Services

Acct No. By Purchase Order Only

STANDARD FORM OF AGREEMENT

THIS AGREEMENT, made as of the 20th day of February in the year of Two-Thousand and Twenty Four by and between the City of Salisbury, party of the first part, herein after called the City, and Davis, Bowen & Friedel, Inc., 601 East Main Street, Suite 100, Salisbury, MD 21804party of the second part, hereinafter called the Contractor.

The City and the Contractor agree as set forth below:

ARTICLE – 1
THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, The Conditions of the Contract (General, Supplementary and other Conditions), Instructions to Bidders, the Specifications, all Addenda issued prior to and all Modifications issued after execution of this Agreement. These form the Contract, and all are as fully a part of the Contract as if attached to this Agreement or repeated herein. An enumeration of the Contract Documents appears in Article 9.

ARTICLE – 2
WORK

The Contractor will perform all the Work required by the Contract Documents for:

CONTRACT NO. RFP A-24-102
ENGINEERING SERVICES

ARTICLE – 3
TIME OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

The Work to be performed under this Contract will commence on as requested basis and, subject to authorized adjustments; Substantial Completion will be achieved within a mutually agreed upon time frame for each individual work order. This is a requirements contact and as such, individual work orders, or Purchase Orders will be issued as needed. This initial term of this contract will expire one year from

the date of the fully executed contract. The City reserves the right to renew this contract for two (2) 1-year periods upon mutual agreement by both parties.

ARTICLE – 4
CONTRACT SUM

The City will pay the Contract in current funds for the providing of the services, as provided in the Contract Documents, the Contract rates as stated below.

The Contract rates determined as follows:

Per the rates submitted by Jason P. Loar, PE dated November 29, 2023

ARTICLE – 5
PROGRESS PAYMENTS

Based upon the Contractor's monthly estimate of work in place, the City will make progress payments on the Contract Sum to the Contractor. Payment will be paid by the City of Salisbury within a specified time, generally within a thirty (30) day period after receipt of invoice and acceptance of work.

ARTICLE – 6
FINAL PAYMENT

Final Payment will be paid by the City of Salisbury within a specified time, generally within a thirty (30) day period after receipt of final invoice and acceptance of work.

ARTICLE - 7
SUSPENSION OR TERMINATION OF CONTRACT FOR CONVENIENCE

A. The City will have the right, at any time by written notice, for its convenience, to suspend for such time as may be determined by the City to be necessary or desirable up to ninety (90) days, unless a longer term is agreed upon in writing by both parties; and thereafter, to require resumption of the whole or any part of the work without invalidating the provisions of this contract.

B. The City will have the right, at any time by written notice, for its convenience, to terminate the work in whole or in part.

C. Any notice issued pursuant to Sections A and B above will state the extent and effective date of such termination. Upon the effective date of such notice, except as otherwise directed, the Contractor will stop work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services, or facilities, except as necessary for the completion of such portion of the work not terminated.

D. The Contractor, within thirty (30) days of the notice of termination, will submit a final invoice reflecting the services actually furnished pursuant to this Agreement to the satisfaction of the City and for which no previous invoice was submitted to the City.

E. In the event of a termination, pursuant to Section B above, the City will pay the Contractor's expenses verified by final invoice as set forth in Section D for the following:

(1) Completed and acceptable work executed in accordance with the Contract Documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such work;

(2) Expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials or equipment as required by the Contract Documents in connection with uncompleted work, plus fair and reasonable sums for overhead.

F. The Contractor will not be paid on account of loss of anticipated profits or revenues or for work not completed prior to the date of termination of the Contract.

ARTICLE – 8
CONTRACT CHANGES

NO CLAIMS may be made by anyone that the scope of the project or that the Contractor's services have been changed (requiring changes to the amount of compensation to the Contractor or other adjustments to the Contract) UNLESS such changes or adjustments have been made by an approved **WRITTEN AMENDMENT** (Change Order) to the Contract signed by the Director of Procurement (and the City Council, if required), prior to extra work being initiated. Extra work performed without prior, approved, written authority will be considered as unauthorized and at the expense of the Contractor, and payment will not be made by the City of Salisbury (Owner).

NO ORAL conversations, agreements, discussions, or suggestions, which involve changes to the scope of the Contract, made by anyone including any City of Salisbury employee, will be honored or valid. No written agreements or changes to the scope of the Contract made by anyone other than the Director of Procurement (with City Council approval, if required) will be honored or valid.

If any change ordered in the work results in a reduction in the work, the Contractor will neither have, nor assert any claim for, nor be entitled to any additional compensation for damages or for loss of anticipated profits on work that is eliminated.

No inspection, or any failure to inspect, at any time or place, will relieve the Contractor from his obligation to perform all the work strictly in accordance with the requirements of the specifications. The City's Project Representatives (construction inspectors) are NOT authorized to revoke, alter, enlarge, relax, or release any requirement of the specifications, nor to approve or accept any portion of work, nor to issue instruction contrary to the drawings and specifications.

ARTICLE - 9
CONTRACT DOCUMENTS

The Contract Documents, which constitute the entire Agreement between The City and the Contractor, are listed in Article 1 and, except for Modifications issued after execution of this Agreement are enumerated as follows:

ADVERTISEMENT

RFP A-24-102 ENGINEERING SERVICES SOLICITATION DOCUMENT

ADDENDUM 1

ADDENDUM 2

ADDENDUM 3

REQUIRED FORMS

EMAIL WAIVING ADDITIONAL TERMS ON PRICE PROPOSAL FROM JASON P. LOAR DATE JANUARY 24TH, 2024

STANDARD FORM OF AGREEMENT

CONTRACT RFP A-24-102

This agreement entered into as of the day and year first written above.

(FIRM TO SIGN BELOW)

Davis, Bowen & Friedel, Inc.
Name of Firm

BY: _____
(Authorized Official) Date 2024-02-23

ATTEST _____
(Witness) Date 2024-02-23

Jason P. Loar, P.E., Principal/Sr. Engineer
Printed Name and Title

(CORPORATE SEAL)

THE CITY OF SALISBURY

APPROVED AS TO FORM AND LEGALITY

_____
Ashley A. Bosche, Esquire
City Solicitor Date 02/23/2024

APPROVED FOR EXECUTION:

_____
~~XXXXXXXXXX~~ John Tull, Acting Director
~~XXXXX~~ of Infrastructure Date 2/25/24
and Development

CERTIFIED: Unobligated Appropriation Balance is sufficient to cover cost.

_____
Keith Cordrey
Director of Finance Date 3/4/2024

APPROVED FOR EXECUTION:

_____
Jennifer Miller
Director of Procurement Date 03/05/24

FUNDING/BID AWARD AS APPROVED BY COUNCIL

_____
D'Shawn Doughty
Council President Date 03/05/2024

ATTEST

_____
Kimberly Nichols
City Clerk Date 03/05/2024

1.2023

EXHIBIT A

Worcester County Maryland
Standard Terms

The provisions below are applicable to all Worcester County ("County") contracts. These provisions are not a complete agreement. These provisions must be attached to an executed document that identifies the work to be performed, compensation, term, incorporated attachments, and any special conditions ("Contract"). If the Standard Terms and any other part of the Contract conflict, then the Standard Terms will prevail.

1. **Amendment**. Amendments to the Contract must be in writing and signed by the parties.
2. **Bankruptcy**. If a bankruptcy proceeding by or against the Contractor is filed, then:
    a. The Contractor must notify the County immediately; and
    b. The County may cancel the Contract or affirm the Contract and hold the Contractor responsible for damages.
3. **Compliance with Law.** Contractor must comply with all applicable federal, state, and local law. Contractor is qualified to do business in the State of Maryland. Contractor must obtain, at its expense, all licenses, permits, insurance, and governmental approvals needed to perform its obligations under the Contract.
4. **Contingent Fee Prohibition**. The Contractor has not directed anyone, other than its employee or agent, to solicit the Contract and it has not promised to pay anyone a commission, percentage, brokerage fee, contingent fee, or other consideration contingent on the making of the Contract.
5. **Counterparts and Signature**. The Contract may be executed in several counterparts, each of which may be an original and all of which will be the same instrument. The Contract may be signed in writing or by electronic signature, including by email. An electronic signature, a facsimile copy, or computer image of the Contract will have the same effect as an original signed copy.
6. **Exclusive Jurisdiction.** All legal proceedings related to this Contract must be exclusively filed, tried, and maintained in either the District Court of Maryland for Worcester County, Maryland or the Circuit Court of Worcester County, Maryland. The parties expressly waive any right to remove the matter to any other state or federal venue and waive any right to a jury trial.
7. **Force Majeure.** The parties are not responsible for delay or default caused by fire, riot, acts of God, County-declaration-of-emergency, or war beyond their reasonable control. The parties must make all reasonable efforts to eliminate a cause of delay or default and must, upon cessation, diligently pursue their obligations under the Contract.
8. **Governing Law**. The Contract is governed by the laws of Maryland and the County.
9. **Indemnification**. The Contractor must indemnify the County and its agents from all liability, penalties, costs, damages, or claims (including attorney's fees) resulting from personal injury, death, or damage to property that arises from or is connected to the performance of the work or failure to perform its obligations under the Contract. All indemnification provisions will survive the expiration or termination of the Contract.

10. **Independent Contractor.**

    a. Contractor is an "Independent Contractor", not an employee. Although the County may determine the delivery schedule for the work and evaluate the quality of the work, the County will not control the means or manner of the Contractor's performance.

    b. Contractor is responsible for all applicable taxes on any compensation paid under the Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits under the Contract.

    c. Contractor must immediately provide the County notice of any claim made against Contractor by any third party.

11. **Insurance Requirements.**

    a. Contractor must have Commercial General Liability Insurance in the amounts listed below. The insurance must include coverage for personal injury, discrimination, and civil rights violation claims. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED". A copy of the certificate of insurance must be filed with the County before the Contract is executed, providing coverage in the amount of $1,000,000 per occurrence, $2,000,000 general aggregate, and $500,000 for property damage.

    b. Contractor must have automobile insurance on all vehicles used in the Contract to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations in connection with the Contract. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED".

    c. Contractor must provide the County with a certification of Workers' Compensation Insurance, with employer's liability in the minimum amount required by Maryland law in effect for each year of the Contract.

    d. All insurance policies must have a minimum 30 days' notice of cancellation. The County must be notified immediately upon cancellation.

    e. When insurance coverage is renewed, Contractor must provide new certificates of insurance prior to expiration of current policies.

12. **Nondiscrimination**. Contractor must not discriminate against any worker, employee, or applicant because of religion, race, sex, age, sexual orientation, physical or mental disability, or perceived disability. This provision must be incorporated in all subcontracts related to the Contract.

13. **Ownership of Documents; Intellectual Property.**

    a. All documents prepared under the Contract must be available to the County upon request and will become the exclusive property of the County upon termination or completion of the services. The County may use the documents without restriction or without additional compensation to the Contractor. The County will be the owner of the documents for the purposes of copyright, patent, or trademark registration.

b. If the Contractor obtains, uses, or subcontracts for any intellectual property, then it must provide an assignment to the County of ownership or use of the property.

c. The Contractor must indemnify the County from all claims of infringement related to the use of any patented design, device, materials, or process, or any trademark or copyright, and must indemnify the County, its officers, agents, and employees with respect to any claim, action, costs, or infringement, for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment, or services covered by the Contract.

14. **Payments.** Payments to the Contractor under the Contract will be within 30 days of the County's receipt of a proper invoice from the Contractor. If an invoice remains unpaid 45 days after the invoice was received, interest will accrue at 6% per year.

15. **Records.** Contractor must maintain fiscal records relating to the Contract in accordance with generally accepted accounting principles. All other relevant records must be retained by Contractor and kept accessible for at least three years after final payment, termination of the Contract, or until the conclusion of any audit, controversy, or litigation related to the Contract. All subcontracts must comply with these provisions. County may access all records of the Contractor related to the Contract.

16. **Remedies.**

a. **Corrections of errors and omissions.** Contractor must perform work necessary to correct errors and omissions in the services required under the Contract, without undue delays and cost to the County. The County's acceptance will not relieve the Contractor of the responsibility of subsequent corrections of errors.

b. **Set-off.** The County may deduct from any amounts payable to the Contractor any back-charges, penalties, or damages sustained by the County, its agents, or employees caused by Contractor's breach. Contractor will not be relieved of liability for any costs caused by a failure to satisfactorily perform the services.

c. **Cumulative.** These remedies are cumulative and without waiver of any others.

17. **Responsibility of Contractor.**

a. The Contractor must perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services.

b. Notwithstanding any review, approval, acceptance, or payment for the services by the County, the Contractor will be responsible for the accuracy of any work, design, drawings, specifications, and materials furnished by the Contractor under the Contract.

c. If the Contractor fails to conform with subparagraph (a) above, then it must, if required by the County, perform at its own expense any service necessary for the correction of any deficiencies or damages resulting from the Contractor's failure. This obligation is in addition to any other remedy available to the County.

18. **Severability/Waiver.** If a court finds any term of the Contract to be invalid, the validity of the remaining terms will not be affected. The failure of either party to enforce any term of the Contract is not a waiver by that party.

19. **Subcontracting or Assignment.** The Contractor may not subcontract or assign any part of the Contract without the prior written consent of the County. The County may withhold consent for any reason the County deems appropriate.

20. **Termination.** If the Contractor violates any provision of the Contract, the County may terminate the Contract by written notice. All finished or unfinished work provided by the Contractor will, at the County's option, become the County's property. The County will pay the Contractor fair compensation for satisfactory performance that occurred before termination less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the County can affirmatively collect damages.

21. **Termination of Contract for Convenience.** Upon written notice, the County may terminate the Contract when the County determines termination is in the County's best interest. Termination for convenience is effective on the date specified in the County's written notice. The County will pay for reasonable costs allocable to the Contract for costs incurred by the Contractor up to the date of termination. But the Contractor will not be reimbursed for any anticipatory profits that have not been earned before termination.

22. **Termination of Multi-year Contract.** If funds are not available for any fiscal period of the Contract after the first fiscal period, then the Contract will be terminated automatically as of the beginning of unfunded fiscal period. Termination will discharge the Contractor and the County from future performance of the Contract, but not from their rights and obligations existing at the time of termination.

23. **Third Party Beneficiaries.** The County and Contractor are the only parties to the Contract and are the only parties entitled to enforce its terms. Nothing in the Contract gives any benefit or right to third persons unless individually identified by name and expressly described as intended beneficiaries of the Contract.

24. **Use of County Facilities.** Contractor may only use County facilities that are needed to perform the Contract. County has no responsibility for the loss or damage to Contractor's personal property which may be stored on County property.

25. **Whole Contract.** The Contract, the Standard Terms, and attachments are the complete agreement between the parties and supersede all earlier agreements, proposals, or other communications between the parties relating to the subject matter of the Contract.

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS • ENGINEERS • SURVEYORS

FACILITY CONDITION ASSESSMENT
OF
POCOMOKE SERVICE FACILITY
400B WALNUT STREET
POCOMOKE CITY, MARYLAND



Prepared for:

Worcester County Government
Department of Public Works
6113 Timmons Road
Snow Hill, Maryland 21863

Prepared by:

Gipe Associates, Inc.
8719 Brooks Drive
Easton, Maryland 21601

Davis, Bowen & Friedel, Inc.
601 E. Main Street
Salisbury, Maryland 21804

JUNE 2024

DBF #0085B053.A01

www.dbfinc.com

DAVIS BOWEN & FRIEDEL, INC.

ARCHITECTS • ENGINEERS • SURVEYORS

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

June 21, 2024

Worcester County Government
Department of Public Works
6113 Timmons Road
Snow Hill, MD 21863

Attn: Mr. Michael Hutchinson
Maintenance Superintendent

RE: Facility Assessment for the Pocomoke Service Facility
Pocomoke City, Maryland
DBF #0085B053.A01

Dear Mr. Hutchinson:

We are pleased to submit to you the Facility Condition Assessment Report for the Pocomoke Service Facility located on Walnut Street in Pocomoke City, Maryland. This assessment includes our evaluation of the existing site and facility, offers recommendations for remedial work and code compliance, and provides estimated costs and suggested priorities to complete the work.

Please do not hesitate to contact me with any questions you may have regarding this evaluation.

Sincerely,
DAVIS, BOWEN & FRIEDEL, INC.

Michael Wheedleton, AIA
Principal - Senior Architect

☐ 601 E. MAIN STREET, SUITE 100, SALISBURY, MD 21804 • 410-543-9091
☑ 1 PARK AVENUE, MILFORD, DE 19963 • 302-424-1441
☐ 106 N. WASHINGTON STREET, SUITE 103, EASTON, MD 21601• 410-770-4744
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FACILITY CONDITION ASSESSMENT
OF
POCOMOKE SERVICE FACILITY
400B WALNUT STREET
POCOMOKE CITY, MARYLAND

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PART 1

EXECUTIVE SUMMARY

1.0 EXECUTIVE SUMMARY

1.1 Overview

The approximately 14,000 sq. ft. facility was constructed in 1949/50 and renovated in 2006. It is a one-story facility with 27 parking spaces on the property. The one-story facility houses space for the Commission on Aging and the Worcester County Health Department.

Structurally the facility is comprised of a masonry foundation with a crawl space. The first floor structure is concrete in metal decking supported by steel bar joists. The walls, attic, and roof structure are wood-framed with a flat or low slope roof finished with a single-ply EPDM finish.

Exterior walls are finished with an Exterior Insulation Finish System (EIFS) and the windows are original steel windows with a fixed unit at the top and operable awning windows at the bottom.

Exit doors exist on all sides of the facility with the accessible entry on the west side adjacent to the parking lot.

Interior finishes consist of vinyl tile and carpet for flooring. The walls are primarily painted gypsum wallboard and the ceilings are painted drywall or acoustical lay-in panels in an aluminum grid system.

The facility is insulated with batt insulation at the exterior walls and in the attic. The membrane roof is applied over a rigid board insulation.

For buildings of this age, Mechanical/Electrical/Plumbing (MEP) systems play the largest part in the useful life of the facility.

The existing HVAC systems serving the facility include the following:
- Central hot water heating system.
- No. 2 fuel oil system.
- Split system multi-zone air handling unit.
- Split system air handling unit.
- Ductless split system.
- Exhaust fans and gravity ventilation.

The central hot water heating system contains the following hydronic specialties:
- Heating water tank expansion.
- Chemical feed tank.
- Make-up water valve train.
- Air scoop.

The existing plumbing systems are straight forward and are typical for an mixed-use office building.

The domestic water meter is located outside the building in the street.

Electrical energy is provided to the Pocomoke Service Facility Building at 208Y/120-volts AC, three-phase, four-wire from an oil-filled, 75 kVA transformer located adjacent to the building. There is a current transformer (C/T) type electricity meter located on the wall of the building behind the transformer. Both the transformer and electricity meter are owned by Delmarva Power.

1.2 Purpose and Scope

The purpose of this Facility Condition Assessment is to identify deficiencies, items of deferred maintenance as well as building and energy code issues in order to determine deficiencies and the cost to remediate them. This report contains detailed information on the condition the building's operating systems, energy efficiency, architectural, structural, and civil engineering features which could detract from the facility's potential to operate efficiently and properly under current codes as required by the County.

1.3 Limitations and Exclusions

This report has been prepared for the sole benefit of Worcester County Department of Public Works. It represents an assessment of the physical condition of the building and property based upon limited observation and readily accessible and visible components and professional experience and judgement. Items concealed or not readily accessible may not be included in this report.

Davis, Bowen & Friedel, Inc. provides no warranty or guarantee of life expectancy or performance on any part of the facility or property.

Lead, asbestos and other environmental assessments are not included in the scope of this report. Below is a list of additional items excluded:

- Flood zone analysis.
- Infrared imaging of the site or building.
- Drawings depicting proposed improvements.

1.4 Findings Summary

Based on our observations noted in the report to follow and the costs noted in Part 4, we recommend that a new facility be constructed to replace the existing. More information regarding this recommendation is noted in Part 2 and outlined in Part 5.

PART 2

SYSTEM DESCRIPTION AND OBSERVATIONS

2.0 SYSTEM DESCRIPTION AND OBSERVATIONS

2.1 Overall General Description

The approximately 14,000 sq. ft. facility is in good to satisfactory condition with respect to building structure and finishes, but is in poor condition with respect to piping, systems, and code compliance. The facility serves as a day time activities center for seniors on the north side and provides offices, work areas, interview and exam rooms for the County Health Department in the remainder of the facility.

The following section of the report denotes observations of possible deficiencies with the interior and exterior of the facility and surrounding property.

2.2 Site

2.2.1 Topography
The site is flat with an asphalt vehicle drive and parking area on the west and south sides with areas of grass at all other parts of the site. Entries on the east and north sides connect to town sidewalks.

2.2.2 Stormwater Management System
This facility is surrounded by grass on three sides giving plenty of drainage area with the sandy soils. Gutters are booted underground to the town drainage system. Management of stormwater appears to be satisfactory.

2.2.3 Paved Roadways and Parking Areas
Asphalt paving exists on the west and south side parking areas and drives.

2.2.4 Exterior / Site Lighting
Lights exist on the exterior of the building and lights exist at the adjacent town streets.

2.2.5 Recommendations
No site recommendations.

2.3 Building Utilities (Outside of the Facility)

2.3.1 Water
Municipal water is provided to the site.

2.3.2 Electricity
Electricity is provided by Delmarva Power & Light. The primary service enters the building via underground line to the transformer near the mechanical room.

2.3.3 Natural Gas
Natural gas is provided by Chesapeake Utilities.

2.3.4 Propane
Propane is not used at this facility.

2.3.5 Sanitary

The building is currently connected to the Pocomoke City municipal sanitary sewer system.

2.3.6 Recommendations

Underground utilities are noted here for information, we will not note any deficiencies related to this infrastructure or connections. See sections noted for reference to specific observations and recommendations.

2.4 Exterior Envelope

The exterior wall finish is comprised exclusively of EIFS (Exterior Insulation Finish System). EIFS appears to be in fair condition with the exception of some staining and minor wall damage. The windows are steel and a combination of fixed and awning units and appear to be quite old and not energy efficient. Some units have seal failures in the insulated glass as seen in the picture below. Doors are hollow metal units. Aluminum gutters and downspouts are in place on the west side and appear to be functioning.

As the facility was constructed around 1950, insulation provided in the exterior wall does not meet current energy code standards.

The building's roof drainage is provided by gutters and downspouts. The roof gutters are in satisfactory condition. The roof appears to have been replaced within the last 10 years and is in satisfactory condition.



Existing Steel Fixed Windows



Rooftop Drainage Gutters

2.4.4 Recommendations

2.4.4.1 Replace all windows with new energy-efficient units.

2.4.4.2 Repair and refinish exterior EIFS wall finish as needed.

2.4.4.3 Install insulation in all exterior walls and in the attic area as needed to meet current energy code requirements.

2.5 Mechanical (HVAC) Systems

2.5.1 Existing Mechanical (HVAC) Systems Observations

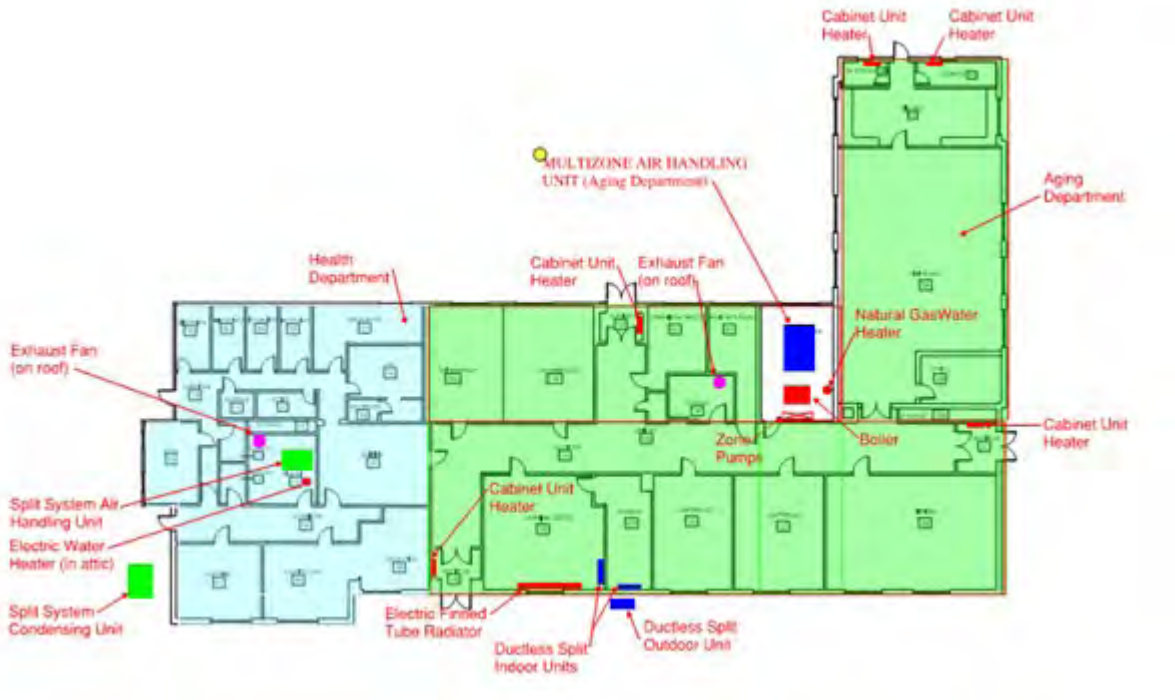
The existing HVAC systems were surveyed to determine code compliance and current condition. Our observations are based on the following:

1. Field survey (April 23rd, 2024).
2. Review and study of existing drawings (limited).
3. Interviews with occupants and maintenance personnel.
4. Code Review.

The existing HVAC systems serving the facility includes the following:

- Central Hot Water Heating System
- No. 2 Fuel Oil System
- Split System Multi-Zone Air Handling Unit
- Split System Air Handling Unit
- Hot Water Heating Terminal Equipment
- Ductless Split System
- Exhaust Fans and Gravity Ventilation

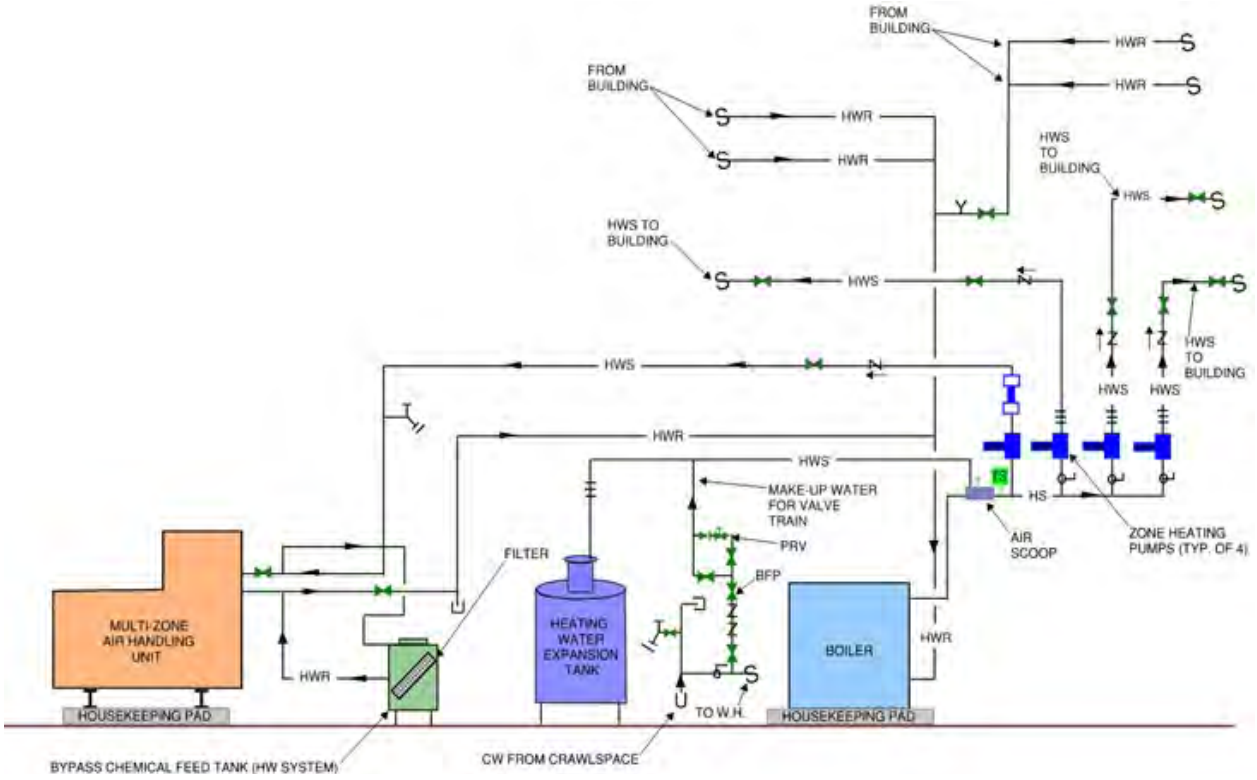
Mechanical Figure #1 illustrates the relative locations of major HVAC systems equipment.



Mechanical Figure 1

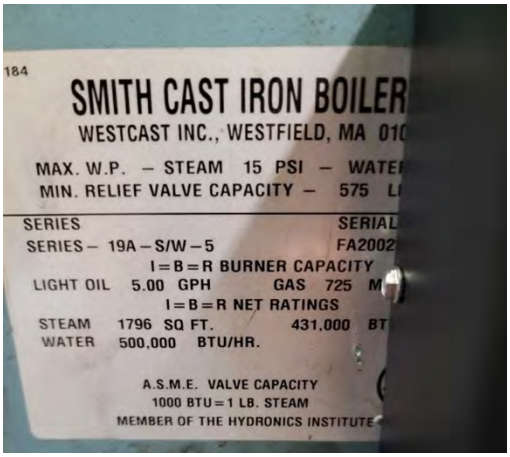
2.5.2 Central Hot Water Heating Plant

The central hot water heating system consists of a single fuel oil fired boiler and zone heating pumps. See Mechanical Figure #2 for a schematic diagram of the central heating plant system.



Mechanical Figure 2

Mechanical Photograph #1 (MP1) illustrates the existing boiler nameplate for the boiler that serves the hot water heating system and Mechanical Photograph #2 (MP2) illustrates the boiler serving the central hot water heating system.



(MP1) Boiler Nameplate



(MP2) Cast Iron Sectional Boiler

The existing boiler is a cast iron sectional type with an IBR-rated input of 500 MBH. The boiler appears to have been manufactured in 2002 and is approximately 22 years old. The boiler utilizes No.2 fuel oil and is connected to a 2,000 gallon above grade fuel oil tank. There are four zone heating pumps that serve various heating coils and terminal equipment throughout the building.

The central boiler plant is arranged in a primary constant flow arrangement with zone heating pumps. The zone heating pumps serve the Multi zone air handling unit, hot water coil and remote cabinet unit heaters.
The central hot water heating system contains the following hydronic specialties:

1. Heating Water Tank Expansion
2. Chemical Feed Tank
3. Make-Up Water Valve Train
4. Air Scoop

Below are Mechanical Photograph #3 (MP3) heating water expansion tank, Mechanical Photograph #4 (MP4) chemical feed tank, and Mechanical Photograph #5 (MP5) air scoop, respectively.



(MP3) Heating Water Expansion Tank


(MP4) Chemical Feed Tank



(MP5) Air Scoop

As previously stated, the boiler is fired by No. 2 fuel oil from an exterior tank, as shown in Mechanical Photograph #6 (MP6). Due to the high cost and inefficiency of fuel oil, we recommend that the fuel oil system be removed.



(MP6) Fuel Oil Tank - at Front of Building

2.5.3 Recommendations

Central Hot Water Heating System Deficiencies: The central heating water system is at the end of its useful service life. The major deficiencies are listed below:

2.5.3.1 The boiler is only 27 inches away from the adjacent wall, the code requires at least 36 inches of clearance.

2.5.3.2 The boiler flue is leaking flue gases into the mechanical room due to poor duct / flue condition. This could potentially cause combustion flue gases to be introduced into the air handling unit ductwork creating an unsafe condition due to carbon monoxide poisoning.

2.5.3.3 The backflow prevention for the boiler make-up water pipe should be an RPZ type backflow preventer, not a standard check valve backflow preventer.

2.5.3.4 The boiler piping and distribution are missing insulation. The insulation remaining is in poor condition.

2.5.3.5 The boiler is also located in the same room as the current AHU. Return air ductwork if leaking can draw in hazardous flue gasses from boiler room.

2.5.3.6 All terminal equipment should be replaced due to age and condition.

2.5.3.7 All hydronic specialties should be replaced due to age and condition.

2.5.3.8 Piping and insulation systems are in very poor condition and should be completely replaced.

2.5.3.9 The boiler utilizes No.2 fuel oil which is very expensive.

2.5.3.10 Proper combustion air is not provided for the boiler room which can lead to negative pressure in the room, which can draw flue gases into the space.

2.5.4 Air Handling Equipment

2.5.4.1 Multi zone Air Handling Unit with Trane Condensing Unit

The Multi zone Air Handling Unit located in the boiler room serves three zones in the Aging Department. Mechanical Photograph #10 (MP10) shows the damaged fins on the condensing unit. This unit utilizes R-22 refrigerant, which has been phased out. The date of manufacture on the name plate is 1985, making this unit approximately 39 years old, which puts this unit and the entire system well beyond the end of its useful service life.



(MP7) Multi-Zone Air Handling Unit



(MP8) Multi-Zone Air Handling Unit Nameplate


(MP10) Trane Unit Damaged Fins

2.5.4.2 Split Air York Condensing Unit

Mechanical Photograph #11 (MP11) shows the nameplate of the York Condensing Unit that serves the Health Department portion of this building. The air handling unit is connected to the condensing unit which is in the attic above the Health Department. This unit also utilizes R-22 refrigerant, which has been phased out. Although we are unclear of exact age, this unit is estimated to be greater than 10 years old and is nearing the end of its useful service life.



(MP11) York Condensing Unit Nameplate

2.5.4.3 Sanyo Ductless System

Mechanical Photograph #12 (MP12) shows the Sanyo Ductless System that serves two rooms, the Learning Center 130, and Storage Room 129. The unit was likely added to provide supplemental cooling for the spaces. Mechanical Photograph #13 (MP13) shows the name plate associated with this unit. Mechanical Photograph #14 (MP14) shows the ductless system wall mounted unit. This unit utilizes R-22 refrigerant, which has been phased out. Although the exact age is unclear, this unit is estimated to be greater than 10 years old and is nearing the end of its useful service life.



(MP12) Sanyo Ductless System



(MP13) Sanyo Nameplate



(MP14) Indoor Ductless System

2.5.4.4 Cabinet Unit Heaters

There are five hydronic cabinet unit heaters, connected to the hot water heating system. The unit heaters are located in each vestibule, the bathroom, and storage room associated with the kitchen. Mechanical Photograph #15 (MP15) shows a typical cabinet unit heater in the building. Although the exact age is unclear, the hydronic units are estimated to be greater than 25 years old and are at the end of their useful service life.



(MP15) Cabinet Unit Heater (typ.)

2.5.4.5 Electric Finned Tube Radiator

Mechanical Photograph #16 (MP16) shows the electric fin tube radiator located in the Learning Center #130. Although the exact age is unclear, we would not recommend re-utilizing the same.



(MP16) Electric Finned Tube Radiator

2.5.4.6 Exhaust Fans & Gravity Ventilators

Mechanical Photograph #17 (MP17) is of the exhaust fan and gravity ventilator located on the roof. The gravity ventilators were installed for relief of excess outside air when the multi-zone unit is in economizer mode. Since attic ventilation will not be required with the new HVAC system, we would recommend that the gravity ventilators be removed. The exhaust fans are provided for the bathrooms and the janitor's closet.

In our field survey we documented that four out of the five bathrooms do not have any code required exhaust airflow. The only bathroom provided with exhaust airflow is in the Aging Department bathroom behind the kitchen. Also, there is an existing abandoned exhaust fan in the kitchenette that should be removed.



(MP17) Exhaust Fan & Gravity Ventilation

2.5.5 Recommendations

Air Handling equipment deficiencies are noted below. The HVAC systems have served their useful life, and all systems should be completely replaced. The cost estimate will note 3 options based on the life cycle of each. These are complete system options. (See appendix for the calculations.)

2.5.5.1 Multi zone air handling units are no longer allowable by the energy code and the same does not properly ventilate the areas served.

2.5.5.2 The condensing unit serving the health department air handling and multi zone unit utilize R-22 refrigerant. R-22 refrigerant has been phased out due to ozone depletion characteristics.

2.5.5.3 Code required ventilation airflow does not appear to be provided through multi zone or split system units.

2.5.5.4 The health department air handling unit located in attic should be provided with auxiliary drain pan.

2.5.5.5 Ductwork and ductwork insulation is in poor condition and should be replaced.

2.6 Plumbing Systems

2.6.1 Potable Water System

The existing plumbing systems are straight forward and are typical for an office mixed use building. Although the exact age is unclear, we believe the majority of the plumbing distribution system is greater than 20 years old and should be replaced.

The domestic water meter is located outside the building in the street. The domestic

water service does not contain a double check valve assembly backflow preventer as required to prevent "backflow" of the building water into the city potable water supply. We would recommend the building's water supply be fitted with a double check valve assembly backflow preventer to prevent contamination of the potable water supply should a cross connection occur. Shore Water Refining conducted a test and found the hardness to have a rating of 8 GPG (grains per gallon), iron of 3ppm (parts per million) and a pH of 7. Also, an odor was detected. A copy of the Water Test Letter is enclosed in Mechanical Appendix A.

The results conclude that the main problem is likely a buildup of iron inside the building plumbing piping. Also noted in the report was an odor similar to fuel compounds. The report indicates there is a potential cross connection (possibly fuel based) causing the odor.

A flow test was conducted on the site hydrants by Bayside Fire Protection, the results are indicated in the following table.

Pocomoke Facility Building Water Flow Test Data	
TEST #1	
Location: Intersection of Fourth Street and Cedar Street Static Pressure: 56 PSI GPM Flowing: 1,640 GPM	Flowing Hydrant: Location: Intersection of Fourth Street and Maple Street Residual Pressure: 52 PSI

The water flow test data is very good and we would not expect the need for a domestic booster pump or a fire pump to serve the building.

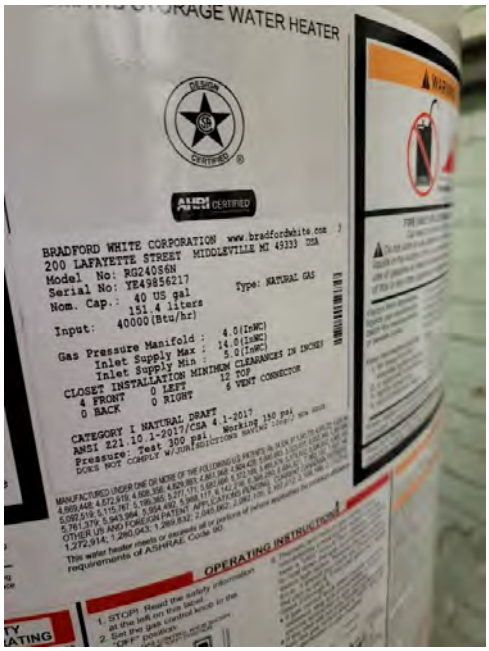
2.6.1.1 Recommendations

Due to the age and condition of the existing potable water piping in the building, we would recommend that all piping, hangers, valves, and pipe insulation be replaced.

2.6.2 Domestic Hot Water Heating System

Mechanical Photograph #18 (MP18) shows the Natural Gas Water Heater that is located in the boiler room and serves the Aging Department. Mechanical Photograph #19 (MP19) shows the Electric Water Heater located in the attic above the Health Department and serves the health department fixtures. We recommend all of the associated equipment be replaced, including the flue, combustion air, all piping and piping insulation.

The gas water heater is approximately 7 years old, and in fair condition. The electric water heater that serves the Health Department portion is in fair condition but we would recommend that it be removed from the attic space and relocated to provide better service access and eliminate the flooding potential of a water heater located in an attic space. A copy of the water heater calculations is enclosed in Mechanical Appendix C.



(MP18) Natural Gas Water Heater



(MP19) Electric Water Heater

2.6.3 Recommendations (Service Building Domestic Hot Water System)

2.6.3.1 The piping and piping insulation are in poor condition.

2.6.3.2 There are no domestic water expansion water tanks as required by plumbing code. This is a dangerous condition due to excessive pressure rise as the water is heated and expands.

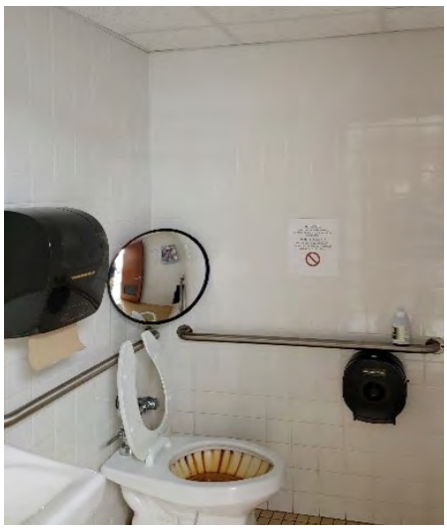
2.6.3.3 There are no recirculation pumps as required by plumbing code resulting in excessive wait times for hot water at the faucets.

2.6.3.4 Both water heater tanks are approximately 7 - 10 years old.

2.6.4 Plumbing Fixtures

As shown in Mechanical Photograph #21 the plumbing fixtures are in poor condition and appear to be non-water conserving type. The lavatories and kitchen hand sinks do not have thermostatic mixing valves as required by code.

Due to lack of code compliance and the overall age and condition, all the plumbing fixtures, domestic water piping, sanitary/ vent piping and kitchen equipment/fixtures have served their useful life and should be replaced.



(MP21) Typical Water Closet

The sink in the janitor's closet located in the Aging department. This sink has a hose for connection to a chemical feed system. No cross-contamination protection is provided for the chemical system connection. Without a backflow preventer, chemicals could be drawn into the potable water supply. A dedicated water feed with backflow preventor should be provided.

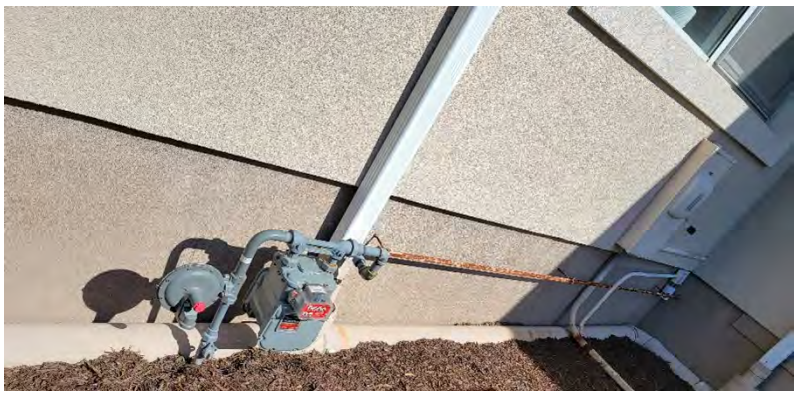
2.6.5 Recommendations

The plumbing systems are at the end of their useful life and should be replaced. Due to the age and condition of existing plumbing equipment, piping and fixtures we recommend replacement of the same. New incoming water service and sanitary service should be provided for the building. An entire new plumbing system should be provided including the following:

2.6.5.1 Hybrid heat pump water heaters
2.6.5.2 Recirculating pumps
2.6.5.3 Expansion tanks
2.6.5.4 Backflow preventors
2.6.5.5 Sanitary and vent piping
2.6.5.6 Cold water, hot water and hot water recirculating piping
2.6.5.7 Thermostatic mixing valves
2.6.5.8 Plumbing fixtures and drains

2.7 Natural Gas

Mechanical photograph #25 is the natural gas service that serves the domestic water heater located in the boiler room. This is provided by Chesapeake Utilities, if using natural gas in the future HVAC system, the gas service will have to be upgraded and sized for the new proposed equipment.



(MP25) Natural Gas Service

2.8 Electrical

2.8.1 Electrical Service

Electrical energy is provided to the Pocomoke Service Facility Building at 208Y/120-volts AC, three-phase, four-wire from an oil-filled, 75 kVA transformer located adjacent to the building, shown in Electrical Photograph #1 (EP1). There is a current

transformer (C/T) type electricity meter located on the wall of the building behind the transformer. Both the transformer and electricity meter are owned by Delmarva Power.



(EP1) Utility Transformer

The electrical service from the utility transformer to the building service-entrance equipment consists of two (2) parallel sets of four (4) 500 kcmil aluminum conductors. Based on Electrical Table 310.16 of the National Electrical Code, 500 kcmil aluminum has an ampacity of 310-amperes, which gives the electrical service a rating of 620-amperes. This exceeds the 600A ampacity of the main building disconnect that serves all other panels throughout the building and therefore appears code compliant.

In accordance with the 2023 National Electrical Code, Article 220.87 – Determining Existing Loads, Gipe Associates, Inc. conducted a review of electrical demand information obtained from Delmarva Power as summarized in Electrical Table #1. Our evaluation is based on the peak electrical demand for any given month over the last 12 months as provided by Delmarva Power. The peak demand over the evaluation period is shown in red text.

PEAK DEMAND FROM DELMARVA POWER	
Electric Service	
Month / Year	**Demand (k/W)**
May 2023	18
April 2023	22
May 2023	24
June 2023	**46**
July 2023	45
August 2023	44
September 2023	41
October 2023	34
November 2023	36
December 2023	37

January 2024	35
February 2024	35
March 2024	32

Based on the highest demand from the historical data, the 600-ampere electrical service is adequately sized for the current loads.

2.8.2 Electrical Distribution System

The building service-entrance equipment is a 600A enclosed circuit breaker which is rated 208Y/120-volts AC, three-phase, four-wire. The service conductors from the utility transformer secondary spades terminate at the circuit breaker in the boiler room, shown in Electrical Photograph #2 (EP2).



(EP2) 600A Enclosed Circuit Breaker

The 600A enclosed circuit breaker serves an 200A enclosed circuit breaker, a 100A enclosed circuit breaker, the fire alarm panel disconnect, and panelboards A and B all via a wire trough located below the breaker. The 200A enclosed circuit breaker serves a panelboard shown in Electrical Photograph #3 (EP3) below that is in the file room of the health department area and serves the loads for the health department space. This 208Y/120V, 3 phase, 4-wire panelboard is manufactured by Square D and is in fair condition.



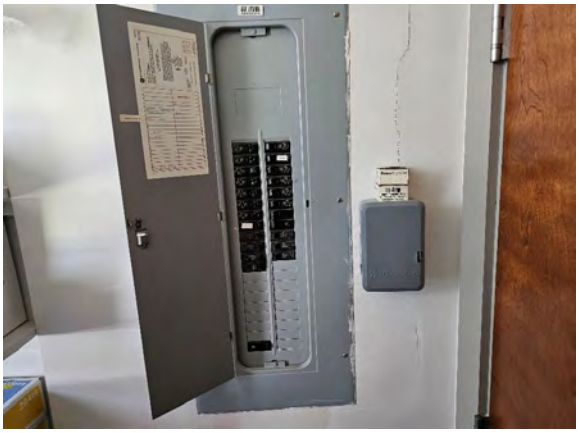
(EP3) Panelboard in File Room

Panelboards A and B shown below are both 208V, single phase and serve loads for the rest of the building outside of the health department space. Panelboard A is a 44-circuit panelboard with a 200A main circuit breaker that is manufactured by Bryant and is in fair condition. Panelboard B is a 40-circuit panelboard with 21 spaces and a 200A main circuit breaker that is manufactured by Square D and is in fair condition. Panelboards A and B have an available interrupting capacity (AIC) rating of 10,000A which appears to be lower than the available fault current based on the utility transformer.



(EP4) Panelboard A and B

There is a 70A, 2 pole circuit breaker that is installed in circuit positions 2,4 in panelboard B that serves a panelboard shown below that is in the Commission of Aging kitchen.



(EP5) Panelboard in Kitchen

The panelboard in the kitchen is a 40-circuit panelboard with 16 spaces which is manufactured by General Electric (GE) and is in fair condition.

While breakers and parts are still available for the electrical distribution equipment in the building, it appears that most of this equipment has exceeded its useful service life.

2.8.2.1 Recommendations

The condition of the electrical distribution equipment ranges from “poor”

to “fair”, depending on the location and maintenance of the equipment. Based on the age and condition of the electrical distribution equipment and panelboards A and B not having adequate fault current rating, we would recommend the same be replaced as part of any renovation of the building.

2.8.3 Emergency Generator

The Pocomoke Service Facility Building doesn’t have an emergency generator. If utility power is lost, everything in the building is “off” except for the emergency lighting, which we will review in greater detail later in this report.

2.8.4 Building Power

Most of the receptacles and branch circuit wiring at the Pocomoke Service Facility Building appear to be in fair to good condition. Over the years additional receptacle outlets have been installed throughout the building using surface mounted boxes and surface metal raceway, which is in fair condition. With the building receptacles and building wiring being in fair to good condition, these items don’t need to be replaced if the building is renovated. However, depending on the renovations, removing the surface raceway, and providing new flush mounted receptacles may be desired.

Also depending on the function and location of each space there appears that additional receptacles may need to be added for National Electrical Code (NEC) Article 406.12(4) requires tamper-resistant receptacles to be installed in business offices, corridors, waiting rooms in outpatient facilities, and the building currently doesn’t have any tamper-resistant receptacles installed. NEC Article 210.63 requires a receptacle outlet to be installed within 25’ of any HVAC equipment that is installed and requires servicing, but the building currently does not have receptacles installed within 25’ of the exterior HVAC equipment.



(EP7) Typical Surface Mounted Receptacle in Office



(EP8) Typical Disconnect Switch

2.8.4.1 Recommendations

The disconnect switches serving the HVAC equipment throughout the building range from poor to fair condition depending on when each disconnect switch was installed. Most of the disconnects have exceeded their useful service life and we would recommend that they be replaced as part of any renovation of the building.

2.8.5 Interior Lighting

The most used fixture throughout the building is a recessed lay-in troffer 2'x 4' lighting fixture with an acrylic lens, as shown below in Electrical Photograph #9 (EP9) . The 2'x 4' fixtures are utilized throughout most of the offices and conference rooms.



(EP9) 2' x 4' Lighting Fixtures

Unfinished spaces with no ceiling, such as the mechanical and electrical rooms, utilize surface mounted linear strip lighting fixtures. Fixtures in these maintenance areas are not equipped with wire guards to protect the exposed lamps or safety sleeves to contain lamps that are broken.

Most of these existing light fixtures have T8 fluorescent lamps, which have a lower efficacy and efficiency compared to LED technologies. The downlights in the building contain fluorescent light sources. Efficacy is the measure of how well a light source

produces visible light, also commonly referred to as “lumens per watt”, whereas efficiency is the ratio based on total energy (wattage) consumed versus useful energy out as light. Table # below compares the efficacy and efficiency of T8 lamps to other common light sources.

EFFICACY AND EFFICIENCY OF COMMON LIGHT SOURCES		
Light Source	Luminous Efficacy (Lumens/watt)	Luminous Efficiency (Percent)
Incandescent	5-12.6	0.7-1.8%
T8 Fluorescent	80-100	12-15%
T5 Fluorescent	70-104	10-16%
LED	Up to 150	Up to 22%

As a result of the lower efficacy/efficiency values, the existing building has significantly more lighting fixtures and lamps than a new building would to achieve similar illumination levels. For example, the existing learning center area of the health department has approximately twelve (12) lighting fixtures, each with four (4) T8 linear fluorescent lamps.

We can estimate that each of the lighting fixtures in the conference area consumes approximately 128 watts, based on manufacturer’s published data for electronic ballasts. So, for these twelve (12) lighting fixtures with electronic ballasts, we have a total energy consumption of 1,536 watts. If these twelve (12) lighting fixtures were replaced with LED light sources, each consuming approximately 40 watts, for a total energy consumption of 480 watts, which is a 68 percent decrease in energy usage than the fluorescent light source fixtures. Based on the potential energy savings, we would recommend that any incandescent and fluorescent light source fixtures be replaced with LED light source fixtures as part of any renovation/addition.

The acrylic lens 2’x 4 ’ light fixtures installed in most of the offices are not commonly used in offices anymore as they tend to provide glare issues especially on computer screens. Instead, volumetric fixtures are more commonly used since they provide better distribution than lensed troffers.

2.8.5.1 Recommendations

Due to the age and condition of the existing light fixtures and lamps we would recommend that all the light fixtures be replaced with LED light fixtures as part of any renovation to the building.

2.8.6 Lighting Controls

Most of the building’s lighting fixtures in corridors, storage, conference rooms and offices are controlled by toggle switches, shown in Electrical Photograph #12. Most of these switches are in fair to good physical condition and seem to be fully operational. While the switches are operational, they are installed 48” above the finished floor to the bottom of the switch faceplate, which doesn’t meet current ADA requirements.

One of the most apparent issues with the existing lighting controls in the building is the lack of automatic control devices, e.g., occupancy sensors. In accordance with the

IECC 2021, interior lighting in all corridors, conference rooms, offices, and restrooms must be controlled with an automatic control device that will shut off lighting in the space within 20 minutes after all occupants have left the space. For example, a typical office is equipped with at least one (1) occupancy sensor that will automatically turn the lighting fixtures in that space off within twenty (20) minutes of an occupant leaving. Automatic shut-off reduces energy consumption, resulting in a lower electricity bill and may also extend the life of the fixtures, reducing maintenance cost.

2.8.6.1 Recommendations

As part of any renovation to the building involving replacement of lighting fixtures, new lighting controls would need to be provided to meet the current energy codes.

2.8.7 Emergency and Exit Lighting

The building's emergency lighting is provided by wall mounted emergency unit equipment with internal batteries in most paths of egress and exit signs with emergency heads at select exit doors.

We did not perform a functional test of the emergency lighting as this was outside the scope of our services. Current codes also require that emergency lighting be provided at the exterior of all exit doors and lighting in path of egress are energized upon activation of the fire alarm system. Exit signage is provided at the majority of exits in the building. While the emergency and exit lighting is in fair condition, we would recommend that the same be replaced and emergency lighting be provided at the exterior of all exit doors as part of any renovation.

2.8.8 Exterior Lighting

The site's exterior lighting is accomplished with a combination of surface mounted fixtures at canopies and surface-mounted wall-packs, as well as pole-mounted post top lighting fixtures shown in the photograph below.



(EP17) Typical Pole Mounted Post Top Lighting Fixtures

The wall mounted fixtures appear to have been replaced recently and have LED light source. The remaining exterior light fixtures utilize fluorescent or metal halide lamps,

with metal halide being the lamp of choice for exterior applications for several years, prior to the advent of LED technology. Fluorescent lamps in outdoor applications struggle with extended warm-up times in cold temperatures and may not energize at all if low mercury fluorescent lamps are installed.

While the wall mounted fixtures have an LED light source, they do not appear to be full cut-off fixtures. Full cutoff fixtures are designed to prevent any light being emitted upward (above horizontal axis) and spilling over to adjacent properties.

To conserve energy and improve lighting light levels around the perimeter of the building, we would recommend that any exterior lighting fixtures that currently don't have LED light sources be replaced with LED light sources as part of any renovation to the building. Current energy codes also require that exterior lighting be reduced by at least 30% from midnight to 6 a.m. The building currently has time clocks for control of exterior lighting, but we didn't verify the setting of the time clock to verify if it meets the current code requirement.

Electrical Table #3 below summarizes the shortcomings we observed in the electrical system serving Pocomoke Service Facility Building:

	Pocomoke Service Facility Building Electrical System Shortcomings
1.	The electrical distribution system equipment has exceeded its useful service life.
2.	Most of the existing building wiring has exceeded its useful service life.
3.	Most of the disconnect switches serving the mechanical equipment has exceeded their useful service life.
4.	Code required tamper-resistant receptacles are not installed.
5.	Code required receptacles are not installed within 25' of exterior HVAC equipment.
6.	Interior lighting and associated controls do not meet current energy code requirements.
7.	Emergency lighting doesn't meet current code requirements.

The next section of our report will review the electronic safety and security systems which include fire alarm, access control, and video surveillance systems.

2.9 Electronic Safety and Security

2.9.1 The building is currently protected by a fire alarm system with audible horns and strobes as notification devices. The fire alarm system for the building is manufactured by Silent Knight with the fire alarm control panel being model number SK-5208, seen in Electrical Photograph #19 (EP19).



(EP19) Fire Alarm Control Panel

This fire alarm system control panel was updated/replaced in August 2014 and there is a static annunciator located next to the main entrance to the Health Department. The initiation and notification devices, as seen in Electrical Photograph #21 (EP21), have been updated as well and are in good condition. While the initiation devices are in good condition, they are installed 48" above the finished floor to the bottom of the device which doesn't meet current ADA requirements of not more than 48" above finished floor to the center of the operating lever. Current codes also require that spaces with gas-fired or fuel-fired appliances have carbon monoxide detectors monitored by the fire alarm system. The basement currently has gas-fired equipment but doesn't have carbon monoxide detectors, so it doesn't meet the current code. Current codes also require that the fire alarm system be interlocked with lighting in the paths of egress to automatically illuminate egress lighting during alarms, but the current egress lighting is not tied into the fire alarm system.

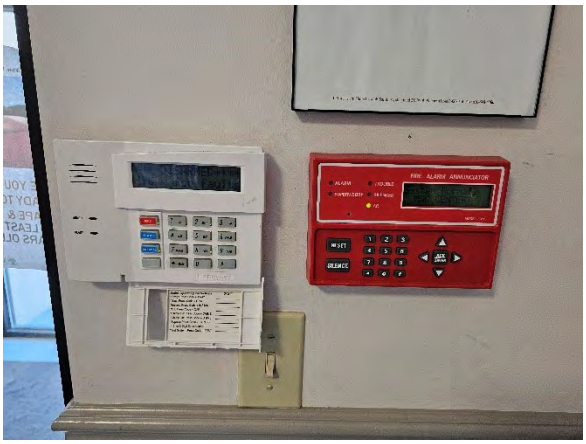


(EP21) Fire Alarm Horn/Strobe

The installed system appears to comply with the current version of NFPA 72: National Fire Alarm and Signaling Code and NFPA 101: Life Safety Code. Based on the age and condition of the fire alarm system and devices, we would recommend that all fire alarm devices be retained as part of any renovation to the building but depending on the extent of the changes to the building, the fire alarm devices may need to be relocated or additional devices added.

2.9.2 Access Control

The security system for the building is manufactured by Honeywell and has a keypad located next to the main entrance doors to the Health Department as shown in Electrical Photograph #22 (EP22). Card readers are currently located at a back door off the parking lot to the Health Department and a couple of doors into interior spaces to limit entry to only staff members. The access control system appears to be in fair to good condition, but the system may need to be expanded/replaced based on the scope of the renovation to the building.



(EP22) Typical Security Keypad

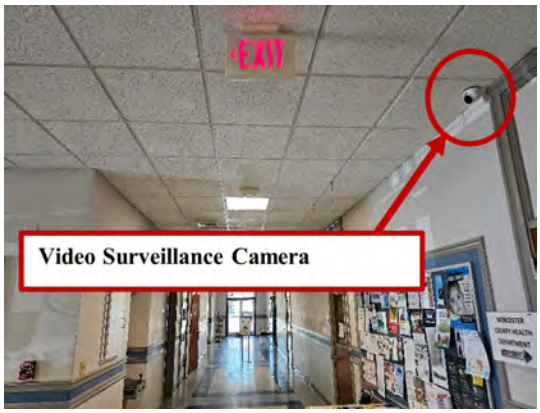
2.9.3 Video Surveillance

Video surveillance cameras are installed at the main entrance to the building off Cedar Street and the entrance off Walnut Street, as seen in Electrical Photographs #24 (EP24) and #25 (EP25).

The existing camera locations appear to cover each of the Health Department entrances but the rest of the corridors and the entire exterior do not have any camera coverage. Depending on the Pocomoke Service Facility Building requirements for surveillance, additional camera locations may need to be considered.



(EP24) Interior Video Surveillance Camera



(EP25) Interior Video Surveillance Camera

2.10 Interior Elements

As noted earlier, the interior contains an activity center , exercise room, and offices for senior citizens. It also contains interview rooms for counseling and medical exam rooms as part of the County Health Department.

2.10.1 General Construction

As noted in the executive summary, the floor structure is unique with its concrete floor on bar joists over a crawl space. The walls, ceiling joist, and roof structure are wood framing and original to the building. Given the age of this exposed wood in the attic

area in combination with an aged wiring system and no fire suppression system, this building is a good candidate for a fire that would spread very quickly.

2.10.2 Finishes

Floor finishes consist of vinyl tile and carpet. These finishes are showing their age. Some are in satisfactory condition and some are in need of replacement. The floor tile in the storage/roof access room is an old 9 x 9 tile that, in our experience, most likely contains asbestos. Detecting lead and asbestos is not part of this report and this is an observation based on our experience.

Ceilings either have a drywall finish or a lay-in acoustical panel/aluminum grid system. The lay-in tiles show staining in some areas. The hallway in the senior area has been visibly painted to hid the staining.

Wall finishes throughout consist of painted drywall in all areas with the exception of the ceramic tile in the restroom areas.

Doors seem to be in fair condition, see below for fire-rating issues with these. Door hardware, most notably the locksets, are old and in poor working condition. Our team noticed that county workers had a difficult time opening doors with keys.

As noted in the plumbing section, the plumbing fixtures are currently very stained from hard water and iron in the municipal water system. These fixtures were replaced in the last 3 to 5 years and have become an eyesore once again. See Section 2.6 for more information.

2.10.3 Recommendations

2.10.3.1 Replace carpet throughout the facility.
2.10.3.2 Replace vinyl tiles as needed.
2.10.3.3 Patch and repair all walls as for new systems, and paint throughout.
2.10.3.4 Replace lay-in ceiling throughout as needed for new systems.
2.10.3.5 Replace drywall ceilings.

2.11 Building Code / Accessibility / Life Safety

With respect to Life Safety and Building Code, many issues were corrected with the 2006 renovation. Some issues that remain have come to life due to code changes since 2006. These include a stepdown at each of the doors with steps (non-accessible). This creates a dangerous tripping hazard, especially with a senior center as part of the facility. The handrails at the steps are also not code compliant.

The attic area contains no draft stopping and when combined with the age of the wood framing, electrical wiring, and lack of sprinkler system, creates a fire hazard. The crawl space contains no vapor barrier, the building's walls and roof do not meet current energy code with respect to insulation. The file room is required to have rated walls, doors, ceiling, and an attic access hatch, even if the building is sprinklered. See Section 2.11 for Fire Protection.



Attic at Acces Point



Typical Roof Framing



Interview Rooms

With respect to accessibility, the primary group restrooms do not meet clearance and turning radius requirements for a wheelchair. Reconstruction of the restrooms may result in the loss of toilets or urinals due to space needs. The interview and exam rooms in the Health Department area also do not meet door width or turning radius minimums. As this is a major renovation, all items such as handrails, restrooms, insulation and other items must be brought up to code.

Counter areas are not constructed to meet ADA height requirements in the Senior Center and Health Department reception.

2.11.1 Recommendations

2.11.1.1 Reconstruct steps, handrails, and landing areas at non-accessible entries (4 locations).

2.11.1.2 Reconstruct mens and womens group restrooms to meet ADA and building code requirements.

2.11.1.3 Reconstruct interview and exam rooms to meet ADA and building code requirements.

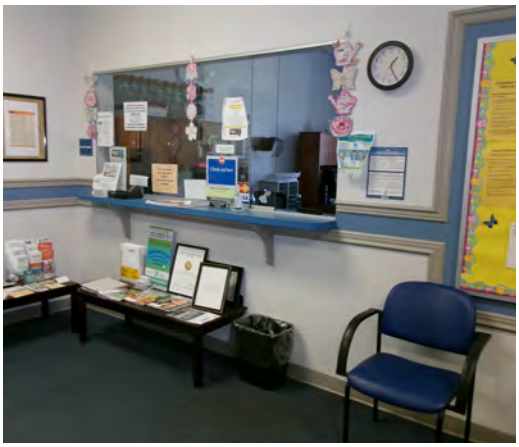
2.11.1.4 Reconstruct counter areas to meet ADA requirements.

2.11.1.5 Install draft-stopping partition in attic.

2.11.1.6 Install vapor barrier over existing grade in the crawl space.

2.11.1.7 Install insulation in the floors, walls, and roof to meet energy code (R-value) requirements as much as possible.

2.11.1.8 Install drywall and hat channel as necessary to create rated walls and ceilings in the Health Department fire room. Install rated doors and attic access also.



2.10.1.4

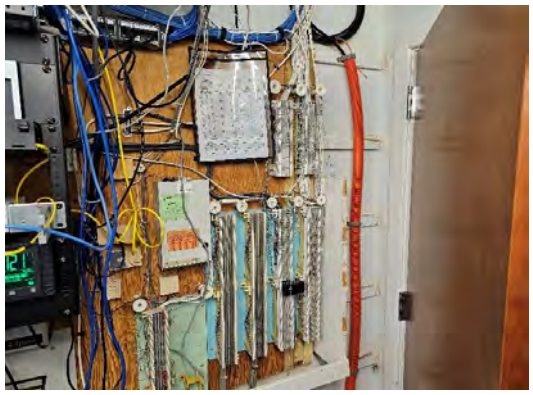


2.10.1.2

2.12 Communications Systems and Equipment

2.12.1 The incoming communications services extend from the site to the demarcation equipment in the health Department File/Storage room. This equipment is shown in Electrical Photographs #26 (EP26) and #27 (EP27). We would recommend that the IT equipment be installed in a dedicated room to limit access to authorized individuals.





(EP26) & (EP27) Demarcation Equipment

From the File/Storage room, CAT 5, CAT 5E, and CAT 6 data cabling runs out to the data outlets located throughout the building. Data outlets have been provided at the various workstations throughout the building.

From the File/Storage room, CAT 5, CAT 5E, and CAT 6 data cabling runs out to the data outlets located throughout the building. Data outlets have been provided at the various workstations throughout the building.

Wireless access points have been installed throughout the building to allow individuals to have wireless connectivity while in the building, as shown in Photograph #. While the communications equipment is in good condition, we would recommend that the system be upgraded to all CAT 6 cabling as part of any renovation to the building. CAT 6 cables can support data transfer speeds up to 10 Gigabit per second (Gbps) while CAT 5 cables only support data transfer speeds up to 1 Gbps. CAT 6 cables also have superior crosstalk reduction characteristics and bandwidth speed which results in less noise, higher transfer rates and fewer errors than CAT 5E cable.



(EP28) Wireless Access Point

Wireless access points have been installed throughout the building to allow individuals to have wireless connectivity while in the building, as shown in Photograph #28 (EP28). While the communications equipment is in good condition, we would recommend that the system be upgraded to all CAT 6 cabling as part of any renovation to the building. CAT 6 cables can support data transfer speeds up to 10 Gigabit per second (Gbps) while CAT 5 cables only support data transfer speeds up to 1 Gbps. CAT 6 cables also have superior crosstalk reduction characteristics and bandwidth speed which results in less noise, higher transfer rates and fewer errors than CAT 5E cable.

The Electrical Table below summarizes the shortcomings we observed related to Pocomoke Service Facility Building's electronic safety, security, and communications systems:

	Pocomoke Service Facility Building Electronic Safety, Security and Communications Systems Shortcomings
1.	Existing pull stations are installed higher than 48" AFF to the center of the operating handle, which is not compliant with ADA Standards.
2.	Spaces with gas-fired or fuel-fired appliances do not have carbon monoxide detectors monitored by the fire alarm system. This is required by current code.
3.	Fire alarm system is not interlocked with lighting in paths of egress to automatically illuminate egress lighting during alarms.
4.	There is a lack of camera coverage in corridors and around the exterior of the building.
5.	The data cabling is outdated and not sufficient for current technology needs.
6.	The IT equipment room is shared with file storage, so the room is not limited to IT personnel only.

2.12.2 Recommendations

2.12.2.1 Install new communications equipment and systems. Includes wireless points, data network, access controls, intrusion and video surveillance systems.

2.13 Fire Protection

2.13.1 The Pocomoke Service Facility Building does not currently have a fire protection system. After performing preliminary fire suppression calculations, it was determined the municipal water supply has adequate flow and pressure to serve the building sprinkler system without the need for a fire pump or fire storage tank. A copy of the flow test is enclosed as Mechanical Appendix D.

We would highly recommend that the fire protection system be provided with a double check valve backflow preventer to protect the potable water supply from cross connections issues. The potable water piping enters through the crawlspace. We also recommend that a separate fire protection main of at least 6 inches in diameter be brought to the building and be utilized for protecting the entire building.

A complete addressable fire alarm system complying with National and Local Codes should be provided.

Audible/visual alarms should be provided in all areas of the building, with voice evacuation in select spaces based on occupancy levels if required.

An automatic dialer should be provided for central station monitoring of alarm, trouble and supervisory conditions.

The fire suppression/sprinkler system tamper switches, flow switches, and fire pump should be monitored by the fire alarm system.

A static annunciator should be provided at the main entrance to display signals from the Fire Alarm Control Panel (FACP), in addition to information from the following systems/equipment:

i. Fire Alarm System (pull station, smoke detector signals)
ii. Fire Protection System (water flow, trouble signals)
iii. Kitchen Hood Suppression System

The fire alarm system should be interlocked with the lighting control system to energize lighting in egress paths (e.g. corridors, stairwells) during fire alarm events.

2.13.2 Recommendations

We recommend a new fire suppression system to serve the facility including the following components:

2.13.2.1 6-inch incoming fire service and double detector check valve backflow preventor
2.13.2.2 Alarm check valve
2.13.2.3 Flow and tamper switches
2.13.2.4 Fire suppression piping and heads
2.13.2.5 Install automated fire suppression system (sprinkler) at the ground floor and attic.

In summary, we recommend a wet pipe sprinkler system be incorporated into the facility.

PART 3

ADDITIONAL CONSIDERATIONS

3.0 ADDITIONAL CONSIDERATIONS

3.1 Preliminary Building Replacement Cost

14,000 S.F. x $600.00 = $8,400,000.00

This is a total cost including sitework. This cost can possibly be reduced by reconstructing a new facility on the same site.

3.2 Lightning Protection System

The existing building doesn't have a lighting protection system, but we would recommend the renovated or new building have a lightning protection system if there are roof-mounted HVAC units. The system shall include a complete lightning protection system that complies with NFPA 780 will include a perimeter ground ring, building steel bonding, air terminals, roof and down conductors, bonding of rooftop equipment. Air terminals and system conductors should be aluminum. Counterpoise grounding loop should consist of bare, tinned copper conductors and copper clad grounding electrodes.

PART 4

ESTIMATED COSTS, WORK PRIORITY DESCRIPTION & REPAIR SUMMARY

4.0 ESTIMATED COSTS, WORK PRIORITY DESCRIPTION & REPAIR SUMMARY

4.1 Estimated Costs

Cost estimates presented in this facility assessment are intended to assist in the establishment of budgets of remedial work required. Actual cost figures can not be determined until design professionals establish the actual work scope from program criteria developed by Worcester County. Cost data presented in this report is intended to assist in the understanding of possible work scope only.

Cost information was determined utilizing costs from recent projects similar in scope. Represented costs include a 15% allowance for contractors general conditions, a 10% allowance for unknown conditions, a 5% cost escalation factor, and a 12% allowance for architectural/engineering fees. Where indicated, mention of hazardous materials testing or remediation is for reference only and costs of such are not included.

4.2 Work Priority

The following summarizes the criteria which was used to establish the various priorities of recommended remedial work. The intent of these priorities is not to define a particular time frame in which the work should be carried out, but rather the importance of the work as it relates to the upkeep of the facility and the safety and welfare of its users. The State of Maryland and Worcester County are the ultimate authority in deciding what work is to be undertaken and when.

Priority #1 - Critical code violations or severe physical deterioration which affect life safety and requires immediate attention.

Priority #2 - Significant code, operational and energy issues which require timely, but perhaps not immediate attention. ADA related issues are generally included under this category if not an immediate hazard.

Priority #3 - General code and operational deficiencies or building appearance issues which require attention as part of a comprehensive minor capital improvement program.

CORRECTIVE MEASURES	ESTIMATED COSTS			
	PRIORITY #1	*PRIORITY #2*	*PRIORITY #3*	
PART 2.0 - SYSTEM DESCRIPTION AND OBSERVATIONS				
2.1 Overall General Description				
2.2 Site				
No recommendations.				
2.3 Building Utilities (Outside of the Facility)				
No recommendations.				
2.4 Exterior Envelope				
2.4.1 Recommendations				
2.4.1.1 Replace original windows with new energy-efficient units.	$176,000.00	---	---	
2.4.1.2 Repair and refinish exterior EIFS wall finish as needed.	---	$9,500.00	---	
2.4.1.3 Install loose fill insulation in all exterior walls, floor, and in the attic area as needed to meet current energy code requirements.	$75,000.00	---	---	
Building Envelope TOTAL:	$251,000.00	$9,500.00	---	**$260,500.00**
2.5 Mechanical (HVAC) Systems				
The entire HVAC system is recommended to be replaced. Listed below are the three options noted in the Life Cycle Cost Comparison. Only Option 1 is included in the final cost estimate. Plumbing systems are also included in this cost.				
2.5.3 Recommendations (*Note: System descriptions are included in the Appendix.)*				
Option 1: Air source split system - hot water.	$1,263,820.00			
Option 2: Air source split system with gas furnace. $1,175,080.00.	---	---	---	
Option 3: Air source split system heat pump units. $1,220,740.00	---	---	---	
	$1,263,820.00	---	---	**$1,263,820.00**
2.6 Plumbing Systems				
Entire plumbing system will be replaced, included in the Option 1 HVAC cost.				

CORRECTIVE MEASURES		ESTIMATED COSTS			
		PRIORITY #1	*PRIORITY #2*	*PRIORITY #3*	
2.7	**Natural Gas**				
	No recommendations.				
2.8	**Electrical**				
2.8.2	Replace electrical wiring system.	$295,000.00	---	---	
2.8.2.1	Replace electrical distribution equipment - Panels A & B.	$119,628.00	---	---	
2.8.4.1	Replace disconnect switches.	$19,140.00	---	---	
2.8.5.1	Replace all light fixtures, interior & exterior.	---	$174,000.00	---	
2.8.6.1	Replace all lighting controls.	---	$46,600.00	---	
2.8.8	Replace emergency lighting.	$8,000.00	---	---	
		$441,768.00	$220,600.00	---	**$662,368.00**
2.9	**Electronic Safety and Security**				
	2.9 Recommendations				
2.9.3	Install new intrusion & video surveillance system. *(Covered in 2.12)*	---	---	---	
2.10	**Interior Elements**				
	2.10 Recommendations				
2.10.3.1	Replace carpet throughout facility.	---	$84,000.00	---	
2.10.3.2	Replace vinyl tiles as needed.	---	$32,000.00	---	
2.10.3.3	Patch and repair all walls as needed for replacement of all systems.	$70,000.00	---	---	
2.10.3.4	Replace lay-in ceiling throughout .	$90,000.00	---	---	
2.10.4.5	Replace drywall ceilings.	$32,000.00	---	---	
		$192,000.00	$116,000.00	---	**$308,000.00**
2.11	**Building Code / Accessibility / Life Safety**				
	2.11.1 Recommendations				
2.11.1.1	Reconstruct steps, handrails, and landing areas.	$34,500.00	---	---	
2.11.1.2	Reconstruct restrooms to meet ADA and building code requirements.	---	$180,000.00	---	
2.11.1.3	Reconstruction interview and exam rooms to meet ADA and building code requirements.	---	$125,000.00	---	

		PRIORITY #1	PRIORITY #2	PRIORITY #3	
2.11.1.4	Reconstruct counters to meet ADA requirements.	---	$9,500.00	---	
2.11.1.5	Install draft stopping partition in attic.	$11,000.00	---	---	
2.11.1.6	Install vapor barrier in crawl space.	---	$4,000.00	---	
2.11.1.7	Install insulation in floors, walls, and roof to meet energy code. (*Covered in 2.4.1.3)*	---	---	---	
2.11.1.8	Install rated walls and ceiling in File Room.	$95,000.00	---	---	
		$140,500.00	$318,500.00	---	**$459,000.00**
2.12	**Communications System and Equipment**				
	2.12 Recommendations				
2.12.1	Install new communications equipment and systems including wireless points, data network, access controls, intrusion and video surveillance systems.	$162,400.00	---	---	
		$162,400.00	---	---	**$162,400.00**
2.13	**Fire Protection**				
	2.13 Recommendations				
2.13.2.5	Install fire suppression system.	$120,000.00	---	---	
		$120,000.00	---	---	**$120,000.00**

	PRIORITY #1	PRIORITY #2	PRIORITY #3	
SUBTOTAL ESTIMATED COSTS:	**$2,571,488.00**	**$664,600.00**	---	**$3,236,088.00**
Bond / Insurance (4%)				**$129,444.00**
Contractor Overhead & Protection (12%)				**$388,331.00**
Contractor Mobilization /Supervision (5%)				**$161,804.00**
Contingency (10%)				**$323,609.00**
Cost Escalation Through 2027 (40%)				**$1,294,435.00**
TOTAL ESTIMATED COSTS:				**$5,533,711.00**

Note: Add 12% to cost for each year past 2027.

PART 5

FINAL SUMMARY

5.0 FINAL SUMMARY

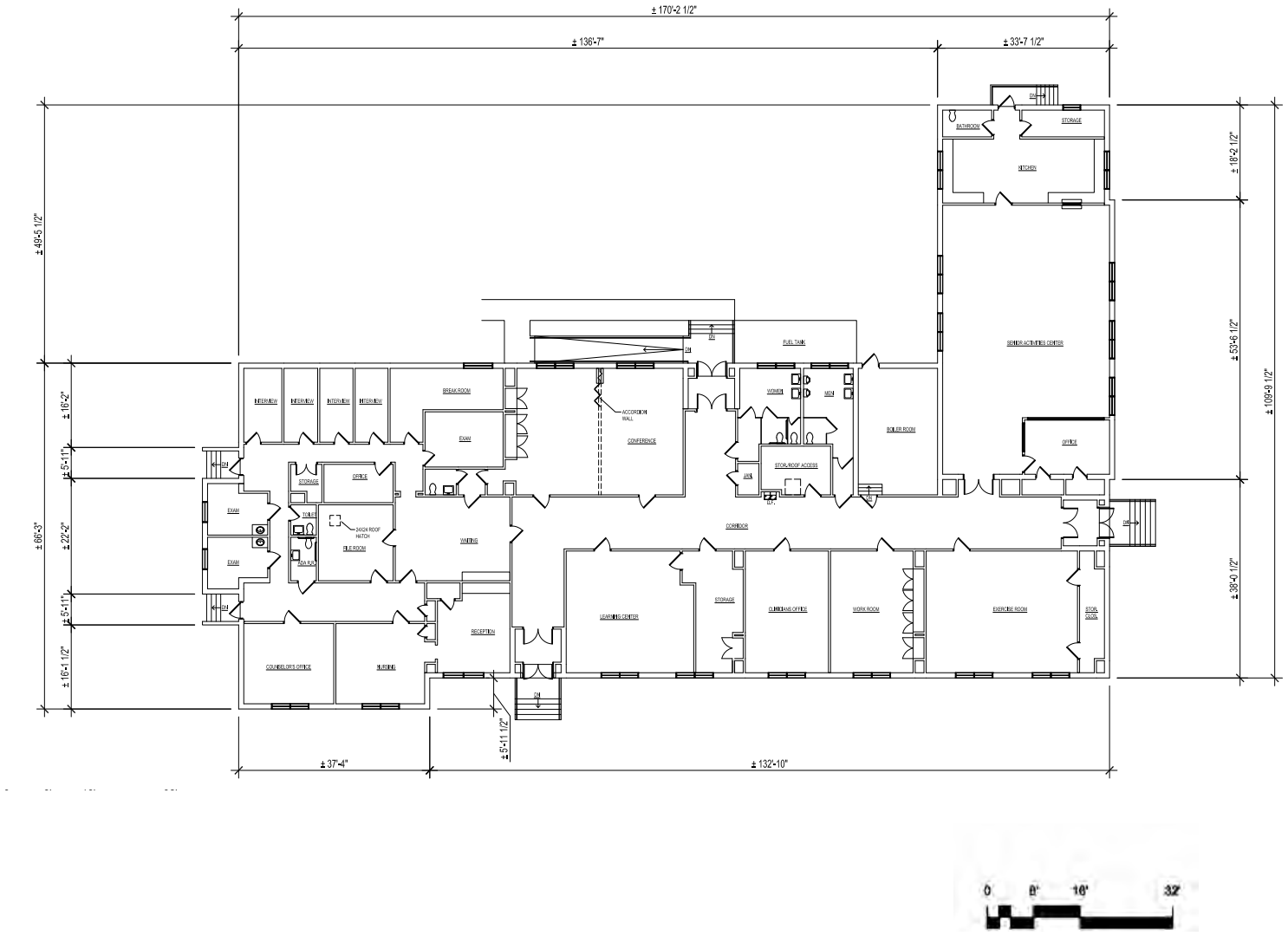
5.1 Final Summary

It is our opinion that this facility should be replaced with a new facility. We provide the following points from this report to justify this:

- HVAC, Electrical, and Plumbing systems are all noted to be at the end of their useful life and are recommended for replacement in their entirety.
- The infrastructure connections to facility piping and all crawl space piping are aged, in poor condition, and need constant repair by Public Works staff.
- This facility was closed for a 2 day span twice during the course of this report.
- Working in the existing crawl space to install vapor barriers, insulation, and piping will be extremely labor intensive.
- The renovation cost of $5,533,711.00 is not far behind a possible replacement cost of $7,000,000 to $8,400,000.
- At the end of the day, the building will be a renovated facility and will require more renovation to areas such as the roof, interior doors, and other items within the next 3 to 8 years.

PART 6

APPENDIX


± 170'-2 1/2"
± 136'-7"
± 33'-7 1/2"
± 49'-5 1/2"
± 66'-3"
± 16'-2"
± 5'-11"
± 22'-2"
± 5'-11"
± 16'-1 1/2"
± 18'-2 1/2"
± 53'-6 1/2"
± 38'-0 1/2"
± 109'-9 1/2"
± 37'-4"
± 132'-10"
± 5'-11 1/2"
INTERVIEW
INTERVIEW
INTERVIEW
INTERVIEW
BREAK ROOM
EXAM
CONFERENCE
ACCORDION WALL
STORAGE
OFFICE
EXAM
EXAM
TOILET
DOOR RACK
FILE ROOM
24X24 ROOF HATCH
WAITING
RECEPTION
COUNSELOR'S OFFICE
NURSING
CORRIDOR
LEARNING CENTER
STORAGE
CLINICIANS OFFICE
WORK ROOM
EXERCISE ROOM
STOR. POOL
FUEL TANK
WOMEN
MEN
JAN.
STOR./ROOF ACCESS
BOILER ROOM
SENIOR ACTIVITIES CENTER
OFFICE
BATHROOM
STORAGE
KITCHEN
DN
UP
0
8'
16'
32'

FLOOR PLAN



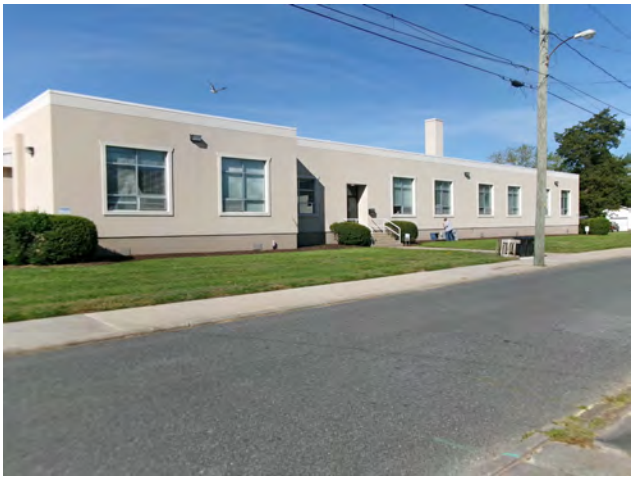
Google Earth 2023

AERIAL VIEW

ADDITIONAL PHOTOGRAPHS

EXISTING CONDITIONS











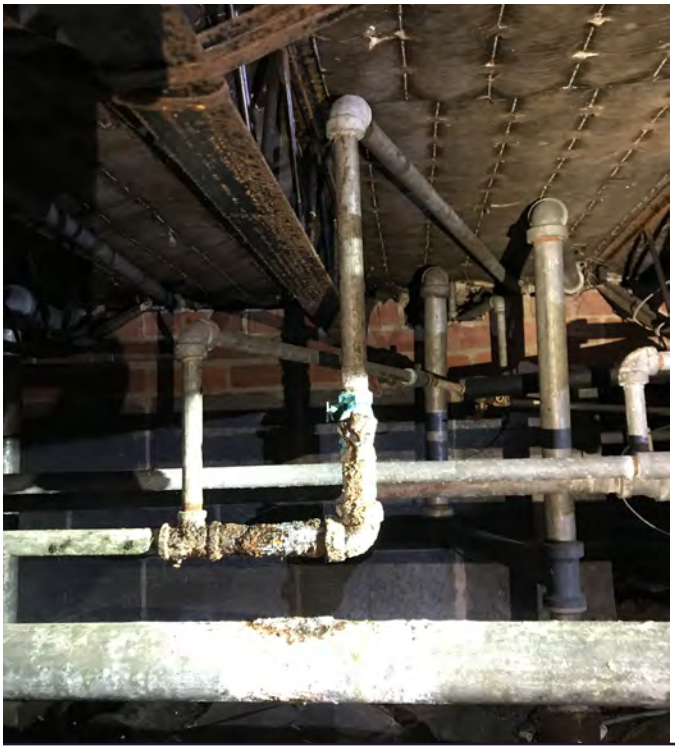


































NEW SYSTEMS RECOMMENDATIONS - MECHANICAL

HEATING, COOLING, AND VENTILATION CALCULATIONS

The existing wall and roof U-Values for the Health and Aging Department are based on the existing architectural documents and our field survey as follows:

- Existing Wall U-Value = 0.194 BTU/hr/°F/ft^2 (approximate R-value of R-5.14)
- Existing Roof U-Value = 0.057 BTU/hr/°F/ft^2 (approximate R-value of R-17.53)

We utilized the following U-Value and shading coefficient for the windows in our load calculations:

- Existing Window U-Value = 0.818 BTU/hr/°F/ft^2
- Existing Shading Coefficient = 0.782

If the building envelope is upgraded the load calculations should be recalculated to reflect the improved walls, windows and roof.

Based on the following assumptions and ambient outside air conditions/interior conditions, we calculated the required heating and cooling capacity for the Pocomoke Service Facility Building:

1. Summer Interior Design Conditions = 75°F Dry Bulb (+/-2°F), and 60% (+/- 15%) Relative Humidity. (Passive humidity control).
2. Summer Ambient Design Conditions = 95°F Dry Bulb and 78°F Wet Bulb.
3. Winter Interior Design Conditions = 72°F Dry Bulb (+/-2°F), and 30% (+/- 15%) Relative Humidity. (Passive humidity control).
4. Winter Ambient Design Conditions = 10°F Dry Bulb.
5. Ventilation Airflow rates as calculated below per ASHRAE 62.1 – Ventilation for Acceptable Indoor Air Quality.

Based on the current ventilation standard ASHRAE-62.1 – Ventilation and Acceptable Indoor Air Quality and International Mechanical Code, the ventilation airflow rates were calculated for the Pocomoke Service Facility Building. It is important to note that the ventilation airflow rate calculation is dependent on the following criteria:

1. Occupancy.
2. Space usage.
3. Space/area square footage.
4. HVAC system utilized.
5. Air delivery method (decoupled or mixed (non-decoupled)).
6. Temperature of the ventilation air.
7. Location of air devices.

The existing HVAC system mixes the outside airflow with the cooling/heating supply airflow and delivers the air to individual spaces. The proposed new systems would utilize separate energy recovery ventilators (ERV) (dedicated outdoor air systems), which would be considered a de-coupled system resulting in lower code required ventilation airflow rates.

De-coupled systems deliver the outside airflow rate directly to the spaces at space neutral conditions. The ventilation codes/standards require an increase in outside air intake volume for non-decoupled ventilation systems. This can have a dramatic impact on the outside airflow rates provided for a facility and will impact heating/cooling equipment sizes and energy costs. Gipe Associates highly recommends de-coupled ventilation systems be provided for the Pocomoke Service Facility Building.

For our proposed ERV, our calculation of required ventilation airflow is approximately 510 CFM for the Health Department and 1,400 for the Aging Department. This outside air flow rate will be utilized in the subsequent load and energy calculations. Mechanical Table #5 summarizes the heating/cooling and ventilation load calculations, which are also enclosed in Mechanical Appendix E.

MECHANICAL TABLE #5: HEATING, COOLING, AND VENTILATION LOAD SUMMARY

Systems	Total Cooling Load (BTU/hr)	Tons of Cooling	Cooling FT^2/Ton	Total Heating Load (BTU/hr)	Heating Btuh/FT^2	Outside Air in Cubic Feet per Minute (CFM)
Health Dept.	87,951	7	437	71,356	22.3	510
Aging Dept.	248,415	21	406	199,349	23.7	1,400

Notes:

1. **Load calculations incorporate energy recovery in the decoupled dedicated outdoor air systems for all recommended HVAC systems.**
2. **Building gross square footage is based on 11,600 Ft^2.With the Aging Department being 8,400 square feet and the Heath Department 3,200 square feet.**

The next part of our report will review three (3) proposed HVAC system options for retrofitting into the existing building.

NEW HEATING, VENTILATING, AND AIR CONDITIONING (HVAC) SYSTEMS

System Requirements

Due to the age, condition, performance, and inefficiency of the current HVAC and supporting electrical systems, we would recommend the mechanical systems at the building be replaced in their entirety. There are several potential HVAC systems for the building, but to be of maximum benefit to the facility any new HVAC system must meet the following criteria.

1. Must address COVID-19 issues (filtration, ventilation, etc.).
2. Exhibit high energy efficiency.
3. Must be simple to maintain.
4. Must meet current codes and standards for the ventilation of the spaces.
5. Have the capability to maintain temperature and relative humidity levels in the space required for comfort and maintain reasonable indoor air quality at both full load and part load.
6. Minimize the required alterations to the existing architecture and structure.

While all of these criteria must be addressed, some of the requirements work against each other and any proposed HVAC system must balance these. However, the desire to minimize impacts on the architecture and structure reduces the number of options that would best serve the existing building. The building constraints in this case are the available space for mechanical rooms and the ability of the roof structure to handle the weight of any roof mounted equipment. Any new system must work within these constraints.

We have evaluated three (3) HVAC systems based on the following criteria:

- Availability of cooling/heating energy sources
- Required mechanical room/ceiling space.
- Installation costs (first costs).
- Service and maintenance costs.
- Annual operating costs.
- Maintenance involvement.
- Utility costs.
- Available fuels.

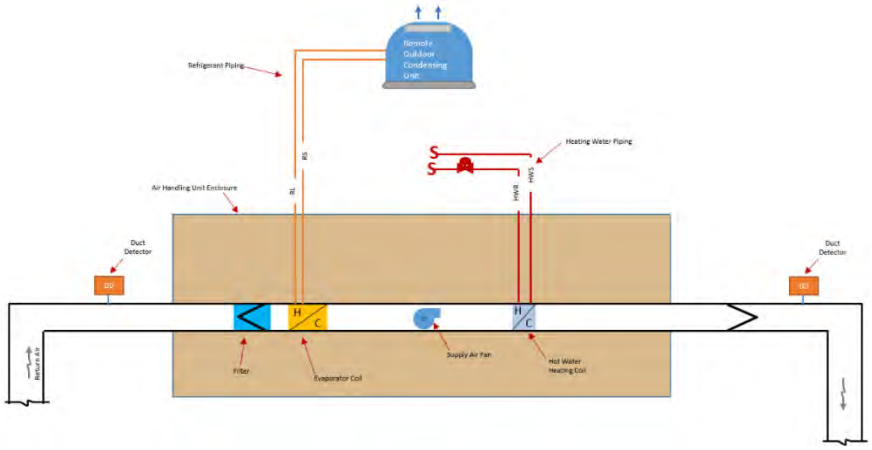
Based on the above criteria, the following three (3) HVAC systems were analyzed for a Life Cycle Cost Analysis for the building. They are as follows:

1. System #1 – Split system air side DX (Direct Expansion) cooling with hot water coils. Central hot water heating system utilizing condensing boilers. De-coupled energy recovery ventilator with DX cooling and hot water heating coil.
2. System #2 – Split system air side DX (Direct Expansion) cooling with gas fired furnaces. De-coupled energy recovery ventilator with DX cooling and indirect gas fired heating.
3. System #3 – Split system air side heat pump with back up electric heat. Electric heat shall also be utilized for defrost cycle. Packaged energy recovery ventilator with heat pump. A back-up electric heating coil shall be provided and also utilized for defrost for the energy recovery ventilator.

The following sections will outline the basic elements of each system.

SYSTEM #1 Air Source Split System Air Handling Units with Hot Water Heating Coils:

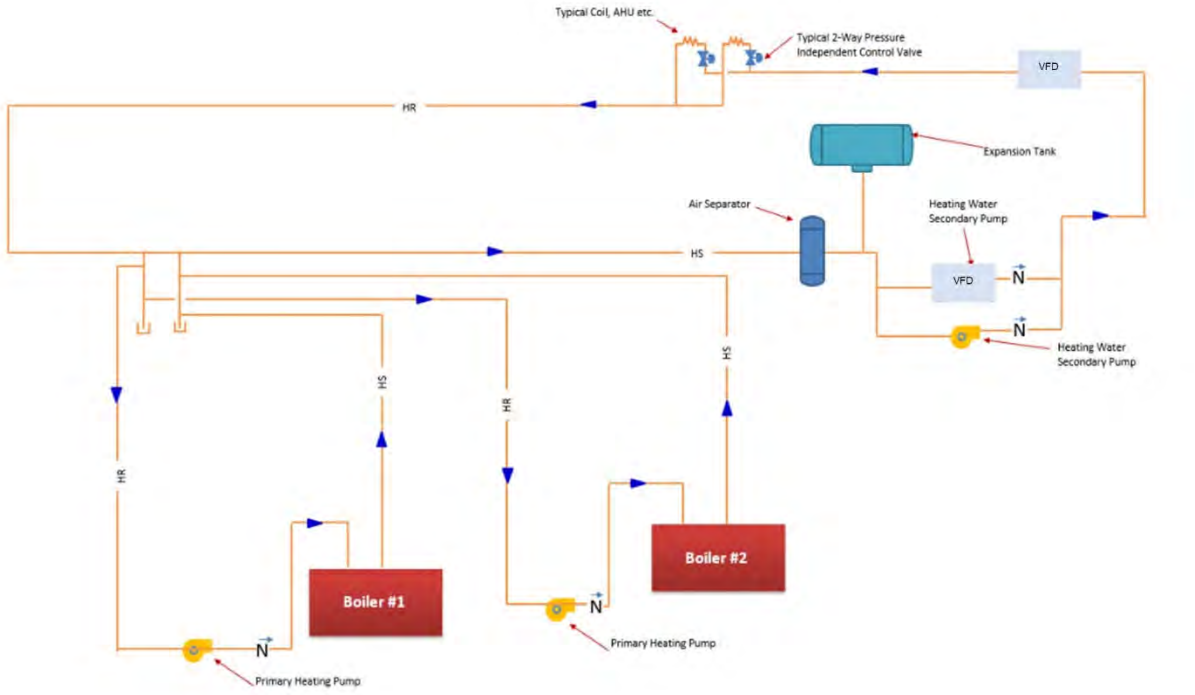
Indoor units shall consist of the same components as most air-cooled split system air handling units. The refrigeration system, including compressor, air-cooled condenser, direct expansion cooling coil, expansion device, and refrigeration controls are split between an indoor unit and outdoor unit and connected by refrigeration piping. Additionally, an ECM supply fan and filters are also components of the indoor unit. Heating shall be provided by hot water heating coils.



Mechanical Figure #3 - Air Source Split System Air Handling Units with Hot Water Heating Coils

Central Hot Water Heating System:

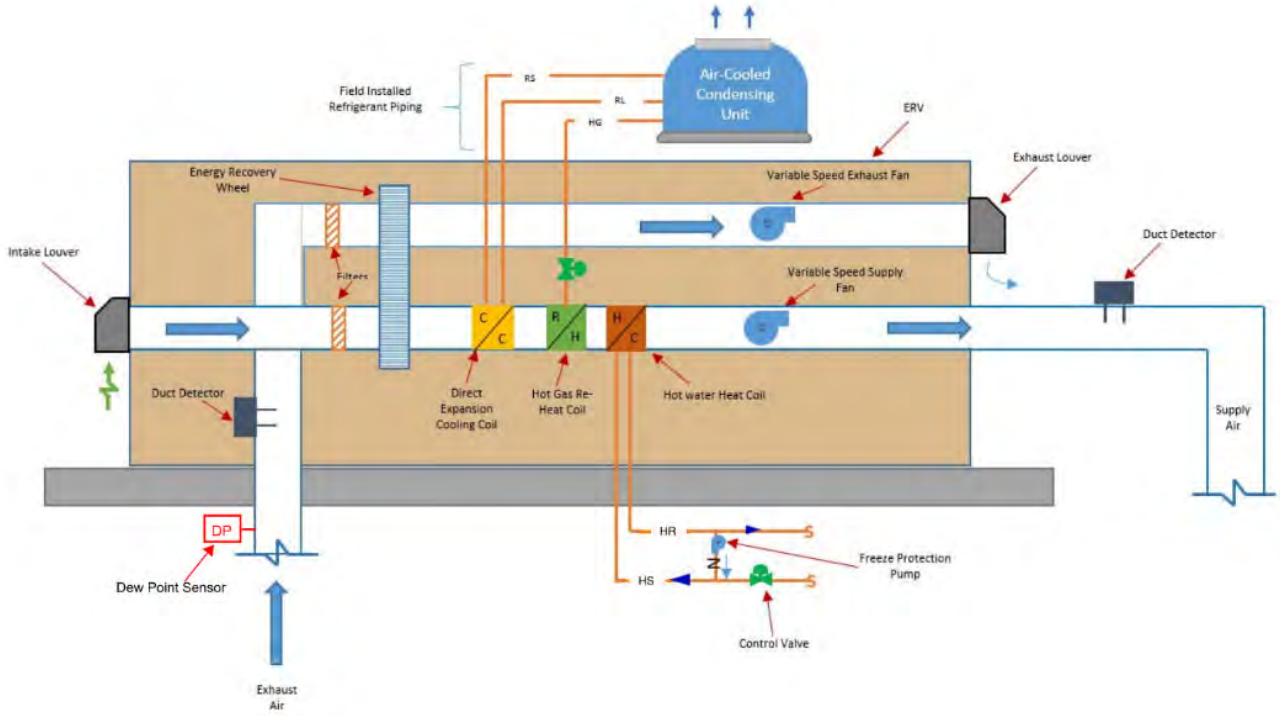
The new central hot water heating system shall serve the split systems, energy recovery ventilator (ERV) and new heat only terminal equipment. The system shall be variable speed and utilize high efficiency condensing boilers connected to Chesapeake Utility's natural gas system.



Mechanical Figure #4 – Heating Water System (Not to Scale)

Air Cooled Direct Expansion/Hot Water Energy Recovery Ventilator:

The energy recovery ventilator shall utilize an enthalpy wheel, hot gas re-heat coil, variable speed exhaust/outside air fans, and demand controlled ventilation components (See Mechanical Figure #5). The ERV unit shall provide the code required amount of ventilation air to all spaces and shall supply the air at space neutral conditions.



Mechanical Figure #5 – Air Cooled DX/Hot Water Energy Recovery Ventilator

Hydronic finned tube radiation or cabinet unit heaters shall be provided for heat only spaces as required.

The following summarizes some of the advantages and disadvantages of System #1:

Advantages:

1. Lower operating cost when compared to System #1 & #3.
2. Systems are simple and familiar to maintenance staff.
3. Long useful service life associated with hydronic equipment.
4. Heating system redundancy is provided through multiple boilers and pumps.

Disadvantages:

1. Higher first cost when compared to systems #2 & #3.
2. Higher service and maintenance costs when compared to systems #2 & #3.

System #2: Air Source Split System DX Air Handling Units with Gas Furnaces:

This system will be very similar to System #1 however, the heat source for the split system units and ERV unit shall be indirect gas fired furnaces. System #2 will not utilize a central hot water heating system. Areas requiring heat only shall be provided with electric unit heaters.

The following summarizes some of the advantages and disadvantages of System #2:

Advantages:

1. Lowest first cost when compared to system #1 and #3.
2. Lower operating cost than system #3.

Disadvantages:

1. Shorter useful service life of gas equipment.
2. Less system redundancy.
3. Potential for carbon monoxide poisoning should a gas heat exchanger fail.

Next, we will explore System #3.

System #3: Air Source Split System Heat Pump Units:

This system will be very similar to System #1 however, the heat source for the split system units and ERV unit shall be heat pumps rather than hot water coils. Back-up electric heating coils shall be provided in the event that the heat pumps cannot meet the required heating loads. Electric heating coils shall also be utilized for defrost mode to prevent sub-cooling of supply air when the heat pumps operate in the defrost mode in the winter months. Areas requiring heat only shall be provided with electric unit heaters.

The following summarizes some of the advantages and disadvantages of System #3:

Advantages:

1. Lowest first cost when compared to system #1.

Disadvantages:

1. Higher first cost when compared to System #2.
2. Highest operating cost when compared to System #1 and #2.
3. Less system redundancy.
4. Shorter compressor life since units operate in cooling and heating mode.

The next section will examine the first cost, energy cost, and service/maintenance costs of the three (3) systems discussed previously to serve the Pocomoke Service Facility Building.

LIFE CYCLE COST ANALYSIS

Because each system has unique advantages and disadvantages, a life cycle cost analysis was performed on each system including initial cost, operating, and maintenance costs associated with each system over a 30-year period. The summary of the life cycle cost analysis results is contained in the tables below. For the detailed analysis, please refer to Mechanical Appendix F. The initial mechanical installation costs for the three (3) systems are tabulated in Mechanical Table #6.

MECHANICAL TABLE #6 –ESTIMATED INITIAL CONSTRUCTION INSTALLATION COSTS		
System	Construction Cost	Cost/Square Foot (Based on Gross S.F. = 11,600 S.F.)
System #1: **Air Source Split System Air Handling Units with Hot Water Heating Coils**	$1,263,820	$108.95 per SF
System #2: **Air Source Split System DX Air Handling Units with Gas Furnaces**	$1,175,080	$101.30 per SF
System #3: **Air Source Split System Heat Pump Units**	$1,220,740	$105.23 per SF
Notes: **1. Costs associated with incremental electrical, structural, or architectural items required for the system installation are included above (for the Life Cycle Cost Analysis).** **2. Costs associated with architectural improvements, design fees, MBE requirements, prevailing wage rates, or permits are NOT included in the above costs.**		

The next step of the life cycle cost analysis was to identify the annual operating cost based on energy, service, and maintenance costs. The estimated costs for each of these are summarized below in Mechanical Table #7.

MECHANICAL TABLE #7 – ESTIMATED ANNUAL OPERATING COST				
System	Annual Energy Cost ($)	Annual Service Cost ($)	Annual Maintenance Cost ($)	Total Annual Operating Cost ($)
System #1: **Air Source Split System Air Handling Units with Hot Water Heating Coils**	$20,440	$6,175	$5,050	$31,665
System #2: **Air Source Split System DX Air Handling Units with Gas Furnaces**	$20,476	$5,800	$5,650	$31,926
System #3: **Air Source Split System Heat Pump Units**	$28,103	$6,000	$5,100	$39,203

The final step in the life cycle analysis is to apply a present worth factor to these costs as appropriate for a 30-year life cycle cost. This factor accounts for the escalation in cost and discount rate (interest) during a 30-year period. Applying the present worth factor of 48.97 to the costs summarized previously yields a total estimated life cycle cost for each system as summarized below. The total 30-year life cycle cost for System #1, System #2 and System #3 are as follows:

- System #1 (De-Coupled Ventilation System and Improvements) - 30-year life cycle cost = $2,086,734
- System #2 (De-Coupled Ventilation System and Improvements) 30-year life cycle cost = $2,004,777
- System #2 (De-Coupled Ventilation System and Improvements) 30-year life cycle cost = $2,239,553

From the Life Cycle Cost Analysis, we would recommend that System #1 or #2 be implemented into the Pocomoke Service Facility Building. Both systems have a similar life cycle cost and in our opinion System #1 should be retrofitted into the existing building due to the longevity of the boilers and high thermal mass afforded by the use of hot water as a heating medium.

IMPLEMENTATION CHALLENGES

Implementing any of the recommended HVAC improvements will impact the operation of the Health Department and Aging Department since the building is occupied all year round. It will be critical to review the implementation challenges with the staff and County facility/maintenance staff to determine

the best path forward as each of these may impact the cost, disruptions, and duration of implementing the recommendations.

The following is a brief list of implementation challenges. The same is not specific to any of the HVAC systems and in general would apply to all of the recommended HVAC systems. We would recommend that early in the design of the HVAC renovations project for the Pocomoke Service Facility building that the following be utilized as a checklist to make sure all expectations are managed, and all costs are accounted for in the project:

1. Phasing of construction and temporary facilities such as exam rooms.
2. Flexibility of staff and operations.
3. Maintaining operations and minimizing downtime of areas impacted by construction.
4. Fire Marshal review and evaluation, including maintenance of means of egress.
5. Architectural and Structural modifications or improvements that are needed.
6. Current market conditions, supply chain issues, and escalation of material costs.
7. Pandemic or COVID-19 provisions.

COVID-19 CONSIDERATIONS

Based on the Center for Disease Control and Prevention (CDC) and American Society of Heating, Refrigerating, and Air Conditioning Engineers (ASHRAE) guidance, there are four (4) main things to concentrate on to minimize exposure:

MAIN COVID-19 RECOMMENDATIONS:

1. Fresh Air – Maximize the amount of outside air you can bring into the building without increasing humidity or causing other detrimental effects. The existing ventilation rates were based on ventilation codes that are inadequate for today's world resulting in higher ventilation rates. We have accounted for the current code-required ventilation in all calculations.
2. Exhaust – Make sure all existing exhaust fans are working properly and even running at night may help. However, exhaust fans should only operate when fresh makeup air is available.
3. Environment – Make sure relative humidity levels stay below 60%.
4. Filtration – The only thing ASHRAE/CDC says 100% works is HEPA filtration with U.V. lights for capture/kill. This is a challenge for most HVAC systems because the fans are likely not able to overcome the resistance of the HEPA filters. We do not recommend HEPA filters for use at the Health and Aging Department.

In addition to the four (4) main COVID-19 recommendations, we present the following additional recommendations related to COVID-19 as follows:

Additional COVID-19 Recommendations:

1. We recommend cleaning of all air handler coils and drain pans on a more frequent basis than what may have been done in the past.
2. We recommend replacing current filters on an increased frequency. Also, maintenance personnel should wear protective gear during filter replacements and cleaning of HVAC equipment, coils, drain pans, etc.
3. Typically, HEPA filtration cannot be added to conventional HVAC systems (that were not designed for HEPA filtration) due to the airflow pressure drop associated with the same. Therefore, we do not recommend HEPA filters.
4. Any DX (refrigeration) equipment where higher efficiency filters are added must be tested to ensure airflow rates do not lower to the point where the system cannot operate.
5. Even if HEPA filters and U.V. are added to systems the overall airflow design (airflow rates, air changes, location of supply and returns, etc.) will have a major impact on the “effectiveness” of the filters and U.V. sterilizers. Simply adding “better filters” to a system is no guarantee of better performance as it relates to controlling the spread of the virus.
6. The primary role of filters in non-health care HVAC systems such as Health and Aging Department is to protect the equipment (coils, etc.). Therefore, the use of MERV-13 filters is the highest efficiency filters we recommend. For small terminal units such as fan coil units and/or VRV ceiling cassettes, we do not believe MERV-13 filters are practical.
7. Each recommended HVAC system really must be evaluated independently to see what improvements could be made or if the systems require upgrades to allow the CDC/ASHRAE recommendations to be implemented. This is beyond the scope of this report.

PLUMBING RECOMMENDATIONS

Due to the age and condition of existing plumbing equipment, piping and fixtures we recommend replacement of the same. New incoming water service and sanitary service should be provided for the building. An entire new plumbing system should be provided including the following:

1. Hybrid heat pump water heaters
2. Recirculating pumps
3. Expansion tanks
4. Backflow preventors
5. Sanitary and vent piping
6. Cold water, hot water and hot water recirculating piping
7. Thermostatic mixing valves
8. Plumbing fixtures and drains

FIRE PROTECTION RECOMMENDATIONS

We recommend a new fire suppression system to serve the facility including the following components:

1. 6-inch incoming fire service and double detector check valve backflow preventor
2. Alarm check valve
3. Flow and tamper switches
4. Fire suppression piping and heads

In summary, all of the HVAC and plumbing systems have served their useful life and should be replaced. Additionally, we recommend a wet pipe sprinkler system be incorporated into both the Aging Department and the Health Department. (See the appendix for calculations.)

MECHANICAL APPENDICES

Mechanical Appendix A: Water Test
Mechanical Appendix B: Domestic Water Calculations
Mechanical Appendix C: Domestic Water Heater Calculations
Mechanical Appendix D: Flow Test
Mechanical Appendix E: Heating, Cooling, and Ventilation Load Calculations
Mechanical Appendix F: Life Cycle Cost Analysis
Mechanical Appendix G: Fire Protection Calculations

MECHANICAL APPENDIX A

WATER TEST

Shore Water Refining

302-732-9002

32430 DuPont Blvd
Dagsboro, DE 19939
Fax 302-732-9003

March 14, 2023

TO: Worcester County Maintenance

ATTN: Jeff Evans

Dear Jeff,

As always it was nice meeting with you this morning and I appreciate your consideration when it comes to water treatment related needs.

We spoke about my concerns this morning with the high amount of iron in the water being the least of my worries. On-site we also found no chlorine residual, and an odor that I found to be similar to fuel compounds I've run into in the past. After our meeting I ran across town to another building with a newer plumbing system and conducted the same testing.

Public Health/Senior Center

Hardness 8GPG Iron 3ppm pH 7.0 Total Dissolved Solids 315ppm Free Chlorine 0.0 / Odor detected

Random Sample

Hardness 8GPG Iron 0.1ppm pH 7.0 Total Dissolved Solids 350ppm Free Chlorine 0.35 / No odor detected

This leads me to believe that the main problem lies in the building's plumbing system. Due to the age and material of the piping I believe that there is an abundance of buildup inside the pipe and the pipe itself may be rusting internally causing the high iron levels. One of the other effects of the buildup is that it is using up the

already low chlorine residual coming into the building so that by the time the water reaches the endpoint, there is no residual left for disinfection. Over time, this may lead to buildup of organics inside the piping which may be causing the odor that I smelled earlier. I was also advised to not rule out the possibility of a cross-connection causing the odor which at the time I believed to be fuel-based.

Although lab testing is still certainly an option, it may not be as necessary as originally thought as the water sample coming from a few blocks away did not display any of the same issues. If it is decided to proceed with lab testing I estimate it will be about $1,000.00. One of my concerns with adding water treatment for the point of entry is that it may actually make the water worse at the end point due to years of buildup being stripped by the soft water. For the health and safety of the patrons, drinking water systems or bottled water may be the best option for the foreseeable future.

I understand that re plumbing the entire building and bringing in a new water service with updated piping is no small task, but if the building is going to remain in service for a while it would be an option to consider. Even with that there is no guarantee the water will get better without knowing the material and condition of the mains leading up to the building.

Once again I appreciate the consideration for analyzing your water treatment needs, and I am available to answer any questions that you may have.

Sincerely,

Bryce Kenton, MWS, CI
Commercial Project Manager
Shore Water Refining
32430 Dupont Blvd. Dagsboro, DE 19939
(302)393-7750-Cell
bryce@shorewaterde.com

MECHANICAL APPENDIX B

DOMESTIC WATER CALCULATIONS

Gipe Associates, Inc.
CONSULTING ENGINEERS
Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE
EASTON, MARYLAND
PHONE: 410-822-8688
FAX: 410-822-6306

PROJECT: POCOMOKE HEALTH & AGING DEPT STUDY
PRINTED: 06/11/24
PROJECT NO: 24032
DATE: 6/4/2024
PREPARED BY: VAM(W)
SUBJECT: FIXTURE UNIT LOADS AND CORRESPONDING GPM (PUBLIC OCCUPANCY)
SERVING AREA: GENERAL BUILDING FIXTURES

Code #	Master Fixture #	**Job Fixture #**	Type	Qty.	*Fixture Units (Each) HW	CW	Total	Total Fixture units HW	CW	Total
1	WC		Watercloset - Flush Valve	7	N/A	10	10	0	70	70
3	U		Urinal	2	N/A	5	5	0	10	10
4	LAV		Lavatory	7	1.5	1.5	2	10.5	10.5	14
5	JS		Mop Sink	1	2.25	2.25	3	2.25	2.25	3
6	EWC		Electric Water Cooler	1	N/A	0.25	0.25	0	0.25	0.25
7	S		Sink	4	1.5	1.5	2	6	6	8
							Subtotal	18.75	99	105.25

Gipe Associates, Inc.
CONSULTING ENGINEERS
Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE
EASTON, MARYLAND
PHONE: 410-822-8688
FAX: 410-822-6306

PROJECT: POCOMOKE HEALTH & AGING DEPT STUDY
PROJECT NO: 24032
DATE: 6/4/2024
PREPARED BY: VAM(W)

SUBJECT: PIPE SIZING - DOMESTIC WATER

Will Building system utilize Flush Tanks (T) or Flush Valves (V)?	V

Calculated Demand	Fixture Units from Subtotals	Fixture units (Future)	Total Fixture Units		GPM Demand
Hot Water	18.75	0	18.75		13.4
Cold Water	99	0	99		67.6
Total	105.25	0	105.25		69.3

Interpolation Calculations	HW		CW		Total	
	Fixture Units	Equivalent GPM	Fixture Units	Equivalent GPM	Fixture Units	Equivalent GPM
Value Below Total Fixture Units	18	13	90	64	100	68
Total Fixture Units	18.75	**13.4**	99	**67.6**	105.25	**69.3**
Value Above Total Fixture Units	20	14	100	68	120	73

CONTINUOUS FLOW DEMANDS					
FIXTURE OR EQUIPMENT	Quantity		GPM per unit		Total GPM
Hose Bibbs	1		5		5
Cooling Towers	0		20		0
Pool Fill	0		75		0
Dishwashers	0		5		0

Total Domestic Water Demands:				
	Calculated GPM		Design GPM	
Hot Water Demand:	13.4	GPM	**14**	**GPM**
Cold Water Demand:	72.6	GPM	**73**	**GPM**
Total Water Demand:	74.3	GPM	**75**	**GPM**

Notes:

1. All demand fixture units must be based on the plumbing code being enforced on the project.
2. When determining hot/cold water demands separately, utilize 75% of total demand.
3. Watch out for continuous demands such as cooling towers, hose-bibbs, lawn irrigation, etc..
4. Check to see if calculations should include any provisions for future additions or portables.
5. Domestic hot water pipe size shall be determined from the modified hunter curve.
6. A total domestic water calculation must be completed to insure proper pressure to meet remote fixture (don't forget backflow preventor/water meter/water heater pressure drop).
7. If water heater is located at the end of the system, then an additional pressure drop calculation must be executed for hot water demand separately.
8. Never add GPM's. Always add fixture units until the final calculation.
9. Assume only two (2) hose-bibbs flowing at one time.
10. Assume only one (1) emergency eyewash is active
11. Commercial dishwasher based on cutsheet flow rate.

Gipe Associates, Inc.
CONSULTING ENGINEERS
Mechanical | Electrical | Plumbing

8719 BROOKS DRIVE
EASTON, MARYLAND
PHONE: 410-822-8688
FAX: 410-822-6306

PROJECT: POCOMOKE HEALTH & AGING DEPT STUDY
PROJECT NO: 24032
DATE: 6/4/2024
PREPARED BY: VAM(W)

SUBJECT: AVAILABLE STREET PRESSURE

Determine available street pressure based on the following flow data:

Flow Test Data:

Static Pressure	=	**56**	psi
Residual Pressure	=	**52**	psi
Flow Rate	=	**1640**	GPM

Method #1 (Calculated)

$$Q_R = \left(\frac{H_R}{H_F}\right)^{.54} \times Q_F$$

Where:	QR	= Design Flow Total	=	75	GPM	
	HR	= Static Press. - Desired Press.	=	56	psi - x	
	HF	= Static Press. - Hydrant Press.	=	56	psi -	52 psi
	QF	= Actual flow from hydrant test	=	1640	GPM	

We want to solve for "x" or the "desired pressure"

$$\left(\frac{Q_R}{Q_F}\right)^{1/.54} \times H_F = H_R$$

TOTAL AVAILABLE STREET PRESSURE @ DESIGN FLOW = **56** **psig**

THIS PRESSURE REPRESENTS THE PRESSURE AVAILABLE AT THE LOCATION OF THE TEST HYDRANT WHERE THE FLOW TEST DATA WAS TAKEN. WE MUST CALCULATE ALL SUCTION LOSSES/GAINS FROM THE HYDRANT TO INCOMING WATER SERVICE TO DETERMINE THE MINIMUM NET AVAILABLE SUCTION PRESSURE IN psig.

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PROJECT: POCOMOKE HEALTH & AGING DEPT STUDY
PROJECT NO: 24032
DATE: 6/4/2024
PREPARED BY: VAM(W)

SUBJECT: AVAILABLE STREET PRESSURE

SUCTION PIPING FRICTION HEAD LOSSES

EITHER ASSUME A SUCTION PIPE SIZE OR OBTAIN FROM CIVIL DRAWINGS	=	4.00	IN.
DESIGN FLOW RATE	=	75.00	GPM
BASED ON THE DESIGN FLOW RATE DETERMINE THE PRESSURE LOSS/100FT. BY CALCULATION OR FROM THE CAMERON HYDRAULIC DATA BOOK (3-12 TO 3-47). Click here to view calculation			
SUCTION HEAD LOSS FT./100FT.	=	0.37	FT./100FT.
SUCTION PRESSURE LOSS/100FT. = SUCTION HEAD LOSS / (2.31FT./psig)	=	0.16	psig/100FT.
ENTER TOTAL LENGTH OF RUN FROM THE TEST HYDRANT TO THE INCOMING WATER SERVICE	=	180.00	FT.
ENTER FITTING FACTOR TO ACCOUNT FOR VALVES/FITTINGS EQUIVALENT LENGTHS (TYPICALLY 1.5)	=	1.50	
THE SUCTION FRICTION PRESSURE LOSS = TOTAL LENGTH OF RUN X FITTING FACTOR X SUCTION PRESSURE LOSS/100FT.			
SUCTION FRICTION PRESSURE LOSS	=	0.43	psig
BACKFLOW PREVENTER HEAD LOSS (TYPICALLY 5 TO 7 psig) (ONLY INCLUDE IF LOCATED IN SUCTION PIPING)	=	5.00	psig
WATER METER HEAD LOSS (TYPICALLY 3 TO 10 psig)	=	5.00	psig
ELEVATION OF INCOMING WATER SERVICE RELATIVE TO TEST HYDRANT	=	4.00	FT.
CONVERTED TO psig	=	1.73	psig
IF INCOMING WATER SERVICE SET IS LOCATED BELOW CITY MAIN ENTER ELEVATION AS A NEGATIVE VALUE. IF INCOMING WATER SERVICE SET IS LOCATED ABOVE CITY MAIN ENTER ELEVATION AS A POSITIVE VALUE.			
ENTER ANY OTHER MISCELLANEOUS LOSSES	=	0.00	psig
SUM OF ALL SUCTION LOSSES	=	12.17	psig
NET AVAILABLE SUCTION PRESSURE = TOTAL GROSS AVAILABLE STREET PRESSURE @ DESIGN FLOW - SUCTION LOSSES			
NET AVAILABLE SUCTION PRESSURE	=	43.83	psig

THIS REPRESENTS THE NET AVAILABLE PRESSURE AT THE INCOMING WATER SERVICE DURING DESIGN FLOW.

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PROJECT: POCOMOKE HEALTH & AGING DEPT STUDY
PROJECT NO: 24032
DATE: 6/4/2024
PREPARED BY: VAM(W)

SUBJECT: MAXIMUM FRICTION LOSS FOR DOMESTIC WATER PIPING

$$\Delta P = \frac{\left(P_s - .434H - P_f - P_m\right) \times 100}{ELR}$$

where: ΔP = Average pressure loss per 100ft of equivalent length of pipe (psig)
P_s = Pressure in street main (psig)(see note 4 below)
P_f = Minimum pressure required to operate the most remote fixture (psig)
P_m = Pressure drop through w ater meter (psig) or backflow preventor (psig)
H = Height of highest fixture above street main (Ft.)
ELR = Equivalent Length of Run

Select most demanding plumbing fixture below to establish the minimum pressure requirement (P_f).

Plumbing Fixture:	=	URINAL-VALVE	
P_s	=	43.83	[psig]
P_f	=	25	[psig] per COMAR or Plumbing Code
P_m	=	3	[psig] per actual equipment cut or Plumbing Code
		(Based on 4 inch backflow preventor / water meter)	
H	=	16	[Ft] Height of fixture above street main
DLR	=	300	[Ft] Developed Length of Run to hydraulically most remote fixture.(piping length)
Fitting Factor	=	1.5	(Building Fittings)(Typically 50%)
ELR	=	450	[Ft] (DLR x Fitting Factor)
$\triangle P$	=	1.98	psig / 100 Ft.
	or		
	=	4.57	Ft. / 100 Ft. (Multiply psig value by 2.31 to get Ft.)

* All pipes shall be sized for maximum friction factor loss of **4.6** Ft. / 100 Ft. @ Design flow.
However, velocities must be considered, see note below.

* Notes:

1. If street pressure exceeds 80 psig, a pressure reducing valve is required on incoming water service. (See Plumbing Code)
2. After the $\triangle P$ is determined for most hydraulically demanding run then all piping must be re-sized based on this allowable friction loss per 100 Ft.
3. Develop a table with all of the pipe sized that indicates the velocity (don't exceed 8 Ft. / sec.) and $\triangle P$. This table is then utilized to size all domestic piping on the project.
4. Don't Forget to reduce pressure in street main (P_S) to account for pipe aging or seasonal flow rate variations.
5. Don't forget to add the ouside distance from building to street (or metered source). It is not necessary to multiply yard piping by 1.5x if a relatively straight run.

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FAX: 410-822-6306

PROJECT: POCOMOKE HEALTH & AGING DEPT STUDY
PROJECT NO: 24032
DATE: 6/4/2024
PREPARED BY: VAM(W)

SUBJECT: PIPE SIZING SHEET FOR DOMESTIC WATER PIPING

From the calculation sheet labeled "MAXIMUM FRICTION LOSS FOR DOMESTIC WATER PIPING" we now know the maximum allowable friction loss in pipe per 100 Ft.

$\triangle P$ = **4** Ft. / 100 Ft.

Maximum Velocity = **5** Ft. / sec.

With the maximum delta P and velocity (per Plumbing Code) known, we can develop a table to determine maximum flow for each pipe size that will not exceed delta P(max friction loss) and velocity.

Code Number	Nominal Pipe Size (inches)	Pipe Material Copper (C) or Steel (S)	Calculated			Design		
			Gallons per Minute (GPM)	Velocity at Max. Flow (Ft. / sec.)	Delta P at Max. Flow (Ft./100 Ft.)	**Gallons per Minute (GPM)**	**Velocity at Max. Flow (Ft. / sec.)**	**Delta P at Max. Flow (Ft./100 Ft.)**
1	3/4	C	3	2.21	4	**3**	**2.21**	**3.57**
2	1	C	7	2.89	4	**7**	**2.89**	**4.19**
3	1 1/4	C	12	3.16	4	**12**	**3.16**	**3.82**
4	1 1/2	C	19	3.54	4	**19**	**3.54**	**3.84**
5	2	C	41	4.36	4	**41**	**4.36**	**4.08**
6	2 1/2	S	80	5.36	4	**80**	**5.36**	**4.02**
7	3	S	141	6.12	4	**141**	**6.12**	**3.98**
8	4	S	289	7.28	4		**0**	**0**
9	6	S	848	9.42	4		**0**	**0**
10	8	S	1747	11.2	4		**0**	**0**
11	10	S	3178	12.93	4		**0**	**0**
12	12	S	5037	14.44	4		**0**	**0**

*Notes:

1. Always check the calculated values with **Cameron Hydraulic Data Book** to ensure accuracy.
2. On most jobs, copper will be used for pipe sizes up to and including 2" pipe. Anything higher should be constructed of steel.
3. All calculated numbers are based on Type K copper tubing and Standard weight, schedule 40 Steel pipe.
4. All calculated numbers are derived from the Hazen-Williams formula. This can be done for domestic water since the temperature of the water is never extremely high. For more information on the Hazen-Williams formula and its assumptions, please refer the **Cameron Hydraulic Data Book**.
5. If the design delta P on the smaller size pipes have a larger value then that of the allowable delta P calculated, this is because of the short runs of pipe.

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EASTON, MARYLAND
PHONE: 410-822-8688
FAX: 410-822-6306

PROJECT: POCOMOKE HEALTH & AGING DEPT STUDY
PROJECT NO: 24032
DATE: 6/4/2024
PREPARED BY: VAM(W)

SUBJECT: ACTUAL DOMESTIC WATER MAIN PIPE SIZING

	Flow Rate (GPM)	Calculated			Design			Pipe Material
		Nominal Pipe Size (in. dia.)	Velocity (Ft. / sec.)	Delta P (Ft./100 Ft.)	**Nominal Pipe Size (in. dia.)**	**Velocity (Ft. / sec.)**	**Delta P (Ft./100 Ft.)**	Copper (C) or Steel (S)
Total Water Line	75	2.5	5.36	4.02	**3**	**3.25**	**1.24**	S
Cold Water Line	73	2.5	5.36	4.02	**3**	**3.17**	**1.18**	S
Hot Water Line	14	1.5	3.54	3.84	**2**	**1.49**	**0.56**	C

Notes:

1. Attach cut sheet of water meter
2. Watch out for velocities. (Never exceed 10 Ft. / sec. Velocity)
3. Don't forget street main is usually 4 Ft. below grade.

MECHANICAL APPENDIX C

DOMESTIC WATER HEATER CALCULATIONS

Gipe Associates, Inc.
CONSULTING ENGINEERS

DESIGN SHEET

PROJECT: POCOMOKE HEALTH/ AGING DEPT **PRINTED:** 06/11/24 LAS
PROJECT NO: 24032
DATE: 6/1/2024
PREPARED BY: RAK & VAM

SUBJECT: DOMESTIC WATER HEATER SIZING (GENERAL BUILDING)

NOTE(1): INPUT THE FIXTURE # INTO THE TABLE TO BRING UP THE FIXTURE AND DEMAND.
GENERAL PURPOSE DEMAND FIGURES COME FROM ASPE DOMESTIC WATER HEATING DESIGN MANUAL. PG.50

GENERAL PURPOSE DEMAND @140°F FINAL TEMPERATURE

#	FIXTURE	# OF FIX.	DEMAND GPH/(FIX.)	TOTAL (GPH)
2	LAV.(PUBLIC)	7	4	28
3	SINK	4	8	32
4	DISHWASHER(RES.)	1	20	20
13	MOP BASIN	1	20	20
0	NONE	0	#N/A	0
0	NONE	0	#N/A	0
0	NONE	0	#N/A	0
0	NONE	0	#N/A	0
0	NONE	0	#N/A	0

SUBTOTAL = 100 GPH
ENTER HOT WATER SYSTEM TEMP.(T_h) = 140 ^{O}F
ENTER INLET COLD WATER TEMP.(T_c)= 50 ^{O}F
ENTER DESIRED MIXTURE TEMP.(T_m) = 110 ^{O}F
HOT WATER MULTIPLIER (P)= $P = \frac{T_m - T_c}{T_h - T_c}$ 66.6666667 %
(ASPE, DOMESTIC WATER HEATING DESIGN MANUAL, PG. 6)
SUBTOTAL X MULTIPLIER = GENERAL PURPOSE DEMAND = 66.6666667 GPH @140°F

KITCHEN DEMAND @140°F FINAL TEMPERATURE

#	FIXTURE	# OF FIX.	DEMAND (GPH/FIX.)	TOTAL (GPH)
0	NONE	0	0	0
0	NONE	0	0	0
0	NONE	0	0	0
0	NONE	0	0	0
0	NONE	0	0	0
0	NONE	0	0	0
0	NONE	0	0	0
0	NONE	0	0	0
0	NONE	0	0	0

KITCHEN DEMAND FIGURES COME FROM ASPE DOMESTIC WATER HEATING DESIGN MANUAL. PG. 51.
NOTE (2): INCLUDE 140°F CONSUMPTION FOR DISHWASHER, HOWEVER A BOOSTER HEATER SHALL BE UTILIZED TO RAISE WATER FROM 140°F TO 180°F. THIS CALCULATION SHALL BE DONE SEPARATELY.

SUBTOTAL= = 0
ENTER HOT WATER SYSTEM TEMP. = 140 ^{O}F
ENTER INLET COLD WATER TEMP.= 40 ^{O}F
ENTER DESIRED MIXTURE TEMP. = 140 ^{O}F
HOT WATER MULTIPLIER (P)= $P = \frac{T_m - T_c}{T_h - T_c}$ 100 %

SUBTOTAL X MULTIPLIER = GENERAL PURPOSE DEMAND = 0 GPH @140°F

Gipe Associates, Inc.
CONSULTING ENGINEERS

DESIGN SHEET

PROJECT: POCOMOKE HEALTH/ AGING DEPT
PROJECT NO: 24032
DATE: 6/1/2024
PREPARED BY: RAK & VAM

SUBJECT: DOMESTIC WATER HEATER SIZING (GENERAL BUILDING)

SHOWER DEMAND

# OF SHOWER HEADS	GPM/HEAD	DURATION OF SHOWER	# OF SHOWERS/HR.		TOTAL (GPH)		
1	1.5	10	1		15		

SHOWER DEMAND FIGURES COME FROM ASPE DOMESTIC WATER HEATING DESIGN MANUAL. PG.51.

ENTER HOT WATER SYSTEM TEMP.(T_h) = 120 ^{O}F
ENTER INLET COLD WATER TEMP.(T_c)= 50 ^{O}F
ENTER DESIRED MIXTURE TEMP.(T_m) = 110 ^{O}F
HOT WATER MULTIPLIER (P)= $P = \frac{T_m - T_c}{T_h - T_c}$ 0.85714286 %

SUBTOTAL X MULTIPLIER = GENERAL PURPOSE DEMAND = 12.8571429 GPH @140°F

TOTAL RECOVERY

TOTAL BUILDING RECOVERY= 79.5238095 GPH @140°F

EQUIPMENT SIZING

R= WATER HEATER RECOVERY = TOTAL BUILDING RECOVERY (GPH) X % OF RECOVERY (TYPICALLY 100%)
79.52380952 GPH X 100 % OF RECOVERY = 79.5238095 GPH

St=STORAGE CAPACITY = TOTAL BUILDING RECOVERY (GPH) X %STORAGE FACTORY (TYPICALLY 75%)
79.52380952 GPH X 75 % OF STORAGE FACTOR (TYP 75%) = 59.6428571 GALLONS

TOTAL HOT WATER AVAILABLE = $Vt = Rd + mSt$

WHERE:
R = WATER HEATER RECOVERY (GPH)
d = DURATION OF PEAK HOT WATER DEMAND (HRS.,TYPICALLY 1 HR.) = 1 HR(S).
m = RATIO OF USABLE WATER TO STORAGE TANK CAPACITY (TYP. 75%)= 75 %
St = STORAGE CAPACITY OF THE HEATER TANK (GALLONS)
Vt = AVAILABLE HOT WATER (GALLONS)

SELECT A WATER HEATER TO PROVIDE:
R = 79.52380952 GPH OF RECOVERY St, 59.6428571 GALLONS OF STORAGE, AND
Vt = 124.2559524 GALLONS TOTAL AVAILABLE HOT WATER

IF CALCULATED STORAGE REQUIREMENT IS EXCESSIVE THEN ASSIGN STORAGE CAPACITY IN GALLONS(St) AND REARRANGE EQUATION TO SOLVE FOR R.

$$R = \frac{Vt - mSt}{d}$$

ENTER NEW St(1) = 40 GALLONS
NEW R(1) = 94.25595238 GPH

MECHANICAL APPENDIX D

FLOW TEST

BAYSIDE FIRE PROTECTION CO., INC.

707 Eastern Shore Drive
Salisbury, Maryland 21804
410-860-8283

May 8, 2024

County Commissioners of Worcester County
6113 Timmons Road
Snow Hill, Maryland 21863

Attn: Mr. Mike Hutchinson

Re: Flow Test – 4th Street
Pocomoke City, Maryland

Dear Mr. Hutchinson,

A water flow test was conducted at the above referenced site this morning. The test was conducted utilizing hydrants as indicated on the attached sketch. The results were as follows:

Results:

Pressure Hydrant: (see sketch)	**Flowing Hydrant**: (see sketch)
Static Pressure: 56 PSI	**Residual Pressure**: 52 PSI
Orifice Size: 2 =2½" (Smooth Round)	**Pitot Reading**: 24
GPM Flowing: 1640 GPM	**Time of Test**: 8:45 a.m.

If you should have any questions or concerns, please feel free to contact us.

Sincerely,

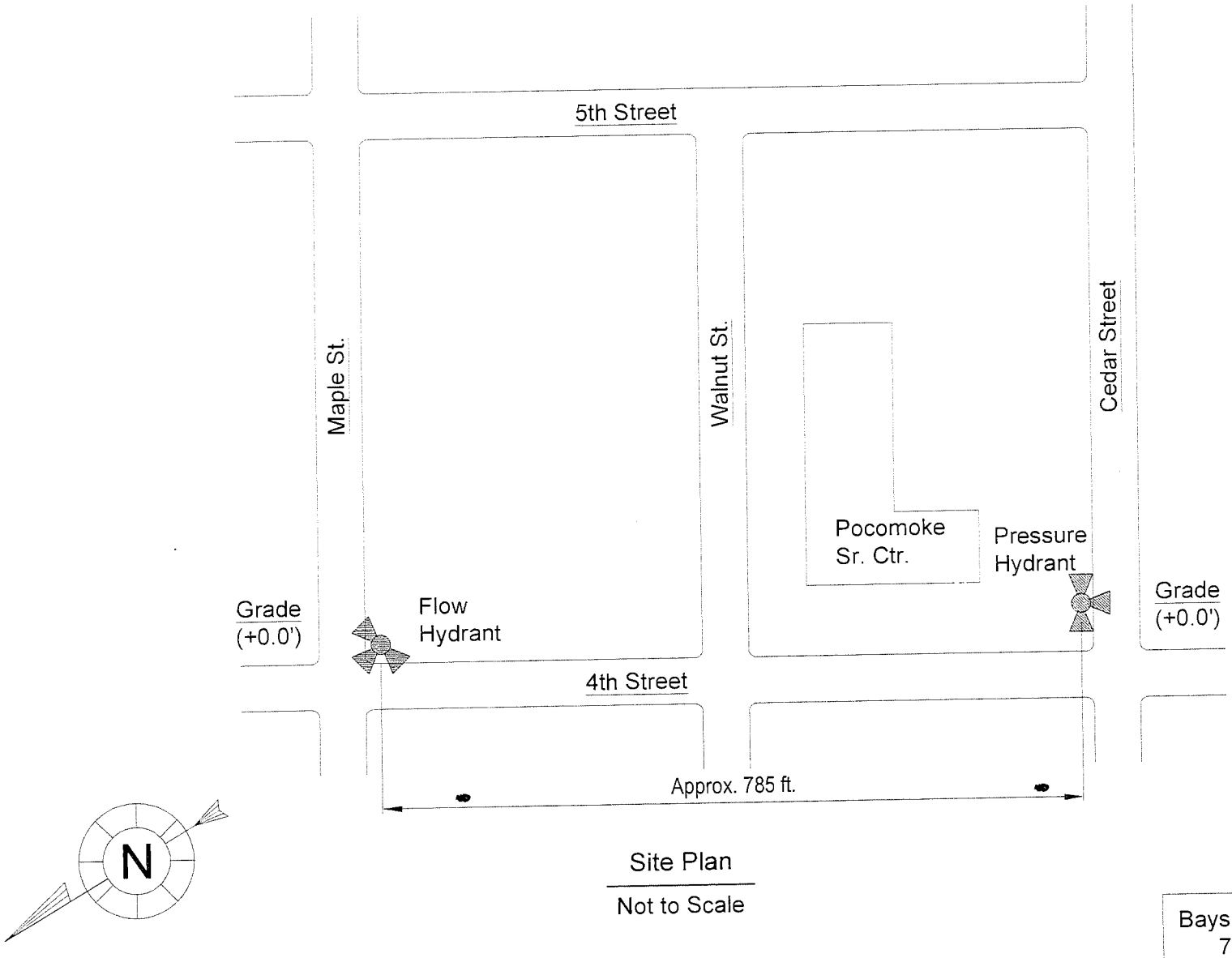
Bayside Fire Protection Co., Inc.

Gerald Bell

Gerald Bell
jbell@baysidefire.net

attachments

4th Street
Pocomoke City, MD
Flow Test Sketch
5/8/24



Site Plan

Not to Scale

Bayside Fire Protection Co., Inc.
707 Eastern Shore Drive
Salisbury, MD 21804
(410) 860-8283

MECHANICAL APPENDIX E

HEATING, COOLING, AND VENTILATION LOAD CALCULATIONS

Gipe Associates, Inc.
CONSULTING ENGINEERS

DESIGN SHEET

PROJECT: POCOMOKE HD/ AGING
PROJECT NO: 24032
DATE: 6/4/2024
PREPARED BY: VAM & RAK

SUBJECT: HEATING AND COOLING LOADS (BLOCK LOAD + VENTILATION LOAD)

INPUT BUILDING SQUARE FOOTAGE (FT^2): 3,200 SQUARE FEET
INPUT VENTILATION AIRFLOW RATE (CFM): 510 CFM
INPUT CHANGE IN ENTHALPY FOR VENTILATION AIR: 13 BTU/LB OF MOISTURE
* WHEN UTILIZING AN ERV USE 7 BTU/LB OF MOISTURE.
**FOR NON ERV APPLICATIONS TYPICALLY UTILIZE 20 BTU/LB OF MOISTURE TO BE CONSERVATIVE (95-55)
INPUT HEATING SEASON OUTSIDE AIR TEMPERATURE (^OF): 50 ^OF
INPUT HEATING SEASON VENTILATION AIR LAT (^OF): 72 ^OF

COOLING LOADS SUMMARY TABLE

LOAD DESCRIPTION	BTUH	TONS OF COOLING	REMARKS
BLOCK COOLING	59,034	5	
?	?		
?	?		
?	?		
VENTILATION COOLING	28,917	2	
COOLING SUMMARY	**87,951**	**7**	
2/3 OF COOLING LOAD	**58,048**	**5**	
1/2 OF COOLING LOAD	**43,976**	**4**	

SQUARE FOOTAGE PER TON (FT^2/TON): 437 SQUARE FEET/TON

HEATING LOADS SUMMARY TABLE

LOAD DESCRIPTION	BTUH		REMARKS
BLOCK HEATING	59,238		
?	?		
?	?		
?	?		
VENTILATION HEATING	12,118		
HEATING SUMMARY	**71,356**	**22.3**	**BTUH/SF**
2/3 OF HEATING LOAD	**47,095**		
1/2 OF HEATING LOAD	**35,678**		

Gipe Associates, Inc.
CONSULTING ENGINEERS

DESIGN SHEET

PROJECT: POCOMOKE HD/ AGING
PROJECT NO: 24032
DATE: 6/4/2024
PREPARED BY: VAM & RAK

SUBJECT: HEATING AND COOLING LOADS (BLOCK LOAD + VENTILATION LOAD)

INPUT BUILDING SQUARE FOOTAGE (FT^2): 8,400 SQUARE FEET
INPUT VENTILATION AIRFLOW RATE (CFM): 1,400 CFM
INPUT CHANGE IN ENTHALPY FOR VENTILATION AIR: 13 BTU/LB OF MOISTURE
* WHEN UTILIZING AN ERV USE 7 BTU/LB OF MOISTURE.
**FOR NON ERV APPLICATIONS TYPICALLY UTILIZE 20 BTU/LB OF MOISTURE TO BE CONSERVATIVE (95-55)
INPUT HEATING SEASON OUTSIDE AIR TEMPERATURE (^OF): 50 ^OF
INPUT HEATING SEASON VENTILATION AIR LAT (^OF): 72 ^OF

COOLING LOADS SUMMARY TABLE

LOAD DESCRIPTION	BTUH	TONS OF COOLING	REMARKS
BLOCK COOLING	169,035	14	
?	?		
?	?		
?	?		
VENTILATION COOLING	79,380	7	
COOLING SUMMARY	**248,415**	**21**	
2/3 OF COOLING LOAD	**163,954**	**14**	
1/2 OF COOLING LOAD	**124,208**	**10**	

SQUARE FOOTAGE PER TON (FT^2/TON): 406 SQUARE FEET/TON

HEATING LOADS SUMMARY TABLE

LOAD DESCRIPTION	BTUH		REMARKS
BLOCK HEATING	166,085		
?	?		
?	?		
?	?		
VENTILATION HEATING	33,264		
HEATING SUMMARY	**199,349**	**23.7**	**BTUH/SF**
2/3 OF HEATING LOAD	**131,570**		
1/2 OF HEATING LOAD	**99,675**		

Air System Information

Air System Name	**HEALTH DEPT**		Number of zones	**1**	
Equipment Class	**SPLT AHU**		Floor Area	**2950.0**	ft²
Air System Type	**SZCAV**		Location	**Salisbury, Maryland**	

Sizing Calculation Information

Calculation Months	**Jan to Dec**		Zone CFM Sizing	**Sum of space airflow rates**	
Sizing Data	**Calculated**		Space CFM Sizing	**Individual peak space loads**	

Central Cooling Coil Sizing Data

Total coil load	**8.6**	Tons	Load occurs at	**Jul 1500**	
Total coil load	**102.9**	MBH	OA DB / WB	**95.0 / 78.0**	°F
Sensible coil load	**77.9**	MBH	Entering DB / WB	**78.8 / 66.1**	°F
Coil CFM at Jul 1500	**3313**	CFM	Leaving DB / WB	**57.0 / 55.9**	°F
Max block CFM	**3313**	CFM	Coil ADP	**54.6**	°F
Sum of peak zone CFM	**3313**	CFM	Bypass Factor	**0.100**	
Sensible heat ratio	**0.757**		Resulting RH	**51**	%
CFM/Ton	**386.5**		Design supply temp.	**55.0**	°F
ft²/Ton	**344.2**		Zone T-stat Check	**1 of 1**	OK
BTU/(hr·ft²)	**34.9**		Max zone temperature deviation	**0.0**	°F
Water flow @ 10.0 °F rise	**N/A**				

Central Heating Coil Sizing Data

Max coil load	**94.8**	MBH	Load occurs at	**Des Htg**	
Coil CFM at Des Htg	**3313**	CFM	BTU/(hr·ft²)	**32.1**	
Max coil CFM	**3313**	CFM	Ent. DB / Lvg DB	**61.8 / 88.3**	°F
Water flow @ 20.0 °F drop	**N/A**				

Supply Fan Sizing Data

Actual max CFM	**3313**	CFM	Fan motor BHP	**2.26**	BHP
Standard CFM	**3307**	CFM	Fan motor kW	**1.79**	kW
Actual max CFM/ft²	**1.12**	CFM/ft²	Fan static	**3.00**	in wg

Outdoor Ventilation Air Data

Design airflow CFM	**480**	CFM	CFM/person	**16.00**	CFM/person
CFM/ft²	**0.16**	CFM/ft²			

Project Name: 24032 POCOMOKE HEALTH DEPT STUDY
Prepared by: Gipe Associates, Inc.

Air System Information

Air System Name ..... **HEALTH DEPT**
Equipment Class ..... **SPLT AHU**
Air System Type ..... **SZCAV**

Number of zones **1**
Floor Area ..... **2950.0** ft²
Location ..... **Salisbury, Maryland**

Sizing Calculation Information

Calculation Months ..... **Jan to Dec**
Sizing Data ..... **Calculated**

Zone CFM Sizing ..... **Sum of space airflow rates**
Space CFM Sizing ..... **Individual peak space loads**

Zone Terminal Sizing Data

Zone Name	Design Supply Airflow (CFM)	Minimum Supply Airflow (CFM)	Zone CFM/ft²	Reheat Coil Load (MBH)	Reheat Coil Water gpm @ 20.0 °F	Zone Htg Unit Coil Load (MBH)	Zone Htg Unit Water gpm @ 20.0 °F	Mixing Box Fan Airflow (CFM)
Zone 1	3313	3313	1.12	0.0	-	0.0	-	0

Zone Peak Sensible Loads

Zone Name	Zone Cooling Sensible (MBH)	Time of Peak Sensible Cooling Load	Zone Heating Load (MBH)	Zone Floor Area (ft²)
Zone 1	64.2	Jul 1500	73.5	2950.0

Space Loads and Airflows

Zone Name / Space Name	Mult.	Cooling Sensible (MBH)	Time of Peak Sensible Load	Air Flow (CFM)	Heating Load (MBH)	Floor Area (ft²)	Space CFM/ft²
Zone 1							
116 EXAM ROOM	1	6.1	Aug 1400	330	8.2	179.0	1.84
100 INTERVIEW	1	2.1	Aug 1500	167	4.2	92.0	1.82
101 INTERVIEW	1	1.4	Jul 1500	74	1.8	85.0	0.87
102 INTERVIEW	1	1.5	Jul 1500	97	2.4	85.0	1.15
103 INTERVIEW	1	1.5	Jul 1500	97	2.4	85.0	1.15
104 BREAKROOM	1	7.7	Aug 1600	359	7.5	206.0	1.74
106 LAB W/ BATHROOM	1	2.9	Jul 1500	134	2.2	229.0	0.59
107 WAITING ROOM	1	5.3	Jul 1500	248	3.4	359.0	0.69
108 RECEPTION	1	5.9	Jul 1500	276	6.9	231.0	1.20
109 COUNSELORS	1	8.5	Jul 1500	397	9.8	259.0	1.53
110 FILE / IT	1	2.1	Jul 1500	96	1.9	195.0	0.49
112 OFFICE	1	1.1	Jul 1500	52	0.6	62.0	0.84
114 BATHROOM	1	0.8	Jul 1500	36	0.4	44.5	0.81
115 BATHROOM	1	0.8	Jul 1500	36	0.4	44.5	0.81
117 NURSING	1	9.0	Jul 1500	543	13.5	258.0	2.10
136 CORRIDOR	1	3.8	Jul 1500	174	3.7	273.0	0.64
135 CORRIDOR (COPIER)	1	4.2	Jul 1500	195	4.2	263.0	0.74

Project Name: 24032 POCOMOKE HEALTH DEPT STUDY
Prepared by: Gipe Associates, Inc.

1. Summary

Ventilation Sizing Method ..... **ASHRAE Std 62.1-2013**
Design Condition ..... **Heating operation**
Occupant Diversity (D) **1.000**
Uncorrected Outdoor Air Intake (Vou) ..... **376** CFM
System Ventilation Efficiency (Ev) **0.783**
Outdoor Air Intake (Vot) ..... **480** CFM

2. Space Ventilation Analysis

Zone Name / Space Name	Mult.	Supply Air (CFM) (Vpz)	Space Floor Area (ft^2) (Az)	Area Outdoor Air Rate (CFM/ft^2) (Ra)	Time Averaged Occupancy (Occupants) (Pz)	People Outdoor Air Rate (CFM/person) (Rp)	Air Distribution Effectiveness (Ez)	Space Outdoor Air (CFM) (Voz)	Breathing Zone Outdoor Air (CFM) (Vbz)	Space Ventilation Efficiency (Evz)
Zone 1										
116 EXAM ROOM	1	330	179.0	0.18	3.0	10.00	0.8	**78**	*62*	0.878
100 INTERVIEW	1	167	92.0	0.06	1.0	5.00	0.8	**13**	*11*	1.035
101 INTERVIEW	1	74	85.0	0.06	1.0	5.00	0.8	**13**	*10*	0.943
102 INTERVIEW	1	97	85.0	0.06	1.0	5.00	0.8	**13**	*10*	0.984
103 INTERVIEW	1	97	85.0	0.06	1.0	5.00	0.8	**13**	*10*	0.984
104 BREAKROOM	1	359	206.0	0.12	1.0	5.00	0.8	**37**	*30*	1.010
106 LAB W/ BATHROOM	1	134	229.0	0.06	2.0	5.00	0.8	**30**	*24*	0.892
107 WAITING ROOM	1	248	359.0	0.06	4.0	5.00	0.8	**52**	*42*	0.904
108 RECEPTION	1	276	231.0	0.06	2.0	5.00	0.8	**30**	*24*	1.006
109 COUNSELORS	1	397	259.0	0.06	6.0	5.00	0.8	**57**	*46*	0.970
110 FILE / IT	1	96	195.0	0.06	0.0	5.00	0.8	**15**	*12*	0.961
112 OFFICE	1	52	62.0	0.06	2.0	5.00	0.8	**17**	*14*	0.783
114 BATHROOM	1	36	44.5	0.06	1.0	5.00	0.8	**10**	*8*	0.848
115 BATHROOM	1	36	44.5	0.06	1.0	5.00	0.8	**10**	*8*	0.848
117 NURSING	1	543	258.0	0.06	4.0	5.00	0.8	**44**	*35*	1.032
136 CORRIDOR	1	174	273.0	0.06	0.0	0.00	0.8	**20**	*16*	0.996
135 CORRIDOR (COPIER)	1	195	263.0	0.06	0.0	0.00	0.8	**20**	*16*	1.012
Totals (incl. Space Multipliers)		**3313**							**376**	**0.783**

Project Name: 24032 POCOMOKE HEALTH DEPT STUDY
Prepared by: Gipe Associates, Inc.

	DESIGN COOLING			DESIGN HEATING		
	COOLING DATA AT Jul 1500 COOLING OA DB / WB 95.0 °F / 78.0 °F			HEATING DATA AT DES HTG HEATING OA DB / WB 10.0 °F / 8.0 °F		
ZONE LOADS	**Details**	**Sensible (BTU/hr)**	**Latent (BTU/hr)**	**Details**	**Sensible (BTU/hr)**	**Latent (BTU/hr)**
Window & Skylight Solar Loads	260 ft²	10046	-	260 ft²	-	-
Wall Transmission	1412 ft²	4342	-	1412 ft²	17028	-
Roof Transmission	2940 ft²	6847	-	2940 ft²	10398	-
Window Transmission	260 ft²	3542	-	260 ft²	13191	-
Skylight Transmission	0 ft²	0	-	0 ft²	0	-
Door Loads	0 ft²	0	-	0 ft²	0	-
Floor Transmission	2940 ft²	-695	-	2940 ft²	14994	-
Partitions	0 ft²	0	-	0 ft²	0	-
Ceiling	0 ft²	0	-	0 ft²	0	-
Overhead Lighting	4425 W	15098	-	0	0	-
Task Lighting	0 W	0	-	0	0	-
Electric Equipment	4243 W	14477	-	0	0	-
People	30	6900	3600	0	0	0
Infiltration	-	3605	5521	-	11176	0
Miscellaneous	-	0	0	-	0	0
Safety Factor	0% / 0%	0	0	10%	6679	0
>> Total Zone Loads	**-**	**64162**	**9121**	**-**	**73466**	**0**
Zone Conditioning	-	61983	9121	-	69586	0
Plenum Wall Load	0%	0	-	0	0	-
Plenum Roof Load	0%	0	-	0	0	-
Plenum Lighting Load	0%	0	-	0	0	-
Return Fan Load	3313 CFM	0	-	3313 CFM	0	-
Ventilation Load	480 CFM	9786	15849	480 CFM	31324	0
Supply Fan Load	3313 CFM	6122	-	3313 CFM	-6122	-
Space Fan Coil Fans	-	0	-	-	0	-
Duct Heat Gain / Loss	0%	0	-	0%	0	-
>> Total System Loads	**-**	**77891**	**24969**	**-**	**94789**	**0**
Central Cooling Coil	-	77891	24971	-	0	0
Central Heating Coil	-	0	-	-	94789	-
>> Total Conditioning	**-**	**77891**	**24971**	**-**	**94789**	**0**
Key:	**Positive values are clg loads Negative values are htg loads**			**Positive values are htg loads Negative values are clg loads**		

Air System Information

Air System Name	**SENIOR CENTER**		Number of zones	**1**	
Equipment Class	**SPLT AHU**		Floor Area	**7756.0**	ft²
Air System Type	**SZCAV**		Location	**Salisbury, Maryland**	

Sizing Calculation Information

Calculation Months	**Jan to Dec**		Zone CFM Sizing	**Sum of space airflow rates**	
Sizing Data	**Calculated**		Space CFM Sizing	**Individual peak space loads**	

Central Cooling Coil Sizing Data

Total coil load	**25.2**	Tons	Load occurs at	**Jul 1500**	
Total coil load	**302.8**	MBH	OA DB / WB	**95.0 / 78.0**	°F
Sensible coil load	**231.0**	MBH	Entering DB / WB	**78.6 / 65.8**	°F
Coil CFM at Jul 1500	**9747**	CFM	Leaving DB / WB	**56.6 / 55.5**	°F
Max block CFM	**9747**	CFM	Coil ADP	**54.2**	°F
Sum of peak zone CFM	**9747**	CFM	Bypass Factor	**0.100**	
Sensible heat ratio	**0.763**		Resulting RH	**51**	%
CFM/Ton	**386.2**		Design supply temp.	**55.0**	°F
ft²/Ton	**307.3**		Zone T-stat Check	**1 of 1**	OK
BTU/(hr·ft²)	**39.0**		Max zone temperature deviation	**0.0**	°F
Water flow @ 10.0 °F rise	**N/A**				

Central Heating Coil Sizing Data

Max coil load	**277.4**	MBH	Load occurs at	**Des Htg**	
Coil CFM at Des Htg	**9747**	CFM	BTU/(hr·ft²)	**35.8**	
Max coil CFM	**9747**	CFM	Ent. DB / Lvg DB	**62.6 / 89.0**	°F
Water flow @ 20.0 °F drop	**N/A**				

Supply Fan Sizing Data

Actual max CFM	**9747**	CFM	Fan motor BHP	**6.65**	BHP
Standard CFM	**9729**	CFM	Fan motor kW	**5.28**	kW
Actual max CFM/ft²	**1.26**	CFM/ft²	Fan static	**3.00**	in wg

Outdoor Ventilation Air Data

Design airflow CFM	**1291**	CFM	CFM/person	**19.27**	CFM/person
CFM/ft²	**0.17**	CFM/ft²			

Project Name: 24032 POCOMOKE HEALTH DEPT STUDY
Prepared by: Gipe Associates, Inc.

Air System Information

Air System Name ..... **SENIOR CENTER**
Equipment Class ..... **SPLT AHU**
Air System Type ..... **SZCAV**

Number of zones **1**
Floor Area ..... **7756.0** ft²
Location ..... **Salisbury, Maryland**

Sizing Calculation Information

Calculation Months ..... **Jan to Dec**
Sizing Data ..... **Calculated**

Zone CFM Sizing ..... **Sum of space airflow rates**
Space CFM Sizing ..... **Individual peak space loads**

Zone Terminal Sizing Data

Zone Name	Design Supply Airflow (CFM)	Minimum Supply Airflow (CFM)	Zone CFM/ft²	Reheat Coil Load (MBH)	Reheat Coil Water gpm @ 20.0 °F	Zone Htg Unit Coil Load (MBH)	Zone Htg Unit Water gpm @ 20.0 °F	Mixing Box Fan Airflow (CFM)
Zone 1	9747	9747	1.26	0.0	-	0.0	-	0

Zone Peak Sensible Loads

Zone Name	Zone Cooling Sensible (MBH)	Time of Peak Sensible Cooling Load	Zone Heating Load (MBH)	Zone Floor Area (ft²)
Zone 1	192.8	Jul 1600	219.4	7756.0

Space Loads and Airflows

Zone Name / Space Name	Mult.	Cooling Sensible (MBH)	Time of Peak Sensible Load	Air Flow (CFM)	Heating Load (MBH)	Floor Area (ft²)	Space CFM/ft²
Zone 1							
118A CONFERENCE#1	1	9.0	Aug 1600	419	9.0	403.0	1.04
118B CONFERENCE#2	1	9.0	Aug 1600	419	9.0	403.0	1.04
119 WOMENS BATHROOM	1	6.2	Sep 1500	286	5.2	162.0	1.76
120 STORAGE	1	0.5	Jul 1500	22	0.2	22.0	0.98
121 STORAGE	1	4.1	Jul 1500	221	5.5	123.0	1.80
122 MENS BATHROOM	1	7.5	Aug 1600	349	6.2	174.0	2.01
123 BOILER ROOM	1	5.0	Jul 1500	278	6.9	342.0	0.81
124 DINING HALL	1	41.2	Jul 1500	1909	42.5	1519.0	1.26
125 OFFICE	1	2.8	Jul 1500	134	3.3	182.0	0.73
125A STORAGE	1	0.6	Jul 1500	37	0.9	51.0	0.72
126 FITNESS	1	20.5	Jul 1500	963	23.9	796.0	1.21
127 CONFERENCE	1	9.2	Jul 1500	427	10.0	417.0	1.02
128 CONFERENCE	1	8.6	Jul 1500	398	9.1	366.0	1.09
129 STORAGE	1	5.5	Jul 1400	256	6.3	219.0	1.17
130 LEARNING CENTER	1	11.6	Jul 1500	539	12.9	564.0	0.96
131 BATHROOM	1	3.0	Aug 1600	226	5.6	50.0	4.52
132 STORAGE	1	3.3	Aug 1600	217	5.4	90.0	2.42
133 KITCHEN	1	14.1	Jul 1600	1018	25.2	444.0	2.29
134 CORRIDOR	1	20.3	Jul 1600	944	17.5	1279.0	0.74
137 VESTIBULE	1	4.7	Jun 1700	220	5.0	50.0	4.40
138 VESTIBULE	1	5.7	Sep 1500	265	5.0	50.0	5.30
139 VESTIBULE	1	3.6	Jul 1400	200	5.0	50.0	4.00

Project Name: 24032 POCOMOKE HEALTH DEPT STUDY
Prepared by: Gipe Associates, Inc.

1. Summary

Ventilation Sizing Method ..... **ASHRAE Std 62.1-2013**
Design Condition ..... **Heating operation**
Occupant Diversity (D) **1.000**
Uncorrected Outdoor Air Intake (Vou) ..... **941** CFM
System Ventilation Efficiency (Ev) **0.729**
Outdoor Air Intake (Vot) ..... **1291** CFM

2. Space Ventilation Analysis

Zone Name / Space Name	Mult.	Supply Air (CFM) (Vpz)	Space Floor Area (ft^2) (Az)	Area Outdoor Air Rate (CFM/ft^2) (Ra)	Time Averaged Occupancy (Occupants) (Pz)	People Outdoor Air Rate (CFM/person) (Rp)	Air Distribution Effectiveness (Ez)	Space Outdoor Air (CFM) (Voz)	Breathing Zone Outdoor Air (CFM) (Vbz)	Space Ventilation Efficiency (Evz)
Zone 1										
118A CONFERENCE#1	1	419	403.0	0.06	3.0	5.00	0.8	**49**	*39*	0.980
118B CONFERENCE#2	1	419	403.0	0.06	3.0	5.00	0.8	**49**	*39*	0.980
119 WOMENS BATHROOM	1	286	162.0	0.06	2.0	5.00	0.8	**25**	*20*	1.010
120 STORAGE	1	22	22.0	0.06	1.0	5.00	0.8	**8**	*6*	0.729
121 STORAGE	1	221	123.0	0.06	1.0	5.00	0.8	**15**	*12*	1.027
122 MENS BATHROOM	1	349	174.0	0.06	2.0	5.00	0.8	**26**	*20*	1.023
123 BOILER ROOM	1	278	342.0	0.00	2.0	0.00	0.8	**0**	*0*	1.097
124 DINING HALL	1	1909	1519.0	0.06	20.0	7.50	0.8	**301**	*241*	0.939
125 OFFICE	1	134	182.0	0.06	2.0	5.00	0.8	**26**	*21*	0.901
125A STORAGE	1	37	51.0	0.06	0.0	5.00	0.8	**4**	*3*	0.993
126 FITNESS	1	963	796.0	0.06	6.0	20.00	0.8	**210**	*168*	0.879
127 CONFERENCE	1	427	417.0	0.06	6.0	5.00	0.8	**69**	*55*	0.936
128 CONFERENCE	1	398	366.0	0.06	6.0	5.00	0.8	**65**	*52*	0.933
129 STORAGE	1	256	219.0	0.06	1.0	5.00	0.8	**23**	*18*	1.008
130 LEARNING CENTER	1	539	564.0	0.06	8.0	5.00	0.8	**92**	*74*	0.925
131 BATHROOM	1	226	50.0	0.06	1.0	5.00	0.8	**10**	*8*	1.052
132 STORAGE	1	217	90.0	0.06	1.0	5.00	0.8	**13**	*10*	1.037
133 KITCHEN	1	1018	444.0	0.12	2.0	7.50	0.8	**85**	*68*	1.013
134 CORRIDOR	1	944	1279.0	0.06	0.0	0.00	0.8	**96**	*77*	0.995
137 VESTIBULE	1	220	50.0	0.06	0.0	0.00	0.8	**4**	*3*	1.080
138 VESTIBULE	1	265	50.0	0.06	0.0	0.00	0.8	**4**	*3*	1.082
139 VESTIBULE	1	200	50.0	0.06	0.0	0.00	0.8	**4**	*3*	1.078
Totals (incl. Space Multipliers)		**9747**							**941**	**0.729**

Project Name: 24032 POCOMOKE HEALTH DEPT STUDY
Prepared by: Gipe Associates, Inc.

	DESIGN COOLING			DESIGN HEATING		
	COOLING DATA AT Jul 1500 COOLING OA DB / WB 95.0 °F / 78.0 °F			HEATING DATA AT DES HTG HEATING OA DB / WB 10.0 °F / 8.0 °F		
ZONE LOADS	**Details**	**Sensible (BTU/hr)**	**Latent (BTU/hr)**	**Details**	**Sensible (BTU/hr)**	**Latent (BTU/hr)**
Window & Skylight Solar Loads	1150 ft²	48441	-	1150 ft²	-	-
Wall Transmission	3229 ft²	9491	-	3229 ft²	38938	-
Roof Transmission	8863 ft²	20641	-	8863 ft²	31346	-
Window Transmission	1150 ft²	15669	-	1150 ft²	58346	-
Skylight Transmission	0 ft²	0	-	0 ft²	0	-
Door Loads	0 ft²	0	-	0 ft²	0	-
Floor Transmission	7756 ft²	-1834	-	7756 ft²	39556	-
Partitions	561 ft²	3136	-	561 ft²	2021	-
Ceiling	0 ft²	0	-	0 ft²	0	-
Overhead Lighting	11634 W	39694	-	0	0	-
Task Lighting	0 W	0	-	0	0	-
Electric Equipment	8639 W	29474	-	0	0	-
People	67	18290	13860	0	0	0
Infiltration	-	9442	14688	-	29269	0
Miscellaneous	-	0	0	-	0	0
Safety Factor	0% / 0%	0	0	10%	19948	0
>> Total Zone Loads	**-**	**192444**	**28548**	**-**	**219423**	**0**
Zone Conditioning	-	186661	28548	-	211055	0
Plenum Wall Load	0%	0	-	0	0	-
Plenum Roof Load	0%	0	-	0	0	-
Plenum Lighting Load	0%	0	-	0	0	-
Return Fan Load	9747 CFM	0	-	9747 CFM	0	-
Ventilation Load	1291 CFM	26317	43296	1291 CFM	84384	0
Supply Fan Load	9747 CFM	18008	-	9747 CFM	-18008	-
Space Fan Coil Fans	-	0	-	-	0	-
Duct Heat Gain / Loss	0%	0	-	0%	0	-
>> Total System Loads	**-**	**230986**	**71843**	**-**	**277431**	**0**
Central Cooling Coil	-	230986	71857	-	0	0
Central Heating Coil	-	0	-	-	277431	-
>> Total Conditioning	**-**	**230986**	**71857**	**-**	**277431**	**0**
Key:	**Positive values are clg loads Negative values are htg loads**			**Positive values are htg loads Negative values are clg loads**		

MECHANICAL APPENDIX F

LIFE CYCLE COST ANALYSIS

POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT

IV. LIFE CYCLE COST ANALYSIS - SYSTEM DESCRIPTION

PROJECT:	USING AGENCY	DATE:
POCOMOKE HEALTH/AGING DEPARTMENT	**WORCESTER CO.**	6/3/2024
LOCATION:		
POCOMOKE, MD		

BY: RAK & VAM

SYSTEM DESCRIPTION

BASE SYSTEM (SYSTEM #1)

Air side DX cooling with hot water heating system. Air side split system air handling units with condensing units are located on grade or on the roof.

The condensing units are connected to small vertical air handling units through refrigerant piping.

Decoupled energy recovery ventilator would provide both the building exhaust and ventilation airflow.

ERV unit shall utilize enthalpy wheels and demand controlled ventilation components. ERV shall utilize hot gas re-heat for dehumidification.

Exterior condensing unit serving the ERV unit would be located on the roof. Hot water for ERV unit will be provided by a central

hot water heating system utilizing natural gas fired condensing boilers.

Domestic hot water shall be provided by hybrid heat pump water heaters. Heat only spaces shall be served by hot water unit heaters.

SYSTEM #2

Air side DX cooling with natural gas heating system. Air side split system air handling units with condensing units are located on grade or on the roof.

The condensing units are connected to small vertical air handling units through refrigerant piping.

Decoupled energy recovery ventilator would provide both the building exhaust and ventilation airflow.

ERV unit shall utilize enthalpy wheels and demand controlled ventilation components. ERV shall utilize hot gas re-heat for dehumidification.

Exterior condensing unit serving the ERV unit would be located on the roof. ERV shall be gas fired.

Domestic hot water shall be provided by hybrid heat pump water heaters. Heat only spaces shall be served by hot water unit heaters.

SYSTEM #3

Air side heat pump split systems with back up electric heat. Air side heat pump units are located on the roof or grade.

Heat pumps are interlocked with ducted type terminal equipment through refrigerant piping.

Simultaneous heating and cooling is possible with the heat pump system.

Decoupled energy recovery ventilator would provide both the building exhaust

and ventilation airflow. ERV units shall utilize enthalpy wheels and demand controlled ventilation components. Erv would be packaged rooftop

heat pump type with back up electric heat.

Domestic hot water shall be provided by hybrid heat pump water heaters. Heat only spaces shall be served by electric unit heaters.

POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT

V. ENERGY COST ESTIMATE:

A. COST OF ENERGY

ENERGY TYPE	ESTIMATED AVERAGE UNIT COST	ESCALATION RATE
ELECTRIC ENERGY CHARGE	**0.054** $/KWH SUMMER PEAK **0.054** $/KWH SUMMER OFF PEAK **0.054** $/KWH WINTER PEAK **0.054** $/KWH WINTER OFF PEAK	
ELECTRIC DEMAND CHARGE	**8.44** $/KW SUMMER PEAK **8.44** $/KW SUMMER OFF PEAK **8.44** $/KW WINTER PEAK **8.44** $/KW WINTER OFF PEAK	
STEAM ENERGY CHARGE	_____ $ PER MLB (winter) _____ $ PER MLB (summer)	
STEAM DEMAND CHARGE	_____ $ PER MLB (winter) _____ $ PER MLB (summer)	
NATURAL GAS	**1.1** $ PER THERM	
FUEL OIL	_____ $ PER THERM	
COAL	_____ $ PER TON	
OTHERS	_____ $ PER _____ _____ $ PER _____	

UTILITY SUMMER RATE MONTHS: **June** TO **September**

UTILITY WINTER RATE MONTHS: **October** TO **May**

USEFUL EQUIPMENT LIFE: **30** YEARS (N)

DISCOUNT RATE: **0.06** (D)
ESCALATION RATE: **0.05** (E)
PRESENT WORTH FACTOR: **25.99** PW

$$PW = \frac{1+E}{E-D} \times \left(\left(\frac{1+E}{1+D} \right)^{N} - 1 \right)$$

POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT

VI. INITIAL COST ESTIMATE

ITEM	SYSTEM #1	SYSTEM #2	SYSTEM #3	
	DX/HOT WATER	DX/GAS	HEAT PUMP/ELEC.	
MECHANICAL INSULATION	$53,940	$41,760	$49,300	
FIRE PROTECTION	$69,600	$69,600	$69,600	
PLUMBING	$81,200	$81,200	$81,200	
ROOF DRAINAGE	$14,500	$14,500	$14,500	
PLUMBING/PIPING FIXTURES	$92,800	$92,800	$92,800	
DOMESTIC WATER HEATERS	$34,800	$34,800	$34,800	
PLUMBING EQUIPMENT	$17,400	$17,400	$17,400	
WATER DISTRIBUTION PUMPS	$18,560	$0	$0	
GAS/FUEL PIPING SYSTEM	$11,600	$26,100	$0	
HEATING PIPE/SPECIALTIES	$63,800	$0	$0	
BOILER TRIM	$46,400	$0	$0	
WATER TREATMENT	$8,120	$0	$0	
REFRIGERATION	$58,000	$58,000	$63,800	
CHILLER	$0	$0	$0	
COOLING PIPE SPECIALTIES	$0	$0	$0	
HEAT EXCHANGERS	$0	$0	$0	
FAN COIL UNITS/HP/SPLIT SYSTEM	$87,000	$104,400	$121,800	
POWER VENTILATORS	$17,400	$17,400	$17,400	
DUCTWORK	$348,000	$348,000	$348,000	
AIR OUTLETS/INLETS	$17,400	$17,400	$17,400	
ATC CONTROLS	$92,800	$104,400	$104,400	
TESTING/BALANCING	$26,100	$25,520	$24,940	
ERV UNITS	$92,800	$104,400	$116,000	
UNIT HEATERS	$11,600	$17,400	$17,400	
TOTAL	$1,263,820	$1,175,080	$1,190,740	
TOTALS	**$1,263,820**	**$1,175,080**	**$1,190,740**	

POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT

VII. ANNUAL COST

SYSTEM #: 1

A. ENERGY (TOTAL BUILDING ENERGY)

ENERGY SOURCE	UNIT OF MEASURE	ENERGY CONSUMPTION	ENERGY COST	DEMAND CHARGE	TOTAL ENERGY COST
ELECTRIC (YEAR)	KWH	92,260	$13,285	$3,411	$16,696
ELECTRIC (Summer)	KWH				$0
GAS (YEAR)	THERM	3,404	$3,744		$3,744
GAS (Summer)	MCF OR THERM				$0
STEAM (Winter)	MLB/HR				$0
STEAM (Summer)	MLB/HR				$0
FUEL OIL	GALLONS				$0
COAL	TON				$0
OTHERS PROPANE	GALLON				$0

GRAND TOTAL **$20,440**

POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT

VII. ANNUAL COSTS (Cont'd.)

SYSTEM #: 1

B. SERVICE AND MAINTENANCE COSTS

MAJOR EQUIPMENT	SERVICE COST	MAINTENANCE COST	TOTAL SERVICE AND MAINTENANCE COST
1. CHILLERS	$0	$0	$0
2. BOILERS	$1,200	$700	$1,900
3. PUMPS	$300	$400	$700
4. AIR HANDLING UNITS	$500	$500	$1,000
5. FANS: SUPPLY	$500	$500	$1,000
RETURN	$0	$0	$0
EXHAUST	$200	$200	$400
6. SPLIT & UNITARY EQUIPMENT	$1,200	$1,000	$2,200
7. THRU THE WALL UNITS - PACKAGED TERMINAL AIR CONDITIONING UNITS			$0
8. HEAT PUMPS			$0
9. TERMINAL UNITS (VAV BOXES, FCU, ETC.)	$400	$400	$800
SUBTOTAL	$4,300	$3,700	$8,000

POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT

VII. ANNUAL COST (Cont'd.)

SYSTEM #: 1

B. SERVICE AND MAINTENANCE COSTS

MAJOR EQUIPMENT	SERVICE COST	MAINTENANCE COST	TOTAL SERVICE AND MAINTENANCE COST
10. HOT WATER CONVERTORS, FTR, Uhs, CUHs, ETC.	$125	$100	$225
11. COOLING TOWERS	$0	$0	$0
12. DOMESTIC WATER HEATERS	$250	$250	$500
13. TEMPERATURE CONTROL SYSTEM	$1,500	$1,000	$2,500
14. MISCELLANEOUS EQUIPMENT	$0	$0	$0
SUBTOTAL	$1,875	$1,350	$3,225

GRAND TOTAL **$11,225**

POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT

VII. ANNUAL COST **SYSTEM #: 2**

A. ENERGY (TOTAL BUILDING ENERGY USE)

ENERGY SOURCE	UNIT OF MEASURE	ENERGY CONSUMPTION	ENERGY COST	DEMAND CHARGE	TOTAL ENERGY COST
ELECTRIC (YEAR)	KWH	89,158	$12,839	$3,358	$16,197
ELECTRIC (Summer)	KWH				$0
GAS (YEAR)	THERM	3,890	$4,279		$4,279
GAS (Summer)	MCF OR THERM				$0
STEAM (Winter)	MLB/HR				$0
STEAM (Summer)	MLB/HR				$0
FUEL OIL	GALLONS				$0
COAL	TON				$0
OTHERS PROPANE	GALLONS				$0

GRAND TOTAL **$20,476**

POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT

VII. ANNUAL COSTS (Cont'd.)

SYSTEM #: 2

B. SERVICE AND MAINTENANCE COSTS

MAJOR EQUIPMENT	SERVICE COST	MAINTENANCE COST	TOTAL SERVICE AND MAINTENANCE COST
1. CHILLERS	$0	$0	$0
2. BOILERS	$0	$0	$0
3. PUMPS	$0	$0	$0
4. AIR HANDLING UNITS	$600	$600	$1,200
5. FANS: SUPPLY	$500	$500	$1,000
RETURN	$0	$0	$0
EXHAUST	$200	$200	$400
6. SPLIT & UNITARY EQUIPMENT	$2,050	$2,050	$4,100
7. THRU THE WALL UNITS - PACKAGED TERMINAL AIR CONDITIONING UNITS			$0
8. HEAT PUMPS			$0
9. TERMINAL UNITS (VAV BOXES, FCU, ETC.)	$750	$650	$1,400
SUBTOTAL	$4,100	$4,000	$8,100

POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT

VII. ANNUAL COST (Cont'd.)

SYSTEM #: 2

B. SERVICE AND MAINTENANCE COSTS

MAJOR EQUIPMENT	SERVICE COST	MAINTENANCE COST	TOTAL SERVICE AND MAINTENANCE COST
10. HOT WATER CONVERTORS, FTR, Uhs, CUHs, ETC.	$250	$200	$450
11. THERMAL STORAGE TANKS	$0	$0	$0
12. DOMESTIC WATER HEATERS	$250	$250	$500
13. TEMPERATURE CONTROL SYSTEM	$1,200	$1,200	$2,400
14. MISCELLANEOUS EQUIPMENT	$0	$0	$0
SUBTOTAL	$1,700	$1,650	$3,350

GRAND TOTAL **$11,450**

POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT

VII. ANNUAL COST

SYSTEM #: 3

A. ENERGY (TOTAL BUILDING ENERGY USE)

ENERGY SOURCE	UNIT OF MEASURE	ENERGY CONSUMPTION	ENERGY COST	DEMAND CHARGE	TOTAL ENERGY COST
ELECTRIC (YEAR)	KWH	155,549	$22,399	$5,704	$28,103
ELECTRIC (Summer)	KWH				$0
GAS (Winter)	MCF OR THERM				$0
GAS (Summer)	MCF OR THERM				$0
STEAM (Winter)	MLB/HR				$0
STEAM (Summer)	MLB/HR				$0
FUEL OIL	GALLONS				$0
COAL	TON				$0
OTHERS					$0

GRAND TOTAL **$28,103**

POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT

VII. ANNUAL COSTS (Cont'd.) **SYSTEM #:** 3

B. SERVICE AND MAINTENANCE COSTS

MAJOR EQUIPMENT	SERVICE COST	MAINTENANCE COST	TOTAL SERVICE AND MAINTENANCE COST
1. CHILLERS	$0	$0	$0
2. BOILERS	$0	$0	$0
3. PUMPS	$0	$0	$0
4. AIR HANDLING UNITS	$500	$500	$1,000
5. FANS: SUPPLY	$500	$500	$1,000
RETURN	$0	$0	$0
EXHAUST	$200	$200	$400
6. SPLIT & UNITARY EQUIPMENT	$100	$100	$200
7. THRU THE WALL UNITS - PACKAGED TERMINAL AIR CONDITIONING UNITS			$0
8. HEAT PUMPS	$1,950	$1,950	$3,900
9. TERMINAL UNITS (VAV BOXES, FCU, ETC.)	$0	$0	$0
SUBTOTAL	$3,250	$3,250	$6,500

POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT

VII. ANNUAL COST (Cont'd.)

SYSTEM #: 3

B. SERVICE AND MAINTENANCE COSTS

MAJOR EQUIPMENT	SERVICE COST	MAINTENANCE COST	TOTAL SERVICE AND MAINTENANCE COST
10. HOT WATER CONVERTORS, FTR, Uhs, CUHs, ETC.	$250	$200	$450
11. COOLING TOWERS	$0	$0	$0
12. DOMESTIC WATER HEATERS	$250	$250	$500
13. TEMPERATURE CONTROL SYSTEM	$2,250	$1,400	$3,650
14. MISCELLANEOUS EQUIPMENT	$0	$0	$0
SUBTOTAL	$2,750	$1,850	$4,600

GRAND TOTAL **$11,100**

POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT

VIII. SUMMARY

A. LIFE CYCLE COST ANALYSIS

PW FACTOR: 25.99

PROJECT: **POCOMOKE HEALTH DEPARTMENT AND AGING DEPARTMENT** LOCATION: **POCOMOKE, MD**	USING AGENCY **WORCESTER CO.**		DATE: **6/3/2024**

	BASE SYSTEM DX/HOT WATER	SYSTEM #2 DX/GAS	SYSTEM #3 HP/ELEC.	
INITIAL COST				
MECHANICAL INSTALLATION	$1,263,820	$1,175,080	$1,190,740	
INCREMENTAL COST OF ARCHITECTURAL COMPONENTS (+ OR - OVER BASE SYSTEM)	$0	$0	$0	
INCREMENTAL COST OF STRUCTURAL COMPONENTS (+ OR - OVER BASE SYSTEM)	$0	$0	$0	
INCREMENTAL COST OF ELECTRICAL COMPONENTS (+ OR - OVER BASE SYSTEM)	$0	$0	$30,000	
(a) TOTAL INITIAL COST	$1,263,820	$1,175,080	$1,220,740	
ANNUAL COSTS				
ENERGY	$20,440	$20,476	$28,103	
SERVICE	$6,175	$5,800	$6,000	
ROUTINE MAINTENANCE	$5,050	$5,650	$5,100	
(b) TOTAL ANNUAL COST	$31,665	$31,926	$39,203	
(c) PRESENT VALUE OF TOTAL ANNUAL COST: (b) X PW FACTOR	$822,914	$829,697	$1,018,813	
TOTAL LIFE CYCLE COST: (a) + (c)	$2,086,734	$2,004,777	$2,239,553	

RECOMMEND SYSTEM NO. 2

Table 1. Annual Costs

Component	SYS #1 - DX/HOT WATER ($)	SYS #2- DX/GAS HEAT ($)	SYS #3 - HEAT PUMP ($)
Air System Fans	1,639	1,645	1,650
Cooling	2,167	2,168	2,162
Heating	4,194	4,360	11,952
Pumps	182	0	0
Heat Rejection Fans	0	0	0
HVAC Sub-Total	**8,182**	**8,174**	**15,765**
Lights	5,041	5,059	5,074
Electric Equipment	6,066	6,087	6,105
Misc. Electric	1,152	1,156	1,159
Misc. Fuel Use	0	0	0
Non-HVAC Sub-Total	**12,259**	**12,302**	**12,339**
Grand Total	**20,441**	**20,475**	**28,103**

Table 2. Annual Cost per Unit Floor Area

Component	SYS #1 - DX/HOT WATER ($/ft²)	SYS #2- DX/GAS HEAT ($/ft²)	SYS #3 - HEAT PUMP ($/ft²)
Air System Fans	0.153	0.154	0.154
Cooling	0.202	0.203	0.202
Heating	0.392	0.407	1.116
Pumps	0.017	0.000	0.000
Heat Rejection Fans	0.000	0.000	0.000
HVAC Sub-Total	**0.764**	**0.764**	**1.473**
Lights	0.471	0.473	0.474
Electric Equipment	0.567	0.569	0.570
Misc. Electric	0.108	0.108	0.108
Misc. Fuel Use	0.000	0.000	0.000
Non-HVAC Sub-Total	**1.145**	**1.149**	**1.153**
Grand Total	**1.909**	**1.913**	**2.625**
Gross Floor Area (ft²)	10706.0	10706.0	10706.0
Conditioned Floor Area (ft²)	10706.0	10706.0	10706.0

Note: Values in this table are calculated using the Gross Floor Area.

Table 3. Component Cost as a Percentage of Total Cost

Component	SYS #1 - DX/HOT WATER (%)	SYS #2- DX/GAS HEAT (%)	SYS #3 - HEAT PUMP (%)
Air System Fans	8.0	8.0	5.9
Cooling	10.6	10.6	7.7
Heating	20.5	21.3	42.5
Pumps	0.9	0.0	0.0
Heat Rejection Fans	0.0	0.0	0.0
HVAC Sub-Total	**40.0**	**39.9**	**56.1**
Lights	24.7	24.7	18.1
Electric Equipment	29.7	29.7	21.7
Misc. Electric	5.6	5.6	4.1
Misc. Fuel Use	0.0	0.0	0.0
Non-HVAC Sub-Total	**60.0**	**60.1**	**43.9**
Grand Total	**100.0**	**100.0**	**100.0**

Table 1. Annual Costs

Component	SYS #1 - DX/HOT WATER ($)	SYS #2- DX/GAS HEAT ($)	SYS #3 - HEAT PUMP ($)
HVAC Components			
Electric	4,438	3,895	15,765
Natural Gas	3,744	4,279	0
Fuel Oil	0	0	0
Propane	0	0	0
Remote HW	0	0	0
Remote Steam	0	0	0
Remote CW	0	0	0
HVAC Sub-Total	**8,182**	**8,174**	**15,765**
Non-HVAC Components			
Electric	12,259	12,302	12,339
Natural Gas	0	0	0
Fuel Oil	0	0	0
Propane	0	0	0
Remote HW	0	0	0
Remote Steam	0	0	0
Non-HVAC Sub-Total	**12,259**	**12,302**	**12,339**
Grand Total	**20,441**	**20,475**	**28,103**

Table 2. Annual Energy Consumption

Component	SYS #1 - DX/HOT WATER	SYS #2- DX/GAS HEAT	SYS #3 - HEAT PUMP
HVAC Components			
Electric (kWh)	24,460	21,358	87,749
Natural Gas (*)	3,404	3,890	0
Fuel Oil (na)	0	0	0
Propane (na)	0	0	0
Remote HW (na)	0	0	0
Remote Steam (na)	0	0	0
Remote CW (na)	0	0	0
Non-HVAC Components			
Electric (kWh)	67,800	67,800	67,800
Natural Gas (*)	0	0	0
Fuel Oil (na)	0	0	0
Propane (na)	0	0	0
Remote HW (na)	0	0	0
Remote Steam (na)	0	0	0
Totals			
Electric (kWh)	92,260	89,158	155,549
Natural Gas (*)	3,404	3,890	0
Fuel Oil (na)	0	0	0
Propane (na)	0	0	0
Remote HW (na)	0	0	0
Remote Steam (na)	0	0	0
Remote CW (na)	0	0	0

(*) Energy Units differ among Buildings.

Table 3. Annual Emissions

Component	SYS #1 - DX/HOT WATER	SYS #2- DX/GAS HEAT	SYS #3 - HEAT PUMP
CO2 Equivalent (lb)	0	0	0

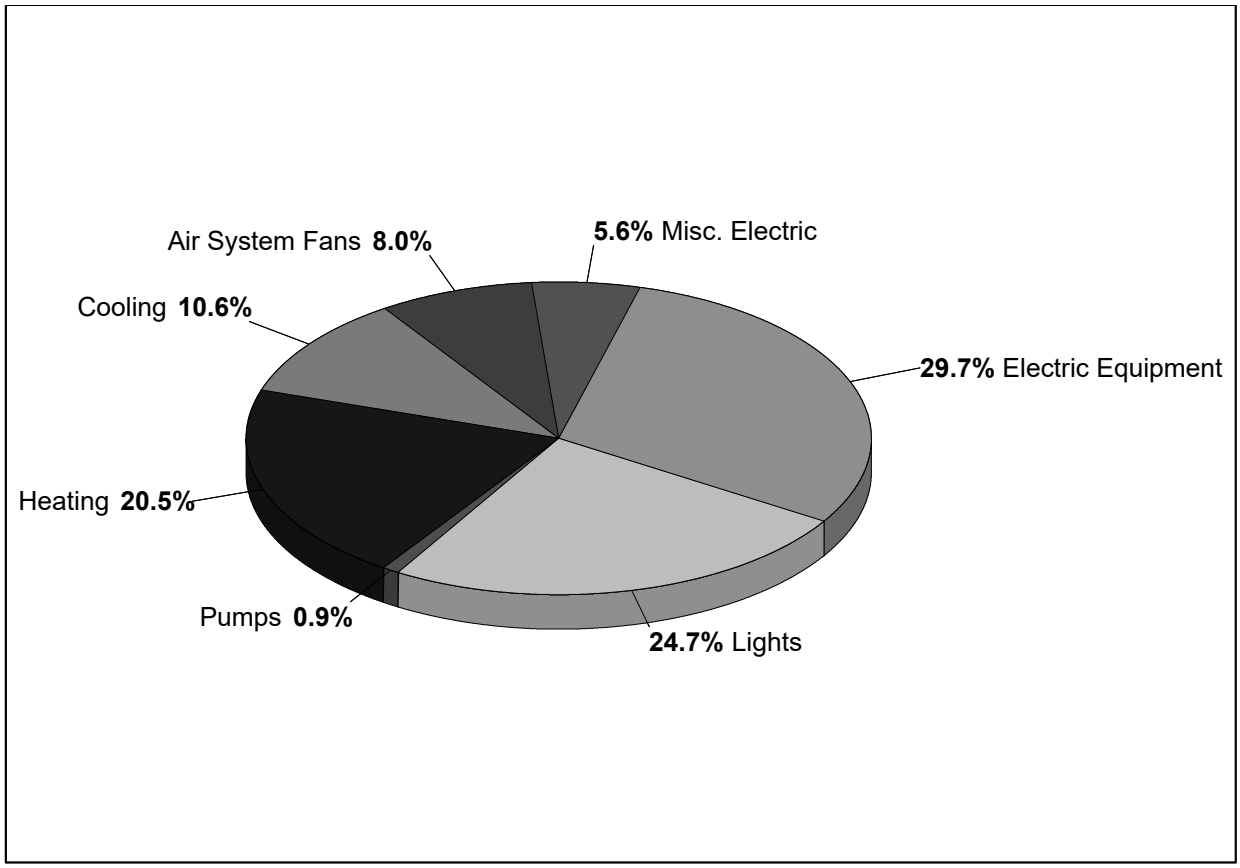
Table 4. Annual Cost per Unit Floor Area

Component	SYS #1 - DX/HOT WATER ($/ft²)	SYS #2- DX/GAS HEAT ($/ft²)	SYS #3 - HEAT PUMP ($/ft²)
HVAC Components			
Electric	0.415	0.364	1.473
Natural Gas	0.350	0.400	0.000
Fuel Oil	0.000	0.000	0.000
Propane	0.000	0.000	0.000
Remote HW	0.000	0.000	0.000
Remote Steam	0.000	0.000	0.000
Remote CW	0.000	0.000	0.000
HVAC Sub-Total	**0.764**	**0.764**	**1.473**
Non-HVAC Components			
Electric	1.145	1.149	1.153
Natural Gas	0.000	0.000	0.000
Fuel Oil	0.000	0.000	0.000
Propane	0.000	0.000	0.000
Remote HW	0.000	0.000	0.000
Remote Steam	0.000	0.000	0.000
Non-HVAC Sub-Total	**1.145**	**1.149**	**1.153**
Grand Total	**1.909**	**1.913**	**2.625**
Gross Floor Area (ft²)	10706.0	10706.0	10706.0
Conditioned Floor Area (ft²)	10706.0	10706.0	10706.0

Note: Values in this table are calculated using the Gross Floor Area.

Table 5. Component Cost as a Percentage of Total Cost

Component	SYS #1 - DX/HOT WATER (%)	SYS #2- DX/GAS HEAT (%)	SYS #3 - HEAT PUMP (%)
HVAC Components			
Electric	21.7	19.0	56.1
Natural Gas	18.3	20.9	0.0
Fuel Oil	0.0	0.0	0.0
Propane	0.0	0.0	0.0
Remote HW	0.0	0.0	0.0
Remote Steam	0.0	0.0	0.0
Remote CW	0.0	0.0	0.0
HVAC Sub-Total	**40.0**	**39.9**	**56.1**
Non-HVAC Components			
Electric	60.0	60.1	43.9
Natural Gas	0.0	0.0	0.0
Fuel Oil	0.0	0.0	0.0
Propane	0.0	0.0	0.0
Remote HW	0.0	0.0	0.0
Remote Steam	0.0	0.0	0.0
Non-HVAC Sub-Total	**60.0**	**60.1**	**43.9**
Grand Total	**100.0**	**100.0**	**100.0**

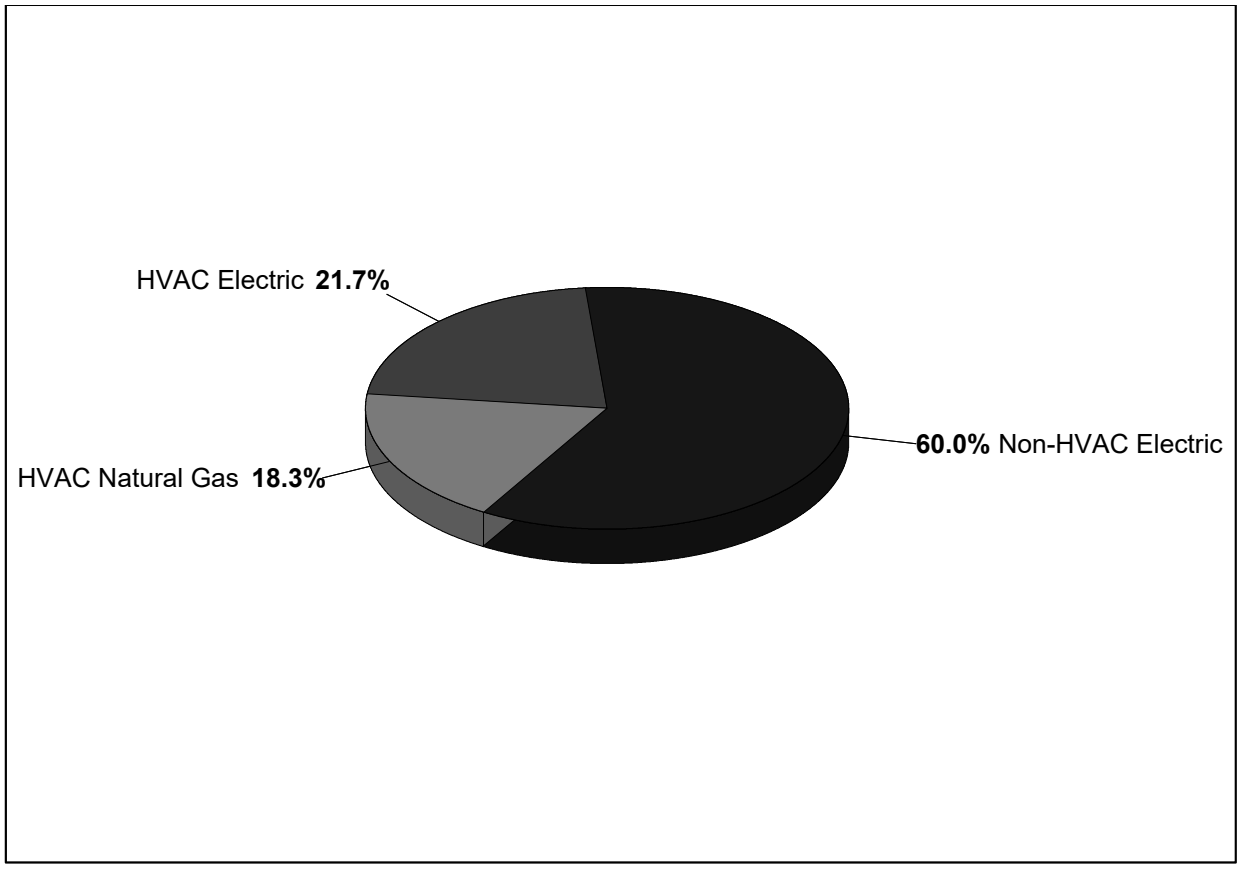


1. Annual Costs

Component	Annual Cost ($)	($/ft²)	Percent of Total (%)
Air System Fans	1,639	0.153	8.0
Cooling	2,167	0.202	10.6
Heating	4,194	0.392	20.5
Pumps	182	0.017	0.9
Heat Rejection Fans	0	0.000	0.0
HVAC Sub-Total	**8,182**	**0.764**	**40.0**
Lights	5,041	0.471	24.7
Electric Equipment	6,066	0.567	29.7
Misc. Electric	1,152	0.108	5.6
Misc. Fuel Use	0	0.000	0.0
Non-HVAC Sub-Total	**12,259**	**1.145**	**60.0**
Grand Total	**20,441**	**1.909**	**100.0**

Note: Cost per unit floor area is based on the gross building floor area.

Gross Floor Area ..... **10706.0** ft²
Conditioned Floor Area ..... **10706.0** ft²

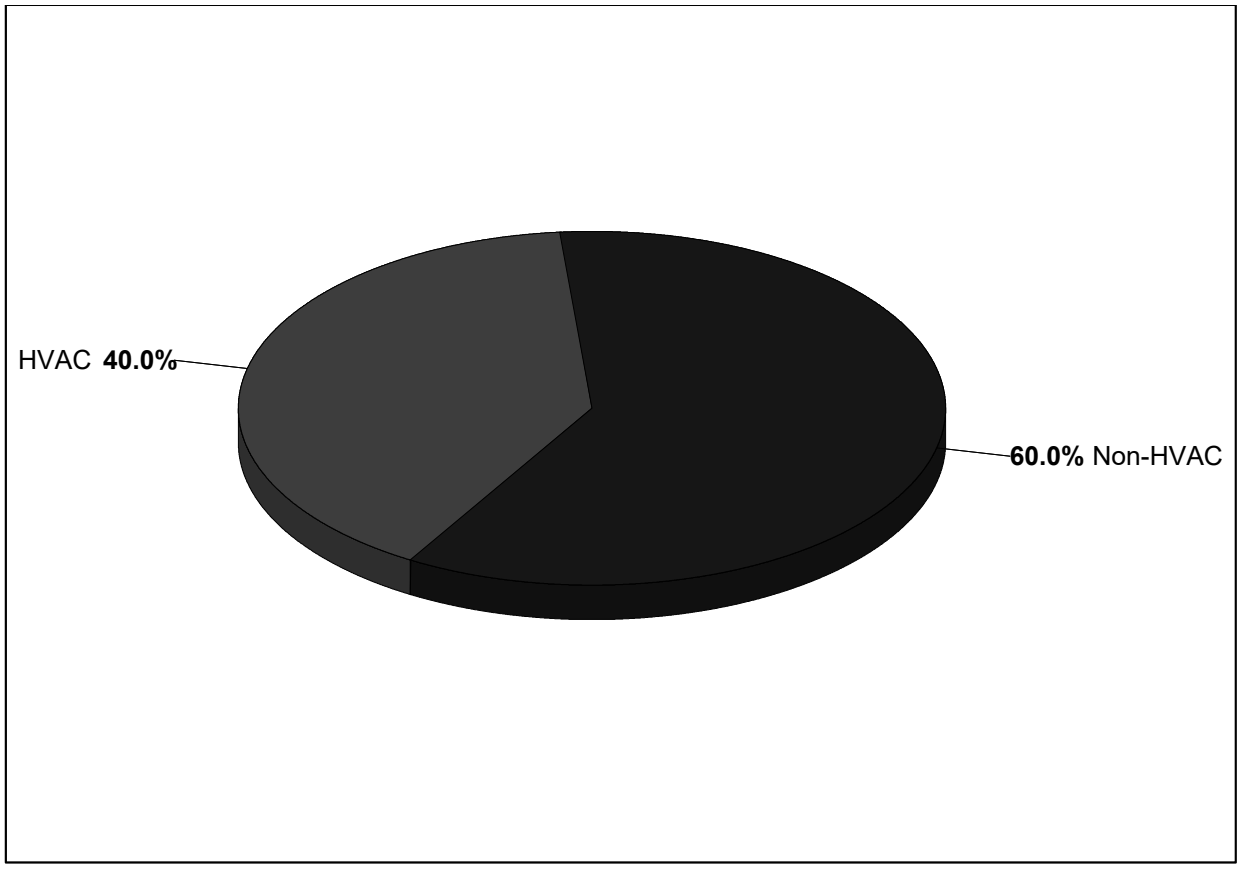


1. Annual Costs

Component	Annual Cost ($/yr)	($/ft²)	Percent of Total (%)
HVAC Components			
Electric	4,438	0.415	21.7
Natural Gas	3,744	0.350	18.3
Fuel Oil	0	0.000	0.0
Propane	0	0.000	0.0
Remote Hot Water	0	0.000	0.0
Remote Steam	0	0.000	0.0
Remote Chilled Water	0	0.000	0.0
HVAC Sub-Total	**8,182**	**0.764**	**40.0**
Non-HVAC Components			
Electric	12,259	1.145	60.0
Natural Gas	0	0.000	0.0
Fuel Oil	0	0.000	0.0
Propane	0	0.000	0.0
Remote Hot Water	0	0.000	0.0
Remote Steam	0	0.000	0.0
Non-HVAC Sub-Total	**12,259**	**1.145**	**60.0**
Grand Total	**20,441**	**1.909**	**100.0**

Note: Cost per unit floor area is based on the gross building floor area.

Gross Floor Area ..... **10706.0** ft²
Conditioned Floor Area ..... **10706.0** ft²



1. Annual Costs

Component	Annual Cost ($/yr)	($/ft²)	Percent of Total (%)
HVAC	8,182	0.764	40.0
Non-HVAC	12,259	1.145	60.0
Grand Total	**20,441**	**1.909**	**100.0**

Note: Cost per unit floor area is based on the gross building floor area.

Gross Floor Area ..... **10706.0** ft²
Conditioned Floor Area ..... **10706.0** ft²

1. Annual Coil Loads

Component	Load (kBTU)	(kBTU/ft²)
Cooling Coil Loads	174,689	16.317
Heating Coil Loads	311,756	29.120
Grand Total	**486,445**	**45.437**

2. Energy Consumption by System Component

Component	Site Energy (kBTU)	Site Energy (kBTU/ft²)	Source Energy (kBTU)	Source Energy (kBTU/ft²)
Air System Fans	31,073	2.902	110,974	10.366
Cooling	40,246	3.759	143,737	13.426
Heating	349,043	32.603	371,353	34.687
Pumps	3,463	0.323	12,367	1.155
Heat Rejection Fans	0	0.000	0	0.000
HVAC Sub-Total	**423,825**	**39.588**	**638,432**	**59.633**
Lights	95,132	8.886	339,757	31.735
Electric Equipment	114,463	10.692	408,797	38.184
Misc. Electric	21,737	2.030	77,632	7.251
Misc. Fuel Use	0	0.000	0	0.000
Non-HVAC Sub-Total	**231,332**	**21.608**	**826,186**	**77.170**
Grand Total	**655,157**	**61.195**	**1,464,618**	**136.804**

Notes:
1. 'Cooling Coil Loads' is the sum of all air system cooling coil loads.
2. 'Heating Coil Loads' is the sum of all air system heating coil loads.
3. Site Energy is the actual energy consumed.
4. Source Energy is the site energy divided by the electric generating efficiency (28.0%).
5. Source Energy for fuels equals the site energy value.
6. Energy per unit floor area is based on the gross building floor area.
   Gross Floor Area ..... **10706.0** ft²
   Conditioned Floor Area ..... **10706.0** ft²

1. Annual Coil Loads

Component	Load (kBTU)	(kBTU/ft²)
Cooling Coil Loads	174,689	16.317
Heating Coil Loads	311,756	29.120
Grand Total	**486,445**	**45.437**

2. Energy Consumption by Energy Source

Component	Site Energy (kBTU)	Site Energy (kBTU/ft²)	Source Energy (kBTU)	Source Energy (kBTU/ft²)
HVAC Components				
Electric	83,458	7.796	298,065	27.841
Natural Gas	340,367	31.792	340,367	31.792
Fuel Oil	0	0.000	0	0.000
Propane	0	0.000	0	0.000
Remote Hot Water	0	0.000	0	0.000
Remote Steam	0	0.000	0	0.000
Remote Chilled Water	0	0.000	0	0.000
HVAC Sub-Total	**423,825**	**39.588**	**638,432**	**59.633**
Non-HVAC Components				
Electric	231,333	21.608	826,191	77.171
Natural Gas	0	0.000	0	0.000
Fuel Oil	0	0.000	0	0.000
Propane	0	0.000	0	0.000
Remote Hot Water	0	0.000	0	0.000
Remote Steam	0	0.000	0	0.000
Non-HVAC Sub-Total	**231,333**	**21.608**	**826,191**	**77.171**
Grand Total	**655,159**	**61.196**	**1,464,623**	**136.804**

Notes:
1. 'Cooling Coil Loads' is the sum of all air system cooling coil loads.
2. 'Heating Coil Loads' is the sum of all air system heating coil loads.
3. Site Energy is the actual energy consumed.
4. Source Energy is the site energy divided by the electric generating efficiency (28.0%).
5. Source Energy for fuels equals the site energy value.
6. Energy per unit floor area is based on the gross building floor area.
   Gross Floor Area ..... **10706.0** ft²
   Conditioned Floor Area ..... **10706.0** ft²

1. HVAC Energy Use

Month	Electric (kWh)	Natural Gas (Therm)	Fuel Oil (na)	Propane (na)	Remote HW (na)	Remote Steam (na)	Remote CW (na)
Jan	1,852	822	0	0	0	0	0
Feb	1,528	652	0	0	0	0	0
Mar	1,136	385	0	0	0	0	0
Apr	818	182	0	0	0	0	0
May	1,320	46	0	0	0	0	0
Jun	3,280	27	0	0	0	0	0
Jul	4,638	33	0	0	0	0	0
Aug	4,050	32	0	0	0	0	0
Sep	1,949	31	0	0	0	0	0
Oct	1,045	136	0	0	0	0	0
Nov	1,134	337	0	0	0	0	0
Dec	1,712	722	0	0	0	0	0
Totals	24,460	3,404	0	0	0	0	0

2. Non-HVAC Energy Use

Month	Electric (kWh)	Natural Gas (Therm)	Fuel Oil (na)	Propane (na)	Remote HW (na)	Remote Steam (na)
Jan	5,936	0	0	0	0	0
Feb	5,196	0	0	0	0	0
Mar	5,510	0	0	0	0	0
Apr	5,689	0	0	0	0	0
May	5,723	0	0	0	0	0
Jun	5,476	0	0	0	0	0
Jul	5,936	0	0	0	0	0
Aug	5,510	0	0	0	0	0
Sep	5,689	0	0	0	0	0
Oct	5,936	0	0	0	0	0
Nov	5,264	0	0	0	0	0
Dec	5,936	0	0	0	0	0
Totals	67,800	0	0	0	0	0

1. Component Charges

Billing Period	Energy Charges ($)	Demand Charges ($)	Customer Charges ($)	Taxes ($)	Total Charge ($)
Jan	1,121	228	0	0	1,349
Feb	968	224	0	0	1,192
Mar	957	220	0	0	1,177
Apr	937	228	0	0	1,165
May	1,014	297	0	0	1,311
Jun	1,261	370	0	0	1,630
Jul	1,523	382	0	0	1,904
Aug	1,377	389	0	0	1,765
Sep	1,100	317	0	0	1,417
Oct	1,005	277	0	0	1,282
Nov	921	257	0	0	1,179
Dec	1,101	223	0	0	1,325
Totals	13,285	3,411	0	0	16,697

2. Totals

Billing Period	Total Charges ($)	Total Consumption (kWh)	Avg Price ($/kWh)
Jan	1,349	7,788	0.1732
Feb	1,192	6,724	0.1773
Mar	1,177	6,645	0.1771
Apr	1,165	6,507	0.1790
May	1,311	7,043	0.1862
Jun	1,630	8,756	0.1862
Jul	1,904	10,573	0.1801
Aug	1,765	9,560	0.1847
Sep	1,417	7,638	0.1855
Oct	1,282	6,981	0.1836
Nov	1,179	6,397	0.1842
Dec	1,325	7,647	0.1732
Totals	16,697	92,260	0.1810

3. Consumption Totals

Billing Period	Peak (kWh)	Mid-Peak (kWh)	Normal Peak (kWh)	Off-Peak (kWh)	Overall (kWh)
Jan	5,213	0	0	2,575	7,788
Feb	4,514	0	0	2,210	6,724
Mar	4,560	0	0	2,086	6,645
Apr	4,568	0	0	1,939	6,507
May	5,015	0	0	2,029	7,043
Jun	6,097	0	0	2,659	8,756
Jul	7,229	0	0	3,344	10,573
Aug	6,535	0	0	3,025	9,560
Sep	5,484	0	0	2,154	7,638
Oct	4,952	0	0	2,029	6,981
Nov	4,400	0	0	1,997	6,397
Dec	5,156	0	0	2,491	7,647
Totals	63,723	0	0	28,537	92,260

4. Billing Demands

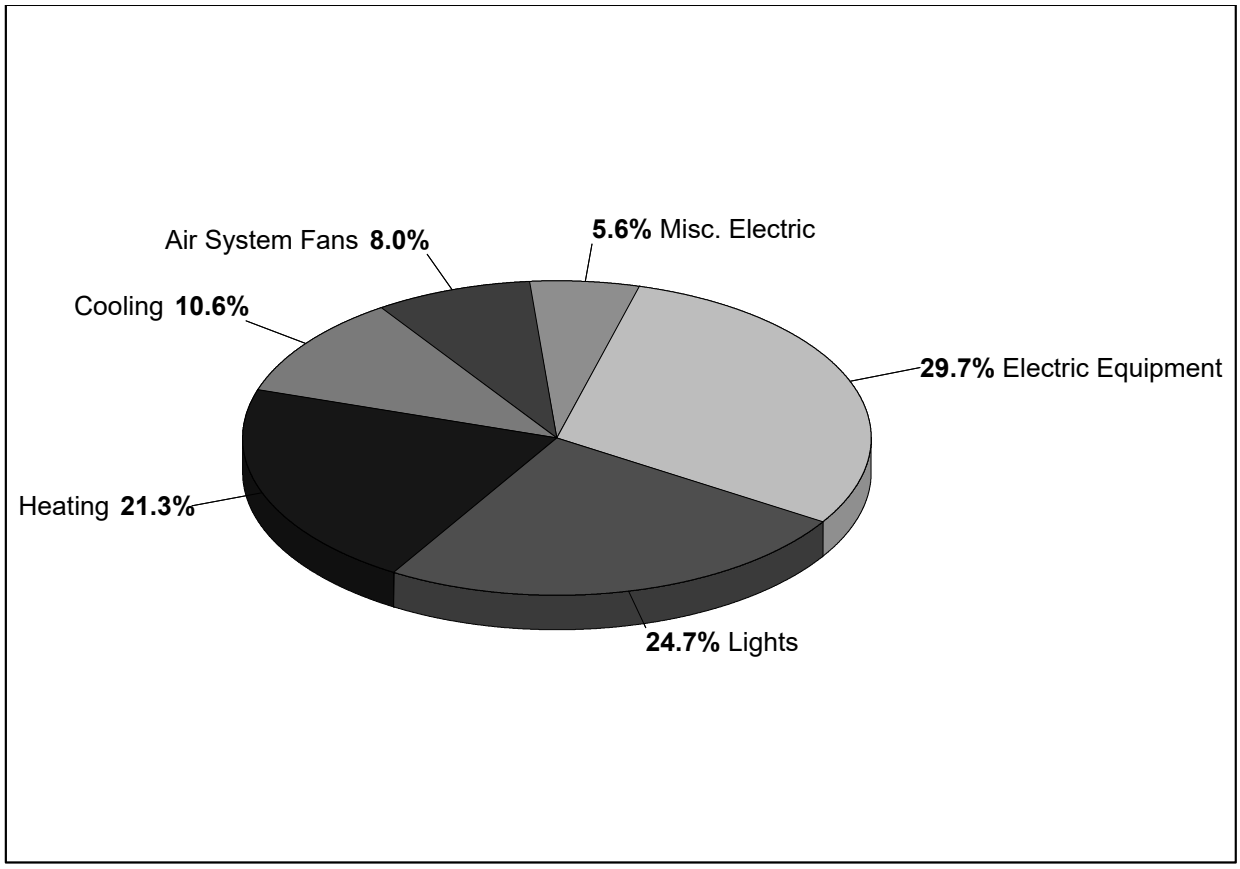
Billing Period	Peak (kW)	Mid-Peak (kW)	Normal Peak (kW)	Off-Peak (kW)	Overall (kW)
Jan	28.7	0.0	0.0	28.1	28.7
Feb	28.6	0.0	0.0	27.3	28.6
Mar	28.0	0.0	0.0	26.9	28.0
Apr	27.7	0.0	0.0	29.1	29.1
May	37.0	0.0	0.0	37.1	37.1
Jun	46.2	0.0	0.0	46.0	46.2
Jul	48.0	0.0	0.0	47.1	48.0
Aug	48.3	0.0	0.0	48.7	48.7
Sep	40.0	0.0	0.0	39.1	40.0
Oct	35.1	0.0	0.0	33.9	35.1
Nov	32.8	0.0	0.0	31.4	32.8
Dec	28.2	0.0	0.0	27.5	28.2

5. Maximum Demands

Billing Period	Peak (kW)	Mid-Peak (kW)	Normal Peak (kW)	Off-Peak (kW)	Overall (kW)
Jan	28.7	0.0	0.0	28.1	28.7
Feb	28.6	0.0	0.0	27.3	28.6
Mar	28.0	0.0	0.0	26.9	28.0
Apr	27.7	0.0	0.0	29.1	29.1
May	37.0	0.0	0.0	37.1	37.1
Jun	46.2	0.0	0.0	46.0	46.2
Jul	48.0	0.0	0.0	47.1	48.0
Aug	48.3	0.0	0.0	48.7	48.7
Sep	40.0	0.0	0.0	39.1	40.0
Oct	35.1	0.0	0.0	33.9	35.1
Nov	32.8	0.0	0.0	31.4	32.8
Dec	28.2	0.0	0.0	27.5	28.2

6. Time Of Maximum Demands (Date/Hour)

Billing Period	Peak	Mid-Peak	Normal Peak	Off-Peak	Overall
Jan	1/17 11:00	n/a	n/a	1/17 16:00	1/17 11:00
Feb	2/10 08:00	n/a	n/a	2/17 16:00	2/10 08:00
Mar	3/31 08:00	n/a	n/a	3/31 16:00	3/31 08:00
Apr	4/4 15:00	n/a	n/a	4/4 16:00	4/4 16:00
May	5/15 13:00	n/a	n/a	5/15 16:00	5/15 16:00
Jun	6/26 13:00	n/a	n/a	6/26 16:00	6/26 13:00
Jul	7/25 13:00	n/a	n/a	7/25 16:00	7/25 13:00
Aug	8/4 15:00	n/a	n/a	8/4 16:00	8/4 16:00
Sep	9/9 13:00	n/a	n/a	9/9 16:00	9/9 13:00
Oct	10/3 13:00	n/a	n/a	10/3 16:00	10/3 13:00
Nov	11/5 14:00	n/a	n/a	11/5 16:00	11/5 14:00
Dec	12/22 08:00	n/a	n/a	12/15 16:00	12/22 08:00

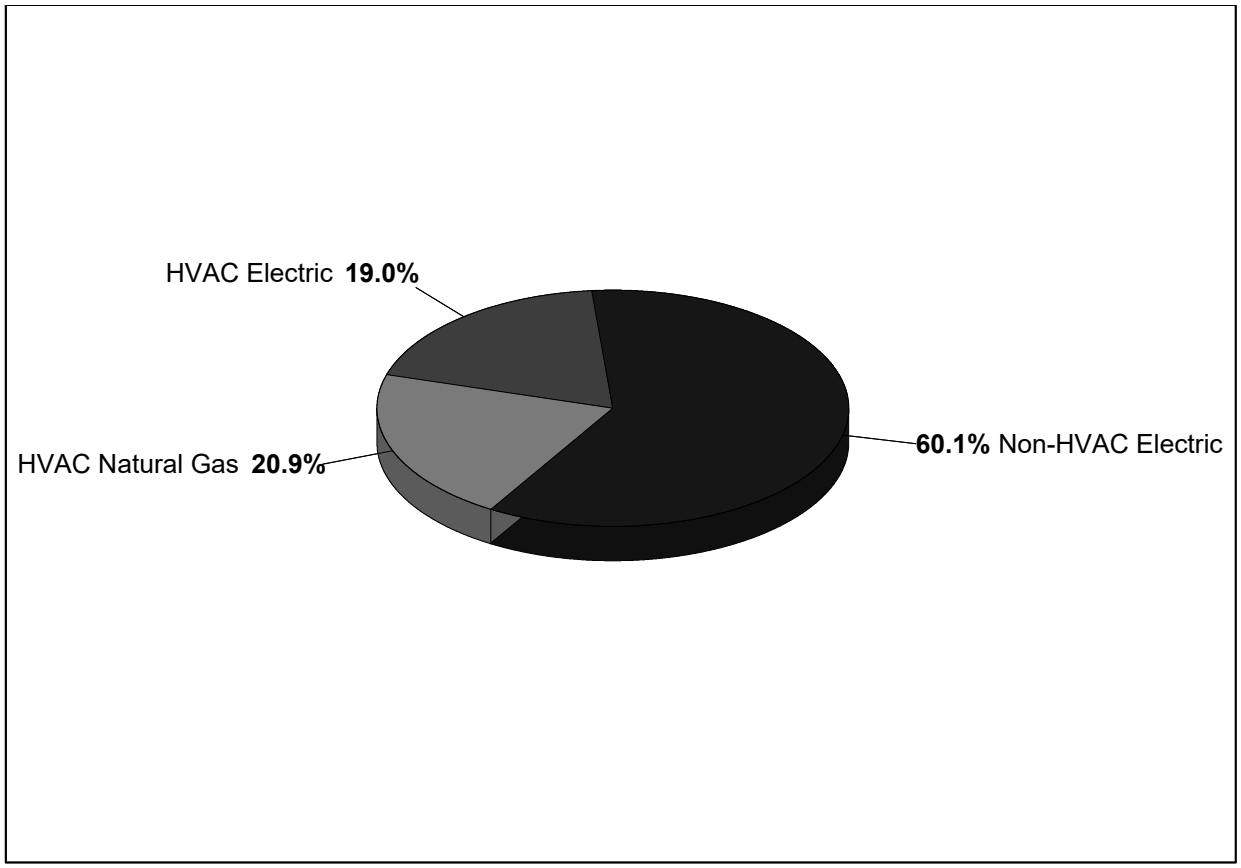


1. Annual Costs

Component	Annual Cost ($)	($/ft²)	Percent of Total (%)
Air System Fans	1,645	0.154	8.0
Cooling	2,168	0.203	10.6
Heating	4,360	0.407	21.3
Pumps	0	0.000	0.0
Heat Rejection Fans	0	0.000	0.0
HVAC Sub-Total	**8,174**	**0.764**	**39.9**
Lights	5,059	0.473	24.7
Electric Equipment	6,087	0.569	29.7
Misc. Electric	1,156	0.108	5.6
Misc. Fuel Use	0	0.000	0.0
Non-HVAC Sub-Total	**12,302**	**1.149**	**60.1**
Grand Total	**20,475**	**1.913**	**100.0**

Note: Cost per unit floor area is based on the gross building floor area.

Gross Floor Area ..... **10706.0** ft²
Conditioned Floor Area ..... **10706.0** ft²

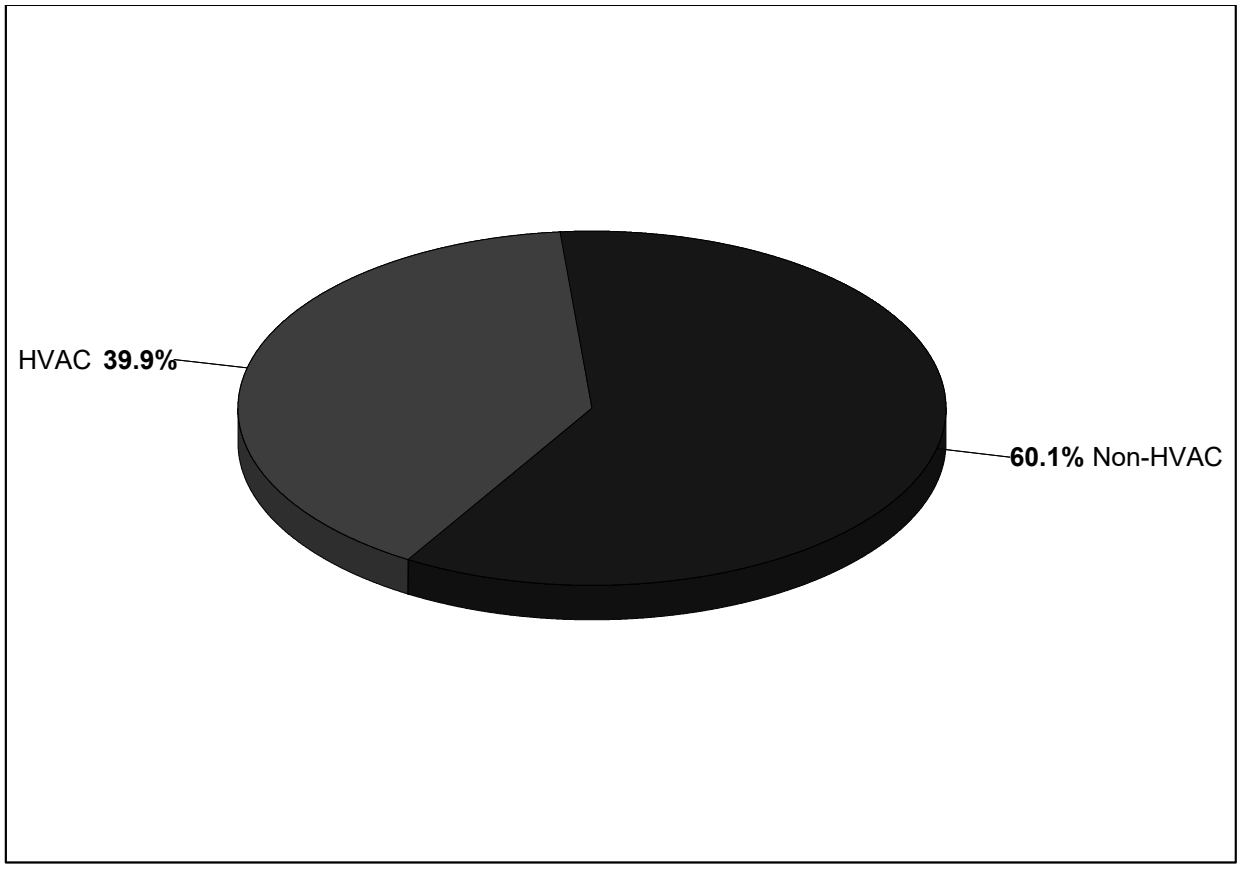


1. Annual Costs

Component	Annual Cost ($/yr)	($/ft²)	Percent of Total (%)
HVAC Components			
Electric	3,895	0.364	19.0
Natural Gas	4,279	0.400	20.9
Fuel Oil	0	0.000	0.0
Propane	0	0.000	0.0
Remote Hot Water	0	0.000	0.0
Remote Steam	0	0.000	0.0
Remote Chilled Water	0	0.000	0.0
HVAC Sub-Total	**8,174**	**0.764**	**39.9**
Non-HVAC Components			
Electric	12,302	1.149	60.1
Natural Gas	0	0.000	0.0
Fuel Oil	0	0.000	0.0
Propane	0	0.000	0.0
Remote Hot Water	0	0.000	0.0
Remote Steam	0	0.000	0.0
Non-HVAC Sub-Total	**12,302**	**1.149**	**60.1**
Grand Total	**20,475**	**1.913**	**100.0**

Note: Cost per unit floor area is based on the gross building floor area.

Gross Floor Area ..... **10706.0** ft²
Conditioned Floor Area ..... **10706.0** ft²



1. Annual Costs

Component	Annual Cost ($/yr)	($/ft²)	Percent of Total (%)
HVAC	8,174	0.763	39.9
Non-HVAC	12,302	1.149	60.1
Grand Total	**20,475**	**1.913**	**100.0**

Note: Cost per unit floor area is based on the gross building floor area.

Gross Floor Area ..... **10706.0** ft²
Conditioned Floor Area ..... **10706.0** ft²

1. Annual Coil Loads

Component	Load (kBTU)	(kBTU/ft²)
Cooling Coil Loads	174,689	16.317
Heating Coil Loads	311,756	29.120
Grand Total	**486,445**	**45.437**

2. Energy Consumption by System Component

Component	Site Energy (kBTU)	Site Energy (kBTU/ft²)	Source Energy (kBTU)	Source Energy (kBTU/ft²)
Air System Fans	31,073	2.902	110,974	10.366
Cooling	40,246	3.759	143,737	13.426
Heating	390,541	36.479	394,536	36.852
Pumps	0	0.000	0	0.000
Heat Rejection Fans	0	0.000	0	0.000
HVAC Sub-Total	**461,860**	**43.140**	**649,248**	**60.643**
Lights	95,132	8.886	339,757	31.735
Electric Equipment	114,463	10.692	408,797	38.184
Misc. Electric	21,737	2.030	77,632	7.251
Misc. Fuel Use	0	0.000	0	0.000
Non-HVAC Sub-Total	**231,332**	**21.608**	**826,186**	**77.170**
Grand Total	**693,192**	**64.748**	**1,475,434**	**137.814**

Notes:
1. 'Cooling Coil Loads' is the sum of all air system cooling coil loads.
2. 'Heating Coil Loads' is the sum of all air system heating coil loads.
3. Site Energy is the actual energy consumed.
4. Source Energy is the site energy divided by the electric generating efficiency (28.0%).
5. Source Energy for fuels equals the site energy value.
6. Energy per unit floor area is based on the gross building floor area.
   Gross Floor Area ..... **10706.0** ft²
   Conditioned Floor Area ..... **10706.0** ft²

1. Annual Coil Loads

Component	Load (kBTU)	(kBTU/ft²)
Cooling Coil Loads	174,689	16.317
Heating Coil Loads	311,756	29.120
Grand Total	**486,445**	**45.437**

2. Energy Consumption by Energy Source

Component	Site Energy (kBTU)	Site Energy (kBTU/ft²)	Source Energy (kBTU)	Source Energy (kBTU/ft²)
HVAC Components				
Electric	72,873	6.807	260,262	24.310
Natural Gas	388,987	36.334	388,987	36.334
Fuel Oil	0	0.000	0	0.000
Propane	0	0.000	0	0.000
Remote Hot Water	0	0.000	0	0.000
Remote Steam	0	0.000	0	0.000
Remote Chilled Water	0	0.000	0	0.000
HVAC Sub-Total	**461,860**	**43.140**	**649,248**	**60.643**
Non-HVAC Components				
Electric	231,333	21.608	826,191	77.171
Natural Gas	0	0.000	0	0.000
Fuel Oil	0	0.000	0	0.000
Propane	0	0.000	0	0.000
Remote Hot Water	0	0.000	0	0.000
Remote Steam	0	0.000	0	0.000
Non-HVAC Sub-Total	**231,333**	**21.608**	**826,191**	**77.171**
Grand Total	**693,193**	**64.748**	**1,475,439**	**137.814**

Notes:
1. 'Cooling Coil Loads' is the sum of all air system cooling coil loads.
2. 'Heating Coil Loads' is the sum of all air system heating coil loads.
3. Site Energy is the actual energy consumed.
4. Source Energy is the site energy divided by the electric generating efficiency (28.0%).
5. Source Energy for fuels equals the site energy value.
6. Energy per unit floor area is based on the gross building floor area.
   Gross Floor Area ..... **10706.0** ft²
   Conditioned Floor Area ..... **10706.0** ft²

1. HVAC Energy Use

Month	Electric (kWh)	Natural Gas (Therm)	Fuel Oil (na)	Propane (na)	Remote HW (na)	Remote Steam (na)	Remote CW (na)
Jan	1,202	931	0	0	0	0	0
Feb	1,002	742	0	0	0	0	0
Mar	801	440	0	0	0	0	0
Apr	628	209	0	0	0	0	0
May	1,237	54	0	0	0	0	0
Jun	3,216	33	0	0	0	0	0
Jul	4,563	40	0	0	0	0	0
Aug	3,979	38	0	0	0	0	0
Sep	1,882	38	0	0	0	0	0
Oct	893	157	0	0	0	0	0
Nov	828	386	0	0	0	0	0
Dec	1,127	822	0	0	0	0	0
Totals	21,358	3,890	0	0	0	0	0

2. Non-HVAC Energy Use

Month	Electric (kWh)	Natural Gas (Therm)	Fuel Oil (na)	Propane (na)	Remote HW (na)	Remote Steam (na)
Jan	5,936	0	0	0	0	0
Feb	5,196	0	0	0	0	0
Mar	5,510	0	0	0	0	0
Apr	5,689	0	0	0	0	0
May	5,723	0	0	0	0	0
Jun	5,476	0	0	0	0	0
Jul	5,936	0	0	0	0	0
Aug	5,510	0	0	0	0	0
Sep	5,689	0	0	0	0	0
Oct	5,936	0	0	0	0	0
Nov	5,264	0	0	0	0	0
Dec	5,936	0	0	0	0	0
Totals	67,800	0	0	0	0	0

1. Component Charges

Billing Period	Energy Charges ($)	Demand Charges ($)	Customer Charges ($)	Taxes ($)	Total Charge ($)
Jan	1,028	216	0	0	1,244
Feb	893	213	0	0	1,106
Mar	909	211	0	0	1,120
Apr	910	228	0	0	1,137
May	1,002	295	0	0	1,297
Jun	1,252	368	0	0	1,619
Jul	1,512	379	0	0	1,891
Aug	1,366	387	0	0	1,753
Sep	1,090	316	0	0	1,406
Oct	983	276	0	0	1,259
Nov	877	255	0	0	1,132
Dec	1,017	214	0	0	1,231
Totals	12,839	3,358	0	0	16,196

2. Totals

Billing Period	Total Charges ($)	Total Consumption (kWh)	Avg Price ($/kWh)
Jan	1,244	7,138	0.1743
Feb	1,106	6,198	0.1784
Mar	1,120	6,311	0.1775
Apr	1,137	6,318	0.1801
May	1,297	6,960	0.1864
Jun	1,619	8,692	0.1863
Jul	1,891	10,499	0.1801
Aug	1,753	9,489	0.1848
Sep	1,406	7,571	0.1857
Oct	1,259	6,828	0.1844
Nov	1,132	6,092	0.1859
Dec	1,231	7,062	0.1743
Totals	16,196	89,158	0.1817

3. Consumption Totals

Billing Period	Peak (kWh)	Mid-Peak (kWh)	Normal Peak (kWh)	Off-Peak (kWh)	Overall (kWh)
Jan	4,940	0	0	2,198	7,138
Feb	4,291	0	0	1,907	6,198
Mar	4,413	0	0	1,899	6,311
Apr	4,487	0	0	1,831	6,318
May	4,977	0	0	1,983	6,960
Jun	6,068	0	0	2,624	8,692
Jul	7,194	0	0	3,305	10,499
Aug	6,499	0	0	2,990	9,489
Sep	5,452	0	0	2,119	7,571
Oct	4,886	0	0	1,943	6,828
Nov	4,266	0	0	1,826	6,092
Dec	4,908	0	0	2,154	7,062
Totals	62,381	0	0	26,776	89,158

4. Billing Demands

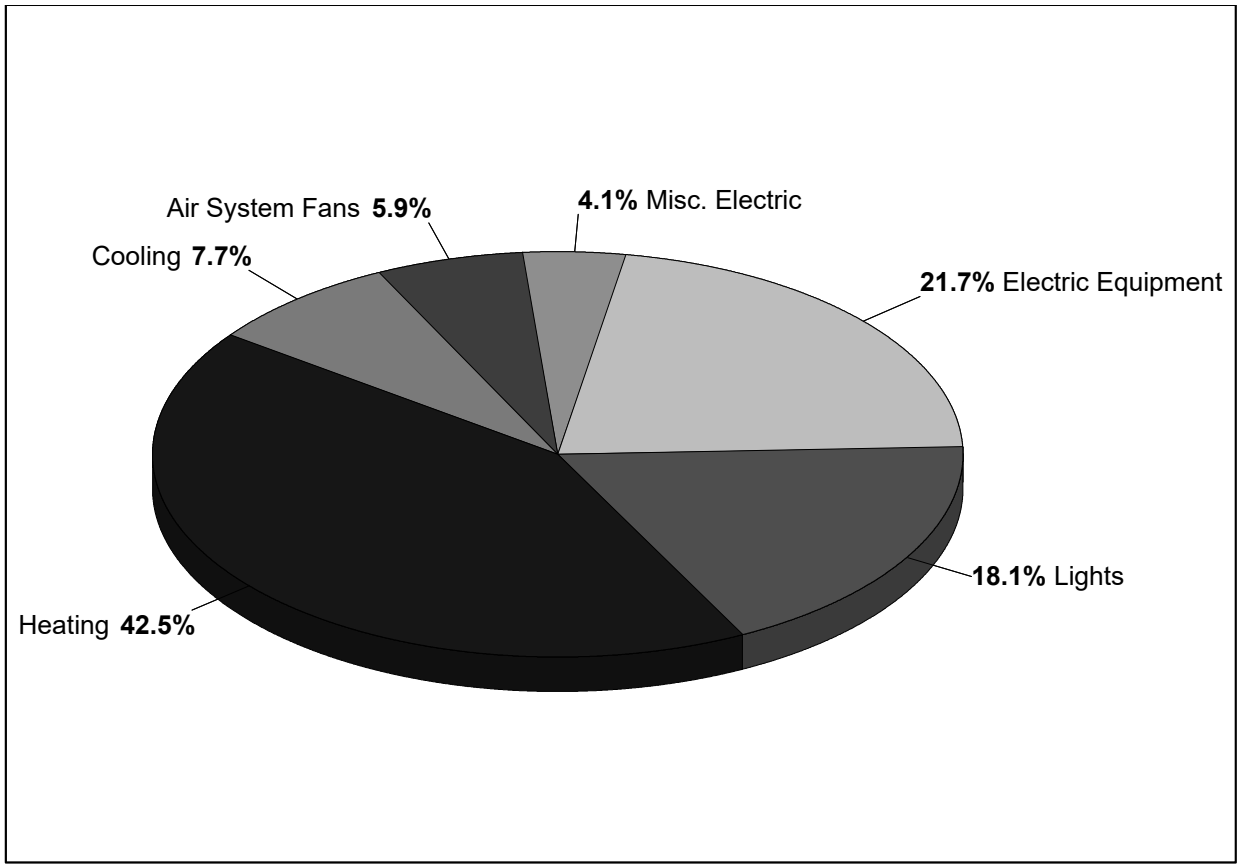
Billing Period	Peak (kW)	Mid-Peak (kW)	Normal Peak (kW)	Off-Peak (kW)	Overall (kW)
Jan	27.2	0.0	0.0	26.7	27.2
Feb	26.9	0.0	0.0	26.2	26.9
Mar	26.7	0.0	0.0	26.0	26.7
Apr	27.7	0.0	0.0	29.1	29.1
May	36.8	0.0	0.0	36.8	36.8
Jun	45.9	0.0	0.0	45.7	45.9
Jul	47.8	0.0	0.0	46.8	47.8
Aug	48.0	0.0	0.0	48.4	48.4
Sep	39.8	0.0	0.0	39.1	39.8
Oct	34.8	0.0	0.0	33.9	34.8
Nov	32.5	0.0	0.0	31.2	32.5
Dec	26.9	0.0	0.0	26.4	26.9

5. Maximum Demands

Billing Period	Peak (kW)	Mid-Peak (kW)	Normal Peak (kW)	Off-Peak (kW)	Overall (kW)
Jan	27.2	0.0	0.0	26.7	27.2
Feb	26.9	0.0	0.0	26.2	26.9
Mar	26.7	0.0	0.0	26.0	26.7
Apr	27.7	0.0	0.0	29.1	29.1
May	36.8	0.0	0.0	36.8	36.8
Jun	45.9	0.0	0.0	45.7	45.9
Jul	47.8	0.0	0.0	46.8	47.8
Aug	48.0	0.0	0.0	48.4	48.4
Sep	39.8	0.0	0.0	39.1	39.8
Oct	34.8	0.0	0.0	33.9	34.8
Nov	32.5	0.0	0.0	31.2	32.5
Dec	26.9	0.0	0.0	26.4	26.9

6. Time Of Maximum Demands (Date/Hour)

Billing Period	Peak	Mid-Peak	Normal Peak	Off-Peak	Overall
Jan	1/17 13:00	n/a	n/a	1/17 16:00	1/17 13:00
Feb	2/10 13:00	n/a	n/a	2/17 16:00	2/10 13:00
Mar	3/31 13:00	n/a	n/a	3/31 16:00	3/31 13:00
Apr	4/4 15:00	n/a	n/a	4/4 16:00	4/4 16:00
May	5/15 13:00	n/a	n/a	5/15 16:00	5/15 16:00
Jun	6/26 13:00	n/a	n/a	6/26 16:00	6/26 13:00
Jul	7/25 13:00	n/a	n/a	7/25 16:00	7/25 13:00
Aug	8/4 15:00	n/a	n/a	8/4 16:00	8/4 16:00
Sep	9/9 13:00	n/a	n/a	9/9 16:00	9/9 13:00
Oct	10/3 13:00	n/a	n/a	10/3 16:00	10/3 13:00
Nov	11/5 14:00	n/a	n/a	11/5 16:00	11/5 14:00
Dec	12/15 13:00	n/a	n/a	12/15 16:00	12/15 13:00

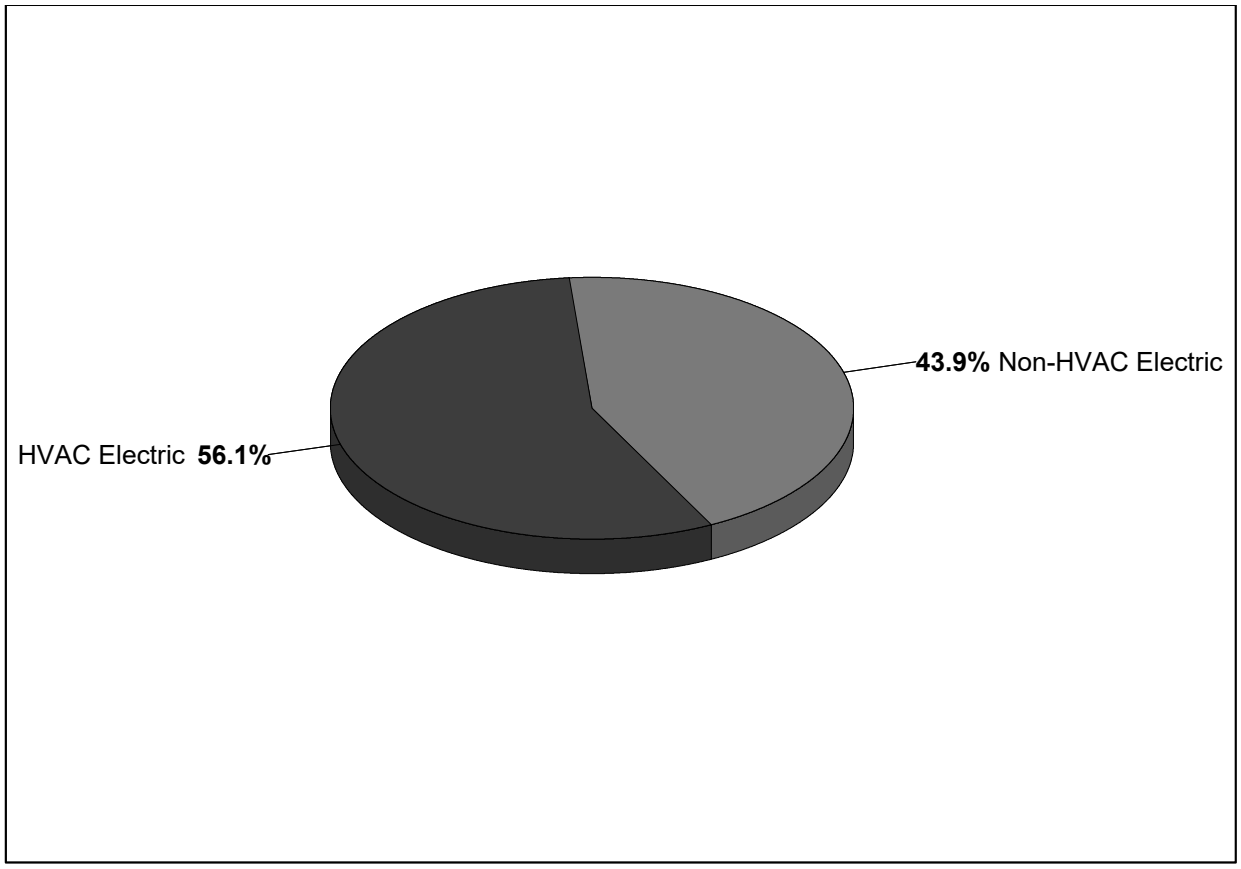


1. Annual Costs

Component	Annual Cost ($)	($/ft²)	Percent of Total (%)
Air System Fans	1,650	0.154	5.9
Cooling	2,162	0.202	7.7
Heating	11,952	1.116	42.5
Pumps	0	0.000	0.0
Heat Rejection Fans	0	0.000	0.0
HVAC Sub-Total	**15,765**	**1.473**	**56.1**
Lights	5,074	0.474	18.1
Electric Equipment	6,105	0.570	21.7
Misc. Electric	1,159	0.108	4.1
Misc. Fuel Use	0	0.000	0.0
Non-HVAC Sub-Total	**12,339**	**1.153**	**43.9**
Grand Total	**28,103**	**2.625**	**100.0**

Note: Cost per unit floor area is based on the gross building floor area.

Gross Floor Area ..... **10706.0** ft²
Conditioned Floor Area ..... **10706.0** ft²

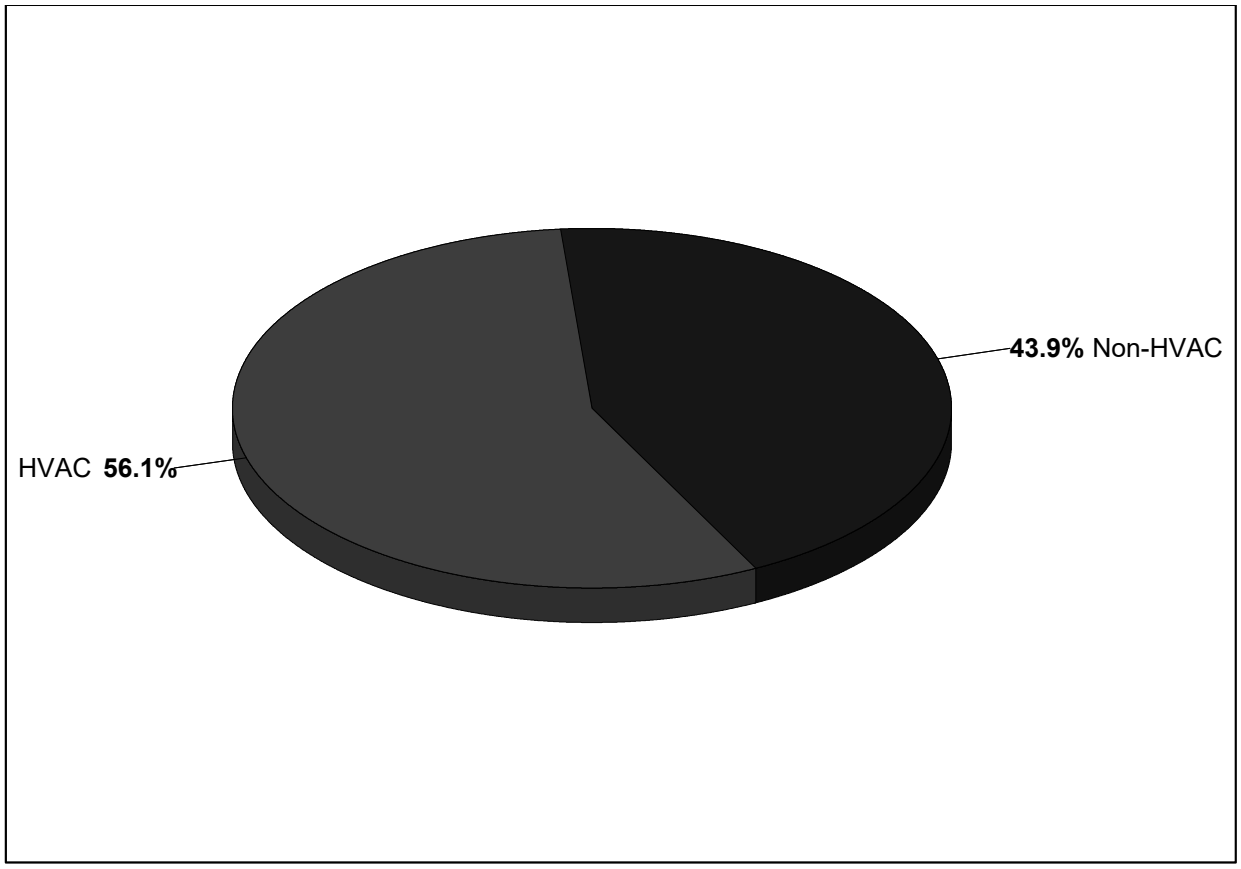


1. Annual Costs

Component	Annual Cost ($/yr)	($/ft²)	Percent of Total (%)
HVAC Components			
Electric	15,765	1.473	56.1
Natural Gas	0	0.000	0.0
Fuel Oil	0	0.000	0.0
Propane	0	0.000	0.0
Remote Hot Water	0	0.000	0.0
Remote Steam	0	0.000	0.0
Remote Chilled Water	0	0.000	0.0
HVAC Sub-Total	**15,765**	**1.473**	**56.1**
Non-HVAC Components			
Electric	12,339	1.153	43.9
Natural Gas	0	0.000	0.0
Fuel Oil	0	0.000	0.0
Propane	0	0.000	0.0
Remote Hot Water	0	0.000	0.0
Remote Steam	0	0.000	0.0
Non-HVAC Sub-Total	**12,339**	**1.153**	**43.9**
Grand Total	**28,103**	**2.625**	**100.0**

Note: Cost per unit floor area is based on the gross building floor area.

Gross Floor Area ..... **10706.0** ft²
Conditioned Floor Area ..... **10706.0** ft²



1. Annual Costs

Component	Annual Cost ($/yr)	($/ft²)	Percent of Total (%)
HVAC	15,765	1.473	56.1
Non-HVAC	12,339	1.153	43.9
Grand Total	**28,103**	**2.625**	**100.0**

Note: Cost per unit floor area is based on the gross building floor area.

Gross Floor Area ..... **10706.0** ft²
Conditioned Floor Area ..... **10706.0** ft²

1. Annual Coil Loads

Component	Load (kBTU)	(kBTU/ft²)
Cooling Coil Loads	174,689	16.317
Heating Coil Loads	311,756	29.120
Grand Total	**486,445**	**45.437**

2. Energy Consumption by System Component

Component	Site Energy (kBTU)	Site Energy (kBTU/ft²)	Source Energy (kBTU)	Source Energy (kBTU/ft²)
Air System Fans	31,073	2.902	110,974	10.366
Cooling	40,246	3.759	143,737	13.426
Heating	228,082	21.304	814,577	76.086
Pumps	0	0.000	0	0.000
Heat Rejection Fans	0	0.000	0	0.000
HVAC Sub-Total	**299,401**	**27.966**	**1,069,289**	**99.878**
Lights	95,132	8.886	339,757	31.735
Electric Equipment	114,463	10.692	408,797	38.184
Misc. Electric	21,737	2.030	77,632	7.251
Misc. Fuel Use	0	0.000	0	0.000
Non-HVAC Sub-Total	**231,332**	**21.608**	**826,186**	**77.170**
Grand Total	**530,733**	**49.574**	**1,895,474**	**177.048**

Notes:
1. 'Cooling Coil Loads' is the sum of all air system cooling coil loads.
2. 'Heating Coil Loads' is the sum of all air system heating coil loads.
3. Site Energy is the actual energy consumed.
4. Source Energy is the site energy divided by the electric generating efficiency (28.0%).
5. Source Energy for fuels equals the site energy value.
6. Energy per unit floor area is based on the gross building floor area.
   Gross Floor Area ..... **10706.0** ft²
   Conditioned Floor Area ..... **10706.0** ft²

MECHANICAL APPENDIX G

FIRE PROTECTION CALCULATIONS

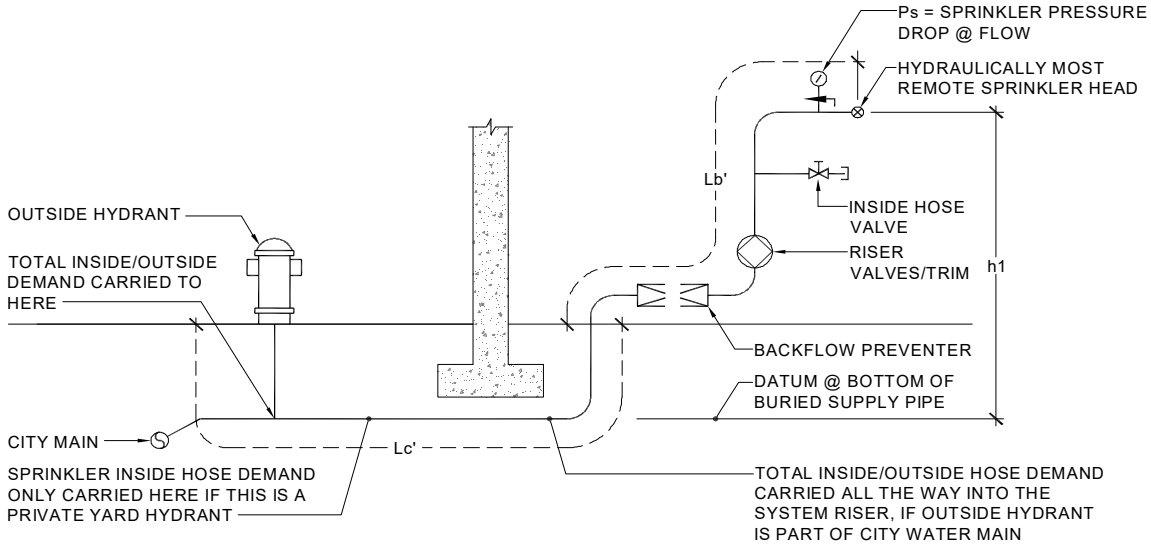
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Gipe Associates, Inc.
CONSULTING ENGINEERS

DESIGN SHEET

PROJECT:	POCOMOKE HD & AGING	**PRINTED:**	06/11/24
PROJECT NO:	24032		
DATE:	6/4/2024		
PREPARED BY:	VAM & RAK		

SUBJECT: PRELIMINARY FIRE PROTECTION CALCULATIONS TO DETERMINE (MIN. FLOW, STORAGE, AND PRESS. REQUIREMENTS)



BASIC SCHEMATIC
NO SCALE

NOTES:

1. ALL CODE REFERENCES PER 2019 VERSION OF N.F.P.A.
2. AN OUTSIDE HOSE DEMAND ONLY APPLIES ON PROJECTS WITH FIRE HYDRANTS (EXTERIOR)
3. AN INSIDE HOSE DEMAND ONLY APPLIES ON PROJECTS WITH INSIDE HOSE STATIONS SUCH AS A STAGE STAND PIPE SYSTEM.
4. THE TOTAL COMBINED INSIDE/OUTSIDE HOSE DEMAND APPLIES TO ALL PROJECTS WITH EXTERIOR HYDRANTS REGARDLESS OF WHETHER THE BUILDING HAS INSIDE HOSE STATIONS OR NOT. (SEE N.F.P.A.-13 TABLE 19.3.3.1.2)
5. PER N.F.P.A.-13 19.2.6.2 (A.19.2.6.2), THE WATER ALLOWANCE FOR OUTSIDE HOSE DEMAND SHALL BE ADDED TO THE SPRINKLER AND INSIDE HOSE REQUIREMENTS AT THE CONNECTION TO THE CITY WATER MAIN OR A YARD HYDRANT, WHICHEVER IS CLOSER TO THE SYSTEM RISER. IF THE HYDRANTS ON THE PROPERTY OF THE BUILDING ARE (PRIVATE) YARD HYDRANTS THEN THE OUTSIDE HOSE DEMAND WOULD STOP AT THE YARD HYDRANT. IF THE OUTSIDE HYDRANTS ARE PART OF THE CITY MAIN OR SYSTEM THEN THE OUTSIDE HOSE DEMAND MUST BE CARRIED ALL THE WAY INTO THE SYSTEM RISER BECAUSE THIS IS THE CONNECTION TO THE CITY WATER MAIN.

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BUILDING:	HEALTH DEPARTMENT
BUILDING #:	1
CLASSIFICATION OF OCCUPANCY:	ORDINARY HAZARD (GROUP 2)

(THE CLASSIFICATION OF OCCUPANCY SHOULD BE DETERMINED BY REVIEWING N.F.P.A.-13, ANNEX A, STARTING WITH SECTION A.4.3.2 THE MOST HAZARDOUS OCCUPANCY CLASS EXPECTED IN THE BUILDING SHOULD BE UTILIZED SO THE CALCULATION IS CONSERVATIVE.)

PART I

TOTAL DEMAND (FLOW RATE)

THE THEORETICAL SPRINKLER DEMAND = AREA OF SPRINKLER OPERATION(SQ.FT)X(DRY PIPE AREA INCREASE FACTOR, 1.3)X (SLOPED CEILING INCREASE FACTOR,1.3) X DENSITY(GPM/SQ.FT)

THE AREA OF SPRINKLER OPERATION IS DETERMINED FROM TABLE 19.3.2.1 FOR THE CLASSIFICATION OF OCCUPANCY
(TYPICALLY USE 1500 FT^2) = 1500 FT^2

IF THE SYSTEM IS A DRY PIPE SYSTEM THEN PER N.F.P.A-13 19.3.3.2.5, THE AREA OF SPRINKLER OPERATION SHALL BE INCREASED BY 30% WITHOUT REVISING THE DENSITY. IF THE SYSTEM IS A WET PIPE SYSTEM, THEN THE DRY PIPE AREA INCREASE SHALL BE ASSIGNED VALUE a OF 1. IS THE SYSTEM A DRY PIPE SYSTEM? NO

THE DRY PIPE AREA INCREASE FACTOR = 1

IF THE SYSTEM HAS SLOPED CEILINGS, THEN PER N.F.P.A. 19.3.3.2.4, THE SYSTEM AREA OF OPERATION SHALL BE INCREASED BY 30% WITHOUT REVISING THE DENSITY, WHEN SPRAY SPRINKLERS OR LARGE DRY SPRINKLERS ARE UTILIZED ON SLOPED CEILINGS WITH A PITCH EXCEEDING ARISE OF 2 UNITS IN A RUN 12 UNITS. THE SLOPED CEILING INCREASE FACTOR WILL BE 1.3. IF THE SYSTEM DOES NOT HAVE THE SLOPED CEILING SITUATION, THEN THE SLOPED CEILING INCREASE FACTOR SHALL EQUAL 1. ARE THE CEILINGS SLOPED IN THIS CASE? NO

THE SLOPED CEILING INCREASE FACTOR = 1

THE DENSITY SHALL BE DETERMINED FROM FIGURE 19.3.3.1.1 IN N.F.P.A.-13. TYPICALLY UTILIZE THE FOLLOWING VALUES:

LIGHT HAZARD = .1 GPM/FT^2
ORDINARY HAZARD GROUP 1 = .15 GPM/FT^2
ORDINARY HAZARD GROUP 2 = .2 GPM/FT^2
EXTRA HAZARD GROUP 1 = .3 GPM/FT^2
EXTRA HAZARD GROUP 2 = .4 GPM/FT^2

THE DENSITY FOR THIS SYSTEM = 0.2 GPM/FT^2

THE THEORETICAL SPRINKLER DEMAND IS THEN CALCULATED FROM THE EQUATION ABOVE AS:

THEORETICAL SPRINKLER DEMAND = 300 GPM

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PART I (CONT.)

THE TOTAL SPRINKLER DEMAND = THEORETICAL SPRINKLER DEMAND(GPM) + OVERAGE(GPM)
OVERAGE IS A NECESSARY INCREASE IN ACTUAL SPRINKLER DEMAND REQUIRED DUE TO THE PRESSURE IMBALANCES AT EACH SPRINKLER HEAD. IN OTHER WORDS, THE SPRINKLER HEADS CLOSER TO THE SOURCE WILL DISCHARGE MORE WATER THAN THE MOST HYDRAULICALLY REMOTE HEAD. (FOR ESTIMATING PURPOSES ASSUME THE OVERAGE TO BE 50 TO 100 GPM)

OVERAGE = 50 GPM

TOTAL SPRINKLER DEMAND = 350 GPM

THE TOTAL DEMAND = TOTAL SPRINKLER DEMAND + HOSE STREAM DEMAND
THE HOSE STREAM DEMAND INCLUDES INSIDE & OUTSIDE HOSE STREAMS. BECAUSE OUR CALCULATIONS ARE PRELIMINARY WE REALLY DO NOT NEED TO SEPARATE THE INSIDE AND OUTSIDE HOSE DEMANDS BECAUSE WE ARE ONLY INTERESTED IN THE WORST CASE SCENARIO.

THE HOSE STREAM DEMAND IS DETERMINED BASED ON THE OCCUPANCY OR COMMODITY CLASSIFICATION (TABLE 19.3.3.1.2)
WHERE CLASSIFICATION IS LIGHT HAZARD, THE INSIDE/OUTSIDE HOSE DEMAND = 100 GPM.
WHERE CLASSIFICATION IS ORDINARY HAZARD, THE INSIDE/OUTSIDE HOSE DEMAND = 250 GPM.
WHERE CLASSIFICATION IS EXTRA HAZARD, THE INSIDE/OUTSIDE HOSE DEMAND = 500 GPM.

EVEN IF THE PROJECT ONLY HAS EXTERNAL HYDRANTS AND NO INSIDE HOSE STATIONS, THE COMBINED INSIDE/OUTSIDE HOSE DEMAND MUST BE INCLUDED IN DETERMINING THE DEMAND AND VOLUME REQUIREMENTS.

IF A PROJECT, (SUCH AS A SCHOOL WITH A STAGE) ONLY HAS INSIDE HOSE STATIONS THEN WE NEED NOT INCLUDE THE COMBINED INSIDE/OUTSIDE HOSE DEMAND, JUST THE INSIDE HOSE DEMAND WHICH WOULD BE DETERMINED FROM 19.2.6.3 (N.F.P.A-13) AS FOLLOWS:

# OF INSIDE HOSE STATIONS	INSIDE HOSE DEMAND
0	0 GPM
1	50 GPM
2 OR MORE	100 GPM

THEREFORE, IF A PROJECT HAS EXTERIOR HYDRANTS THEN WE MUST UTILIZE THE COMBINED INSIDE/OUTSIDE HOSE DEMAND VALUE BASED ON THE OCCUPANCY OR, COMMODITY CLASSIFICATION. IF THE PROJECT HAS HOSE STATIONS, BUT NO EXTERIOR HYDRANTS, THEN WE MUST ONLY INCLUDE THE INSIDE HOSE DEMAND BASED ON THE NUMBER OF INSIDE HOSE STATIONS. IF A PROJECT DOES NOT HAVE INSIDE HOSE STATIONS OR OUTSIDE HYDRANTS THEN THE HOSE STATION DEMAND SHALL BE EQUAL TO ZERO(0).

HOSE STREAM DEMAND = 250 GPM

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PART I (CONT.)

THE TOTAL DEMAND = 350 TOTAL SPRINKLER DEMAND(GPM) + 250 HOSE STREAM DEMAND(GPM)
THE TOTAL DEMAND = = 600 GPM

* THE CITY SUPPLY, TOWER, FIRE PUMP, OR HYDROPNEUMATIC TANK MUST BE CAPABLE OF PROVIDING THE ABOVE MINIMUM DEMAND (OR FLOW RATE).

PART II

MINIMUM STORAGE VOLUME

THE MINIMUM STORAGE VOLUME IN GALLONS IS DETERMINED BY MULTIPLYING THE TOTAL DEMAND (CALCULATED ABOVE) BY THE DURATION: THE EQUATION IS AS FOLLOWS.
MINIMUM STORAGE VOLUME (GALLONS) = 600 TOTAL DEMAND (GPM) X DURATION (MINUTES)

THE DURATION IS DETERMINED FROM THE TABLE 19.3.3.1.2. THE LOWER DURATIONS INDICATED IN COLUMN SIX ARE PERMITTED WHERE REMOTE OR CENTRAL STATION WATER FLOW ALARM SERVICE IS PROVIDED AS DESCRIBED IN N.F.P.A-13 19.3.3.1.3
FOR THE MAJORITY OF OUR PROJECTS WE ASSUME REMOTE CENTRAL STATION MONITORING AND THE LOWER DURATION VALUES ARE UTILIZED, HOWEVER THIS SHOULD BE CONFIRMED.

OCCUPANCY OR COMMODITY CLASSIFICATION	DURATION (MINUTES)
LIGHT HAZARD	30
ORDINARY HAZARD	60 TO 90 MINUTES
EXTRA HAZARD	90 TO 120 MINUTES

DURATION = 90 MINUTES

THE MINIMUM STORAGE VOLUME = **54000** GALLONS

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PART III

PRESSURE REQUIREMENTS:

THE FOLLOWING PRESSURE REQUIREMENTS INCLUDE MANY ASSUMPTIONS TO SIMPLIFY CALCULATIONS AND SHOULD NOT BE CONSIDERED "HYDRAULIC CALCULATIONS". THE PRESSURE REQUIREMENTS DO NOT INCORPORATE STAND PIPE DEMANDS. IN ADDITION, THE NOMINAL PRESSURE REQUIREMENTS ASSUMES ONE PIPE SIZE FOR BOTH INSIDE AND OUTSIDE PIPE FRICTION CALCULATIONS. ALTHOUGH THIS IS NOT REALISTIC IT IS SUFFICIENT FOR OUR PURPOSES IN DETERMINING IF WE HAVE ADEQUATE PRESSURE FROM THE PROPOSED WATER SUPPLY.

THE MINIMUM PRESSURE REQUIRED AT OUR TOTAL DEMAND IS THE SUMMATION OF THE SPRINKLER PRESSURE DROP, THE STATIC HEIGHT, THE BUILDING PIPING FRICTION LOSSES, THE SITE PIPING FRICTION LOSSES, BACKFLOW PREVENTERS, AND a SUITABLE SAFETY FACTOR DEFINED THEORETICALLY AS FOLLOWS:

DETERMINE FINAL PRESSURE OF SOURCE @ DESIGN FLOW RATE TO PROVIDE ADEQUATE PRESSURE FOR SPRINKLER SYSTEM:

$$P_F = \left(P_S + \frac{h}{2.31 (FT/psig)} + l_b' + P_{BF} + l_c' + P_{SF} \right)$$

WHERE: P_S = HYDRAULICALLY MOST REMOTE SPRINKLER HEAD PRESSURE DROP. TYPICALLY ASSUME 15 psig. (CODE ONLY REQUIRES 7 psig) = 10 psig

h = STATIC HEIGHT OF HYDRAULICALLY MOST REMOTE SPRINKLER ABOVE DATUM (FT) (WHICH WE WILL CONSIDER AS THE BOTTOM OF THE BURIED PIPING) = 16 FT

l_b' = BUILDING PIPING FRICTION LOSS (ESTIMATED)

$$l_b' = [L \times Fitting\ Factor] \times P_b$$

WHERE: L = TOTAL LENGTH OF RUN FROM INCOMING SERVICE TO MOST REMOTE SPRINKLER (FT) = 300 FT

FITTING FACTOR = PIPE FITTING FRICTION LOSS FACTOR (TYPICALLY 1.5 TO ACCOUNT FOR FITTING, VALVE; ETC. PRESSURE DROPS) = 1.5

P_b = BUILDING PIPE PRESSURE LOSS PER FOOT (psig/FT)

$$P_b = \frac{4.53 \times Q_b^{1.85}}{d^{4.87} \times C^{1.85}} \left(psig / Ft \right)$$

WHERE Qb = INSIDE FLOW DEMAND (CALCULATED IN PART I) = 600 GPM

d = INSIDE PIPE DIAMETER OF INTERIOR PIPING THAT WILL HANDLE GPM (INCHES: THIS WILL BE ESTIMATED TYPICALLY 4 TO 6 INCHES) = 6 INCHES

C = FRICTION LOSS COEFFICIENT (PER NFPA-13 TABLE 8-4.4.5)
TYPICALLY: C= 100 FOR STEEL DRY PIPE SYSTEMS
C = 120 FOR STEEL WET PIPE SYSTEMS
C = 150 FOR PLASTIC SYSTEMS (WET OR DRY)
= 120

l_b' = BUILDING PIPING FRICTION LOSS (ESTIMATED) = 6.50 psig

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PART III (CONT.)

P_{BF} = BACKFLOW PREVENTOR PRESSURE DROP PER ACTUAL CUTSHEET @ TOTAL SPRINKLER DEMAND PLUS INSIDE HOSE STREAM ALLOWANCE WHERE APPLICABLE. (ASSUME NO LESS THAN 5 psig) = 5 psig

l_c' = SITE MAIN PIPING FRICTION LOSS (ESTIMATED)

$$l_c' = [L \times \text{Fitting Factor}] \times P_c$$

WHERE: L = TOTAL LENGTH OF RUN FROM LOCATION OF TEST HYDRANT TO EACH BUILDINGS INCOMING ALARM CHECK VALVE = 180 FT

FITTING FACTOR = PIPE FITTING FRICTION LOSS FACTOR (TYPICALLY 1.5 TO ACCOUNT FOR FITTING, VALVE; ETC. PRESSURE DROPS) = 1.5

P_C = SITE PIPING PRESSURE LOSS PER FOOT (psig/FT)

$$P_c = \frac{4.53 \times Q_C^{1.85}}{d^{4.87} \times C^{1.85}} \left(psig/Ft \right)$$

WHERE: Q_C = TOTAL DEMAND (CALCULATED IN PART I) = 600 GPM
(QC MUST BE EQUAL TO THE TOTAL DEMAND WHICH INCLUDES BOTH SPRINKLER DEMAND AND INSIDE/OUTSIDE HOSE STREAM DEMAND.)

d = INSIDE PIPE DIAMETER OF EXTERIOR PIPING THAT WILL HANDLE GPM (INCHES: THIS WILL BE ESTIMATED TYPICALLY 4 TO 6 INCHES) = 6 INCHES

C = FRICTION LOSS COEFFICIENT (PER NFPA-13 TABLE 8-4.4.5)
TYPICALLY: C= 100 FOR STEEL DRY PIPE SYSTEMS
C = 120 FOR STEEL WET PIPE SYSTEMS
C = 150 FOR PLASTIC SYSTEMS (WET OR DRY)
TO BE CONSERVATIVE, ASSUME DUCTILE IRON PIPE WITH C = 120

l_c' = SITE MAIN PIPING FRICTION LOSS (ESTIMATED) = 3.90 psig

P_{SF} = SAFETY FACTOR TO ACCOUNT FOR PIPE AGING, CORROSION, POOR WORKMANSHIP. (ASSUME NO LESS THAN 5 psig) = 10 psig

PF = THE PRESSURE REQUIRED AT THE TEST HYDRANT AT THE DESIGN TOTAL DEMAND = 42.32 psig

PART IV

DETERMINE THE NEED FOR A FIRE PUMP, STORAGE TANK, OR HYDROPNEUMATIC TANK.
THE CALCULATED QUANTITIES:

TOTAL DEMAND = **600** GPM
MINIMUM VOLUME = **54000** GALLONS
MINIMUM PRESSURE @ TEST HYDRANT = **42.32** psig

MUST BE COMPARED WITH AVAILABLE QUANTITIES TO DETERMINE IF A FIRE PUMP (PRESSURE BOOSTING DEVICE), STORAGE TANK (VOLUME DEVICE) OR HYDROPNEUMATIC TANK (PRESSURE AND VOLUME) ARE NEEDED TO SUPPLEMENT THE PROPOSED WATER SOURCE.

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PART IV (CONT.)

DETERMINE AVAILABLE STREET PRESSURE BASED ON THE FOLLOWING FLOW DATA: PROVIDED BY A RECENT FLOW TEST.

FLOW TEST DATA:

STATIC PRESSURE	(S)	=	56	psig
RESIDUAL PRESSURE	(R)	=	52	psig
TEST FLOW RATE(Q_F)		=	1640	GPM

$$Q_R = \left(\frac{H_R}{H_F}\right)^{.54} \times Q_F$$

WHERE: Q_R = TOTAL DEMAND = 600 GPM

H_R = STATIC PRESS. - AVAILABLE PRESS. = 56 psig - X(AVAILABLE PRESSURE)

H_F = STATIC PRESS. - RESIDUAL PRESS. = (S -R) = 4 psig

Q_F = ACTUAL FLOW FROM HYDRANT TEST = 1640 GPM

WE WANT TO SOLVE FOR "X" OR THE "AVAILABLE PRESSURE"

$$\left(\frac{Q_R}{Q_F}\right)^{1/.54} \times H_F = H_R \qquad H_R = (S - X) \qquad H_F = (S - R)$$

$$X = S - \left(\left(\frac{Q_R}{Q_F}\right)^{1/.54} \times (S - R)\right)$$

AVAILABLE PRESS. = 55.38 psig @ A DESIGN FLOW= 600 GPM

(WHERE S=STATIC PRESSURE IN psig, R=RESIDUAL PRESSURE IN psig, AND X=AVAILABLE PRESSURE IN psig)

IF THE AVAILABLE PRESSURE @ Q_R (TOTAL DEMAND) EXCEEDS THE MINIMUM PRESSURE @ TEST HYDRANT THEN THE CITY WATER SYSTEM WILL BE ADEQUATE WITHOUT THE NEED FOR A FIRE PUMP. IF THE AVAILABLE PRESSURE DROP @ Q_R (TOTAL DEMAND) IS LESS THAN THE MINIMUM PRESSURE @ TEST HYDRANT THEN A FIRE PUMP OR HYDROPNEUMATIC TANK WILL BE REQUIRED TO SUPPLEMENT THE CITY MAIN SYSTEM.

IF THE CITY MAIN DOES NOT HAVE ENOUGH VOLUME OR WE DO NOT HAVE A CITY MAIN THEN WE MUST PROVIDE EITHER A HYDROPNEUMATIC TANK, TOWER, OR GROUND SUCTION TANK TO PROVIDE THE MINIMUM VOLUME REQUIRED.

IF THE CITY MAIN IS INADEQUATE IN PROVIDING ANY OF THE FOLLOWING: FLOW, VOLUME, OR PRESSURE THEN ADDITIONAL SPREADSHEETS SHOULD BE UTILIZED FOR CALCULATING THE SIZE OF SUPPLEMENTAL EQUIPMENT.

NEW SYSTEMS RECOMMENDATIONS - ELECTRICAL

NEW ELECTRICAL SYSTEMS

Due to the age and condition of the current electrical systems, we would recommend that the electrical systems at the building be replaced as part of any major renovation or addition to the building. The proposed electrical systems should meet the following criteria.

Electrical Service Description

The electric service to the site will be provided by Delmarva Power**.** The proposed load of the renovated building shall be shared with Delmarva Power so that they can confirm that the existing transformer is adequate for the new load. The main electric service from the pad-mounted transformer to the building switchgear should be rated at 120/208 volts, three phase, four wire.

Normal Electrical Power Supply System

The electrical distribution should be rated at 120/208 volts, three phase, four wire from the main distribution panelboard to branch panelboards throughout the building. Distribution and branch panelboard buses should be copper. Feeder conductors should be copper and should be sized to limit voltage drop to 2% from the service equipment.

General lighting should be served at 120 volts. Mechanical equipment should be served at 120 volts as required for single-phase equipment and at 208 volts for three-phase equipment. Receptacles and office equipment should be served at 120 volts. Other loads should be served as required.

A Surge Protective Device (SPD) should also be provided within the main distribution panelboard to protect the electrical distribution system from transient voltage spikes. The SPD shall be tested in accordance with the latest edition of UL 1449 to ensure compliance with UL requirements for the building's lightning protection system.

Panelboards serving computers shall be suitable for non-linear loads and will be equipped with 200% rated neutral buses and integral Surge Protective Devices (SPDs).

Panelboards for lighting, power, and equipment loads should be in electrical rooms, mechanical rooms, and if required, in storage rooms to serve local loads.

Panelboards should also be provided within the following areas to serve local loads:

i. Kitchen - Dedicated panelboards with shunt-trip circuit branch circuit breakers as required to serve equipment beneath ventilation hood.

The normal electrical distribution system should be sized with adequate spare capacity for future growth.

Emergency and Standby Electrical Power Supply Systems

The existing building doesn’t have an emergency generator and it is our understanding that there isn’t a need for a renovated or new building to have a generator. If a generator is desired, then the loads served by the generator, fuel type and runtime of the generator should be reviewed with the Owner.

Mechanical and Plumbing Equipment Connections

Enclosed safety/disconnect switches and enclosed motor controllers, e.g. combination magnetic motor controllers, should be in mechanical equipment areas and throughout the building to serve mechanical and plumbing equipment.

Small motors (1/2 horsepower and smaller) shall be served by fractional horsepower manual starters with melting alloy type thermal overload relays. Large motors (larger than ½ horsepower) shall be served by fusible, non-reversing, combination magnetic motor controllers with appropriately sized motor starters and overload relays.

Equipment should be provided with engraved nameplates identifying the equipment served, circuit designation, and circuit voltage. Where disconnecting means are integral to mechanical equipment, the same shall also be labeled.

Enclosure ratings for disconnect switches and motor controllers shall be as follows:

i. Dry interior locations NEMA 1, painted steel
ii. Damp/wet locations NEMA 4X, stainless steel
iii. Kitchens NEMA 4X, stainless steel

Emergency power off (EPO) pushbuttons will be provided at each exit from mechanical spaces to shut down gas-fired equipment in an emergency event. The EPO pushbuttons will de-energize coils interlocked with enclosed contactor(s) serving gas-fired equipment, which will in turn open the contactor(s), removing power to the gas-fired equipment in accordance with ASME regulations. To restore power to the gas-fired equipment, the EPO pushbuttons must each be reset.

Lightning Protection System

The existing building doesn't have a lighting protection system, but we would recommend the renovated or new building have a lightning protection system if there is roof mounted HVAC units. The system shall compose of a complete lightning protection system that complies with NFPA 780 will be provided including perimeter ground ring, building steel bonding, air terminals, roof and down conductors, bonding of rooftop equipment. Air terminals and system conductors should be aluminum. Counterpoise grounding loop should consist of bare, tinned copper conductors and copper clad grounding electrodes.

Surge Protective Devices

Surge protective devices shall be provided at the following locations:

i. Main distribution panelboard
ii. Branch panelboards serving computer loads, site lighting, exterior HVAC equipment.
iii. Emergency power supply system panelboards.

Surge protective devices at incoming service equipment shall be rated 320kA, at distribution panelboards shall be rated 240kA, and at branch panelboards shall be rated 120kA.

Interior Lighting and Controls

General lighting should be accomplished with recessed 2'x4' volumetric luminaires in areas with ACT ceilings and suspended direct/indirect linear fixtures in spaces with no ceilings.

Drivers for LED lighting fixtures should be high efficiency electronic type.

LED light sources should have 4000K color temperature and a CRI value of 80 or higher.

Illumination levels should be in accordance with Illuminating Engineering Society of North America (IESNA) guidelines. Design levels of illumination shall be as follows:

i.	Offices	30-40 footcandles
ii.	Corridors	10-20 footcandles
iii.	Dining	30-40 footcandles
iv.	Kitchens	50 footcandles (minimum)
v.	Toilet Rooms	15-30 footcandles
vi.	Mechanical/Electrical Rooms	20-30 footcandles
vii.	Telecommunications Rooms	30-40 footcandles

Lighting Power Densities (LPD), commonly referred to as watts/square foot, should comply with applicable energy codes.

Lighting controls, including multi-level lighting control and automatic shut-off should be provided throughout the building. The lighting control system shall be comprised of dimming ballasts/drivers, low voltage wall switches, occupancy/vacancy sensors, daylight sensors, relays, etc.

Occupancy sensors should be provided in individual rooms. Occupancy sensor type (Ultrasonic, Passive Infrared, etc.) should be determined based on space usage. Occupancy sensor controls should provide 50% automatic “on”, 50% manual “on”, or 100% manual “on” based on space usage.

Interior lighting and controls are summarized for each major space type below:

Office Lighting

i. Recessed volumetric lighting fixtures.
ii. 0-10V dimming for each lighting zone.
iii. Occupancy/vacancy sensors for automatic lighting shut-off. Desks will have 100% minor-motion coverage.

Corridor Lighting

i. Recessed lensed lighting fixtures in standard corridors with ACT ceilings. Linear pendant-mounted direct/indirect lighting fixtures in corridors with high ceilings/corridors without ceilings.
ii. Recessed downlights, wall sconces and cove lighting where applicable.
iii. Specialty accent lighting.
iv. Controlled by lighting control system time clock during normal operating hours and occupancy sensors after hours.
v. Daylight sensors, which shall dim lighting zone(s) closest to daylight source.
vi. Emergency lighting.

Dining Lighting

i. Recessed downlights and linear direct/indirect lighting fixtures.
ii. Multi-level switching for zone control and 0-10V dimming for each lighting zone.
iii. Occupancy/vacancy sensors for automatic lighting shut-off. Desks will have 100% minor-motion coverage.
i. Daylight sensors, which shall dim lighting zone(s) closest to daylight source.

iv. Emergency lighting.

Kitchen Lighting
i. Recessed lay-in 2'x4' lensed troffers with aluminum doors, gasketed frames, and inverted lenses for ease of cleaning.
ii. Lights controlled by lighted toggle switches.
iii. Lighting integral to ventilation hood(s).
iv. Emergency lighting.

Toilet Room Lighting.
i. Recessed 2'x4' lensed troffers in spaces with suspended ACT ceilings and recessed linear slot type perimeter fixtures at watercloset/urinal walls in spaces with GWB ceilings.
ii. No wall switches for multi-occupant toilet rooms.
iii. Occupancy sensor controls for automatic on/off control of multi-occupant toilet rooms.
iv. Wallbox occupancy sensor switches for individual toilet rooms.
v. Emergency lighting.

Mechanical/Electrical Room Lighting
i. Chain-hung low-bay industrial lighting fixtures with wire guards for rooms without ceilings.
ii. Lights controlled by toggle switches.
iii. Emergency lighting.

Telecommunications Room Lighting
i. Chain-hung low-bay industrial lighting fixtures with wire guards.
ii. Lights controlled by toggle switches.
iii. Emergency lighting.

The lighting control system should be interfaced with the building's intrusion detection (security) system, such that interior lighting in all corridors and common areas energizes during a security event.

Emergency and Exit Lighting

Emergency lighting and exit signs should be designed in accordance with the requirements of NFPA 101: Life Safety Code and NFPA 70: National Electrical Code.

Emergency lighting should be provided throughout the path of egress and in selected areas through the use of battery-backed emergency lighting fixtures.

Emergency power for exit signs & designated egress lights should be provided by integral batteries.

Exterior lighting fixtures for emergency lighting above each egress door.

Exterior Lighting

Lighting Power Densities (LPD), commonly referred to as watts/square foot, should comply with restrictions set forth in ASHRAE Standard 90.1-2019.

LED light sources should have 4000K color temperature and a CRI value of 70 or higher.

Illumination levels should be in accordance with Illuminating Engineering Society of North America (IESNA) guidelines.

Parking lot lighting should utilize pole-mounted LED fixtures with full cutoff optics.

Building-mounted perimeter lighting should utilize LED fixtures with full cutoff optics.

Accent, landscape and sign lighting should be provided in selected areas as required.

Light pollution/trespass should be kept to a minimum by reducing/eliminating uplight and ensuring cutoff at property lines.

The exterior lighting should be connected to the lighting control system, which should be interfaced with the building's Energy Management System.

Data Network

The 10 Gigabit per second Data Network should be star-wired 1000 Base-T and consist of Category 6 cabling. Cabling will be plenum-rated where required. The System should provide all components for a complete operable LAN. It should provide access to the System Wide Area Network (WAN), and internet access through access to a County Server Site.

New telecommunications rooms should be provided within 100 meters of each outlet.

A new telecommunication grounding backbone should be provided from each new telecom room to the main building ground connection. Grounding should be provided in compliance with NFPA 70 (NEC) Article 250 & 800 and UL 467 and TIA/EIA 607 (ANSI-J-STD-6070A) “Commercial Building Grounding (Earthing) and Bonding Requirements for Telecommunications”. The entire telecommunication system shall be bonded and grounded. A telecommunications ground bar should be installed in the MDF and each IDF.

Back-up power should be provided. An uninterruptable Power Supply (UPS) should be provided in each telecom rack. A dedicated computer grade power panel, with surge protective device (SPD) should be provided to serve computer and sensitive electronic equipment loads.

The MDF and IDF’s should be designed to accommodate telecommunication cabling terminations and electronics. The rooms should be sized to provide adequate space for outside plant conduit, backbone cable termination equipment, lightning protection equipment and network equipment racks. The design and layout of the rooms should be flexible to accommodate future expansion and reconfiguration with minimal service disruption.

Backbone Conduit: Conduit should be installed from MDF to each IDF to support backbone copper, fiber optic and coaxial cabling. Innerduct should be installed in the conduit for routing of the backbone cabling. Spare conduit should be installed to support future growth. A minimum of two 4” Conduits and floor sleeves for Fiber optic cables should be provided between the Main Distribution Frame (MDF) and each Intermediate Distribution Frame (IDF).

A multi-strand composite fiber optic backbone of twelve (12) 50 micron laser optimized multimode and CAT6 cables & 50 pair CAT6 telephone cable should be used to link the main MDF. Strategically located telecommunication rooms (IDF Rooms) should limit cabling lengths to 250 linear feet. The data system should include backbone cabling, backboards, patch panels, equipment racks, station cables, outlet boxes, data jacks, faceplates, rack mounted UPS, etc. The equipment racks should be provided with 50% spare capacity for Owner supplied equipment.

Voice/Data/Video cabling should be run using cable tray in main corridors and J-hooks. J-hooks spaced approximately every 4 feet will support the cables where cable tray is not provided. Conduit should be provided to provide a complete cabling pathway system.

Workstation Data/Voice Outlets: Double gang 4-11/16" square by 2-1/2" inch deep wall boxes with single gang mud rings should be installed at all work area outlets. Four port faceplates with plastic label holders should be installed at each work area outlet.

Conduit & Sleeves: Conduits should be installed to route horizontal telecommunications cabling through non-accessible ceiling and wall spaces. Conduits should be sized so as not to exceed 40% fill rate. Sleeves should be installed to penetrate fire rated or concrete walls and floors.

Data cable outlets should be provided in locations based on the furniture layout for each space. The exact quantity and location of should be coordinated with the Owner as the design develops.

Wireless access points should be provided throughout the building for seamless connectivity. Dedicated data outlets should be in strategic areas of the building. The wireless network design should be based on the latest IEEE 802.11n standard.

Fire Alarm System (New)

A complete addressable fire alarm system complying with National and Local Codes should be provided.

Audible/visual alarms should be provided in all areas of the building, with voice evacuation in select spaces based on occupancy levels if required.

An automatic dialer should be provided for central station monitoring of alarm, trouble and supervisory conditions.

The fire suppression/sprinkler system tamper switches, flow switches, and fire pump should be monitored by the fire alarm system.

A static annunciator should be provided at the main entrance to display signals from the Fire Alarm Control Panel (FACP), in addition to information from the following systems/equipment:

i. Fire Alarm System (pull station, smoke detector signals)
ii. Fire Protection System (water flow, trouble signals)
iii. Kitchen Hood Suppression System

The fire alarm system should be interlocked with the lighting control system to energize lighting in egress paths (e.g. corridors, stairwells) during fire alarm events.

Access Control System

Access control card readers shall be provided for access control at locations as directed by the Owner.

The building should always be locked down, except for the main doors in the front lobby. Doors designated for card reader entry shall have electronic locks that allow the use of proximity card reader devices to allow them to be unlocked without keys.

The access control system should be interfaced to the building security alarm system to allow for disarming of building alarm system by use of proximity access control cards.

A video door entry system and remote release station should be provided at the main entrance to allow the main office to buzz visitors into the building.

Intrusion Detection System

A complete intrusion detection system should be provided, with motion detectors in hallways, lobbies, high security areas, and in rooms with exterior windows as directed by the Owner.

Dual technology microwave/Passive Infra-red (PIR) motion detectors shall be provided to minimize false alarms. Security System annunciation should be provided at the main entrance and via UL dual listed auto-dialer to the monitoring agency.

Separate alpha-numeric keypad controls shall be provided for control of the intrusion detection system in selected areas of the building for activities during after-hours events. Master control keypads should be located at the main entrance and other locations, as designated by the Owner, for control of the entire system. The intrusion detection system should be set up in zones for maximum control and flexibility for use of specific areas of the building after hours.

The security system with be interfaced to the access control system to allow for disarming of building alarm system by use of proximity access control cards.

Video Surveillance System

A video surveillance system shall be provided for monitoring the interior corridors, as well as exterior areas, including parking lots, and main entrances and entrances around the perimeter of building. Interior cameras should be provided in all major corridors and commons areas.

A combination of fixed analog interior cameras and Pan/Tilt/Zoom (PTZ) exterior IP cameras should be provided.

Cameras should be automated pan type vandal resistant dome type (with tinted eyeball housings) where possible to maximize coverage with the minimum number of cameras. Facility lighting should be coordinated with cameras to ensure appropriate lighting for camera use at night.

Camera feeds are to be brought to head end in MDF Room with the ability to select and monitor any given camera. All cameras' feeds should be multiplexed and sent to computer-based DVR access/storage system. Head end room should be secure, appropriately ventilated/conditioned and have ample room for archive media and supply storage.

Security viewing monitors will be in Owner selected areas.

ELECTRICAL APPENDICES

Electrical Appendix A: Construction Cost Estimate

ELECTRICAL APPENDIX A

CONSTRUCTION COST ESTIMATE

ELECTRICAL SQUARE FOOTAGE CONSTRUCTION ESTIMATE

	DATE PREPARED	6/12/2024	
PROJECT	BASIS FOR ESTIMATE		OVERHEAD %
POCOMOKE SERVICE FACILITY	**x**	CODE A (No Design Completed)	**10%**
LOCATION		CODE B (Preliminary Design)	PROFIT %
POCOMOKE, MD		CODE C (Final Design)	**10%**
ARCHITECT/ENGINEER		OTHER (Specify) Report	Square Footage
DBF			**11,600**
DRAWING NUMBER	ESTIMATOR		CHECKED BY
N/A	TMC		**CDH**

ELECTRICAL Summary	Square Footage	Cost per Sq. Ft.	Total Cost	Remarks
260500 Basic Electrical Materials and Methods	11,600	$ 1.50	$ 17,400.00	
260500 General Electrical Requirements	11,600	$ 1.50	$ 17,400.00	
260502 Electrical Demolition for Remodeling	11,600	$ 1.50	$ 17,400.00	
260519 Conductors and Cables	11,600	$ 6.00	$ 69,600.00	
260526 Grounding and Bonding	11,600	$ 0.25	$ 2,900.00	
260528 Electrical Firestopping	11,600	$ 0.40	$ 4,640.00	
260529 Hangers and Supports	11,600	$ 0.80	$ 9,280.00	
260533 Raceways and Boxes	11,600	$ 3.50	$ 40,600.00	
260535 Raceways and Boxes for Low-Voltage	11,600	$ 1.25	$ 14,500.00	
260536 Cable Trays	11,600	$ 0.60	$ 6,960.00	
260543 Underground Ducts and Raceways	11,600	$ 0.50	$ 5,800.00	
260553 Identification for Electrical Systems	11,600	$ 0.10	$ 1,160.00	
260573 Power System Studies	11,600	$ 0.30	$ 3,480.00	
260800 Commmissioning of Electrical Systems	11,600	$ 0.75	$ 8,700.00	
260919 Enclosed Contactors	11,600	$ 0.26	$ 3,016.00	
260943 Network Lighting Controls	11,600	$ 4.00	$ 46,400.00	
261120 Utility Incoming Service Provisions	11,600	$ 1.75	$ 20,300.00	
262416 Panelboards	11,600	$ 6.00	$ 69,600.00	
262713 Metering	11,600	$ 0.25	$ 2,900.00	
262726 Wiring Devices	11,600	$ 1.50	$ 17,400.00	
262813 Fuses	11,600	$ 0.12	$ 1,392.00	
262816 Enclosed Switches & Circuit Breakers	11,600	$ 0.75	$ 8,700.00	
262913 Enclosed Controllers	11,600	$ 0.50	$ 5,800.00	
264113 Lightning Protection	11,600	$ 1.75	$ 20,300.00	
264313 Surge Protective Devices	11,600	$ 0.90	$ 10,440.00	
265100 Interior Lighting	11,600	$ 10.50	$ 121,800.00	
265600 Exterior Lighting	11,600	$ 4.50	$ 52,200.00	
Subtotal - Division 26	**$ 51.73**	**/SF**	**$ 600,068.00**	
270500 Common Work Results for Communications	11,600	$ 1.00	$ 11,600.00	
272000 Communications Equipment & Systems	11,600	$ 13.00	$ 150,800.00	
Subtotal - Division 27	**$ 14.00**	**/SF**	**$ 162,400.00**	
280500 Common Work Results for Security	11,600	$ 0.50	$ 5,800.00	
281300 Access Control System	11,600	$ 1.75	$ 20,300.00	
281600 Intrusion Detection System	11,600	$ 1.25	$ 14,500.00	
282300 Video Surveillance System	11,600	$ 3.00	$ 34,800.00	
283111 Fire Alarm System	11,600	$ 4.00	$ 46,400.00	
Subtotal - Division 28	**$ 10.50**	**/SF**	**$ 121,800.00**	
TOTALS (Divisions 26, 27, 28)	**$ 76.23**	**/SF**	**$ 884,268.00**	



CREATING VALUE BY DESIGN

1 Park Avenue
Milford, DE 19963
(302) 424-1441

601 East Main Street, Suite 103
Salisbury, MD 21803
(410) 543-9091

106 Washington Street, Suite 103
Easton, MD 21601
(410) 770-4744

Janet Simpson, Mayor
Margaret Fletcher, Council
Vacant, Council
Edward S. Lee, Council

Rick Pollitt, Town Manager
Maureen Howarth, Town Attorney

Lounell Hamstead, Finance Manager
Lorissa McAllister, Econ. Dev. Dir.
Paul Bessette, Grants Administrator
Aaron Flook, Planning, Zoning & Bldg.
Randy Barfield, Public Works Dir
Bobby Wilt, Supt. of Water/WW

March 11, 2025

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

via email

Dear Commissioners:

As you know, we have enjoyed several productive meetings with you and your staff regarding the exciting effort underway to completely revamp our Bank Street from Green Street to River Street, establishing an attractive promenade for tourism and economic development activities designed to take advantage of the proximity to the scenic Pocomoke River.

In those discussions we have talked about the county commissioners donating a small amount of property immediately abutting Bank Street, amounting to some 9,648 square feet of land, more or less. More specifically, the property is described as a portion of Parcel 95 and Lot 61A on a plan entitled "Subdivision of the lands of the County Commissioners of Worcester County, Maryland" prepared by Davis, Bowen & Friedel, Inc, dated December 2024.

We understand that the commissioners will follow an established process to declare the land as surplus public property in order to make the donation to the Town. We are prepared to provide any support or documentation that will assist you with that process. Please feel free to have your legal counsel reach out to our Town attorney, Ms. Maureen Howarth, at his convenience.

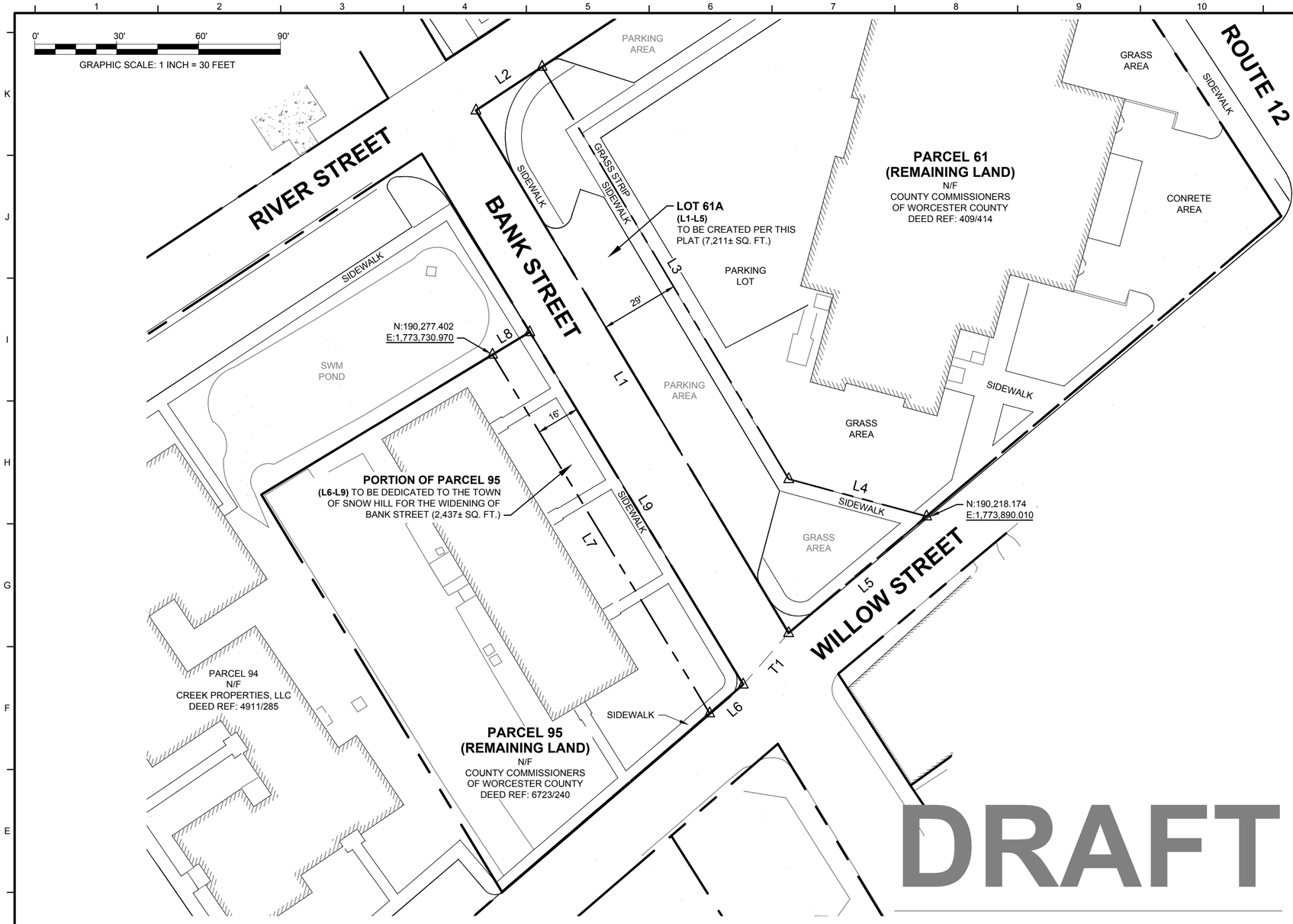
On behalf of the Mayor, Council, staff and citizens of the Town of Snow Hill, we thank you for your generosity and partnership in this exciting project that will add so much to the quality of life of our county seat.

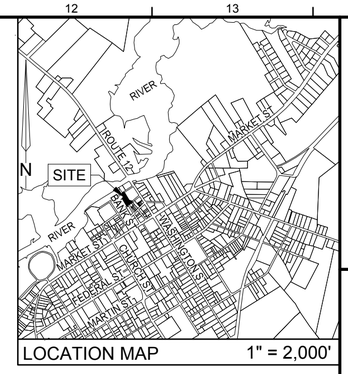
Best wishes,

Sincerely,

Richard M. Pollitt, Jr.
Town Manager

Cc: Mayor & Council
Lorissa McAllister





PURPOSE STATEMENT:

THE PURPOSE OF THIS SUBDIVISION IS TO SUBDIVIDE PARCEL 61 THUS CREATING LOT 61A, AND TO DEDICATE A PORTION OF PARCEL 95 TO THE TOWN OF SNOW HILL FOR THE WIDENING OF BANK STREET.

GENERAL NOTES:

1. OWNER OF RECORD:

   PARCEL 61
   COUNTY COMMISSIONERS OF
   WORCESTER COUNTY, MARYLAND
   1 WEST MARKET STREET
   SNOW HILL, MD. 21863
   (PREMISE ADDRESS: 307 N. WASHINGTON ST.)
   DEED REF: 409/414
   PLAT REF: 61/74, 77/57

   PARCEL 95
   COUNTY COMMISSIONERS OF
   WORCESTER COUNTY, MARYLAND
   1 WEST MARKET STREET
   SNOW HILL, MD. 21863
   (PREMISE ADDRESS: 301 BANK ST.)
   DEED REF: 6723/240
   PLAT REF: 65/30, 77/57, 122/72

2. TAX MAP NO. 200, GRID 3, PARCELS 61 & 95
3. ADJOINING DEED & PLAT REF: AS NOTED
4. ZONED: B-1 (DOWNTOWN SHOPPING)
5. ALL FUTURE CONSTRUCTION SHALL CONFORM TO THE TOWN OF SNOW HILL ZONING CODE IN EFFECT AT THE TIME OF CONSTRUCTION.
7. BEARINGS AND COORDINATES ARE BASED ON MD. GRID NAD83.
8. NO WETLANDS ARE PRESENT PER MDMERLIN ONLINE MAPPING RESOURCE.
9. BY GRAPHICS PLOTTING ONLY THIS PROPERTY IS IN ZONE AE OF THE FLOOD INSURANCE RATE MAP: 24047C0242H DATED 07/16/2015. EXACT DESIGNATIONS CAN ONLY BE DETERMINED BY AN ELEVATION CERTIFICATE. BASED ON THE ABOVE INFORMATION, THIS PROPERTY IS IN A SPECIAL FLOOD HAZARD AREA.
10. THE APPROVAL OF TOWN OF SNOW HILL DOES NOT RELIEVE THE APPLICANT OF THE RESPONSIBILITY TO COMPLY WITH ALL OTHER APPLICABLE FEDERAL, STATE AND LOCAL LAWS.
11. THIS PROPERTY IS LOCATED WITHIN THE CHESAPEAKE BAY CRITICAL AREA.
12 . THIS SITE IS SERVED BY COMMUNITY WATER & SEWER.

SYMBOL LEGEND

△ COMPUTED CORNER

HATCH LEGEND

BUILDING

LINE LEGEND

PROPERTY LINE
ADJOINERS PROPERTY LINE
PROPERTY LINES TO BE CREATED
TIE LINE

TIE LINE TABLE

LINE	BEARING	DISTANCE
T1	S 41°23'05" W	25.14'

LINE TABLE

LINE	BEARING	DISTANCE
L1	N 30°53'39" W	223.11'
L2	N 56°36'16" E	29.03'
L3	S 30°53'39" E	176.00'
L4	S 74°51'24" E	52.31'
L5	S 49°46'49" W	66.19'
L6	S 49°19'45" W	16.22'
L7	N 31°11'57" W	153.62'
L8	N 58°48'03" E	16.00'
L9	S 31°11'57" E	150.95'

WORCESTER COUNTY FOREST CONSERVATION LAW NOTE:

IN ACCORDANCE WITH SUBTITLE IV, SECTION 1-403(b)(14) OF THE NATURAL RESOURCES ARTICLE OF THE WORCESTER COUNTY CODE OF PUBLIC LOCAL LAWS, THIS SUBDIVISION IS EXEMPT FROM THE COUNTY'S FOREST CONSERVATION LAW SINCE THE SUBDIVISION IS A BOUNDARY LINE ADJUSTMENT WITH NO ACCOMPANYING CHANGE IN LAND USE. ANY FUTURE APPROVAL OF THIS LAND FOR A REGULATED ACTIVITY SHALL BE SUBJECT TO THE COUNTY'S FOREST CONSERVATION LAW.

APPROVED SNOW HILL PLANNING AND ZONING COMMISSION:

THE GRANT OF A PERMIT OF APPROVAL OF THE SUBDIVISION SHALL NOT CONSTITUTE A REPRESENTATION, GUARANTY OR WARRANTY OF ANY KIND BY THE TOWN OF SNOW HILL OR BY ANY OFFICIAL OR EMPLOYEE THEREOF OF THE PRACTICABILITY OR SAFETY OF ANY PROPOSED USE AND SHALL CREATE NO LIABILITY UPON THE TOWN, ITS OFFICIALS OF EMPLOYEES.

ALL STREETS, ROADS, WIDENING STRIPS, AMENITIES AND IMPROVEMENTS (SHOWN ON THE PLAT) ARE HEREBY OFFERED FOR DEDICATION TO THE MAYOR AND COUNCIL OF SNOW HILL. ACCEPTANCE OF SUCH OFFER MAY TAKE PLACE AT ANY TIME BY APPROPRIATE ACT OF THE MAYOR AND COUNCIL. THE MAYOR AND COUNCIL ARE IN NO WAY REQUIRED TO ACCEPT SUCH OFFER. THE OFFER MAY NOT BE WITHDRAWN WITHOUT THE CONSENT OF THE MAYOR AND COUNCIL.

NO MORE THAN ONE PRINCIPAL BUILDING SHALL BE PERMITTED ON ANY RESIDENTIAL LOT, AND NO SUCH LOT SHALL EVER BE RESUBDIVIDED SO AS TO PRODUCE A LOT OF LESS AREA OR WIDTH THAN THE MINIMUM REQUIRED BY THE APPLICABLE ZONING REGULATIONS IN EFFECT FROM TIME TO TIME.

_____
CHAIRMAN DATE

WORCESTER COUNTY ENVIRONMENTAL PROGRAMS:

THIS SUBDIVISION SHOWN HEREON IS APPROVED AS BEING IN CONFORMANCE WITH THE WORCESTER COUNTY COMPREHENSIVE WATER AND SEWERAGE PLAN PROVIDING FOR CENTRAL WATER SUPPLY AND CENTRAL SEWERAGE.

_____
WORCESTER COUNTY APPROVING AUTHORITY DATE

OWNER'S AND SURVEYOR'S STATEMENT:

WE STATE THAT THE REQUIREMENTS OF "REAL PROPERTY SECTION 3-108" OF THE ANNOTATED CODE OF MARYLAND, LATEST EDITION, AS FAR AS IT CONCERNS THE MAKING OF THIS PLAT AND THE SETTING OF THE MONUMENTS HAVE BEEN COMPLIED WITH TO THE BEST OF OUR KNOWLEDGE.

_____
ERIC W. TOLLEY DATE
PROPERTY LINE SURVEYOR
MD. NO. 509
EXPIRATION: 02/03/2025

_____
COUNTY COMMISSIONERS OF DATE
WORCESTER COUNTY, MD.
(PARCEL 61 & PARCEL 95)
BY:

DRAFT

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS - ENGINEERS - SURVEYORS
EASTON, MARYLAND 410.770.4744
MILFORD, DELAWARE 302.424.1441
SALISBURY, MARYLAND 410.543.9091

SUBDIVISION
of the Lands of
COUNTY COMMISSIONERS OF WORCESTER COUNTY, MD.
TOWN OF SNOW HILL, WORCESTER COUNTY, MARYLAND

DATE	COMMENTS
12/10/2024	ROAD DEDICATION COMMENT

Date: DECEMBER, 2024
Scale: 1"=30'
Dwn.By: MLT
Proj.No.: 0118A069

Dwg.No.: 1 of 1

THIS DRAWING, THE DESIGN AND CONSTRUCTION FEATURES DISCLOSED ARE PROPRIETARY TO DAVIS, BOWEN & FRIEDEL, INC., AND SHALL NOT BE ALTERED OR REUSED WITHOUT WRITTEN PERMISSION. COPYRIGHT ©2024

S:\0118\0118A069-Sturgis Park\SUBDIVISION.dwg Dec 10 , 2024 - 9:15am TRAM

LEGAL DESCRIPTION

BANK STREET

LOT 61A

January 10, 2025

BEING all of that piece or parcel of land, hereinafter described, situate, lying and being on the northeasterly side of Bank Street, Town of Snow Hill, Worcester County, Maryland, shown as Lot 61A on a plan entitled "Subdivision of the lands of County Commissioners of Worcester County, Maryland", prepared by Davis, Bowen & Friedel, Inc., dated December 2024, and being more particularly described as follows:

BEGINNING at a point formed by the intersection of the northeasterly right-of-way line of said Bank Street with the northwesterly right-of-way line of Willow Street, thence,

1) leaving said Willow Street and running by and with said Bank Street, North 30 degrees 53 minutes 39 seconds West 223.11 feet to a point on the southeasterly right-of way line of River Street, thence,

2) leaving said Bank Street and running by and with said River Street, North 56 degrees 36 minutes 16 seconds East 29.03 feet to a point on the southwesterly line of the remaining lands of, now or formerly, County Commissioners of Worcester County Maryland, as recorded among the Land Records of Worcester County, Maryland in Liber 409, Folio 414, known as Parcel 61, thence,

3) leaving said River Street and running by and with said County Commissioners lands, the following two courses and distances, South 30 degrees 53 minutes 39 seconds East 176.00 feet to a point, thence running,

4) South 74 degrees 51 minutes 24 seconds East 52.31 feet to a point on said northwesterly right-of-way line of Willow Street, thence,

5) running by and with said Willow Street, South 49 degrees 46 minutes 49 seconds West 66.19 feet to the point and place of beginning,

CONTAINING 7,211 square feet of land, more or less.

S:\0118\0118A069-Sturgis Park\Legals\Bank St-Lot 61A-Legal.doc

LEGAL DESCRIPTION

PORTION OF TAX PARCEL 95

DEDICATED TO TOWN OF SNOW HILL

BANK STREET WIDENING

January 10, 2025

BEING all of that strip, piece or parcel of land, hereinafter described, situate, lying and being on the southwesterly side of Bank Street, Town of Snow Hill, Worcester County, Maryland, shown as Portion of Parcel 95 on a plan entitled "Subdivision of the lands of County Commissioners of Worcester County, Maryland", prepared by Davis, Bowen & Friedel, Inc., dated December 2024, and being more particularly described as follows:

BEGINNING at a point formed by the intersection of the southwesterly right-of-way line of said Bank Street with the northwesterly right-of-way line of Willow Street, thence,

1) leaving said Bank Street and running by and with said Willow Street, South 49 degrees 19 minutes 45 seconds West 16.22 feet to a point on the northeasterly line of the remaining lands of, now or formerly, County Commissioners of Worcester County Maryland, as recorded among the Land Records of Worcester County, Maryland in Liber 6723, Folio 240, thence,

2) leaving said Willow Street and running by and with said County Commissioners lands, North 31 degrees 11 minutes 57 seconds West 153.62 feet to a point on the southeasterly line of the lands of, now or formerly, Creek Properties, LLC, as recorded among said Land Records in Liber 4911, Folio 285, thence,

3) running by and with said Creek Properties lands, North 58 degrees 48 minutes 03 seconds East 16.00 feet to a point on said southwesterly right-of-way line of Bank Street, thence,

4) leaving said Creek Properties lands and running by and with said Bank Street, South 31 degrees 11 minutes 57 seconds East 150.95 feet to the point and place of beginning,

CONTAINING 2,437 square feet of land, more or less.

S:\0118\0118A069-Sturgis Park\Legals\Bank St-Parcel 95 dedication-Legal.doc

THIS QUITCLAIM DEED, made this ____day of February, 2025, by **COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND**, a body politic and corporate of the State of Maryland, hereinafter referred to as "Grantor"; and **MAYOR AND COUNCIL OF SNOW HILL,** a Maryland municipal corporation, hereinafter referred to as "Grantee".

NOW THEREFORE, THIS QUITCLAIM DEED, **WITNESSETH:** That for and in consideration of the premises and no monetary consideration**,** but for other good and valuable consideration, the Grantor does hereby grant, convey and quitclaim all of its right, title and interest in all that lot or parcel of land lying and being situate in the Town of Snow Hill, Second Election District, Worcester County, Maryland, more particularly described below, unto the said **Mayor and Council of Snow Hill,** a Maryland municipal corporation, it successors and assigns, forever in fee simple:

> All of that piece or parcel of land situate, lying and being on the northeasterly side of Bank Street, Town of Snow Hill, Worcester County, Maryland, shown as Lot 61A on a plan entitled "Subdivision of the Lands of County Commissioners of Worcester County, Maryland", prepared by Davis, Bowen & Friedel, Inc., dated December 2024, and being more particularly described as follows:
>
> **BEGINNING** at a point formed by the intersection of the northeasterly right-of-way line of said Bank Street with the northwesterly right-of-way line of Willow Street, thence,
>
> 1) leaving said Willow Street and running by and with said Bank Street, North 30 degrees 53 minutes 39 seconds West 223.11 feet to a point on the southeasterly right-of way line of River Street, thence,
>
> 2) leaving said Bank Street and running by and with said River Street, North 56 degrees 36 minutes 16 seconds East 29.03 feet to a point on the southwesterly line of the remaining lands of, now or formerly, County Commissioners of Worcester County Maryland, as recorded among the Land Records of Worcester County, Maryland in Liber 409, Folio 414, known as Parcel 61, thence,
>
> 3) leaving said River Street and running by and with said County Commissioners lands, the following two courses and distances, South 30 degrees 53 minutes 39 seconds East 176.00 feet to a point, thence running,
>
> 4) South 74 degrees 51 minutes 24 seconds East 52.31 feet to a point on said northwesterly right-of-way line of Willow Street, thence,

5) running by and with said Willow Street, South 49 degrees 46 minutes 49 seconds West 66.19 feet to the point and place of beginning,

CONTAINING 7,211 square feet of land, more or less.

BEING a part of the property conveyed unto the said Grantor herein by Deed dated August 14, 1973, from Mayor and Council of Snow Hill, and recorded among the Land Records of Worcester County, Maryland in Liber No. 409, folio 414, et seq.

TOGETHER with the buildings and improvements thereupon being and erected, and all rights, ways, waters, privileges, appurtenances and advantages thereunto belonging or in anywise appertaining.

TO HAVE AND TO HOLD the above-described property, together with the rights, privileges, appurtenances and advantages thereto belonging or appertaining unto and to the proper use and benefit of the said **MAYOR AND COUNCIL OF SNOW HILL**, a Maryland municipal corporation, its successors and assigns, forever in fee simple.

IN WITNESS WHEREOF, the said Grantor has caused this Quitclaim Deed to be properly executed and sealed the day and year first above written.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

_____

BY:_____(SEAL)

STATE OF MARYLAND, COUNTY OF WORCESTER, TO WIT:

I HEREBY CERTIFY, that on this _____ day of February, 2025, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed to the within Quitclaim Deed, and acknowledged that he is the _____ of County Commissioners of Worcester County, Maryland, and as such officer, being authorized so to do, executed the same on behalf of the said County Commissioners of Worcester County, Maryland for the purposes therein contained.

AS WITNESS my hand and Notarial Seal.

_____
Notary Public

My Commission Expires:_____

THIS QUITCLAIM DEED, made this ____day of February, 2025, by **COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND**, a body politic and corporate of the State of Maryland, hereinafter referred to as "Grantor"; and **MAYOR AND COUNCIL OF SNOW HILL,** a Maryland municipal corporation, hereinafter referred to as "Grantee".

NOW, THEREFORE, THIS QUITCLAIM DEED, **WITNESSETH:** That for and in consideration of the premises and no monetary consideration**,** but for other good and valuable consideration, the Grantor does hereby grant, convey and quitclaim all of its right, title and interest in all that lot or parcel of land lying and being situate in the Town of Snow Hill, Second Tax District, Worcester County, Maryland, more particularly described below, unto the said **Mayor and Council of Snow Hill,** a Maryland municipal corporation, it successors and assigns, forever in fee simple:

> All of that strip, piece or parcel of land situate, lying and being on the southwesterly side of Bank Street, Town of Snow Hill, Worcester County, Maryland, shown as a Portion of Parcel 95 on a plan entitled "Subdivision of the Lands of County Commissioners of Worcester County, Maryland", prepared by Davis, Bowen & Friedel, Inc., dated December 2024, and being more particularly described as follows:
>
> **BEGINNING** at a point formed by the intersection of the southwesterly right-of-way line of said Bank Street with the northwesterly right-of-way line of Willow Street, thence,
>
> 1) leaving said Bank Street and running by and with said Willow Street, South 49 degrees 19 minutes 45 seconds West 16.22 feet to a point on the northeasterly line of the remaining lands of, now or formerly, County Commissioners of Worcester County Maryland, as recorded among the Land Records of Worcester County, Maryland in Liber 6723, Folio 240, thence,
>
> 2) leaving said Willow Street and running by and with said County Commissioners lands, North 31 degrees 11 minutes 57 seconds West 153.62 feet to a point on the southeasterly line of the lands of, now or formerly, Creek Properties, LLC, as recorded among said Land Records in Liber 4911, Folio 285, thence,
>
> 3) running by and with said Creek Properties lands, North 58 degrees 48 minutes 03 seconds East 16.00 feet to a point on said southwesterly right-of-way line of Bank Street, thence,

4) leaving said Creek Properties lands and running by and with said Bank Street, South 31 degrees 11 minutes 57 seconds East 150.95 feet to the point and place of beginning,

CONTAINING 2,437 square feet of land, more or less.

BEING a part of the property conveyed unto the said Grantor herein by Deed dated February 26, 2016, from Snow Hill Riverfront Limited Partnership No. 1, and recorded among the Land Records of Worcester County, Maryland in Liber No. 6723, folio 240, et seq.

TOGETHER with the buildings and improvements thereon erected, made or being, and all and every, the rights, alleys, ways, waters, privileges, appurtenances and advantages thereto belonging or in anywise appertaining.

TO HAVE AND TO HOLD the above-described property, together with the rights, privileges, appurtenances and advantages thereto belonging or appertaining unto and to the proper use and benefit of the said **MAYOR AND COUNCIL OF SNOW HILL**, a Maryland municipal corporation, its successors and assigns, forever in fee simple.

IN WITNESS WHEREOF, the said Grantor has caused this Quitclaim Deed to be properly executed and sealed the day and year first above written.

ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

_____

BY:_____(SEAL)

STATE OF MARYLAND, COUNTY OF WORCESTER, TO WIT:

I HEREBY CERTIFY, that on this _____ day of February, 2025, before me, the subscriber, a Notary Public in and for the State and County aforesaid, personally appeared _____, known to me or satisfactorily proven to be the person whose name is subscribed to the within Quitclaim Deed, and acknowledged that he is the _____ of County Commissioners of Worcester County, Maryland, and as such officer, being authorized so to do, executed the same on behalf of the said County Commissioners of Worcester County, Maryland for the purposes therein contained.

AS WITNESS my hand and Notarial Seal.

_____
Notary Public
My Commission Expires:_____

DIAKONIA INC.
Help for Today & Hope for Tomorrow

PO Box 613,
12747 Old Bridge Rd.
Ocean City, Maryland 21842
(410) 213.0923 (p) (410) 390-3961 (f)
info@diakoniaOC.org

February 17, 2025

Worcester County Commissioners

RE: Funding Request for Community Development Block Grant (CDBG) Funding

Dear Commissioners,

As the new Board Chair of Diakonia, Inc, I am excited to partner with you in *Making Maryland Safer, More Affordable, and More Competitive* by presenting information regarding our **new Homeless Solutions and Supportive Housing Project here in Worcester County.**

Diakonia is a 501c3 Non-Profit Organization that has been providing services to homeless persons, and those at risk of homelessness, on the Lower Shore for over 50 years. Many of our clients are US Veterans and this new supportive housing units will help give an affordable housing solution to our clients while we monitor their progress, and they work towards greater independence in our community.

Phase 1 requires the construction of an infrastructure on our new campus. This would include a relocation of our Veteran Service Center and Administrative Offices, expansion of our Food Pantry, and the construction of a new community Thrift Store.

Phase 2 of this project will be to construct 3, two-story buildings that would include 42 flexible housing units. These apartments will be managed through our organization and will range from studio to 3-bedroom units. All units will be HUD-VASH eligible and fall under FMR rates. Some of the units will maintain a flexible sliding scale rental agreement as income increases. Worcester County Planning Commission approved Phase 1 of the project on June 25, 2024.

From a project cost standpoint, approximately $2.1M is estimated for the initial plans and site work, with an additional $2M for Phase 1 of the project. Cost estimates for Phase 2 reach an additional $6M ($2M/building), for a total project cost of $10.5M with a 5% contingency.

The need for this project is urgent as finding affordable rental units is nearly impossible, placing a greater burden on our shelter. According to the most recent ALICE report, at least 40% of the population of our three counties on the Lower Shore (Worcester, Wicomico, and Somerset) falls below the Household Survival Budget. With this in mind, Diakonia is requesting $862.000 through a Community Development Block Grant initiated through Worcester County.

Thank you for your time and consideration.

Brian Roberts,
Chair, Board of Directors, Diakonia, Inc.

Capital Building Project:

Homeless Human Services, Solutions, and Affordable Housing Project

Agency: Diakonia, Inc. a 501c3 non-profit organization serving homeless persons and those at risk of homelessness on Maryland's Lower Eastern Shore for over 50 years.

Site Location/Address: 9601 Stephen Decatur Hwy (State Rt. 611)
Ocean City, MD 21842 (Worcester County)

(4.4 acres, 1.9 acres) Site is within walking distance of a major grocery store chain, food establishments, and other work opportunities. Public transportation is available, and schools are less than 5 miles from the location.

Phase 1: Building 1: (3200 sq. ft.) SSVF Veteran Service Center

Administrative/Case Management Offices

Building 2: (5700 sq ft.) Expanded Food Pantry

Community Thrift/Food Store

All Permits to construct should be obtained by April 2025. Estimated Cost: $4.1 million.

Timeline: April 2025 – 2027

Phase 2: 3 - Affordable Rental Unit Apartment Buildings (42 Units)

14 - Affordable Permanent Supportive Veteran Housing Units (HUD-VASH Eligible)

14 – Affordable Permanent Supportive Rental Units (FMR Limited Eligible)

14 – Affordable Transitional Housing Rental Units. (Sliding Scale/Flex Controlled)

Awaiting Allocation for additional EDU's from Worcester County. Estimated Cost: $6 million.

Timeline: Est. 2027

Summary

Diakonia, Inc. aims to provide an innovative solution to the ongoing housing crisis by **developing an affordable rental housing complex** that caters specifically to individuals transitioning from homeless shelters, institutions (including incarceration), or directly through our mobile homeless outreach team using a Housing First Model.

This complex will not only offer **affordable rental units**, but also integrate **essential support services**, including a space for **collaborative veteran services, intensive case management, expansion of a community food pantry, and thrift store** that generates income for programs, offers affordable items and food to those in survival mode. It will additionally provide **work entry opportunities for clients/residents.**

Our objective is to create a stable environment that fosters self-sufficiency and community integration for our clients and residents, and connects them to vital resources in our region.

Agency Viability:

Diakonia has been a homeless solutions provider on the Lower Shore for **over 50 years**. It is the **only agency on the Lower Shore that provides comprehensive homeless services** from rapid response **mobile outreach**, to a 50-bed, low barrier **emergency shelter** program for all individuals and families. to financial assistance in procuring and maintaining **permanent supportive housing**. We also manage **eviction prevention** clients using financial assistance for persons to remain housed.

We provide intensive case management for all clients and are only **one of two providers of Supportive Services for Veteran Families (SSVF) on the Eastern Shore of Maryland**. We work extensively with the Veterans Administration in providing housing for homeless veterans and work **collaboratively with HUD-VASH** administrators and case managers. We also hold the **VA Shelter Bed Contract** for the Lower Shore.

Diakonia receives a broad array of financial support from local governing bodies (Worcester County Government and the Town of Ocean City), Philanthropic Community Agencies (United Way and Community Foundation of the Lower Eastern Shore), the Continuum of Care (Homeless Alliance of the Lower Shore), USDA, the Veterans' Administration, and Federal Emergency Food and Shelter funding through FEMA--in addition to businesses, organizations, and individuals in our local community.

The reason we have invested in this project is due to the lack of affordable housing on the Eastern Shore, especially as one nears the coastal resort areas in which we are located. However, local businesses need affordable housing for lower wage employees necessary to run their business. Over the course of time, Ocean City has relied on J-1 workers. It is our hope that we can help transform local homeless populations into essential workers for our community.

Currently we are having to provide extraordinary landlord incentives to get our people housed--especially given the poor credit history, potential criminal history, and other barriers that have created their housing crisis. Even then, it is near impossible to find landlords who will agree to the local FMR necessary to provide state assistance through Homeless Solutions Program, or HUD.

Currently all of our emergency shelters are full, and with no housing available, they become stuck beyond the 90-day limit. Our hope is to increase the flow of the pipeline that not only gets citizens housed, but also opens up room in emergency shelters awaiting their own housing.

We have received two separate grants through House Bill 201, (Hartman, Carozza) and Congressman Andy Harris has visited the site and reviewed the plans. We are also initiating earmarks with Senators Van Hollen and Alsobrooks. We have an application pending with FHL Atlanta for 50% of the project, and have submitted an application to the USDA for a Rural Facility Development Grant.

Diakonia is an active Co-chair the Lower Shore Continuum of Care, current operating a $2.3M budget which is registered in Grants.gov and Sams.gov., and In good Standing with the State of Maryland.

Project Goals and Objectives

Affordable- Supportive Housing Units

Construct 42 affordable rental units at below-market rates with flexible income expectations built into the lease, in order to accommodate low-income individuals and families exiting homelessness and create incentives through a path to home ownership.

Establish Supportive Services

Create a thrift store and food pantry to address immediate needs while promoting community engagement.

Implement case management services to assist residents in accessing healthcare, employment, and educational resources.

Foster Self-Sufficiency

Facilitate workshops and training programs aimed at enhancing life skills, financial literacy, and job readiness.

Background and Rationale

The U.S. faces a significant housing crisis, particularly for individuals transitioning from homelessness. The lack of affordable housing is a primary barrier to stability for this population. By combining housing with essential support services, Diakonia will provide a holistic approach to breaking the cycle of homelessness.

Affordable Housing Scarcity in Ocean City, Maryland

Overview

Ocean City, Maryland, is a popular tourist destination known for its beautiful beaches and vibrant boardwalk. However, the demand for affordable housing in the area has become increasingly urgent, particularly for low-income residents and seasonal workers. The scarcity of affordable housing poses significant challenges for community stability and economic diversity.

Key Issues

1. **Rising Property Values**:
   The influx of tourists and second-home buyers has driven up property values and rental prices, making it difficult for local residents to find affordable housing options.
2. **Seasonal Workforce Needs**:
   Ocean City's economy relies heavily on seasonal employment in tourism and hospitality. Many seasonal workers struggle to find affordable housing during peak seasons, leading to overcrowding and unstable living conditions.
3. **Limited Rental Stock**:
   The existing rental market is largely dominated by vacation rentals, leaving few options for long-term residents. This shift exacerbates the scarcity of affordable units.

4. **Zoning Regulations**:
   Local zoning laws often limit the development of new affordable housing projects. Restrictions on density and height can hinder the construction of multi-family units.

5. **Economic Disparities**:
   With a significant portion of the population working in low-wage jobs, many families spend a disproportionate amount of their income on housing, contributing to economic stress and instability.

Impacts

- **Increased Homelessness**: The lack of affordable housing options can lead to homelessness or unstable living situations, impacting families and individuals.
- **Community Displacement**: Long-term residents may be forced to leave the area in search of affordable housing, resulting in the loss of community ties and cultural heritage.
- **Pressure on Local Services**: The increased demand for emergency housing and social services can strain local resources and budgets.

Potential Solutions

1. **Incentivizing Development**:
   Implementing tax incentives or grants for developers to create affordable housing units could encourage more construction.

2. **Zoning Reforms**:
   Revising zoning regulations to allow for higher-density housing could help meet the demand for affordable units.

3. **Public-Private Partnerships**:
   Collaborating with local nonprofits and private developers can create innovative housing solutions and leverage additional funding.

4. **Rent Control Measures**:
   Exploring rent control policies could help stabilize rental prices for low-income residents.

5. **Support Services**:
   Offering case management and support services for low-income families can assist them in accessing available resources and navigating housing options.

Conclusion

The scarcity of affordable housing in Ocean City, Maryland, presents a multifaceted challenge that requires coordinated efforts from local government, community organizations, and private developers. Addressing this issue is crucial for maintaining the community's diversity, economic stability, and overall quality of life.

Diakonia, Inc. is a nonprofit organization based in Ocean City, Maryland, dedicated to providing essential services to individuals and families facing homelessness or housing instability. Their mission focuses on offering support, resources, and programs that help people achieve self-sufficiency and stability.

Key Services Offered by Diakonia, Inc.

1. **Emergency Shelter**:
   Diakonia operates a homeless shelter that provides a safe place for individuals and families in crisis. This shelter offers temporary housing and support.

2. **Transitional Housing**:
   They provide transitional housing programs aimed at helping residents move from homelessness to permanent housing. This includes supportive services to facilitate the transition.

3. **Food Assistance**:
   The organization runs a food pantry that helps individuals and families access nutritious food, addressing food insecurity in the community.

4. **Case Management**:
   Diakonia offers case management services to help clients navigate available resources, including job training, healthcare, and financial planning.

5. **Rental Assistance**:
   They provide assistance for individuals and families struggling to pay rent, helping to prevent eviction and maintain housing stability.

6. **Community Outreach and Education**:
   Diakonia engages in outreach programs to educate the community about homelessness and poverty, promoting awareness and encouraging support.

Community Impact

Diakonia, Inc. plays a vital role in addressing the challenges of homelessness and housing instability in the Ocean City area. By offering comprehensive support services, they aim to empower individuals and families to rebuild their lives and achieve long-term stability.



DIAKONIA

LOT #–
<<ADDRESS>>

NEW CONSTRUCTION

SEA

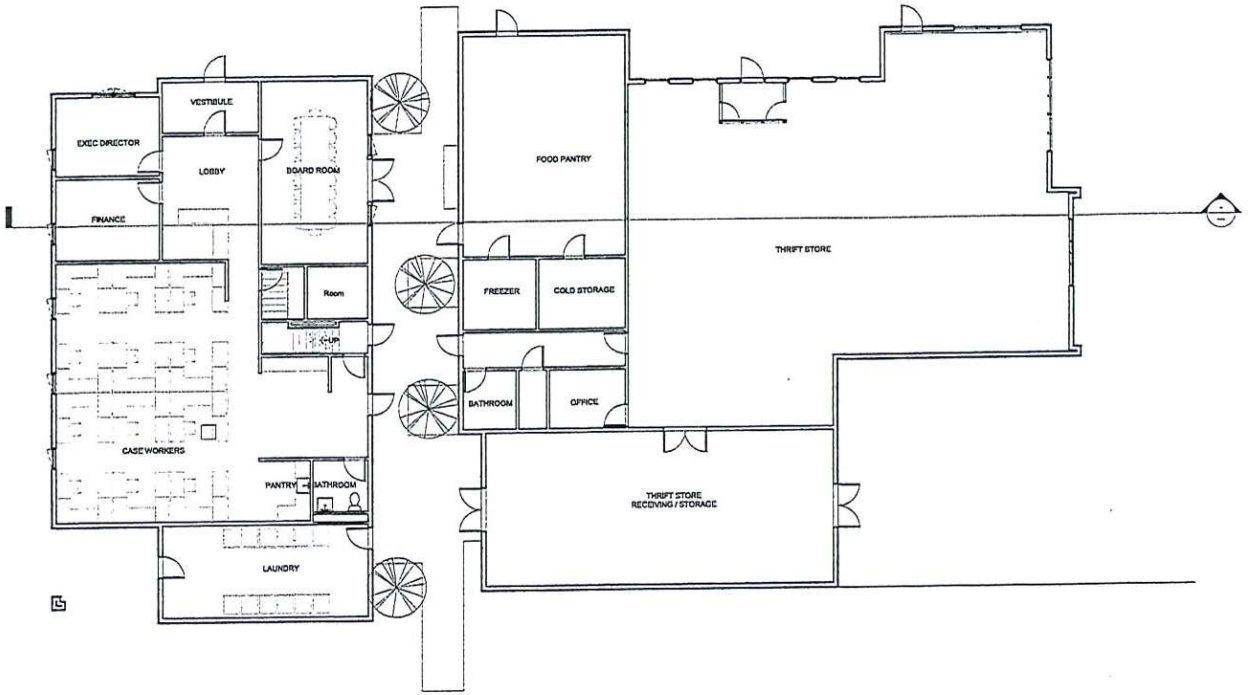
ISSUE DATE: 06/30/2022
REVISIONS:
NO. DATE REVISION

SHEET TITLE:
RENDERING

SCALE: 1/8" = 1'-0"
CHECKED BY: Checker
DRAWN BY: Author
ISSUE:
SCHEMATIC DESIGN

SHEET:
A3.2

SEA JOB: <<<PROJECT>>>



1 GROUND FLOOR PLAN-Main Building
1/8" = 1'-0"

DIAKONIA

LOT #–
<<ADDRESS>>

NEW CONSTRUCTION

SEA

2 A3.0

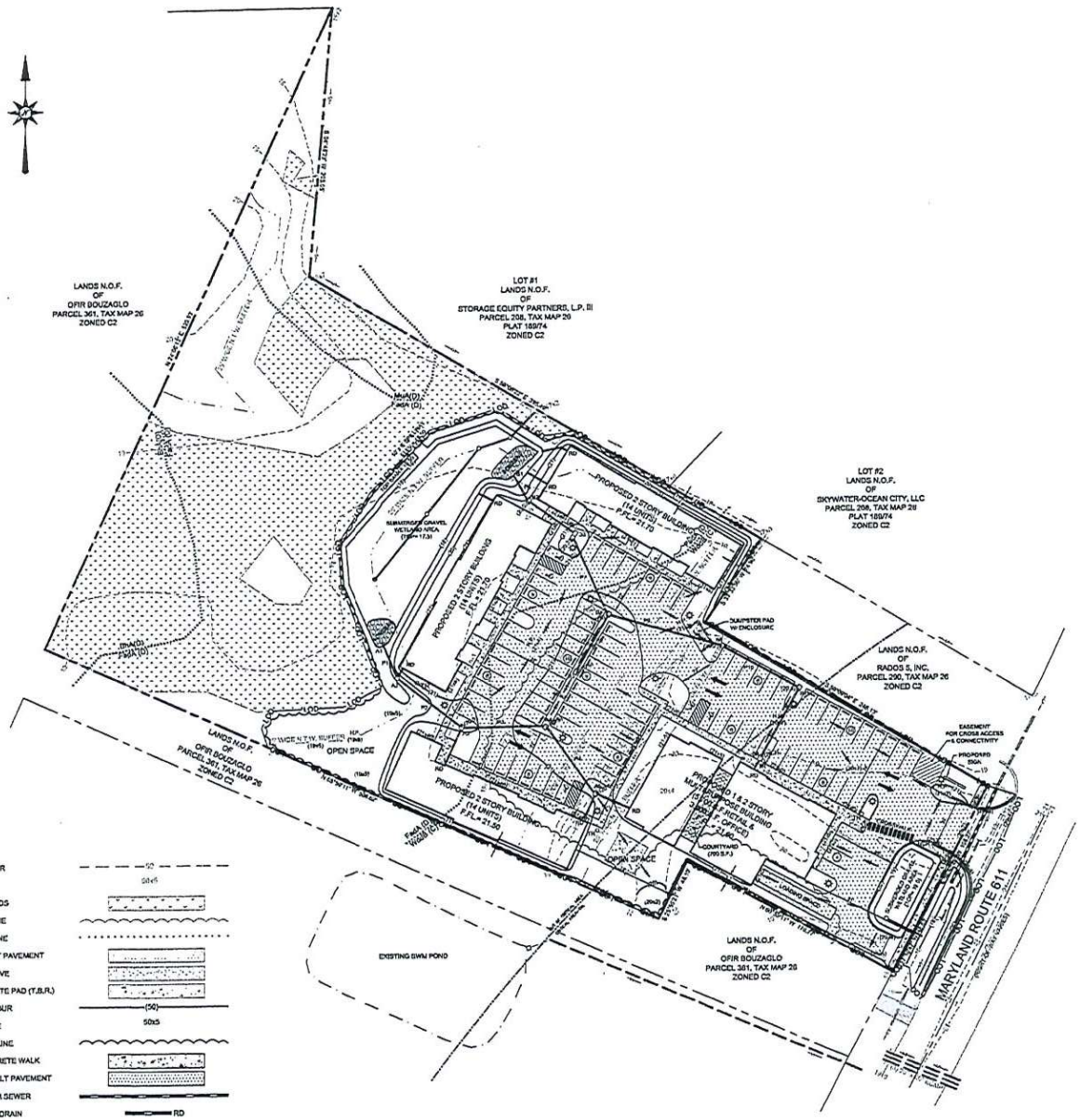
ISSUE DATE: 06/30/2022
REVISIONS:
NO. DATE REVISION

SHEET TITLE:
FLOOR PLANS

SCALE: 1/8" = 1'-0"
CHECKED BY: CHK
DRAWN BY: DRW
ISSUE:
SCHEMATIC DESIGN

SHEET:
A1.0

SEA JOB: <<<PROJECT>>



LEGEND

EXISTING CONTOUR	50
EXISTING GRADE	50x5
EXISTING WETLANDS	
EXISTING TREE LINE	
EXISTING SOILS LINE	
EXISTING ASPHALT PAVEMENT	
EXISTING DIRT DRIVE	
EXISTING CONCRETE PAD (T.B.R.)	
PROPOSED CONTOUR	(50)
PROPOSED GRADE	50x5
PROPOSED TREE LINE	
PROPOSED CONCRETE WALK	
PROPOSED ASPHALT PAVEMENT	
PROPOSED STORM SEWER	
PROPOSED ROOD DRAIN	RD
PROPOSED LIGHTING POLE	
PROPOSED TRASH RECEPTICLE	TR
PROPOSED LIMITS OF DISTURBANCE	LOD LOD LOD

SITE DATA AND NOTES: (CONTINUED)

21. SITE LOT COVERAGE

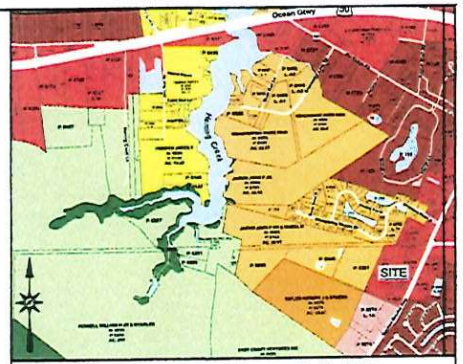
EXISTING	
IMPERVIOUS	5,672 S.F.
PERVIOUS NON-WOODED	52,529 S.F.
PERVIOUS WOODED	133,507 S.F.
PROPOSED	
IMPERVIOUS	72,310 S.F.
PERVIOUS NON-WOODED	43,745 S.F.
PERVIOUS WOODED	75,053 S.F.

22. SITE COVERAGE WITHIN CRITICAL AREA

EXISTING	
IMPERVIOUS	5,004 S.F.
PERVIOUS NON-WOODED	20,492 S.F.
PERVIOUS WOODED	3,833 S.F.
PROPOSED	
IMPERVIOUS	22,029 S.F.
PERVIOUS NON-WOODED	9,320 S.F.
PERVIOUS WOODED	0 S.F.

23. FOREST STAND DELINEATION INFORMATION:

AFFORESTATION THRESHOLD=	0.66 ACS.
CONSERVATION THRESHOLD=	0.55 ACS.
PROPOSED AREA OF DISTURBANCE (NET TRACT)=	1.99 ACS.
PERCENT IN SENSITIVE AREA=	31.7%
PROPOSED FOREST CLEARING=	1.24 ACS.
FOREST CLEARING IN SENSITIVE AREA=	0.35 ACS.
FOREST CLEARING IN NON-TIDAL WETLAND=	0.00 ACS.
FOREST RETENTION ONSITE (NET TRACT)=	1.68 ACS.



LOCATION MAP SCALE: 1" = 1,000'

SITE DATA AND NOTES:

1. TAX PARCEL NO: TAX MAP 26, PARCELS 292 AND 365 (10th DISTRICT, ACT. # 010152 & 011726)
2. OWNER: DIAKONIA, INC. c/o MR. MICHAEL DIPHENDAL, 12747 OLD BRIDGE ROAD, OCEAN CITY, MARYLAND 21842, (410) 726-7016
3. SITE ADDRESS: 9651 STEPHEN DECATUR HIGHWAY, OCEAN CITY, MARYLAND 21842
4. DEED REFERENCE: 6469/274
5. DISTURBED AREA: 2.75 +/- ACS.
6. LAND PLANNER: R. D. HAND & ASSOCIATES, INC. c/o MR. ROBERT D. HAND, 12360 COLLINS ROAD, BISHOPVILLE, MD 21813, (410)352-5623 PHONE
7. CIVIL ENGINEER: CARPENTER ENGINEERING, LLC c/o RONNIE B. CARPENTER, PE, P.O. BOX 3480, OCEAN CITY, MD 21843, (302)436-8745 PHONE, (888)372-2844 FAX
8. CONTRACTOR: T.B.D.
9. TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED ON A FIELD RUN SURVEY CONDUCTED BY GREGORY P. WILKINS SURVEYING, INC.
10. ACCORDING TO FEMA PANELS 2400470180 H, DATED JULY 16, 2015, NO PORTION OF THIS PROPERTY LIES WITHIN THE 100-YEAR FLOOD PLAIN.
11. ACCORDING TO CARPENTER ENGINEERING'S REVIEW OF THE TOPOGRAPHIC SURVEY, THE AREA WITHIN THE LIMITS OF DISTURBANCE DOES NOT CONTAIN AREAS MEETING THE DEFINITION OF STEEP SLOPES.
12. EXISTING ZONING: C-2, GENERAL BUSINESS
13. BULK STANDARDS:

	REQUIRED	PROPOSED
FRONT YARD SETBACK	30'	91'
REAR YARD SETBACK	10'	35'*
SIDE YARD SETBACK	6'	6'
MAXIMUM BUILDING HEIGHT	40'	33'

*DENOTES THAT A WAIVER WAS ISSUED BY THE PLANNING COMMISSION ON SEPTEMBER 1, 2022 TO PERMIT A FLAT ROOF DESIGN AT THIS SITE IN CONTEXT OF THE ARCHITECTURAL DETAILS PRESENTED TO THE PLANNING COMMISSION. THIS LAND PLAN PROPOSES NO MODIFICATION TO THE MAXIMUM BUILDING HEIGHT.

14. ACCORDING TO SUBTITLE IV, SECTION 1-403(B)(10), THIS PROJECT IS EXEMPT FROM THE FOREST CONSERVATION REGULATIONS. SEE SITE DATA AND NOTE ITEM #23.
15. THE NON-TIDAL WETLANDS SHOWN HEREON WERE DELINEATED BY SPENCER ROWE, INC. AND STEVE DAWSON. MDE PERMITS FOR FILLING OF NON-TIDAL WETLAND IMPACTS AND DISTURBANCE OF THE ASSOCIATED NON-TIDAL WETLAND BUFFER SHALL BE OBTAINED PRIOR TO SUBMISSION OF FINAL SITE DEVELOPMENT PLANS.
16. THE CONTRACTOR AND OWNER SHALL PROVIDE SUPERVISION AND CERTIFICATION OF ALL CONSTRUCTION OF STORMWATER MANAGEMENT PRACTICES THAT PROVIDE INFILTRATION AND FILTERING, BY A PROFESSIONAL ENGINEER DULY LICENSED IN THE STATE OF MARYLAND.
17. A PORTION OF THIS SITE LIES WITHIN THE LIMITS OF THE ATLANTIC COASTAL BAYS CRITICAL AREA. THE OVERLAY ZONE IS DESIGNATED AS THE INTENSELY DEVELOPED AREA (IDA.)
18. PARKING DEMAND:

5,700 S.F. OF RETAIL SPACE @ 1 SP / 300 SF = 19 SPACES
3,200 S.F. OF OFFICE SPACE @ 1 SP / 300 SF = 10 SPACES
42 HOUSING UNITS @ 1 SP / UNIT = 42 SPACES

REQUIRED SPACES = 70 SPACES
PARKING PROVIDED = 91 SPACES

19. PARKING AREA BREAKDOWN:

34 SPACES IN COMMERCIAL AREA
INCLUDES 2 H.P. SPACES

57 SPACES IN RESIDENTIAL AREA
INCLUDES 3 H.P. SPACES

20. SEWER DEMAND:
COMMERCIAL SPACE 8,900 S.F. @ 0.05 GAL/SF (RETAIL MOD) = 445 GPD
18 RESIDENTIAL 1 BEDROOM UNITS @ 100 GPD = 1,800 GPD
12 RESIDENTIAL 2 BEDROOM UNITS @ 200 GPD = 2,400 GPD
6 RESIDENTIAL 3 BEDROOM UNITS @ 300 GPD = 1,800 GPD
6 RESIDENTIAL STUDIO UNITS @ 100 GPD = 600 GPD

TOTAL AVERAGE DAILY FLOW = 7,045 GPD (24 EDUS)
PEAK FLOW DEMAND = 20 GPM

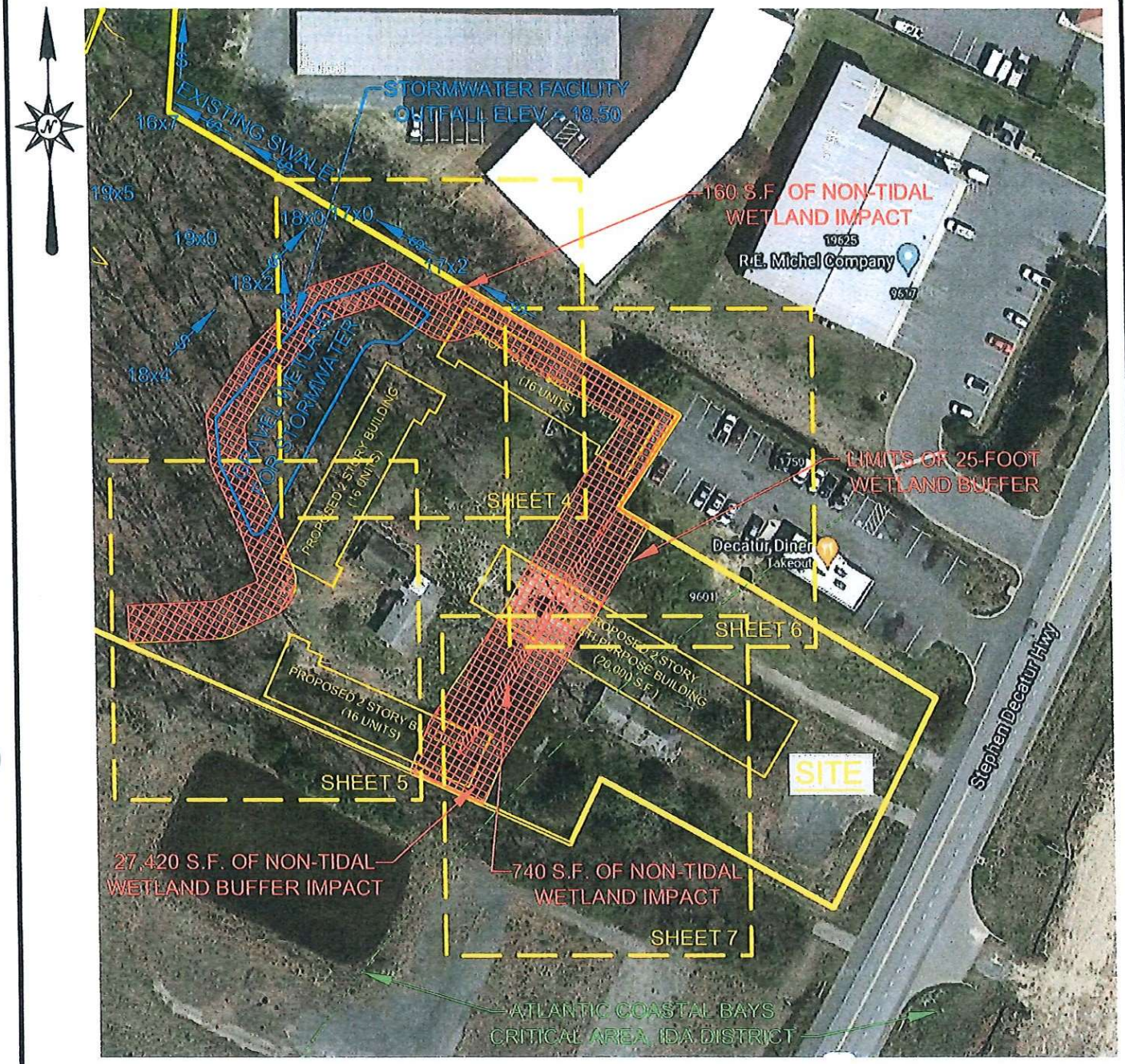
40 20 0 40 80
GRAPHIC SCALE 1" = 40'

NO.	DATE	REVISIONS
1	09-19-2022	PER REVISED ARCHITECTURAL BUILDING
		PLANS AND INCREASE OF OPEN SPACE
2	10-06-2022	PER 09-01-2022 PLANNING COMMISSION MTG.

MAJOR SITE PLAN
PREPARED FOR
DIAKONIA
SITUATED IN: OCEAN CITY, WORCESTER COUNTY, MARYLAND

CARPENTER ENGINEERING, LLC
P.O. Box 3480
Ocean City, Maryland 21843
Tel: (302) 436-8745 Fax: (888) 372-2844
Business Comment Agreement # 1 Comm

DATE: 8/31/2022 SCALE: 1" = 40'
PROJECT: R. CARPENTER DRAWING NO.: 1PRELIM.DGN
CHECKED BY: R. CARPENTER SHEET NO.: SHEET 1 OF XXX



DENOTES NON-TIDAL WETLAND BUFFER IMPACT, 27,420 S.F. TOTAL

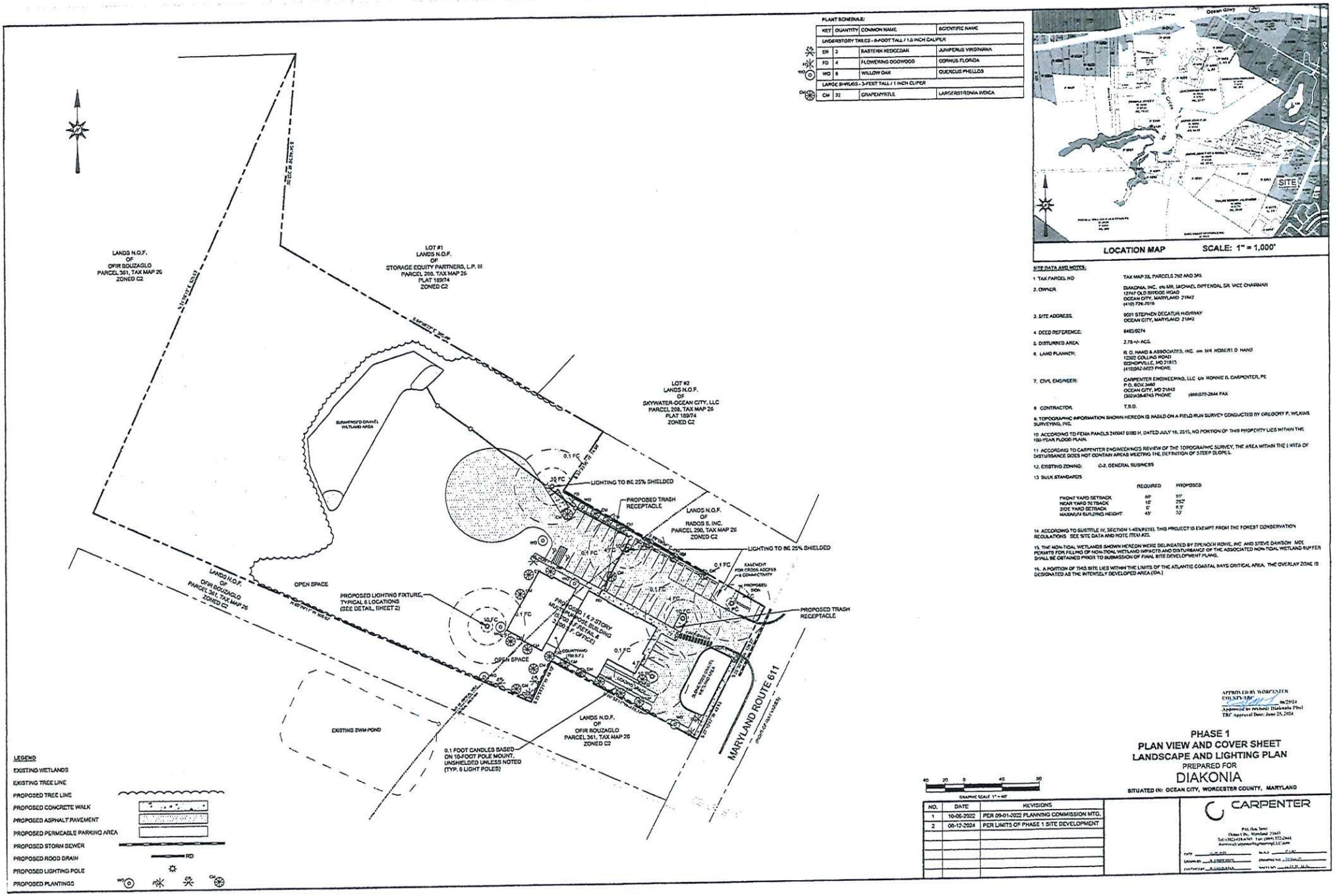
DENOTES NON-TIDAL WETLAND IMPACT, 900 S.F. TOTAL

18x2 DENOTES EXISTING SPOT GRADE AND DIRECTION OF SURFACE RUN-OFF

PLAN TO ACCOMPANY APPLICATION
FOR
NON-TIDAL WETLAND & BUFFER IMPACT
OF
DIAKONIA
ALSO KNOWN AS
PARCELS 292 & 365, TAX MAP 26
OCEAN CITY, WORCESTER COUNTY, MARYLAND

CARPENTER
ENGINEERING, LLC
Professional Civil Engineering Services
P.O. Box 3460
Ocean City, Maryland 21843
Tel: (302) 438-6745 Fax: (888) 372-2844
Ronnie@CarpenterEngineeringLLC.com

DATE	01-11-2022	SCALE	1" = 100'
DRAWN BY	R. CARPENTER	DRAWING NO.	5409-NTW3(Rev1)
CHECKED BY	R. CARPENTER	SHEET NO.	NTW3 OF NTW7



PLANT SCHEDULE:

KEY	QUANTITY	COMMON NAME	SCIENTIFIC NAME
UNDERSTORY TREES - 8-FOOT TALL / 1.5 INCH CALIPER			
EH	3	EASTERN REDCEDAR	JUNIPERUS VIRGINIANA
FD	4	FLOWERING DOGWOOD	CORNUS FLORIDA
WO	8	WILLOW OAK	QUERCUS PHELLOS
LARGE SHRUBS - 3-FEET TALL / 1 INCH CLIPER			
CM	22	CRAPEMYRTLE	LARGERSTROMIA INDICA

LOCATION MAP SCALE: 1" = 1,000'

SITE DATA AND NOTES:

1. TAX PARCEL NO: TAX MAP 26, PARCELS 292 AND 345
2. OWNER: DIAKONIA, INC. c/o MR. MICHAEL DIFFENDAL SR. VICE CHAIRMAN, 12747 OLD BRIDGE ROAD, OCEAN CITY, MARYLAND 21842, (410) 726-7016
3. SITE ADDRESS: 9001 STEPHEN DECATUR HIGHWAY, OCEAN CITY, MARYLAND 21842
4. DEED REFERENCE: 6462/0274
5. DISTURBED AREA: 2.78+/- ACS.
6. LAND PLANNER: R. D. HAND & ASSOCIATES, INC. c/o MR. ROBERT D. HAND, 12302 COLLINS POND, BISHOPVILLE, MD 21813, (410)352-4023 PHONE
7. CIVIL ENGINEER: CARPENTER ENGINEERING, LLC c/o RONNIE B. CARPENTER, PE, P.O. BOX 3480, OCEAN CITY, MD 21843, (302)436-8745 PHONE (888)370-2644 FAX
8. CONTRACTOR: T.B.D.
9. TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED ON A FIELD RUN SURVEY CONDUCTED BY GREGORY P. WILKINS SURVEYING, INC.
10. ACCORDING TO FEMA PANELS 2400470180 H, DATED JULY 16, 2015, NO PORTION OF THIS PROPERTY LIES WITHIN THE 100-YEAR FLOOD PLAIN.
11. ACCORDING TO CARPENTER ENGINEERING'S REVIEW OF THE TOPOGRAPHIC SURVEY, THE AREA WITHIN THE LIMITS OF DISTURBANCE DOES NOT CONTAIN AREAS MEETING THE DEFINITION OF STEEP SLOPES.
12. EXISTING ZONING: C-2, GENERAL BUSINESS
13. BULK STANDARDS

	REQUIRED	PROPOSED
FRONT YARD SETBACK	60'	91'
REAR YARD SETBACK	10'	252'
SIDE YARD SETBACK	0'	6.3'
MAXIMUM BUILDING HEIGHT	45'	32'

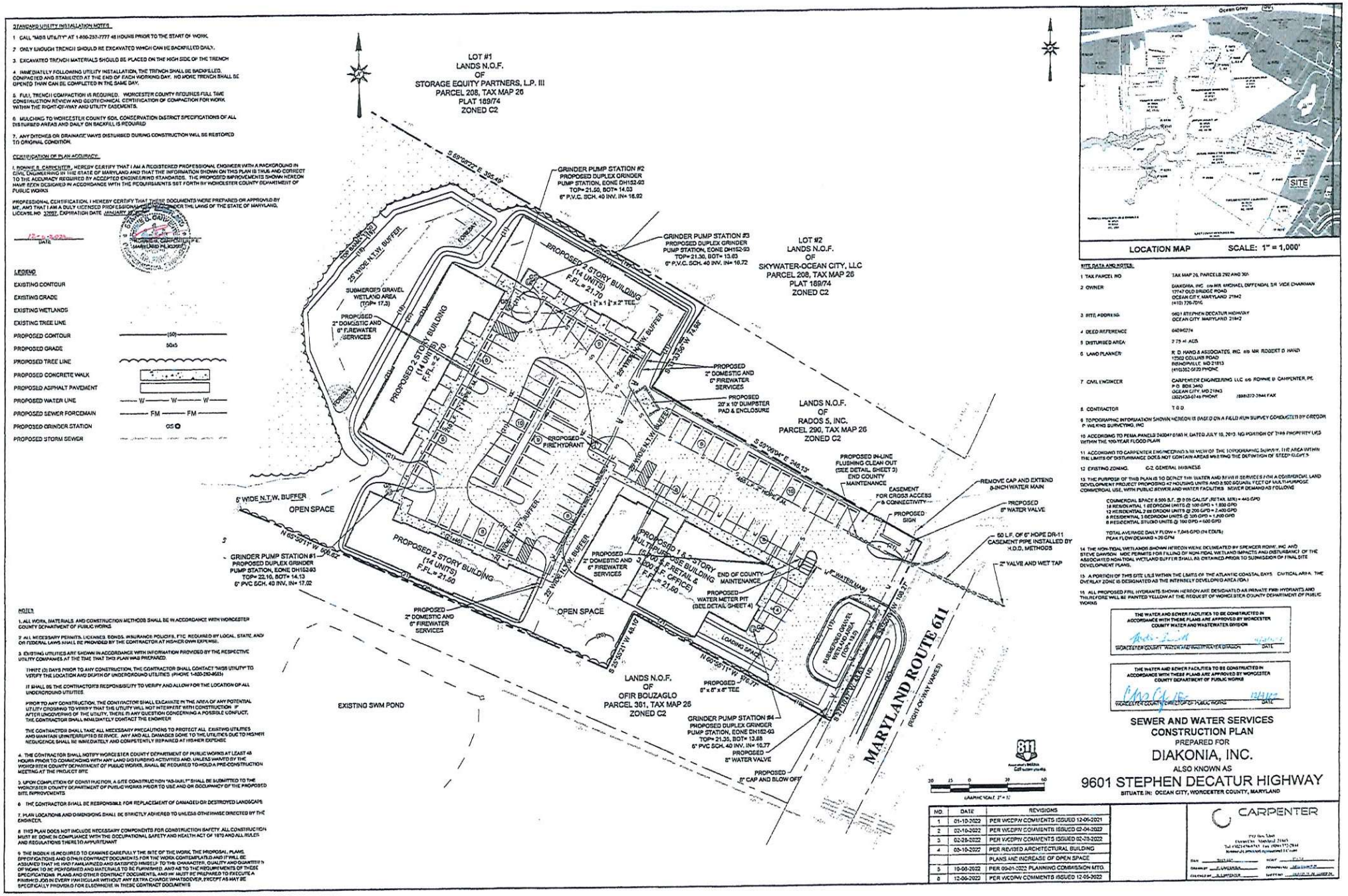
14. ACCORDING TO SUBTITLE IV, SECTION 1-403(B)(15), THIS PROJECT IS EXEMPT FROM THE FOREST CONSERVATION REGULATIONS. SEE SITE DATA AND NOTE ITEM #22.
15. THE NON-TIDAL WETLANDS SHOWN HEREON WERE DELINEATED BY SPENCER ROWE, INC. AND STEVE DAWSON. MDE PERMITS FOR FILLING OF NON-TIDAL WETLAND IMPACTS AND DISTURBANCE OF THE ASSOCIATED NON-TIDAL WETLAND BUFFER SHALL BE OBTAINED PRIOR TO SUBMISSION OF FINAL SITE DEVELOPMENT PLANS.
16. A PORTION OF THIS SITE LIES WITHIN THE LIMITS OF THE ATLANTIC COASTAL BAYS CRITICAL AREA. THE OVERLAY ZONE IS DESIGNATED AS THE INTENSELY DEVELOPED AREA (IDA.)

APPROVED BY WORCESTER COUNTY SRC
Approved as revised: Diakonia Phase 1
TBP Approval Date: June 25, 2024

PHASE 1
PLAN VIEW AND COVER SHEET
LANDSCAPE AND LIGHTING PLAN
PREPARED FOR
DIAKONIA
SITUATED IN: OCEAN CITY, WORCESTER COUNTY, MARYLAND

NO.	DATE	REVISIONS
1	10-06-2022	PER 09-01-2022 PLANNING COMMISSION MTG.
2	08-12-2024	PER LIMITS OF PHASE 1 SITE DEVELOPMENT

CARPENTER



STANDARD UTILITY INSTALLATION NOTES

1. CALL "MISS UTILITY" AT 1-800-257-7777 48 HOURS PRIOR TO THE START OF WORK.
2. ONLY ENOUGH TRENCH SHOULD BE EXCAVATED WHICH CAN BE BACKFILLED DAILY.
3. EXCAVATED TRENCH MATERIALS SHOULD BE PLACED ON THE HIGH SIDE OF THE TRENCH
4. IMMEDIATELY FOLLOWING UTILITY INSTALLATION, THE TRENCH SHALL BE BACKFILLED, COMPACTED AND STABILIZED AT THE END OF EACH WORKING DAY. NO MORE TRENCH SHALL BE OPENED THAN CAN BE COMPLETED IN THE SAME DAY.
5. FULL TRENCH COMPACTION IS REQUIRED. WORCESTER COUNTY REQUIRES FULL TIME CONSTRUCTION REVIEW AND GEOTECHNICAL CERTIFICATION OF COMPACTION FOR WORK WITHIN THE RIGHT-OF-WAY AND UTILITY EASEMENTS.
6. MULCHING TO WORCESTER COUNTY SOIL CONSERVATION DISTRICT SPECIFICATIONS OF ALL DISTURBED AREAS AND DAILY ON BACKFILL IS REQUIRED
7. ANY DITCHES OR DRAINAGE WAYS DISTURBED DURING CONSTRUCTION WILL BE RESTORED TO ORIGINAL CONDITION.

CERTIFICATION OF PLAN ACCURACY:

I, RONNIE B. CARPENTER, HEREBY CERTIFY THAT I AM A REGISTERED PROFESSIONAL ENGINEER WITH A PACKGROUND IN CIVIL ENGINEERING IN THE STATE OF MARYLAND AND THAT THE INFORMATION SHOWN ON THIS PLAN IS TRUE AND CORRECT TO THE ACCURACY REQUIRED BY ACCEPTED ENGINEERING STANDARDS. THE PROPOSED IMPROVEMENTS SHOWN HEREON HAVE BEEN DESIGNED IN ACCORDANCE WITH THE REQUIREMENTS SET FORTH BY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS

PROFESSIONAL CERTIFICATION. I HEREBY CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME, AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MARYLAND, LICENSE NO. 32097, EXPIRATION DATE JANUARY 31, 2023

12-9-2022
DATE

RONNIE B. CARPENTER
32097
REGISTERED PROFESSIONAL ENGINEER
CARPENTER, CORPORATION, P.E.
MARYLAND PE, #32097

LEGEND

EXISTING CONTOUR	
EXISTING GRADE	
EXISTING WETLANDS	
EXISTING TREE LINE	
PROPOSED CONTOUR	(50)
PROPOSED GRADE	50x5
PROPOSED TREE LINE	
PROPOSED CONCRETE WALK	
PROPOSED ASPHALT PAVEMENT	
PROPOSED WATER LINE	W W W
PROPOSED SEWER FORCEMAIN	FM FM
PROPOSED GRINDER STATION	GS
PROPOSED STORM SEWER	

NOTES:

1. ALL WORK, MATERIALS AND CONSTRUCTION METHODS SHALL BE IN ACCORDANCE WITH WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS
2. ALL NECESSARY PERMITS, LICENSES, BONDS, INSURANCE POLICIES, ETC. REQUIRED BY LOCAL, STATE, AND OR FEDERAL LAWS SHALL BE PROVIDED BY THE CONTRACTOR AT HIS/HER OWN EXPENSE.
3. EXISTING UTILITIES ARE SHOWN IN ACCORDANCE WITH INFORMATION PROVIDED BY THE RESPECTIVE UTILITY COMPANIES AT THE TIME THAT THIS PLAN WAS PREPARED.

   THREE (3) DAYS PRIOR TO ANY CONSTRUCTION, THE CONTRACTOR SHALL CONTACT "MISS UTILITY" TO VERIFY THE LOCATION AND DEPTH OF UNDERGROUND UTILITIES (PHONE 1-800-257-7777)

   IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY AND ALLOW FOR THE LOCATION OF ALL UNDERGROUND UTILITIES.

   PRIOR TO ANY CONSTRUCTION, THE CONTRACTOR SHALL EXCAVATE IN THE AREA OF ANY POTENTIAL UTILITY CROSSING TO VERIFY THAT THE UTILITY WILL NOT INTERFERE WITH CONSTRUCTION. IF AFTER UNCOVERING OF THE UTILITY, THERE IS ANY QUESTION CONCERNING A POSSIBLE CONFLICT, THE CONTRACTOR SHALL IMMEDIATELY CONTACT THE ENGINEER.

   THE CONTRACTOR SHALL TAKE ALL NECESSARY PRECAUTIONS TO PROTECT ALL EXISTING UTILITIES AND MAINTAIN UNINTERRUPTED SERVICE. ANY AND ALL DAMAGES DONE TO THE UTILITIES DUE TO HIS/HER NEGLIGENCE, SHALL BE IMMEDIATELY AND COMPLETELY REPAIRED AT HIS/HER EXPENSE
4. THE CONTRACTOR SHALL NOTIFY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS AT LEAST 48 HOURS PRIOR TO COMMENCING WITH ANY LAND DISTURBING ACTIVITIES AND, UNLESS WAIVED BY THE WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS, SHALL BE REQUIRED TO HOLD A PRE-CONSTRUCTION MEETING AT THE PROJECT SITE
5. UPON COMPLETION OF CONSTRUCTION, A SITE CONSTRUCTION "AS-BUILT" SHALL BE SUBMITTED TO THE WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS PRIOR TO USE AND OR OCCUPANCY OF THE PROPOSED SITE IMPROVEMENTS
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR REPLACEMENT OF DAMAGED OR DESTROYED LANDSCAPE
7. PLAN LOCATIONS AND DIMENSIONS SHALL BE STRICTLY ADHERED TO UNLESS OTHERWISE DIRECTED BY THE ENGINEER.
8. THIS PLAN DOES NOT INCLUDE NECESSARY COMPONENTS FOR CONSTRUCTION SAFETY. ALL CONSTRUCTION MUST BE DONE IN COMPLIANCE WITH THE OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970 AND ALL RULES AND REGULATIONS THERETO APPURTENANT
9. THE BIDDER IS REQUIRED TO EXAMINE CAREFULLY THE SITE OF THE WORK, THE PROPOSAL, PLANS, SPECIFICATIONS AND OTHER CONTRACT DOCUMENTS FOR THE WORK CONTEMPLATED AND IT WILL BE ASSUMED THAT HE HAD FAMILIARIZED AND SATISFIED HIMSELF TO THE CHARACTER, QUALITY AND QUANTITIES OF WORK TO BE PERFORMED AND MATERIALS TO BE FURNISHED, AND AS TO THE REQUIREMENTS OF THESE SPECIFICATIONS, PLANS AND OTHER CONTRACT DOCUMENTS, AND HE MUST BE PREPARED TO EXECUTE A FINISHED JOB IN EVERY PARTICULAR WITHOUT ANY EXTRA CHARGE WHATSOEVER, EXCEPT AS MAY BE SPECIFICALLY PROVIDED FOR ELSEWHERE IN THESE CONTRACT DOCUMENTS

SITE DATA AND NOTES:

1 TAX PARCEL NO	TAX MAP 26, PARCELS 292 AND 361
2 OWNER	DIAKONIA, INC c/o MR. MICHAEL DIFFENDAL SR. VICE CHAIRMAN 17747 OLD BRIDGE ROAD OCEAN CITY, MARYLAND 21842 (410) 726-7016
3 SITE ADDRESS	9601 STEPHEN DECATUR HIGHWAY OCEAN CITY MARYLAND 21842
4 DEED REFERENCE	6426/274
5 DISTURBED AREA	2.79 +/- ACS
6 LAND PLANNER	R. D. HAND & ASSOCIATES, INC. c/o MR. ROBERT D. HAND 12320 COLLIER ROAD BISHOPVILLE, MD 21813 (410)352-6720 PHONE
7 CIVIL ENGINEER	CARPENTER ENGINEERING, LLC c/o RONNIE B. CARPENTER, PE P.O. BOX 3492 OCEAN CITY, MD 21843 (302)436-6746 PHONE (888)372-2944 FAX
8 CONTRACTOR	T.B.D.

9. TOPOGRAPHIC INFORMATION SHOWN HEREON IS BASED ON A FIELD RUN SURVEY CONDUCTED BY GREGORY P. WILKINS SURVEYING, INC
10. ACCORDING TO FEMA PANEL# 2400470160 H, DATED JULY 16, 2015 NO PORTION OF THIS PROPERTY LIES WITHIN THE 100-YEAR FLOOD PLAIN
11. ACCORDING TO CARPENTER ENGINEERING'S REVIEW OF THE TOPOGRAPHIC SURVEY, THE AREA WITHIN THE LIMITS OF DISTURBANCE DOES NOT CONTAIN AREAS MEETING THE DEFINITION OF STEEP SLOPES
12. EXISTING ZONING: C-2 GENERAL BUSINESS
13. THE PURPOSE OF THIS PLAN IS TO DEPICT THE WATER AND SEWER SERVICES FOR A COMMERCIAL LAND DEVELOPMENT PROJECT PROPOSING 42 HOUSING UNITS AND 8,500 SQUARE FEET OF MULTI-PURPOSE COMMERCIAL USE, WITH PUBLIC SEWER AND WATER FACILITIES. WATER DEMAND AS FOLLOWS:

    COMMERCIAL SPACE 8,500 S.F. @ 0.05 GAL/SF (RETAIL & OFFICE) = 445 GPD
    14 RESIDENTIAL 1 BEDROOM UNITS @ 100 GPD = 1,800 GPD
    12 RESIDENTIAL 2 BEDROOM UNITS @ 200 GPD = 2,400 GPD
    6 RESIDENTIAL 3 BEDROOM UNITS @ 300 GPD = 1,200 GPD
    6 RESIDENTIAL STUDIO UNITS @ 100 GPD = 600 GPD)

    TOTAL AVERAGE DAILY FLOW = 7,045 GPD (14 EDU'S)
    PEAK FLOW DEMAND = 20 GPM
14. THE NON-TIDAL WETLANDS SHOWN HEREON WERE DELINEATED BY SPENCER ROWE, INC. AND STEVE DAWSON. MDE PERMITS FOR FILLING OF NON-TIDAL WETLAND IMPACTS AND DISTURBANCE OF THE ASSOCIATED NON-TIDAL WETLAND BUFFER SHALL BE OBTAINED PRIOR TO SUBMISSION OF FINAL SITE DEVELOPMENT PLANS.
15. A PORTION OF THIS SITE LIES WITHIN THE LIMITS OF THE ATLANTIC COASTAL BAYS CRITICAL AREA. THE OVERLAY ZONE IS DESIGNATED AS THE INTENSELY DEVELOPED AREA (IDA)
16. ALL PROPOSED FIRE HYDRANTS SHOWN HEREON ARE DESIGNATED AS PRIVATE FIRE HYDRANTS AND THEREFORE WILL BE PAINTED YELLOW AT THE REQUEST OF WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS

THE WATER AND SEWER FACILITIES TO BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER COUNTY WATER AND WASTEWATER DIVISION

WORCESTER COUNTY WATER AND WASTEWATER DIVISION — DATE

THE WATER AND SEWER FACILITIES TO BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS

WORCESTER COUNTY DIRECTOR OF PUBLIC WORKS — DATE

SEWER AND WATER SERVICES CONSTRUCTION PLAN

PREPARED FOR

DIAKONIA, INC.

ALSO KNOWN AS

9601 STEPHEN DECATUR HIGHWAY

SITUATE IN: OCEAN CITY, WORCESTER COUNTY, MARYLAND

NO.	DATE	REVISIONS
1	01-10-2022	PER WCDPW COMMENTS ISSUED 12-06-2021
2	02-10-2022	PER WCDPW COMMENTS ISSUED 02-04-2022
3	02-28-2022	PER WCDPW COMMENTS ISSUED 02-23-2022
4	03-10-2022	PER REVISED ARCHITECTURAL BUILDING PLANS AND INCREASE OF OPEN SPACE
5	10-06-2022	PER 09-01-2022 PLANNING COMMISSION MTG.
6	12-06-2022	PER WCDPW COMMENTS ISSUED 12-05-2022

CARPENTER

SECTION: GRINDER PUMP STATIONS

1.0 General

1.01 GENERAL DESCRIPTION: The MANUFACTURER shall furnish complete factory built and tested fixed plant type grinder pump station(s), each consisting of a grinder pump (are suitably mounted on an integral stand of stainless steel, tank, electrical quick disconnect (NEMA 6P), pump removal harness, discharge assembly/shut-off valve, anti-siphon valve/check valve assembly, electrical alarm assembly and all necessary internal wiring and controls. For ease of serviceability, all pump motor/grinder units shall be of the type and horsepower throughout the system.

1.02 SUBMITTALS. After receipt of notice to proceed, the MANUFACTURER shall furnish a minimum of six sets of shop drawings detailing the equipment to be furnished including dimensional data and materials of construction. The ENGINEER shall promptly review this data, and return two copies as accepted, or with requested modifications. Upon receipt of accepted shop drawings, the MANUFACTURER shall proceed immediately with fabrication of the equipment.

1.03 MANUFACTURER: Grinder pump stations, complete with all appurtenances, form an integral system, and as such, shall be supplied by one grinder pump station manufacturer. The CONTRACTOR shall be responsible for the satisfactory operation of the entire system. The equipment specified shall be a product of a company experienced in the design and manufacture of grinder pumps for specific use in low pressure sewage systems. The company shall submit detailed installation and user instructions for its product, submit evidence of an established service program including complete parts and service manuals, and be responsible for maintaining a continuing inventory of grinder pump replacement parts. The MANUFACTURER shall provide, upon request, a reference and contact list from ten of its largest contiguous grinder pump installations of the type of grinder pumps described within this specification.

The MANUFACTURER of the grinder pump station shall be Environment One Corporation (or Proposed Alternate).

Attention is directed to the fact that the drawings and overall system design are based on a particular piece of equipment from a particular manufacturer. These specifications are intended to provide guidelines for standard equipment of a recognized manufacturer who already meets all the requirements of this specification.

1.03a ALTERNATE EQUIPMENT: In the event that the CONTRACTOR or another supplier proposes an Alternate to the specified MANUFACTURER, the ENGINEER recognizes that it will be difficult to conform to certain details of this Specification due to different manufacturing techniques or grinder pump station designs. If proposing an Alternate, the CONTRACTOR (supplier) must submit, no less than 15 business days in advance of the bid date, a complete description of any changes that will be necessary to the system design, a complete submittal package as outlined in Section 1.02 SUBMITTALS, a system hydraulic analysis based on the proposed pump (including pipe sizes, flows, velocities, retention times and number and location of recommended valves and cleanouts, if any), a set of exceptions to this specification, and demonstration of compliance to Section 1.04 EXPERIENCE CLAUSE of this specification. The CONTRACTOR (supplier) must also complete the Manufacturer Disclosure Statement found at the end of the specification. This information must be submitted to the ENGINEER for pre-approval of the alternate equipment being proposed and determination of compliance with these Contract Documents. If the equipment differs materially or differs from the dimensions given on the Drawings, the CONTRACTOR (supplier) shall submit complete drawings showing elevations, dimensions, or any necessary changes to the Contract Documents for the proposed equipment and its installation. Pre-approval, if granted, will be provided in writing by the Engineer to the Contractor (supplier) at least five business days in advance of the bid date. If the ENGINEER'S approval is obtained for Alternate Equipment, the Contractor (supplier) must make any needed changes in the structures, system design, piping or electrical systems necessary to accommodate the proposed equipment at the expense of the Contractor (supplier).

1.04 EXPERIENCE CLAUSE: The equipment furnished hereunder shall be the product of a company experienced in the design and manufacture of grinder pumps specifically designed for use in low pressure systems. All manufacturers proposing equipment for this project shall have at least 10 years of experience in the design and manufacture of units of identical size(s) and performance to the specified units. All manufacturers proposing equipment for this project must also have not less than 500 successful installations of low pressure sewer systems utilizing grinder pumps of the type to the grinder pumps specified herein. An installation is defined as a minimum of 25 pumps discharging into a common force main which forms a low pressure sewer system. The contractor (supplier) proposing alternate equipment shall also submit, as part of the bid schedule, an installation list with contact person(s), phone number(s) and date(s) of at least 10 installations of the type of pump specified herein that have been in operation for at least 10 years.

In lieu of this experience clause, the contractor (supplier) of alternate equipment will be required to submit a 5 year performance bond for 100 percent of the stipulated cost of the equipment as bid and as shown in the Bid Schedule. This performance bond will be used to guarantee the replacement of the equipment in the event that it fails within the bond period.

1.05 OPERATING CONDITIONS. The pumps shall be capable of delivering 15 GPM against a rated total dynamic head of 0 feet (0 PSIG), 11 GPM against a rated total dynamic head of 92 feet (40 PSIG), and 7.8 GPM against a rated total dynamic head of 185 feet (80 PSIG). The pump(s) must also be capable of operating at negative total dynamic head without overloading the motor(s). Under no conditions shall in-line piping or valving be allowed to create a false apparent head.

1.06 WARRANTY. The grinder pump MANUFACTURER shall provide a part(s) and labor warranty on the complete station and accessories, including, but not limited to, the panel for a period of 24 months after notice of OWNER'S acceptance, but no greater than 27 months after receipt of shipment. Any manufacturing defects found during the warranty period will be reported to the MANUFACTURER by the OWNER and will be corrected by the MANUFACTURER at no cost to the OWNER.

1.07 WARRANTY PERFORMANCE CERTIFICATION: As a bid certification requirement, each bidder shall provide with their bid submittal a Warranty Performance Certification statement executed by the most senior executive officer of the grinder pump MANUFACTURER, which certifies a minimum of a 24-month warranty. They must further detail any exclusions from the warranty or additional cost items required to maintain the equipment in warrantable condition, including all associated labor and shipping fees, and certify that the MANUFACTURER will bear all costs to correct any original equipment deficiency for the allocated period of the warranty. All preventive maintenance type requirements shall be included in the form as exclusions. These requirements include, but are not limited to, cleaning of grinder mechanism, periodic motor maintenance, and periodic cleaning of liquid level controls. Should the CONTRACTOR (supplier) elect to submit a performance bond in lieu of the experience clause outlined above, this Warranty Performance Certification shall also be used as a measure to evaluate the CONTRACTOR'S (supplier's) performance over the warranty period. A Warranty Performance Certification form is included with the bid schedule and must be completed and submitted as part of the bid package. Bids with incomplete forms or missing forms will be considered nonresponsive.

2.0 PRODUCT

2.01 PUMP. The pump shall be a custom designed, integral, vertical rotor, motor driven, solids handling pump of the progressing cavity type with a single mechanical seal. Double radial O-ring seals are required at all casting joints to minimize corrosion and create a protective barrier. All pump castings shall be cast iron, fully epoxy coated to 8-10 mil nominal dry thickness, wet applied. The rotor shall be through hardened, highly polished, precipitation hardened stainless steel. The stator shall be of a specifically compounded ethylene propylene synthetic elastomer. This material shall be suitable for domestic wastewater service. Its physical properties shall include high tear and abrasion resistance, grease resistance, water and detergent resistance, temperature stability, excellent aging properties, and outstanding wear resistance. Buna-N is not acceptable as a stator material because it does not exhibit the properties as outlined above and required for wastewater service.

2.02 GRINDER. The grinder shall be placed immediately below the pumping elements and shall be direct driven by a single, one-piece motor shaft. The grinder impeller (cutter wheel) assembly shall be securely fastened to the pump motor shaft by means of a threaded connection attaching the grinder impeller to the motor shaft. Attachment by means of pins or keys will not be acceptable. The grinder impeller shall be a one-piece, 4140 cutter wheel of the rotating type with inductively hardened cutter teeth. The cutter teeth shall be inductively hardened to Rockwell 50 - 60c for abrasion resistance. The stationary ring shall be of the stationary type and the material shall be white cast iron. The teeth shall be ground into the material to achieve effective grinding. The shredder ring shall have a staggered tooth pattern with only one edge engaged at a time, maximizing the cutting forces. These materials have been chosen for their capacity to perform in the intended environment as they are materials with wear and corrosion resistant properties.

This assembly shall be dynamically balanced and operate without objectionable noise or vibration over the entire range of recommended operating pressures. The grinder shall be constructed so as to minimize clogging and jamming under all normal operating conditions including starting. Sufficient vortex action shall be created to scour the tank free of deposits or sludge banks which would impair the operation of the pump. These requirements shall be accomplished by the following, in conjunction with the pump:

1. The grinder shall be positioned in such a way that solids are fed in an upward flow direction.

2. The maximum flow rate through the cutting mechanism must not exceed 4 feet per second. This is a critical design element to minimize jamming and as such must be adhered to.

3. The inlet shroud shall have a diameter of no less than 5 inches. Inlet shrouds that are less than 5 inches in diameter will not be accepted due to their inability to maintain the specified 4 feet per second maximum inlet velocity which by design prevents unnecessary jamming of the cutter mechanism and minimizes blinding of the pump by large objects that block the inlet shroud.

4. The impeller mechanism must rotate at a nominal speed of no greater than 1800 rpm.

The grinder shall be capable of reducing all components in normal domestic sewage, including a reasonable amount of "foreign objects," such as paper, wood, plastic, glass, wipes, rubber and the like, to finely-divided particles which will pass freely through the passages of the pump and the 1-1/4" diameter stainless steel discharge piping.

2.03 ELECTRIC MOTOR. As a maximum, the motor shall be a 1 HP, 1725 RPM, 240 Volt 60 Hertz, 1 Phase, capacitor start, ball bearing, air cooled induction type with Class F insulation, low starting current not to exceed 30 amperes and high starting torque of 8.4 foot pounds. The motor shall be press-fit into the casting for better heat transfer and longer winding life. Inherent protection against running overloads or locked rotor conditions for the pump motor shall be provided by the use of an automatic-reset, integral thermal overload protector incorporated into the motor. This motor protector combination shall have been specifically investigated and listed by Underwriters Laboratories, Inc., for the application. Non-capacitor start motors or permanent split capacitor motors will not be accepted because of their reduced starting torque and consequent diminished grinding capability. The wet portion of the motor armature must be 300 Series stainless. To reduce the potential of environmental concerns, the expense of handling and disposing of oil, and the associated maintenance costs, oil-filled motors will not be accepted.

2.04 MECHANICAL SEAL. The pump/core shall be provided with a mechanical shaft seal to prevent leakage between the motor and pump. The seal shall have a stationary ceramic seat and carbon rotating surface with faces precision lapped and held in position by a stainless steel spring.

2.05 TANK. Polyethylene Construction. The tank shall be a wetwell design made of high density polyethylene of a grade selected for environmental stress cracking resistance. Corrugated sections are to be made of a double wall construction with the internal wall being generally smooth to promote scouring. The corrugations of the outside wall are to be a minimum amplitude of 1 1/2" to provide necessary transverse stiffness. Any incidental sections of a single wall construction are to be a minimum .250" thick. All seams created during tank construction are to be thermally welded and factory tested for leak tightness. The tank wall and bottom must withstand the pressure exerted by saturated soil loading at maximum burial depth. All station components must function normally when exposed to maximum external soil and hydrostatic pressure.

The tank shall be equipped with a PVC vent flange to accept a 2" DWV (Schedule 40) vent pipe. The vent pipe shall extend above the projected flood level and shall include a 180-degree "U" bend on the end to prevent infiltration. The termination of this 180-degree U bend shall be 2" Male NPT threads to accept the factory provided bug screen and 2" NPT nut. This vent plus U bend shall be supplied by the CONTRACTOR. A galvanized, stainless steel screen and 2" NPT nut, provided by the manufacturer, shall be threaded onto the end of the 180-degree U bend to prevent the vent from becoming obstructed.

The accessway shall include a single NEMA 6P Electrical Quick Disconnect (EQD) for all power and control functions, factory installed with accessory penetrations warranted by the manufacturer to be watertight. The accessway shall also be vented to prevent sewage gases from accumulating in the tank.

Tank heights shall be as shown in the contract drawings.

2.06 DISCHARGE HOSE AND DISCONNECT/VALVE: All discharge fittings and piping shall be constructed of polypropylene, EPDM or PVC. The discharge hose assembly shall include a shut-off valve rated for 200 psi WOG and a quick disconnect feature to simplify installation and pump removal. The bulkhead penetration shall be factory installed and warranted by the manufacturer to be watertight.

2.07 ELECTRICAL QUICK DISCONNECT: The grinder pump core shall include a factory-installed NEMA 6P electrical quick disconnect (EQD) for all power and control functions. The EQD will be supplied with 32', 25' of useable, electrical supply cable (ESC) to connect to the alarm panel. The EQD shall require no tools for assembly, seal against water before the electrical connection is made, and include radial seals to assure a watertight seal regardless of tightening torque. Plug-type connections of the power cable onto the pump housing will not be acceptable due to the potential for leaks and electrical shorts. Junction boxes are not acceptable due to the large number of potential leak points. The EQD shall be so designed to be conducive to field wiring as required.

2.08 CHECK VALVE. The pump discharge shall be equipped with a factory installed, gravity operated, flapper type integral check valve built into the discharge piping. The check valve will provide a full ported passageway when open, and shall introduce a friction loss of less than 6 inches of water at maximum rated flow. Moving parts will be made of a 300 Series stainless steel and fabric reinforced synthetic elastomer to ensure corrosion resistance, dimensional stability, and fatigue strength. A nonmetallic hinge shall be an integral part of the flapper assembly providing a maximum degree of freedom to ensure seating even at a very low back-pressure. The valve body shall be an injection molded part made of an engineered thermoplastic resin. The valve shall be rated for continuous operating pressure of 235 psi. Ball-type check valves are unacceptable due to their limited sealing capacity in slurry applications.

2.09 ANTI-SIPHON VALVE: The pump discharge shall be equipped with a factory installed, gravity operated, flapper type integral anti-siphon valve built into the discharge piping. Moving parts will be made of 300 Series stainless steel and fabric reinforced synthetic elastomer to ensure corrosion resistance, dimensional stability, and fatigue strength. A nonmetallic hinge shall be an integral part of the flapper assembly, providing a maximum degree of freedom to ensure proper operation even at a very low pressure. The valve body shall be injection molded from an engineered thermoplastic resin. Holes or ports in the discharge piping are not acceptable anti-siphon devices due to their tendency to clog from the solids in the slurry being pumped. The anti-siphon port diameter shall be no less than 60% of the inside diameter of the pump discharge piping.

2.10 CORE UNIT: The grinder pump station shall have an easily removable core assembly containing pump, motor, grinder, all motor controls, check valve, anti-siphon valve, electrical quick disconnect and wiring. The watertight integrity of the core unit shall be established by a 100% factory test at a minimum of 5 PSIG.

2.11 CONTROLS: All necessary motor starting controls shall be located in the cast iron enclosure of the core unit secured by stainless steel fasteners. Locating motor starting controls in a plastic enclosure is not acceptable. Wastewater level sensing controls shall be housed in a separate enclosure from motor starting controls. Level sensor housing must be sealed via a radial type seal; solvents, or glues are not acceptable. Level sensing control housing must be integrally attached to pump assembly so that it may be removed from the station with the pump and in such a way as to minimize the potential for the accumulation of grease and debris accumulation, etc. Level sensing housing must be a high-impact thermoplastic copolymer over-molded with a thermoplastic elastomer. The use of PVC for the level sensing housing is not acceptable.

Non-fouling wastewater level controls for controlling pump operation shall be accomplished by monitoring the pressure changes in an integral air column connected to a pressure switch. The air column shall be integrally molded from a thermoplastic elastomer suitable for use in wastewater and with excellent impact resistance. The air column shall have only a single connection between the water level being monitored and the pressure switch. Any connections are to be radial sealed with redundant O-rings. The level detection device shall have no moving parts in direct contact with the wastewater and shall be integral to the pump core assembly in a single, readily exchanged unit. Depressing the push to run button must operate the pump even with the level sensor housing removed from the pump.

All fasteners throughout the assembly shall be 300 Series stainless steel. High level sensing will be accomplished in the manner detailed above by a separate air column sensor and pressure switch of the same type. Closure of the high level sensing device will energize an alarm circuit as well as a redundant pump-on circuit. For reasons of reliability, pump ON/OFF and high level alarm functions shall not be controlled by the same switch. Float switches of any kind, including float trees, will not be accepted due to the periodic need to maintain (untangling, cleaning) such devices and their tendency to malfunction because of incorrect wiring, tangling, grease buildup, and mechanical cord fatigue. To assure reliable operation of the pressure switches, each core shall be equipped with a factory installed equalizer diaphragm that compensates for any atmospheric pressure or temperature changes. Tube or piping runs outside of the station tank or into tank-mounted junction boxes providing pressure switch equalization will not be permitted due to their susceptibility to condensation, kinking, pinching, and insect infestation. The grinder pump will be furnished with a 6 conductor 14 gauge, type SJOW cable, pre-wired and watertight to meet UL requirements with a FACTORY INSTALLED NEMA 6P EQD half attached to it.

2.12 Stainless Steel Curb Stop/Check Valve Assembly (UNI-LATERAL): The curb stop shall be pressure tight in both directions. The ball valve actuator shall include position stop features at the fully opened and closed positions. The curb stop/check valve assembly shall be designed to withstand a working pressure of 235 psi.

The stainless steel check valve shall be integral with the curb stop valve. The check valve will provide a full ported 1 1/4" passageway and shall introduce minimal friction loss at maximum rated flow. The flapper hinge design shall provide a maximum degree of freedom and ensure seating at low back pressure.

Engineered Thermoplastic Fittings - All plastic fitting components are to be in compliance with applicable ASTM standards.

All pipe connections shall be made using compression fitting connections including a Buna-N O-ring for sealing to the outside diameter of the pipe. A split collet locking device shall be integrated into all pipe connection fittings to securely restrain the pipe from hydraulic pressure and external loading caused by shifting and settling.

Curb Boxes - Curb boxes shall be constructed of ABS, conforming to ASTM-D 1788. Lid top casing shall be cast iron, conforming to ASTM A-48 Class 25, providing magnetic detectability, and be painted black. All components shall be inherently corrosion-resistant to ensure durability in the ground. Curb boxes shall provide height adjustment downward (shorter) from their nominal height.

High Density Polyethylene Pipe (Supplied by others) - Pipe shall be have a working pressure of 100 psi minimum and shall be classified SDR per ASTM D 3035.

Pipe Dimensions - The SDR (Standard Dimension Ratio) of the pipe supplied shall be as specified by the SPECIFYING ENGINEER. SDR 7, 9 and 11 fittings are available from the manufacturer.

Factory Test - The stainless steel combination curb stop/check valve component shall be 100 percent hydrostatically tested to 150 psi in the factory.

Construction Practices - Pipe shall be stored on clean, level ground to prevent undue scratching or gouging of the pipe. If the pipe must be stacked for storage, such stacking should be in accordance with the pipe manufacturer's recommendations. The pipe should be handled in such a manner that it is not damaged by being dragged over sharp objects or cut by chokers or lifting equipment.

Segments of pipe having cuts or gouges in excess of 10 percent of the wall thickness of the pipe shall be cut out and removed. The undamaged portions of the pipe shall be rejoined using the butt fusion joining method. Sections of polyethylene pipe should be joined into continuous lengths on the job site above ground. The joining method shall be the butt fusion method and shall be performed in strict accordance with the pipe manufacturer's recommendations. The butt fusion equipment used in the joining procedure shall be capable of meeting all conditions recommended by the pipe manufacturer, including, but not limited to, fusion temperature, alignment, and fusion pressure.

Fused segments of pipe shall be handled so as to avoid damage to the pipe. When lifting fused sections of pipe, chains or cable-type chokers should be avoided. Nylon slings are preferred. Spreader bars should be used when lifting long, fused sections. Care should be exercised to avoid cutting or gouging the pipe.

Installation - Assemble the compression fittings according to the fitting manufacturer's recommendations.

The trench and trench bottom should be constructed in accordance with ASTM D 2321. Embedment materials should be Class I, Class II or Class III materials as defined in ASTM D 2321. The use of Class IV and/or Class V materials for embedment is not recommended and should be allowed only with the approval of the SPECIFYING ENGINEER. Bedding of the pipe should be performed in accordance with ASTM D 2321. Compaction should be as specified in ASTM D 2321. Deviations from the specified compaction shall be approved by the SPECIFYING ENGINEER.

Haunching and initial backfill should be as specified in ASTM D 2321 using Class I, Class II or Class III materials. Materials used and compaction shall be as specified by the SPECIFYING ENGINEER. In cases where a compaction of 85 percent Standard Proctor Density is not attainable, the SPECIFYING ENGINEER may wish to increase the SDR of the pipe to provide adequate stiffness. ASTM D 2321 sections titled "Minimum Cover for Load Application," "Use of Compaction Equipment" and "Removal of Trench Protection" should apply unless directed otherwise by the SPECIFYING ENGINEER.

2.13 ALARM PANEL: Each grinder pump station shall include a NEMA 4X, UL listed alarm panel suitable for wall or pole mounting. The NEMA 4X enclosure shall be manufactured of thermoplastic polyester to ensure corrosion resistance. The enclosure shall include a hinged, lockable cover with padlock, preventing access to electrical components, and creating a secured entry from to allow access only to authorized personnel. The enclosure shall not exceed 10.5" W x 14" H x 7" D, or 12.5" W x 16" H x 7.5" D if certain options are included.

The alarm panel shall contain one 15-amp, double-pole circuit breaker for the pump core's power circuit and one 15-amp single-pole circuit breaker for the alarm circuit. The panel shall contain a push-to-run feature, an internal run indicator, and a complete alarm circuit. All circuit boards in the alarm panel are to be protected with a conformal coating on both sides and the AC power circuit shall include an auto-resetting fuse.

The alarm panel shall include the following features: external audible and visual alarm, push-to-run switch, push to silence switch, redundant pump start, and high level alarm capability. The alarm sequence is to be as follows when the pump and alarm breakers are on:

1. When liquid level in the sewage wetwell rises above the alarm level, the contacts on the alarm pressure switch activate, audible and visual alarms are activated, and the redundant pump starting system is energized.

2. The audible alarm may be silenced by means of the externally mounted push-to-silence button.

3. Visual alarm remains illuminated until the sewage level in the wet-well drops below the "off" setting of the alarm pressure switch.

The visual alarm lamp shall be inside a red, oblong lens at least 3.75" L x 2.38" W x 1.5" H. Visual alarm shall be mounted in the top of the enclosure in such a manner as to maintain NEMA 4X rating. The audible alarm shall be externally mounted on the bottom of the enclosure, capable of 93 dB @ 2 feet. The audible alarm shall be capable of being deactivated by depressing a push type switch that is encapsulated in a weatherproof silicone boot and mounted on the bottom of the enclosure (push-to-silence button).

The entire alarm panel, as manufactured and including any of the following options shall be listed by Underwriters Laboratories, Inc.

2.14 SERVICEABILITY: The grinder pump core, including level sensor assembly, shall have two lifting hooks complete with lift out harness connected to its top housing to facilitate easy core removal when necessary. The level sensor assembly must be easily removed from the pump assembly for service or replacement. All mechanical and electrical connections must provide easy disconnect capability for core unit removal and installation. Each EQD half must include a watertight cover to protect the electrical pins while the EQD is unplugged. A pump push-to-run feature will be provided for field troubleshooting. The push-to-run feature must operate the pump even if the level sensor assembly has been removed from the pump assembly. All motor control components shall be mounted on a readily replaceable bracket for ease of field service.

2.15 OSHA CONFINED SPACE: All maintenance tasks for the grinder pump station must be possible without entry into the grinder pump station (as per OSHA 1910.146 Permit-required confined spaces). "Entry means the action by which a person passes through an opening into a permit-required confined space. Entry includes ensuing work activities in that space and is considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space."

2.16 SAFETY: The grinder pump shall be free from electrical and fire hazards as required in a residential environment. As evidence of compliance with this requirement, the completely assembled and wired grinder pump station shall be listed by Underwriters Laboratories, Inc., to be safe and appropriate for the intended use. UL listing of components of the station or third-party testing to UL standards is not acceptable.

The grinder pump shall meet accepted standards for plumbing equipment for use in or near residences, shall be free from noise, odor, or health hazards, and shall have been tested by an independent laboratory to certify its capability to perform as specified in either individual or low pressure sewer system applications. As evidence of compliance with this requirement, the grinder pump shall bear the seal of NSF International. Third party testing to NSF standard is not acceptable.

3.0 EXECUTION

3.01 FACTORY TEST: Each grinder pump shall be submerged and operated for 1.5 minutes (minimum). Included in this procedure will be the testing of all ancillary components such as, the anti-siphon valve, check valve, discharge assembly and each unit's dedicated level controls and motor controls. All factory tests shall incorporate each of the above listed items. Actual appurtenances and controls which will be installed in the field shall be particular to the tested pump only. A common set of appurtenances and controls for all pumps is not acceptable. Certified test results shall be available upon request showing the operation of each grinder pump at two different points on its curve. Additional validation tests include: integral level control performance, continuity to ground and acoustic tests of the rotating components.

The ENGINEER reserves the right to inspect such testing procedures with representatives of the OWNER, at the GRINDER PUMP MANUFACTURER'S facility.

All HDPE basins shall be factory leak tested to assure the integrity of all joints, seams and penetrations. All necessary penetrations such as inlets, discharge fittings and cable connectors shall be included in the test along with their respective sealing means (grommets, gaskets etc). Fiberglass basins with stainless steel discharge bulkhead shall be factory tested to be watertight.

3.02 CERTIFIED SERVICE PROGRAM: The grinder pump MANUFACTURER shall provide a program implemented by the MANUFACTURER'S personnel as described in this specification to certify the service company as an authorized service center. As evidence of this, the MANUFACTURER shall provide, when requested, sufficient evidence that they have maintained their own service department for a minimum of 30 years and currently employ a minimum of five employees specifically in the service department.

As part of this program, the MANUFACTURER shall evaluate the service technicians as well as the service organization annually. The service company will be authorized by the MANUFACTURER to make independent warranty judgments. The areas covered by the program shall include, at a minimum:

1. Pump Population Information – The service company will maintain a detailed database for the grinder pumps in the territory that tracks serial numbers by address.

2. Inventory Management – The service company must maintain an appropriate level of inventory (pumps, tanks, panels, service parts, etc.) including regular inventory review and proper inventory tracking. Service technicians will also maintain appropriate parts inventory and spare core(s) on service vehicles.

3. Service Personnel Certification – Service technicians will maintain their level-specific certification annually. The certifications are given in field troubleshooting, repair, and training.

4. Service Documentation and Records – Start up sheets, service call records, and customer feedback will be recorded by the service company.

5. Shop Organization – The service company will keep its service shop organized and pumps will be tagged with site information at all times. The shop will have all required equipment, a test tank and diagnostic tools necessary to service pumps properly.

3.03 DELIVERY: All grinder pump core units, including level controls, will be delivered to the job site 100 percent completely assembled, including testing, ready for installation. Grinder pump cores will be shipped separately from the tanks. Installing the cores and discharge piping/hose into the tanks is the only installation step required and allowed due to the workmanship issues associated with other on-site assembly. Grinder pump cores must be boxed for ease of handling.

3.04 INSTALLATION: Earth excavation and backfill are specified under SITE WORK, but are also to be done as a part of the work under this section, including any necessary sheeting and bracing.

The CONTRACTOR shall be responsible for handling ground water to provide a firm, dry subgrade for the structure, and shall guard against flotation or other damage resulting from general water or flooding.

The grinder pump stations shall not be set into the excavation until the installation procedures and excavation have been approved by the ENGINEER.

Remove packing material. Users instructions MUST be given to the OWNER. Hardware supplied with the unit, if required, will be used at installation. The basin will be supplied with a standard 4" inlet grommet (4.50" OD) for connecting the incoming sewer line. Appropriate inlet piping must be used. The basin may not be dropped, rolled or laid on its side for any reason.

Installation shall be accomplished so that 1 inch to 4 inches of accessway, below the bottom of the lid, extends above the finished grade line. The finished grade shall slope away from the unit. The diameter of the excavated hole must be large enough to allow for the concrete anchor.

A 6" inch (minimum) layer of naturally rounded aggregate, clean and free flowing, with particle size of not less than 1/8" or more than 3/4" shall be used as bedding material under each unit.

A concrete anti-flotation collar as detailed on the drawings, and sized according to the manufacturer's instructions, shall be required and shall be pre-cast to the grinder pump or poured in place. Each grinder pump station with its pre-cast anti-flotation collar shall have a minimum of three lifting eyes for loading and unloading purposes.

If the concrete is poured in place, the unit shall be leveled, and filled with water, to the bottom of the inlet, to help prevent the unit from shifting while the concrete is being poured. The concrete must be manually vibrated to ensure there are no voids. If it is necessary to pour the concrete to a level higher than the inlet piping, an 8" sleeve is required over the inlet prior to the concrete being poured.

The CONTRACTOR will provide and install a 4-foot piece of 4-inch SCH 40 PVC pipe with water tight cap to stub-out the inlet for the property owners' installation contractor, as depicted on the contract drawings.

E/One requires that an E/One Uni-Lateral assembly (E/One part number NB0184P1X or NC0193GXX) or E/One Redundant Check Valve (E/One part number PC0051GXX) be installed in the pipe lateral outside the home between the pump discharge and the street main on all installations.

The electrical enclosure shall be furnished, installed and wired to the grinder pump station by the CONTRACTOR. An alarm device is required on every installation, there shall be NO EXCEPTIONS. It will be the responsibility of the CONTRACTOR and the ENGINEER to coordinate with the individual property owner(s) to determine the optimum location for the alarm panel.

The CONTRACTOR shall mount the alarm device in a conspicuous location, as per national and local codes. The alarm panel will be connected to the grinder pump station by a length of 6-conductor type TC cable as shown on the contract drawings. The power and alarm circuits must be on separate power circuits. The grinder pump stations will be provided with 32 feet, 25 feet of useable, electrical supply cable to connect the station to the alarm panel. This cable shall be supplied with a FACTORY INSTALLED EQD half to connect to the mating EQD half on the core.

3.05 BACKFILL REQUIREMENTS: Proper backfill is essential to the long-term reliability of any underground structure. Several methods of backfill are available to produce favorable results with different native soil conditions. The most highly recommended method of backfilling is to surround the unit to grade using Class I or Class II backfill material as defined in ASTM 2321. Class 1A and Class 1B are recommended where frost heave is a concern; Class 1B is a better choice when the native soil is sand or if a high, fluctuating water table is expected. Class 1, angular crushed stone, offers an added benefit in that it doesn't need to be compacted.

Class II, naturally rounded stone, may require more compactive effort, or tamping, to achieve the proper density. If the native soil condition consists of clean compactable soil, with less than 12% fines, free of ice, rocks, roots and organic material, it may be an acceptable backfill. Soil must be compacted in lifts not to exceed one foot to reach a final Proctor Density of between 85% and 90%. Heavy, non-compactible clays and silts are not suitable backfill for this or any underground structure such as inlet or discharge lines.

If you are unsure of the consistency of the native soil, it is recommended that a geotechnical evaluation of the material is obtained before specifying backfill.

Another option is the use of a flowable fill (i.e., low slump concrete). This is particularly attractive when installing grinder pump stations in augured holes where tight clearances make it difficult to assure proper backfilling and compaction with dry materials. Flowable fills should not be dropped more than four feet from the discharge to the bottom of the hole to avoid separation of the constituent materials.

Backfill of clean, native earth, free of rocks, roots, and foreign objects shall be thoroughly compacted in lifts not exceeding 12" to a final Proctor Density of not less than 85%. Improper backfilling may result in damaged accessways. The grinder pump station shall be installed at a minimum depth from grade to the top of the 1 1/4" discharge line, to assure maximum frost protection. The finish grade line shall be 1" to 4" below the bottom of the lid, and final grade shall slope away from the grinder pump station.

All restoration will be the responsibility of the CONTRACTOR. The unit costs for this item shall be included in the CONTRACTOR'S bid price for the individual grinder pump station. The properties shall be restored to their original condition in all respects, including, but not limited to, curb and sidewalk replacement, landscaping, loaming and seeding, and restoration of the traveled ways, as directed by the ENGINEER.

3.06 START-UP AND FIELD TESTING: The MANUFACTURER shall provide the services of qualified factory trained technician(s) who shall inspect the placement and wiring of each station, perform field tests as specified herein, and instruct the OWNER'S personnel in the operation and maintenance of the equipment before the stations are accepted by the OWNER.

All equipment and materials necessary to perform testing shall be the responsibility of the INSTALLING CONTRACTOR. This includes, as a minimum, a portable generator and power cable (if temporary power is required), water in each basin (filled to a depth sufficient to verify the high level alarm is operating), and opening of all valves in the system. These steps shall be completed prior to the qualified factory trained technician(s) arrival on site.

The services of a trained, factory-authorized technician shall be provided at a rate of 40 hours for every 100 grinder pump stations supplied.

Upon completion of the installation, the authorized factory technician(s) will perform the following test on each station:

1. Make certain the discharge shut-off valve in the station is fully open.

2. Turn ON the alarm power circuit and verify the alarm is functioning properly.

3. Turn ON the pump power circuit. Initiate the pump operation to verify automatic "on/off" controls are operative. The pump should immediately turn ON.

4. Consult the Manufacturer's Service Manual for detailed start-up procedures.

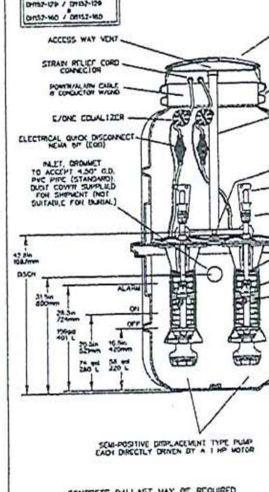
Upon completion of the start-up and testing, the MANUFACTURER shall submit to the ENGINEER the start-up authorization form describing the results of the tests performed for each grinder pump station. Final acceptance of the system will not occur until authorization forms have been received for each pump station installed and any installation deficiencies corrected.

4.0 OPERATION AND MAINTENANCE

4.01 SPARE CORE: The MANUFACTURER will supply one spare grinder pump core for every 50 grinder pump stations installed or portion thereof, complete with all operational controls, level sensors, check valve, anti-siphon valve, pump/motor unit, and grinder.

4.02 MANUALS: The MANUFACTURER shall supply four copies of Operation and Maintenance Manuals to the OWNER, and one copy of the same to the ENGINEER.

OPTIONS: ☐ DH152 (HARD WIRED LEVEL CONTROLS) ☐ DR152 (WIRELESS LEVEL CONTROLS)



CONCRETE BALLAST MAY BE REQUIRED SEE INSTALLATION INSTRUCTIONS FOR DETAILS

NOTE: DIMENSIONS ARE FOR REF ONLY

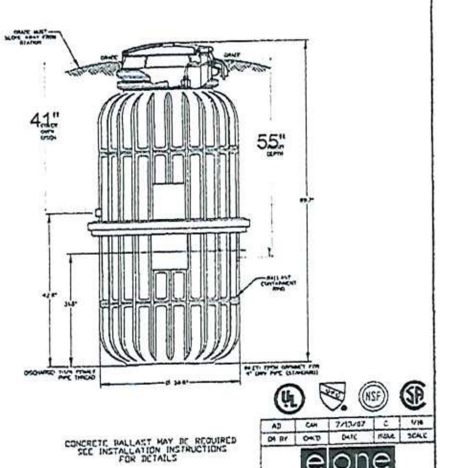
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eone SEWER SYSTEMS

MODEL DH152 / DR152 DETAIL SHEET

NA0052P02

OPTIONS: ☐ DH152-93 (HARD WIRED LEVEL CONTROLS) ☐ DR152-93 (WIRELESS LEVEL CONTROLS)



CONCRETE BALLAST MAY BE REQUIRED SEE INSTALLATION INSTRUCTIONS FOR DETAILS

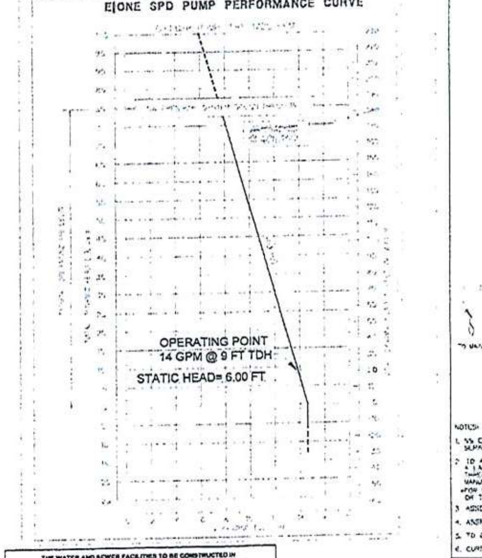
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eone SEWER SYSTEMS

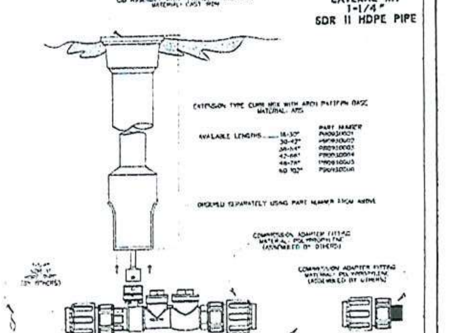
MODEL DH152-93 / DR152-93

NA0052P04

E|ONE SPD PUMP PERFORMANCE CURVE



STAINLESS STEEL LATERAL KIT 1-1/4" SDR 11 HDPE PIPE



NOTES:
1. SS CURB STOP/CHECK VALVE AND FITTINGS ARE PROVIDED SEPARATELY, TO BE ASSEMBLED BY OTHERS.
2. TO ASSEMBLE, APPLY A DOUBLE LAYER OF TEFLON TAPE, AND A LAYER OF PIPE DOPE (SUPPLIED BY OTHERS) TO THE THREADS ON THE PLASTIC FITTINGS AND INSTALL PER THE MANUFACTURER'S INSTRUCTIONS. *FOR SS FITTING INTO SS THREAD, USE PIPE DOPE OR TEFLON TAPE, NOT BOTH
3. ASSEMBLY IS TO BE PRESSURE TESTED (BY OTHERS)
4. ASSEMBLY IS TO BE USED WITH SDR11 HDPE PIPE
5. TO ORDER SS LATERAL KIT, USE PART NUMBER NC0193G01
6. CURB BOX IS TO BE ORDERED SEPARATELY. SEE ABOVE

SDS	CH	11/02/11	B	3/20
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eone SEWER SYSTEMS

STAINLESS STEEL LATERAL KIT 1-1/4" SDR 11 HDPE PIPE

NA0330P02

THE WATER AND SEWER FACILITIES TO BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER COUNTY WATER AND WASTEWATER DIVISION

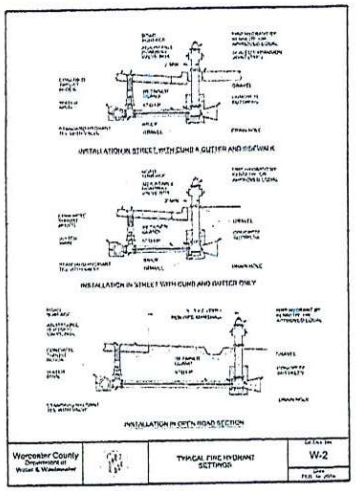
WORCESTER COUNTY, WATER AND WASTEWATER DIVISION — DATE

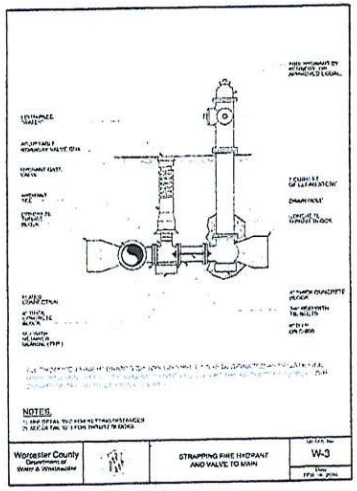
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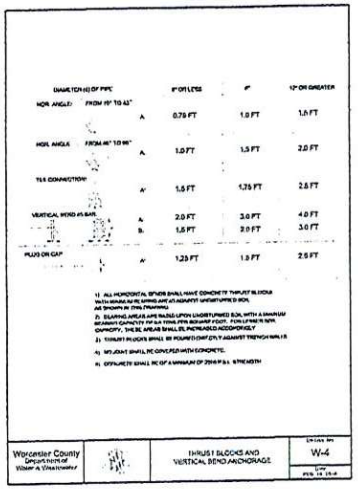
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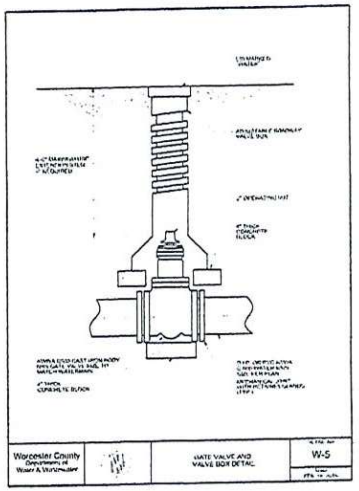
SEWER AND WATER SERVICES
CONSTRUCTION PLAN
PREPARED FOR
DIAKONIA, INC.
ALSO KNOWN AS
9601 STEPHEN DECATUR HIGHWAY
SITUATE IN: OCEAN CITY, WORCESTER COUNTY, MARYLAND

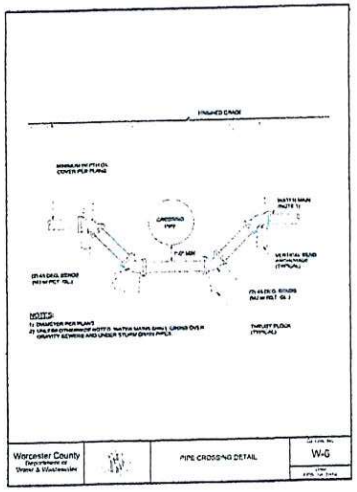
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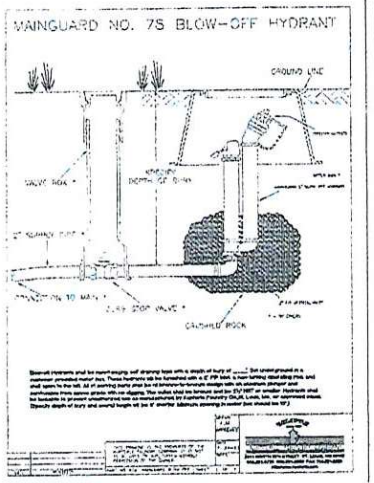


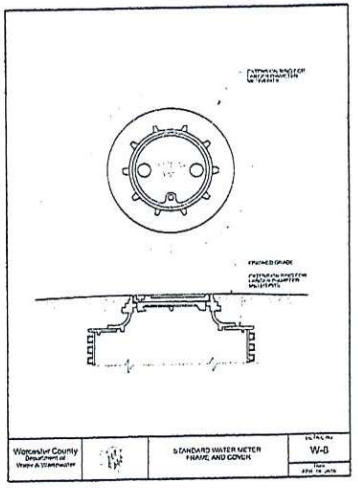


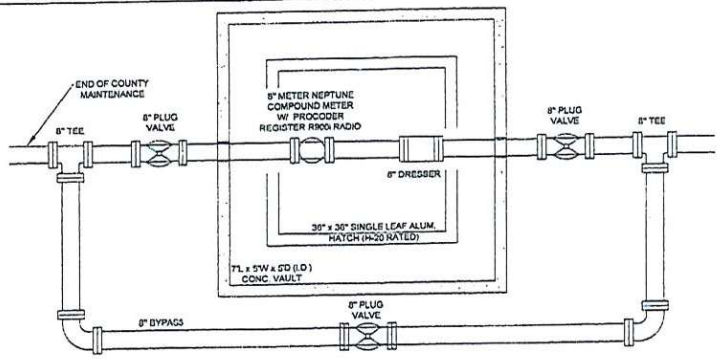




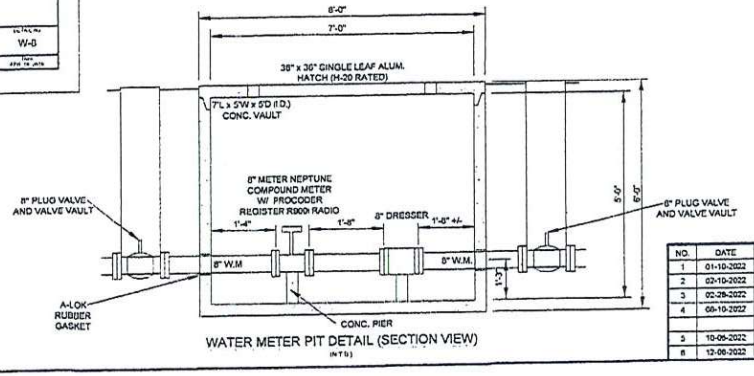








WATER METER PIT DETAIL (PLAN VIEW)
(N.T.S.)



WATER METER PIT DETAIL (SECTION VIEW)
(N.T.S.)

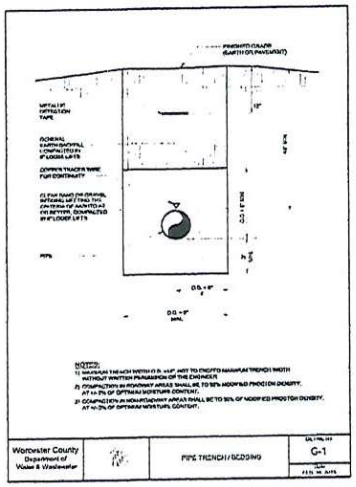
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WORCESTER COUNTY, WATER AND WASTEWATER DIVISION — DATE

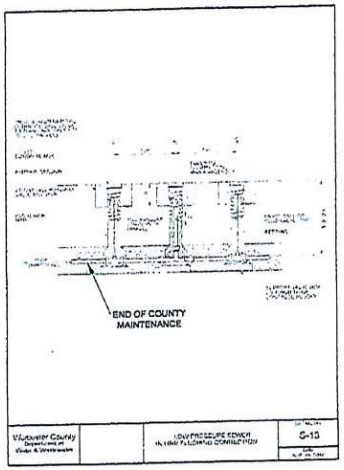
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WORCESTER COUNTY, DIRECTOR OF PUBLIC WORKS — DATE

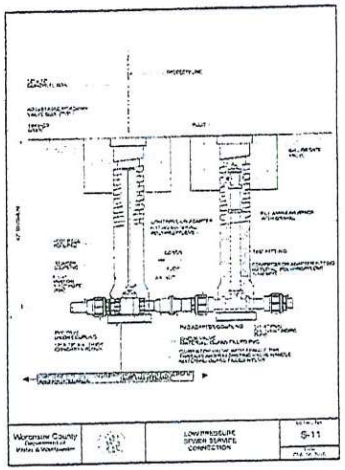
SEWER AND WATER SERVICES CONSTRUCTION PLAN
PREPARED FOR
DIAKONIA, INC.
ALSO KNOWN AS
9601 STEPHEN DECATUR HIGHWAY
SITUATE IN: OCEAN CITY, WORCESTER COUNTY, MARYLAND

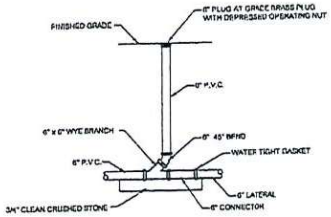
NO.	DATE	REVISIONS
1	01-10-2022	PER WCDPW COMMENTS ISSUED 12-06-2021
2	02-10-2022	PER WCDPW COMMENTS ISSUED 02-04-2022
3	02-28-2022	PER WCDPW COMMENTS ISSUED 02-25-2022
4	06-10-2022	PER REVISED ARCHITECTURAL BUILDING PLANS AND INCREASE OF OPEN SPACE
5	10-06-2022	PER 09-01-2022 PLANNING COMMISSION MTG
6	12-06-2022	PER WCDPW COMMENTS ISSUED 12-06-2022

CARPENTER





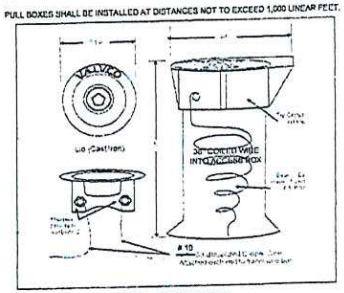




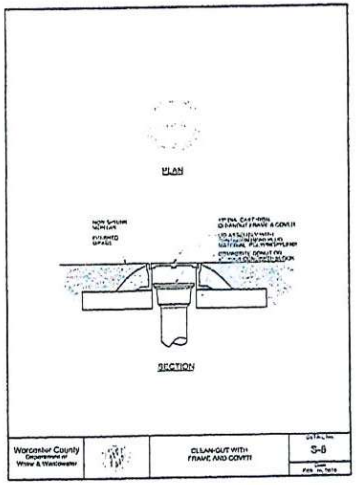
SANITARY SEWER CLEANOUT DETAIL FOR GRAVITY SEWER
NOT TO SCALE

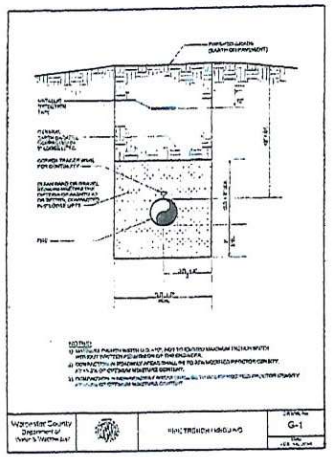
TRACER WIRE SHALL BE TRACE-SAFE PER COUNTY REQUIREMENTS. WATER= BLUE. SEWER = GREEN.

PULL BOXES SHALL BE INSTALLED AT DISTANCES NOT TO EXCEED 1,000 LINEAR FEET.



PULL BOX DETAIL





THE WATER AND SEWER FACILITIES TO BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER COUNTY WATER AND WASTEWATER DIVISION

WORCESTER COUNTY, WATER AND WASTEWATER DIVISION — DATE

THE WATER AND SEWER FACILITIES TO BE CONSTRUCTED IN ACCORDANCE WITH THESE PLANS ARE APPROVED BY WORCESTER COUNTY DEPARTMENT OF PUBLIC WORKS

WORCESTER COUNTY, DIRECTOR OF PUBLIC WORKS — DATE

SEWER AND WATER SERVICES CONSTRUCTION PLAN

PREPARED FOR

DIAKONIA, INC.

ALSO KNOWN AS

9601 STEPHEN DECATUR HIGHWAY

SITUATE IN: OCEAN CITY, WORCESTER COUNTY, MARYLAND

NO.	DATE	REVISIONS
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CARPENTER

STATE OF MARYLAND
DEPARTMENT OF THE ENVIRONMENT
WATER AND SCIENCE ADMINISTRATION
LETTER OF AUTHORIZATION

AUTHORIZATION NUMBER: 22-NT-2013/202260222

EFFECTIVE DATE: July 20, 2022

EXPIRATION DATE: July 20, 2027

AUTHORIZED PERSON: Diakonia Inc.
12747 Old Bridge Road
Ocean City, MD 21842
ATTN: Michael Diffendal

IN ACCORDANCE WITH ENVIRONMENT ARTICLE §5-503(a) AND §5-906(b), ANNOTATED CODE OF MARYLAND (2007 REPLACEMENT VOLUME), COMAR 26.17.04 AND 26.23.01, AND 26.08.02 AND THE ATTACHED CONDITIONS OF AUTHORIZATIONS, **Diakonia Inc.** (AUTHORIZED PERSON"), IS HEREBY AUTHORIZED BY THE WATER AND SCIENCE ADMINISTRATION ("ADMINISTRATION") TO CONDUCT A REGULATED ACTIVITY IN A NONTIDAL WETLAND, BUFFER, OR EXPANDED BUFFER, AND/OR TO CHANGE THE COURSE, CURRENT OR CROSS-SECTION OF WATERS OF THE STATE, IN ACCORDANCE WITH THE ATTACHED PLANS APPROVED BY THE ADMINISTRATION ON **July 13, 2022** ("APPROVED PLAN") AND PREPARED BY **Carpenter Engineering, LLC** AND INCORPORATED HEREIN, AS DESCRIBED BELOW:

Excavation, grading and the placement of fill for the construction of parking, four 2-story buildings and stormwater management features for a 48-unit housing development and multi-purpose building servicing the homeless community will result in permanent impacts of 900 square feet of forested nontidal wetland and 27,420 square feet of 25-foot nontidal wetland buffer. This project is located on Tax Map 26, Parcels 292 and 365, 9601 Stephen Decatur Highway, Ocean City, Worcester County, Maryland.

MD Grid Coordinates N 74927 E 564389

Heather L. Nelson
Program Manager
Wetlands and Waterways Program

Attachments: Conditions of Authorization

cc: Paul Ferreri - MDE Compliance Program
Jenelle Gerthoffer – Worcester County Department of Environmental Programs
Chris McCabe – Coastal Compliance Solutions, LLC

THE FOLLOWING CONDITIONS OF AUTHORIZATION APPLY TO ALL ACTIVITIES AUTHORIZED BY AUTHORIZATION NUMBER 22-NT-2013/202260222

1. **Validity:** Authorization is valid only for use by Authorized Person. Authorization may be transferred only with prior written approval of the Administration. In the event of transfer, transferee agrees to comply with all terms and conditions of Authorization.
2. **Initiation of Work, Modifications and Extension of Term**: Authorized Person shall initiate authorized activities in waterways, including streams and the 100-year floodplain, within two (2) years of the Effective Date of this Authorization or the Authorization shall expire. [Annotated Code of Maryland, Environment Article 5-510(a)-(b) and Code of Maryland Regulations 26.17.04.12]. Authorized Person may submit written requests to the Administration for (a) extension of the period for initiation of work, (b) modification of Authorization, including the Approved Plan, or, (c) not later than 45 days prior to Expiration Date, an extension of term. Requests for modification shall be in accordance with applicable regulations and shall state reasons for changes, and shall indicate the impacts on nontidal wetlands, streams, and the floodplain, as applicable. The Administration may grant a request at its sole discretion. (Annotated Code of Maryland, Environment Article 5-510(c), and Code of Maryland Regulations 26.17.04.12, and Annotated Code of Maryland, Environment Article 5-907 and Code of Maryland Regulations 26.23.02.07).
3. **Responsibility and Compliance**: Authorized Person is fully responsible for all work performed and activities authorized by this Authorization shall be performed in compliance with this Authorization and Approved Plan. Authorized Person agrees that a copy of the Authorization and Approved Plan shall be kept at the construction site and provided to its employees, agents and contractors. A person (including Authorized Person, its employees, agents or contractors) who violates or fails to comply with the terms and conditions of this Authorization, Approved Plan or an administrative order may be subject to penalties in accordance with §5-514 and §5-911, Department of the Environment Article, Annotated Code of Maryland (2007 Replacement Volume).
4. **Failure to Comply**: If Authorized Person, its employees, agents or contractors fail to comply with this Authorization or Approved Plan, the Administration may, in its discretion, issue an administrative order requiring Authorized Person, its employees, agents and contractors to cease and desist any activities which violate this Authorization, or the Administration may take any other enforcement action available to it by law, including filing civil or criminal charges.
5. **Suspension or Revocation**: Authorization may be suspended or revoked by the Administration, after notice of opportunity for a hearing, if Authorized Person: (a) submits false or inaccurate information in Permit application or subsequently required submittals; (b) deviates from the Approved Plan, specifications, terms and conditions; (c) violates, or is about to violate terms and conditions of this Authorization; (d) violates, or is about to violate, any regulation promulgated pursuant to Title 5, Department of the Environment Article, Annotated Code of Maryland as amended; (e) fails to allow authorized representatives of the Administration to enter the site of authorized activities at any reasonable time to conduct inspections and evaluations; (f) fails to comply with the requirements of an administrative action or order issued by the Administration; or (g) does not have vested rights under this Authorization and new information, changes in site conditions, or amended regulatory requirements necessitate revocation or suspension.
6. **Other Approvals**: Authorization does not authorize any injury to private property, any invasion of rights, or any infringement of federal, State or local laws or regulations, nor does it obviate the need to obtain required authorizations or approvals from other State, federal or local agencies as required by law.
7. **Site Access:** Authorized Person shall allow authorized representatives of the Administration access to the site of authorized activities during normal business hours to conduct inspections and evaluations necessary to assure compliance with this Authorization. Authorized Person shall provide necessary assistance to effectively and safely conduct such inspections and evaluations.
8. **Inspection Notification:** Authorized Person shall notify the Administration's Compliance Program at least five (5) days before starting authorized activities and five (5) days after completion. For Allegany, Garrett, and Washington Counties, Authorized Person shall call 301-689-1480. For Carroll, Frederick, Howard, Montgomery and Prince George's Counties, Authorized Person shall call 301-665-2850. For Baltimore City, Anne Arundel, Baltimore, Calvert, Charles, Harford and St. Mary's Counties, Authorized Person shall call 410-537-3510. For Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester Counties, Authorized Person shall call 410-901-4020. If Authorization is for a project that is part of a mining site, please contact the Land and Materials Administration's Mining Program at 410-537-3557 at least five (5) days before starting authorized activities and five (5) days after completion.
9. **Sediment Control:** Authorized Person shall obtain approval from the **Worcester** County Soil Conservation District for a grading and sediment control plan specifying soil erosion control measures. The approved grading and sediment control plan shall be included in the Approved Plan, and shall be available at the construction site.
10. **Best Management Practices During Construction:** Authorized Person, its employees, agents and contractors shall conduct authorized activities in a manner consistent with the Best Management Practices specified by the Administration.
11. **Disposal of Excess:** Unless otherwise shown on the Approved Plan, all excess fill, spoil material, debris, and construction material shall be disposed of outside of nontidal wetlands, nontidal wetlands buffers, and the 100-year floodplain, and in a location and manner which does not adversely impact surface or subsurface water flow into or out of nontidal wetlands.
12. **Temporary Staging Areas:** Temporary construction trailers or structures, staging areas and stockpiles shall not be located within nontidal wetlands, nontidal wetlands buffers, or the 100-year floodplain unless specifically included on the Approved Plan.

13. **Temporary Stream Access Crossings:** Temporary stream access crossings shall not be constructed or utilized unless shown on the Approved Plan. If temporary stream access crossings are determined necessary prior to initiation of work or at any time during construction, Authorized Person, its employees, agents or contractors shall submit a written request to the Administration and secure the necessary permits or approvals for such crossings before installation of the crossings. Temporary stream access crossings shall be removed and the disturbance stabilized prior to completion of authorized activity or within one (1) year of installation.
14. **Discharge:** Runoff or accumulated water containing sediment or other suspended materials shall not be discharged into waters of the State unless treated by an approved sediment control device or structure.
15. **Instream Construction Prohibition:** To protect important aquatic species, motor driven construction equipment shall not be allowed within stream channels unless on authorized ford crossings. Activities within stream channels are prohibited as determined by the classification of the stream (COMAR 26.08.02.08): **N/A** is a Use **N/A** waterway; in-stream work may not be conducted from **N/A** through **N/A**, inclusive, of any year.
16. **Instream Blasting:** Authorized Person shall obtain prior written approval from the Administration before blasting or using explosives in the stream channel.
17. **Minimum Disturbance:** Any disturbance of stream banks, channel bottom, wetlands, and wetlands buffer authorized by this Authorization or Approved Plan shall be the minimum necessary to conduct permitted activities. All disturbed areas shall be stabilized vegetatively no later than seven (7) days after construction is completed or in accordance with the approved grading or sediment and erosion control plan.
18. **Restoration of Construction Site:** Authorized Person shall restore the construction site upon completion of authorized activities. Undercutting, meandering or degradation of the stream banks or channel bottom, any deposition of sediment or other materials, and any alteration of wetland vegetation, soils, or hydrology, resulting directly or indirectly from construction or authorized activities, shall be corrected by Authorized Person as directed by the Administration.
19. **Mitigation:** Mitigation is not required for these authorized activities.

FEDERALLY MANDATED STATE AUTHORIZATIONS

The State of Maryland issued a Water Quality Certification to the U.S. Army Corps of Engineers for projects receiving federal authorization under the Maryland State Programmatic General Permit, Regional General Permit for Chesapeake Bay Total Maximum Daily Load (TMDL) Activities and non-suspended Nationwide Permits. In addition, as applicable, this Authorization constitutes the State's concurrence with the Applicant's certification that the activities authorized herein are consistent with the Maryland Coastal Zone Management Program, as required by Section 307 of the Coastal Zone Management Act of 1972, as amended. Activities in the following counties are not subject to the Maryland Coastal Zone Management requirement: Allegany, Carroll, Frederick, Garrett, Howard, Montgomery, and Washington.

U.S. ARMY CORPS OF ENGINEERS AUTHORIZATION

The U.S. Army Corps of Engineers has reviewed this activity and has granted authorization under the Maryland State Programmatic General Permit (MDSPGP-6), as a Category **A-e(9)** activity. The terms and conditions of the MDSPGP-6 as outlined in the documents found on the Maryland Department of the Environment's website, https://mde.maryland.gov/programs/Water/WetlandsandWaterways/Pages/MDSPGP6_conditions.aspx , should be followed when performing the authorized work.

BEST MANAGEMENT PRACTICES FOR WORKING IN NONTIDAL WETLANDS, WETLAND BUFFERS, WATERWAYS AND 100-YEAR FLOODPLAINS

1) No excess fill, construction material, or debris shall be stockpiled or stored in nontidal wetlands, nontidal wetland buffers, waterways, or the 100-year floodplain.
2) Place materials in a location and manner which does not adversely impact surface or subsurface water flow into or out of nontidal wetlands, nontidal wetland buffers, waterways, or the 100-year floodplain.
3) Do not use the excavated material as backfill if it contains waste metal products, unsightly debris, toxic material, or any other deleterious substance. If additional backfill is required, use clean material free of waste metal products, unsightly debris, toxic material, or any other deleterious substance.
4) Place heavy equipment on mats or suitably operate the equipment to prevent damage to nontidal wetlands, nontidal wetland buffers, waterways, or the 100-year floodplain.
5) Repair and maintain any serviceable structure or fill so there is no permanent loss of nontidal wetlands, nontidal wetland buffers, or waterways, or permanent modification of the 100-year floodplain in excess of that lost under the originally authorized structure or fill.
6) Rectify any nontidal wetlands, wetland buffers, waterways, or 100-year floodplain temporarily impacted by any construction.
7) All stabilization in the nontidal wetland and nontidal wetland buffer shall consist of the following species: Annual Ryegrass (Lolium multiflorum), Millet (Setaria italica), Barley (Hordeum sp.), Oats (Uniola sp.), and/or Rye (Secale cereale). These species will allow for the stabilization of the site while also allowing for the voluntary revegetation of natural wetland species. Other non-persistent vegetation may be acceptable, but must be approved by the Nontidal Wetlands and Waterways Division. **Kentucky 31 fescue shall not be utilized in wetland or buffer areas.** The area should be seeded and mulched to reduce erosion after construction activities have been completed.
8) After installation has been completed, make post-construction grades and elevations the same as the original grades and elevations in temporarily impacted areas.
9) To protect aquatic species, in-stream work is prohibited as determined by the classification of the stream:

   Use I waters: In-stream work shall not be conducted during the period March 1 through June 15, inclusive, during any year.
   Use III waters: In-stream work shall not be conducted during the period October 1 through April 30, inclusive, during any year.
   Use IV waters: In-stream work shall not be conducted during the period March 1 through May 31, inclusive, during any year.

10) Stormwater runoff from impervious surfaces shall be controlled to prevent the washing of debris into the waterway.
11) Culverts shall be constructed and any riprap placed so as not to obstruct the movement of aquatic species, unless the purpose of the activity is to impound water.

SITE DATA AND NOTES:

1. TAX PARCEL NO:	TAX MAP 26, PARCELS 292 AND 365
2. OWNER:	DIAKONIA, INC. c/o MR. MICHAEL DIFFENDAL SR. VICE CHAIRMAN 12747 OLD BRIDGE ROAD OCEAN CITY, MARYLAND 21842 (410) 726-7016
3. SITE ADDRESS:	9601 STEPHEN DECATUR HIGHWAY OCEAN CITY, MARYLAND 21842
4. DEED REFERENCE:	6469/0274
5. DISTURBED AREA:	2.75 +/- ACS.
6. LAND PLANNER:	R. D, HAND & ASSOCIATES, INC. c/o MR. ROBERT D. HAND 12302 COLLINS ROAD BISHOPVILLE, MD 21813 (410)352-5623 PHONE
7. CIVIL ENGINEER:	CARPENTER ENGINEERING, LLC c/o RONNIE B. CARPENTER, PE P.O. BOX 3460 OCEAN CITY, MD 21843 (302)438-6745 PHONE (888)372-2844 FAX
8. CONTRACTOR:	T.B.D.

9. TOPOGRAPHIC INFORMATION SHOWN HEREIN IS BASED ON A FIELD RUN SURVEY CONDUCTED BY GREGORY P. WILKINS SURVEYING, INC.

10. ACCORDING TO FEMA PANELS 240047 0180 H, DATED JULY 16, 2015, NO PORTION OF THIS PROPERTY LIES WITHIN THE 100-YEAR FLOOD PLAIN.

11. ACCORDING TO CARPENTER ENGINEERING'S REVIEW OF THE TOPOGRAPHIC SURVEY, THE AREA WITHIN THE LIMITS OF DISTURBANCE DOES NOT CONTAIN AREAS MEETING THE DEFINITION OF STEEP SLOPES.

12. EXISTING ZONING: C-2, GENERAL BUSINESS

13. THE PURPOSE OF THIS PLAN IS TO DEPICT THE NON-TIDAL WETLAND IMPACTS AND NON-TIDAL WETLAND BUFFER IMPACTS ASSOCIATED WITH A COMMERCIAL LAND DEVELOPMENT PROJECT PROPOSING 48 HOUSING UNITS AND 20,000 SQUARE FEET OF MULTI-PURPOSE COMMERCIAL USE, WITH PUBLIC SEWER AND WATER FACILITIES.

FORESTED NON-TIDAL WETLAND IMPACT = 900 S.F.
FORESTED NON-TIDAL WETLAND BUFFER IMPACT = 27,420 S.F.

14. THE NON-TIDAL WETLANDS SHOWN HEREON WERE DELINEATED BY SPENCER ROWE, INC. AND STEVE DAWSON.

15. A PORTION OF THIS SITE LIES WITHIN THE LIMITS OF THE ATLANTIC COASTAL BAYS CRITICAL AREA. THE OVERLAY ZONE IS DESIGNATED AS THE INTENSELY DEVELOPED AREA (IDA.)

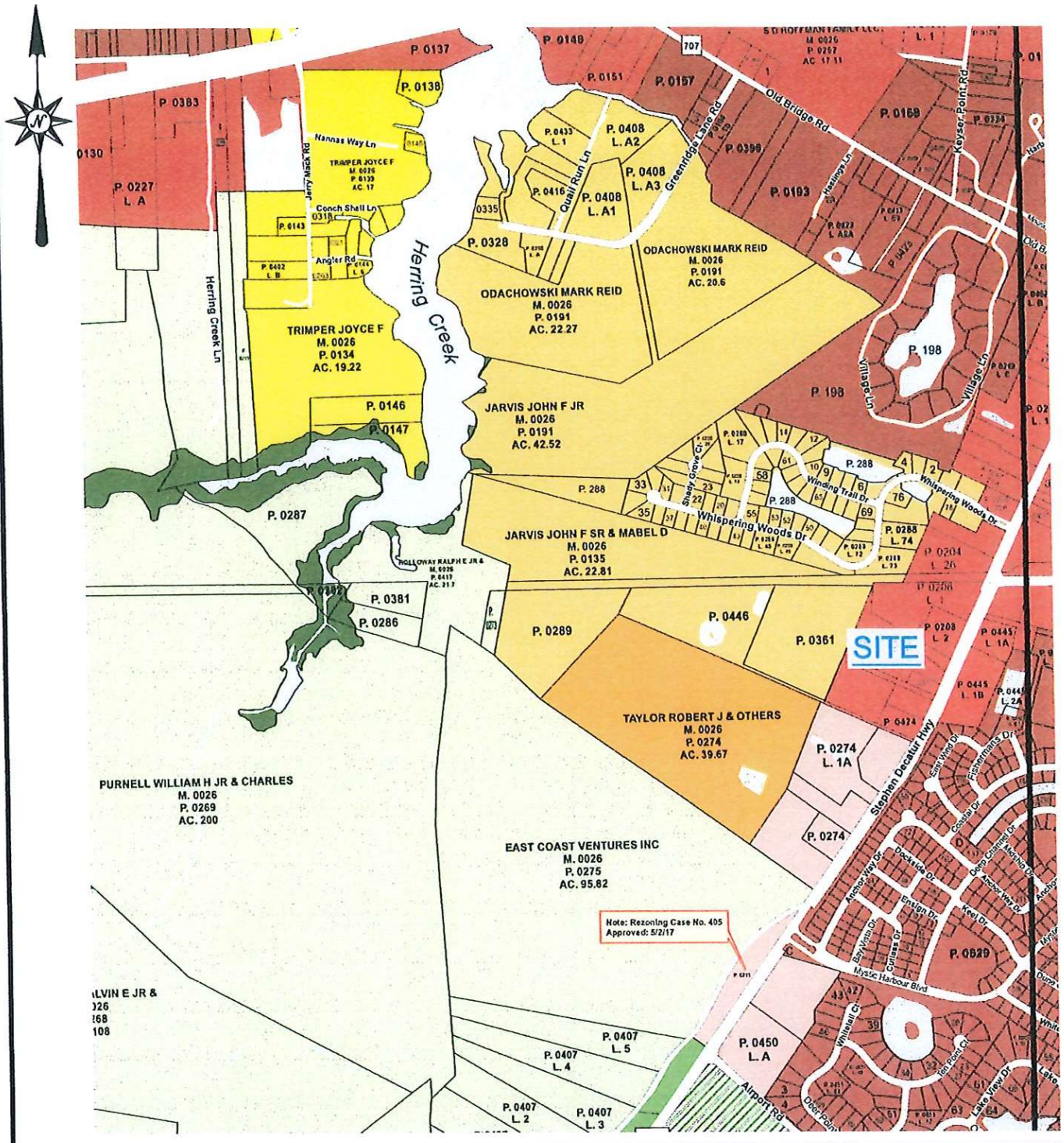
16. PLAN SET

1	PROPERTY DATA
2	LOCATION MAP
3	KEY MAP / ORTHO PHOTO
4-7	IMPACT PLAN VIEWS

PLAN TO ACCOMPANY APPLICATION
FOR
NON-TIDAL WETLAND & BUFFER IMPACT
OF
DIAKONIA
ALSO KNOWN AS
PARCELS 292 & 365, TAX MAP 26
OCEAN CITY, WORCESTER COUNTY, MARYLAND

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ENGINEERING, LLC
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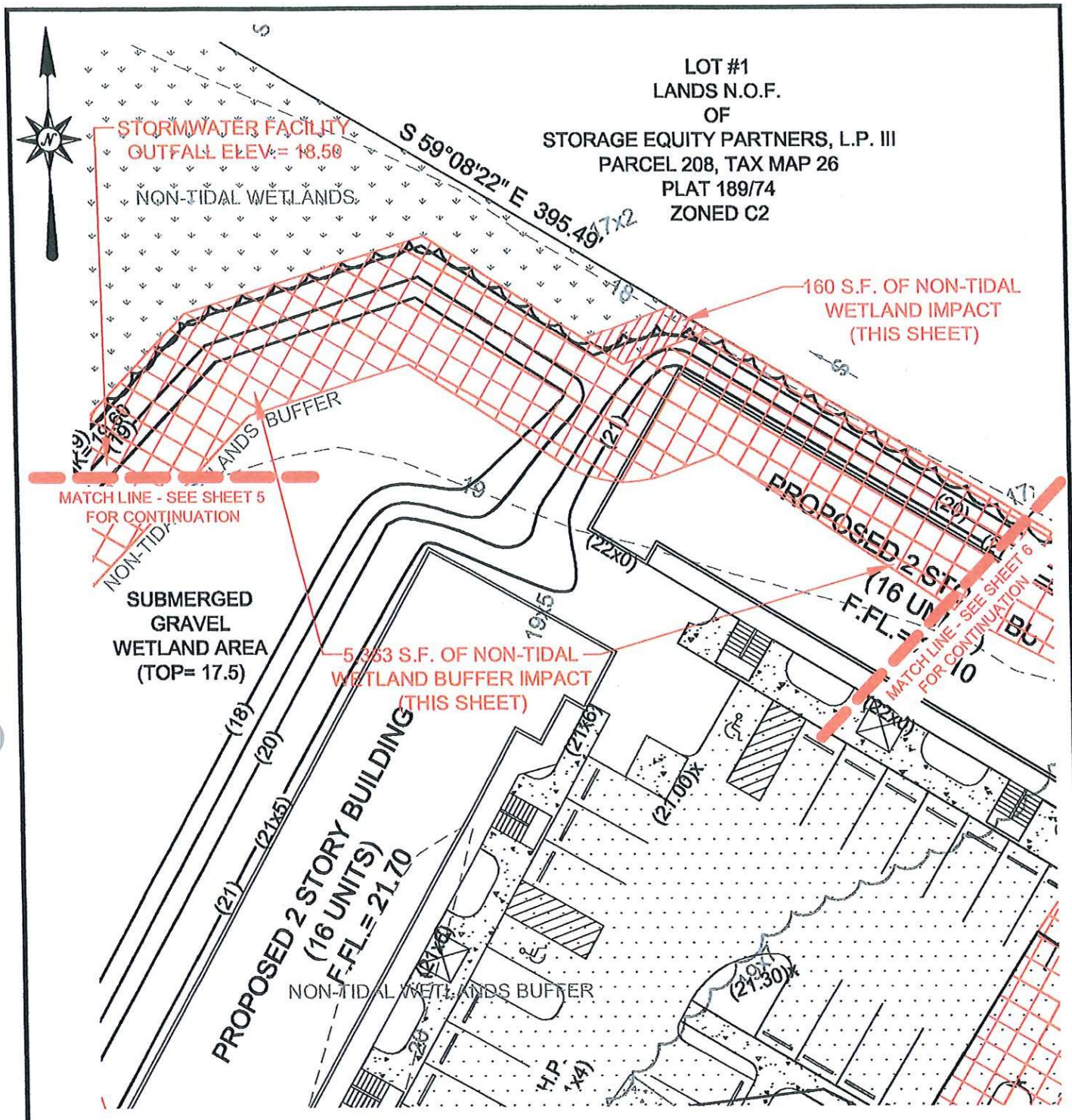
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DRAWN BY	R. CARPENTER	DRAWING NO.	5409-NTW1(Rev1)
CHECKED BY	R. CARPENTER	SHEET NO.	NTW1 OF NTW7



PLAN TO ACCOMPANY APPLICATION
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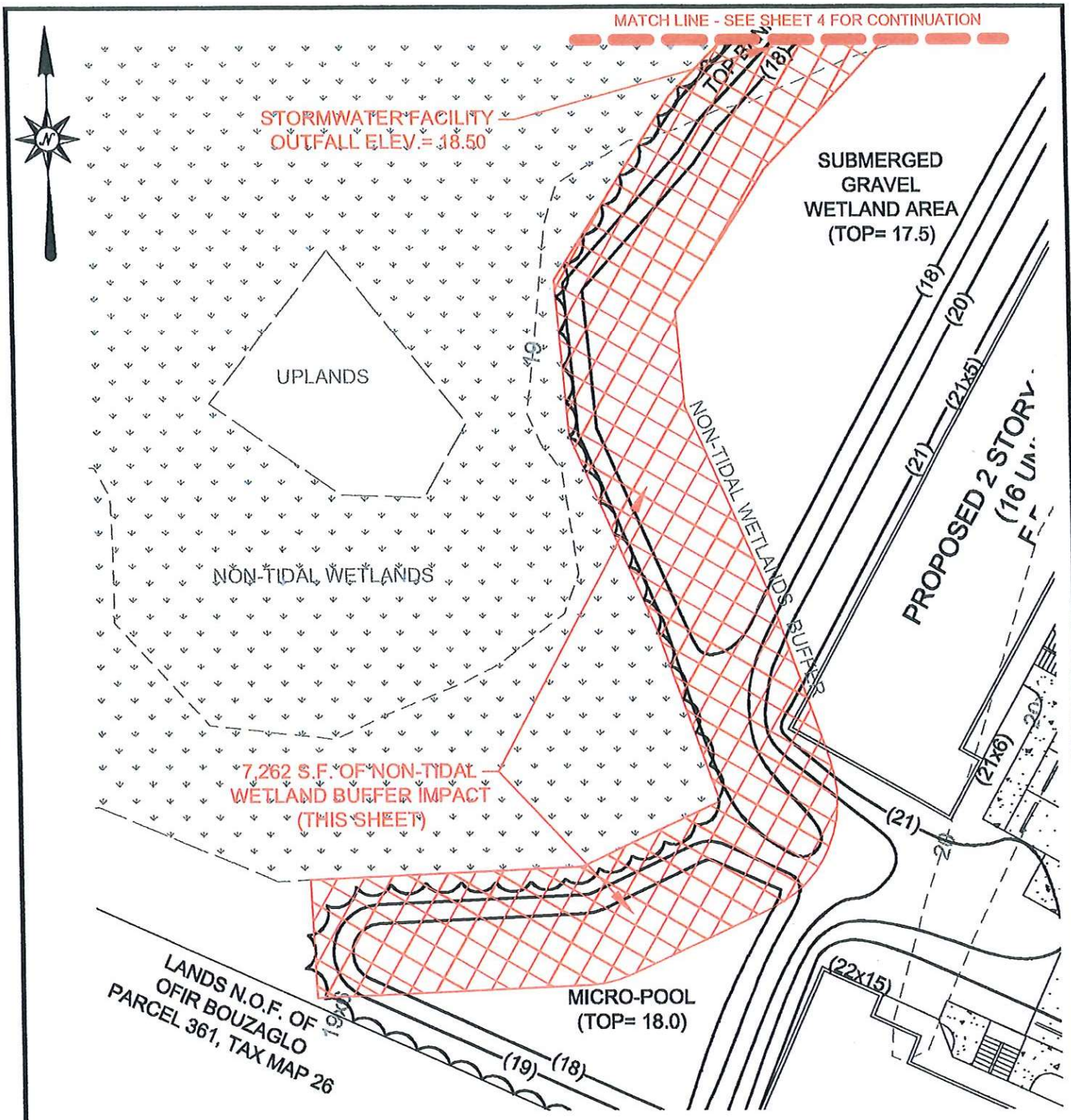
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CHECKED BY	R. CARPENTER	SHEET NO.	NTW2 OF NTW7



PLAN TO ACCOMPANY APPLICATION
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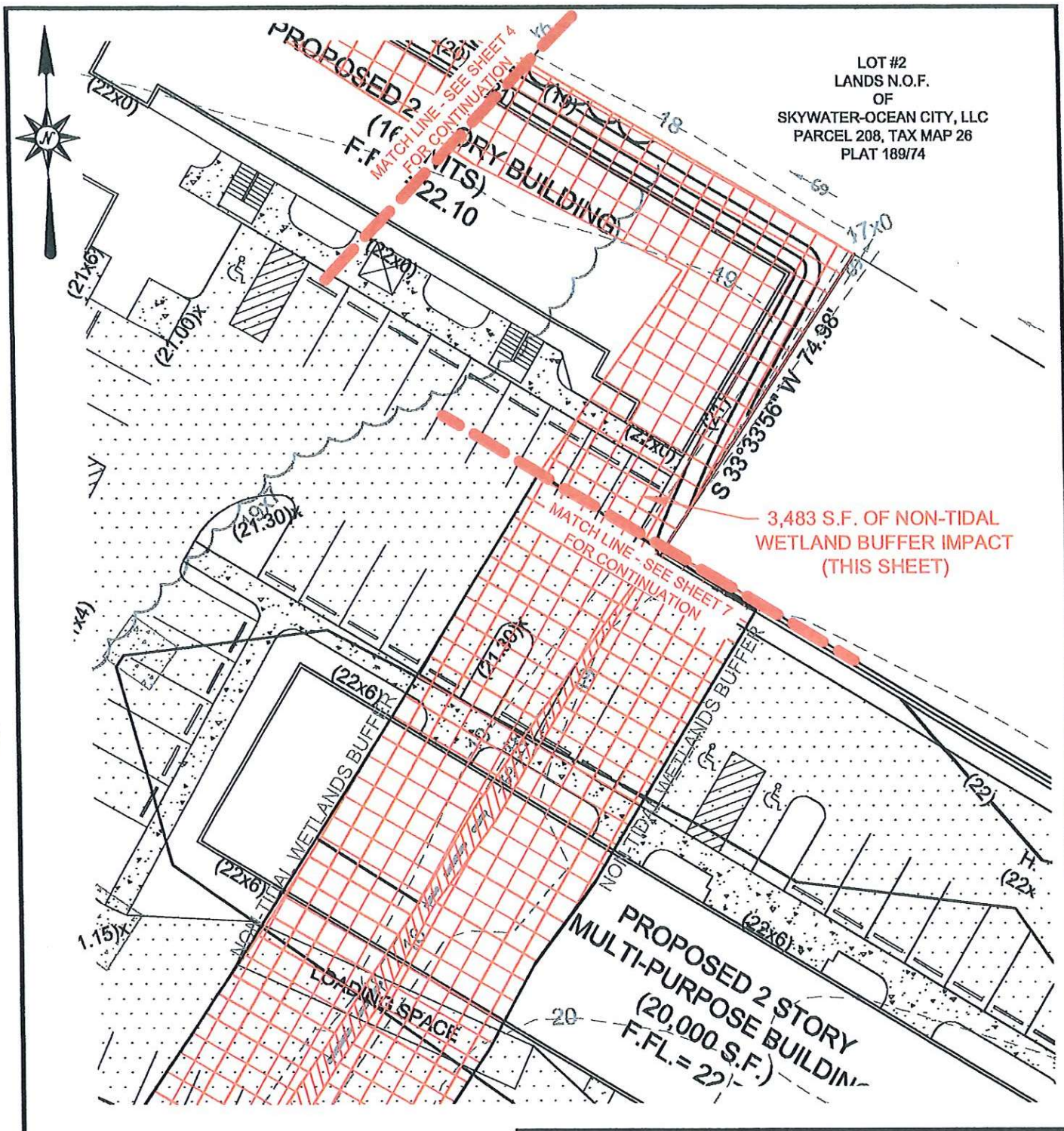
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CHECKED BY	R. CARPENTER	SHEET NO.	NTW4 OF NTW7



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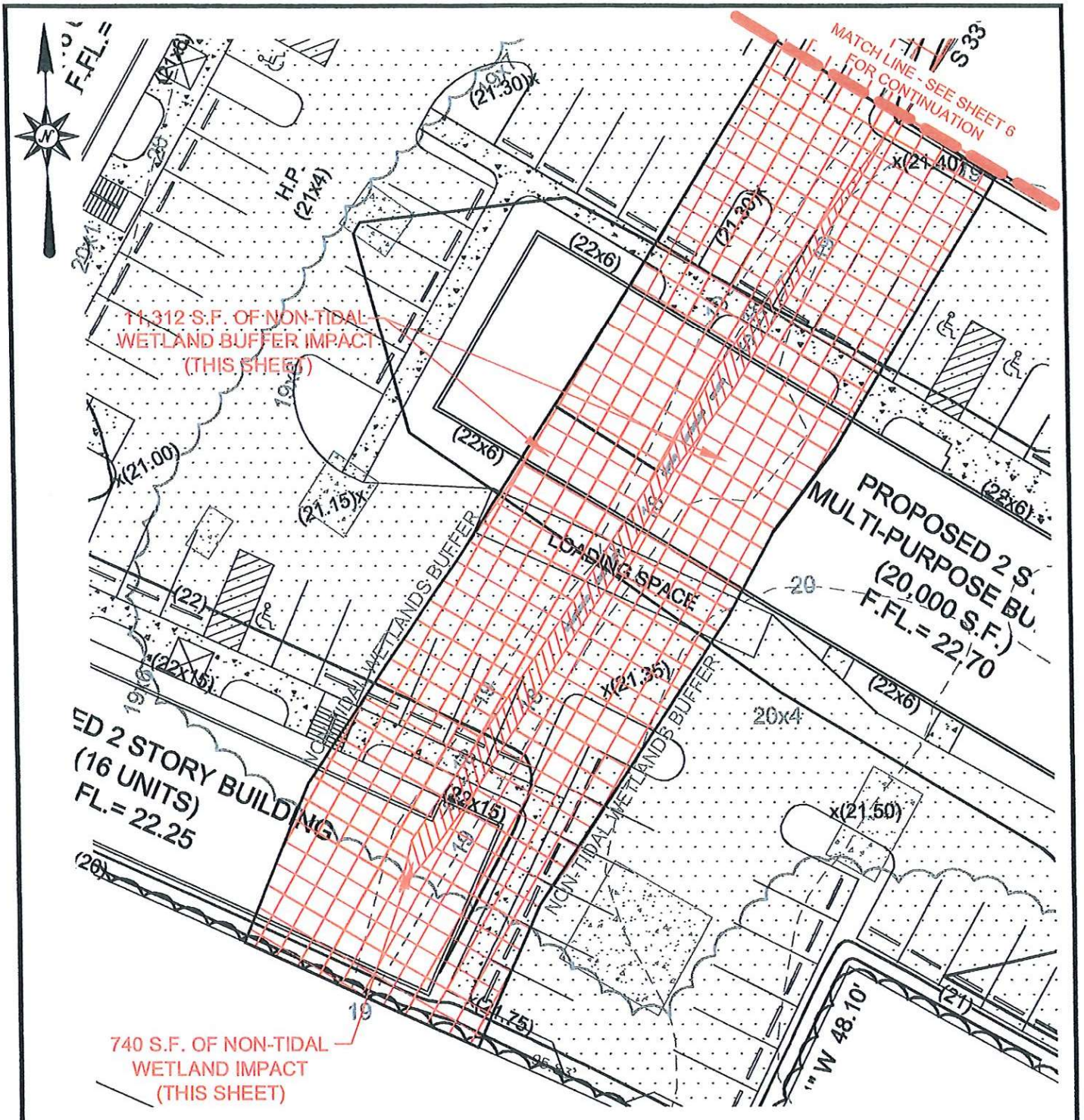
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CHECKED BY	R. CARPENTER	SHEET NO.	NTW5 OF NTW7



PLAN TO ACCOMPANY APPLICATION
FOR
NON-TIDAL WETLAND & BUFFER IMPACT
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ALSO KNOWN AS
PARCELS 292 & 365, TAX MAP 26
OCEAN CITY, WORCESTER COUNTY, MARYLAND

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DATE	01-11-2022	SCALE	1" = 30'
DRAWN BY	R. CARPENTER	DRAWING NO.	5409-NTW6(Rev1)
CHECKED BY	R. CARPENTER	SHEET NO.	NTW6 OF NTW7



PLAN TO ACCOMPANY APPLICATION
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NON-TIDAL WETLAND & BUFFER IMPACT
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PARCELS 292 & 365, TAX MAP 26
OCEAN CITY, WORCESTER COUNTY, MARYLAND

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DATE	01-11-2022	SCALE	1" = 30'
DRAWN BY	R. CARPENTER	DRAWING NO.	5409-NTW7(Rev1)
CHECKED BY	R. CARPENTER	SHEET NO.	NTW7 OF NTW7

Real Property Data Search ( )
Search Result for WORCESTER COUNTY

View Map | View GroundRent Redemption | View GroundRent Registration

Special Tax Recapture: None

Account Identifier: District - 10 Account Number - 010152

Owner Information

Owner Name:	DIAKONIA INC	**Use:**	COMMERCIAL
		Principal Residence:	NO
Mailing Address:	12747 OLD BRIDGE RD OCEAN CITY MD 21842-0000	**Deed Reference:**	/06469/ 00274

Location & Structure Information

Premises Address:	9601 STEPHEN DECATUR HWY OCEAN CITY 21842-0000	**Legal Description:**	3.40 ACS FARMS CO PROPERTY W S STEPHEN DECATUR RD

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0026	0018	0292	12080.24	74Z8				2025	Plat Ref:

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
			3.4000 AC	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements
			/				

Value Information

	Base Value	Value	Phase-in Assessments	
		As of 01/01/2025	As of 07/01/2024	As of 07/01/2025
Land:	344,400	397,500		
Improvements	0	0		
Total:	344,400	397,500	344,400	362,100
Preferential Land:	0	0		

Transfer Information

Seller: MID ATLANTIC INVESTMENTS INC	**Date:** 11/21/2014	**Price:** $965,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** /06469/ 00274	**Deed2:**
Seller: WAKATA CORP.	**Date:** 08/22/2005	**Price:** $300,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** SVH /04511/ 00285	**Deed2:**
Seller: CAMPAGNOLI NICHOLAS P	**Date:** 07/31/2000	**Price:** $265,000
Type: NON-ARMS LENGTH OTHER	**Deed1:** SVH /02888/ 00550	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2024	07/01/2025
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**

Medusa Printout



December 11, 2024

1:18,056

0 0.17 0.35 0.7 mi

0 0.28 0.55 1.1 km

Esri, HERE, Garmin, INCREMENT P, NGA, USGS, MD iMAP, MDP, SDAT

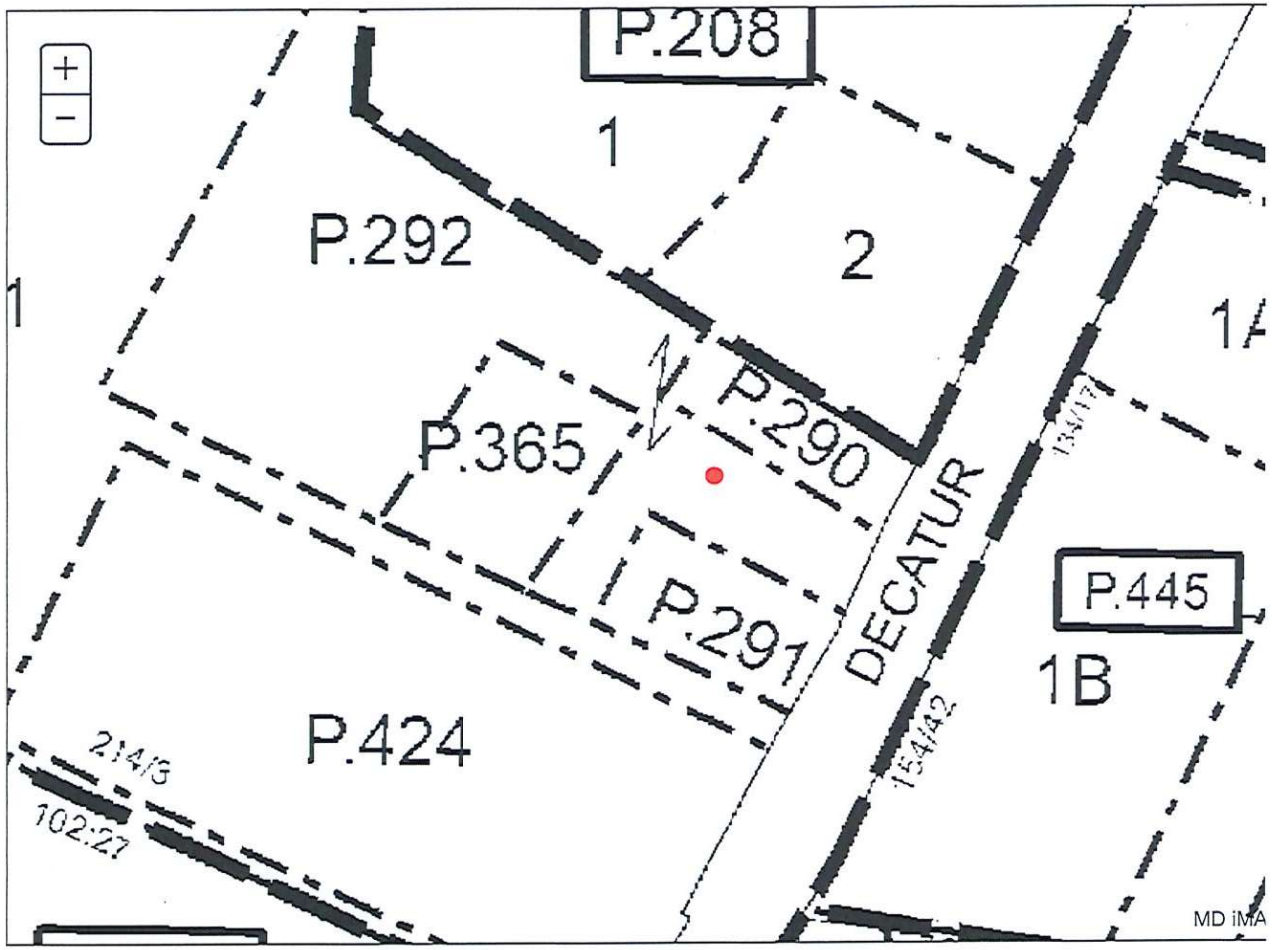
Made by: Maryland Historical Trust MDP


© Google

Worcester County

New Search (https://sdat.dat.maryland.gov/RealProperty)

District: 10 Account Number: 010152



The information shown on this map has been compiled from deed descriptions and plats and is not a property survey. The map should not be used for legal descriptions. Users noting errors are urged to notify the Maryland Department of Planning Mapping, 301 W. Preston Street, Baltimore MD 21201.

If a plat for a property is needed, contact the local Land Records office where the property is located. Plats are also available online through the Maryland State Archives at www.plats.net (http://www.plats.net).

Property maps provided courtesy of the Maryland Department of Planning.

For more information on electronic mapping applications, visit the Maryland Department of Planning web site at http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx (http://planning.maryland.gov/Pages/OurProducts/OurProducts.aspx).

611 BUILDING PROJECT

	INCOME	Current Expenses	Phase 1 Budget	Varience	Phase 2 Budget	Total Budget	
1001	Naming Rights Housing					$ -	
1002	Naming Rights Thrift Store					$ -	
1003	Naming Rights Food Pantry		$ 1,000,000.00			$ 1,000,000.00	
1004	Office Sponsorships		$ 1,000,000.00			$ 1,000,000.00	
	Total Naming Rights	$ -	**$ 2,000,000.00**		$ -	**$ 2,000,000.00**	
1011	Carozza Grant		$ 75,000.00			$ 75,000.00	Awaiting approval at Maryland Historical Trust Review
1012	Hartmann Grant		$ 75,000.00			$ 75,000.00	Awaiting approval at Maryland Historical Trust Review
1013	CDBG Grant		$ 860,000.00			$ 860,000.00	In process to gain approval at Worcester County Commissioners Board
1014	Community Investment Tax Credits	**$ 71,000.00**	$ 100,000.00			$ 100,000.00	Allocated for FY25 and FY26
1019	Other State Grants					$ -	Van Hollen/Alsobrooks
	Total State Grants	**$ 71,000.00**	**$ 1,110,000.00**		$ -	**$ 1,110,000.00**	
1021	USDA Rural Development Grant		$ 25,000.00			$ 25,000.00	up to 75% match?
1022	Shelter and Transitional Housing Grant (DCHD)				$ 3,667,961.33	$ 3,667,961.33	50% match?
1029	FHA Loan Grant				$ 3,667,961.33	$ 3,667,961.33	
	Total Federal Grants	$ -	**$ 25,000.00**		**$ 7,335,922.65**	**$ 7,360,922.65**	
1030	Foundations		$ 75,000.00			$ 75,000.00	
1040	Civic/Church	**$ 10,000.00**				$ -	West Ocean City Association
1050	Corporate/Business		$ 10,000.00			$ 10,000.00	
1060	Individuals	**$ 2,185.24**				$ -	Designations Online
1070	Other Local Governmental		$ 50,000.00			$ 50,000.00	
	Fundraising						
1110	Direct Mail		$ 100,000.00			$ 100,000.00	
1120	Legacy Brick Fundraiser		$ 40,000.00			$ 40,000.00	
						$ -	
	Total Community Fundraising	**$ 12,185.24**	**$ 275,000.00**		$ -	**$ 275,000.00**	
	Total Income	**$ 83,185.24**	**$ 3,410,000.00**		**$ 7,335,922.65**	**$ 10,745,922.65**	
2100	Engineering	**$ 58,048.00**	$ 75,000.00			$ 75,000.00	
2200	Construction Plans	**$ 30,168.59**	$ 250,000.00			$ 250,000.00	
2300	Builder's Insurance		$ 25,000.00			$ 25,000.00	
2400	Legal		$ 5,000.00			$ 5,000.00	
2500	Surveying	**$ 7,915.02**	$ 15,000.00			$ 15,000.00	
2600	Permits	**$ 2,753.00**	$ 10,000.00		$ 10,000.00	$ 20,000.00	
2700	Soils		$ 7,000.00		$ 8,000.00	$ 15,000.00	
2800	EDUs						
2810	Sewer	**$ 41,136.00**	$ 41,100.00		$ 341,200.00	$ 382,300.00	
2820	Water		$ 14,000.00		$ 112,000.00	$ 126,000.00	
2900	Admin	**$ 185.24**	$ 8,019.05			$ 8,019.05	
	Total Pre-Construction	**$ 140,205.85**	**$ 450,119.05**		**$ 471,200.00**	**$ 921,319.05**	
3100	Stake Out		$ 5,000.00		$ 5,000.00	$ 10,000.00	
3200	Sediment Control		$ 245,000.00			$ 245,000.00	
3300	Clearing	**$ 2,425.00**	$ 20,000.00			$ 20,000.00	
3310	Demolition						
3320	Grading		$ 215,000.00			$ 215,000.00	
3400	Water/Sewer		$ 200,000.00		$ 213,092.00	$ 413,092.00	
3500	Stormwater Management		$ 85,000.00			$ 85,000.00	
3600	Curb & Gutter		$ 25,000.00		$ 29,749.00	$ 54,749.00	
3610	Paving		$ 100,000.00		$ 100,000.00	$ 200,000.00	
3620	Landscaping		$ 5,000.00		$ 5,000.00	$ 10,000.00	
3630	Signage		$ 7,500.00			$ 7,500.00	
3640	SHA Entrance		$ 10,000.00			$ 10,000.00	
	Total Site Work	**$ 2,425.00**	**$ 917,500.00**		**$ 352,841.00**	**$ 1,270,341.00**	
4100	Thrift Store		$ 1,140,000.00			$ 1,140,000.00	
4200	Food Pantry						
4300	Offices		$ 640,000.00			$ 640,000.00	
4400	Building #1		$ -		$ 2,004,184.00	$ 2,004,184.00	
4500	Building #2		$ -		$ 2,004,184.00	$ 2,004,184.00	
4600	Buidling #3		$ -		$ 2,004,184.00	$ 2,004,184.00	
	Total Building	**$ -**	**$ 1,780,000.00**		**$ 6,012,552.00**	**$ 7,792,552.00**	
5000	FF & E		$ 100,000.00		$ 150,000.00	$ 250,000.00	
	Total Expenses	**$ 142,630.85**	**$ 3,247,619.05**		**$ 6,986,593.00**	**$ 10,234,212.05**	
6000	Contigency 5%		$ 162,380.95		$ 349,329.65	$ 511,710.60	
	Total Expectation	**$ 142,630.85**	**$ 3,410,000.00**		**$ 7,335,922.65**	**$ 10,745,922.65**	
	Profit/Loss	**$ (59,445.61)**	**$ -**		**$ -**	**$ -**	

Detail Expenses

	Date	Amount	Vendor	Reason	
	6/17/2024	$ 2,037.25	Carpenter Engineering	Engineering Prints	
	6/24/2024	$ 3,895.00	Frank Lynch Jr & Assoc	Route Survey	
	7/20/2024	$ 185.24	Staples	Enginnering Print copies	paid by donor
	10/24/2024	$ 368.00	Coastal Compliance	Completion and Submission	
	11/4/2024	$ 2,975.00	Frank Lynch Jr & Assoc	Boundary Topography Survey	
	11/7/2024	$ 785.00	Coastal Compliance	MDE NPDES NOI Permit	
	12/19/2024	$ 6,462.25	Carpenter Engineering	MDOT SHA Permit Drawings	
	12/19/2024	$ 4,333.75	Carpenter Engineering	Complete Revisions	
Prior to FY25					
	4/3/2015	$ 3,982.25	RD Hand & Associates	Principal Draft Renderings	
	6/8/2017	$ 2,000.00	Smith's Septic Service	2 Tank Abandonment	
	6/14/2017	$ 425.00	A.S.A.P. Total Disposal	Landfill Clearing	
	6/22/2027	$ 1,045.02	Somerset Well Drilling	Well Locations	
	12/9/2021	$ 16,813.50	Carpenter Engineering	Stormwater Mgmt, Construct Plans	
	1/27/2022	$ 14,882.25	Carpenter Engineering	Final Plans	
	1/27/2022	$ 1,600.00	Coastal Compliance	MDE Permit, JPA Completion	
	3/17/2022	$ 2,999.75	Carpenter Engineering	FSD Plan Support/TRC Narrative	
	9/1/2022	$ 7,771.25	Carpenter Engineering	Revised Stormwater Plans/Sewer	
	2/9/2023	$ 2,748.00	Carpenter Engineering	Landscape Lighting, Revise Sewer	
	4/1/2024	$ 41,136.00	Worcester County	EDUs	

Capital Project Fundraising Timeline

March 2025: Federal, State, & Local Grant Applications

Our fundraising efforts will begin with securing public funding through various grant opportunities at the federal, state, and local levels. These applications will be submitted in March 2025, with the following anticipated funding sources:

- **State Grants:** Legislative Bill Bond Requests- $75,000 from Carozza (Approved), $75,000 from Hartman (Approved) total $150,000 with the ability to request more. Spring 2025
- **Local Grants:**
  - Town of Ocean City – Requested $50,000 – July 2025
  - Worcester County Government – $50,000 – requested $50,000 in addition to normal $50,000 in operating. -- June 2025
  - Atlantic General Hospital – $10,000 – request Spring 2025
- **Community Investment Tax Grants -** $100,000 (approved for up to $200,000 in donations), $71,000 already given, with potentially another $50,000 before December 2025 and $50,000 before December 2026. March 2025
- **USDA Rural Development Facilities Grant -** $25,000 (25% match required) Spring 2025
- **Foundations (Community Foundation of the Eastern Shore)** $75,000, May 2025
- **West Ocean City Association** - $10,000, already received.

These funds will serve as the foundational public investment for the project, helping to leverage additional private and community contributions.

Fundraising Committee: Local Giving Campaign

To engage the local community and philanthropic supporters, the fundraising committee will oversee a comprehensive **Local Giving Campaign** with multiple fundraising initiatives:

1. Direct Mail Fundraising – Goal: $100,000 May 2025

We will launch a **targeted direct mail campaign** reaching businesses, residents, and past donors. This campaign will outline the project's impact, emphasizing the importance of community support. Our goal is to raise **$100,000** through individual and corporate contributions.

2. Room Sponsorships – Goal: $1,000,000 July 2025

To secure significant funding, we will offer **room sponsorships** within the facility. Donors will have the opportunity to **name specific rooms** in recognition of their contributions. We anticipate this initiative will generate **$1,000,000** through sponsorship commitments.

3. Building Naming Sponsorship– Goal: $1,000,000 July 2025

A premier sponsorship opportunity will be available for **naming rights to the building**. This exclusive sponsorship will provide recognition on the exterior and interior of the facility, ensuring long-term visibility for the donor. This is expected to bring in **$1,000,000** in funding.

4. Legacy Brick Fundraiser – Goal: $40,000 May 2025

As a way for individuals and families to leave a lasting legacy, we will offer **personalized engraved bricks** that will be displayed within the facility. We anticipate selling **200 bricks at $200 each**, generating **$40,000** in additional funding.

Summary of Fundraising Goals

Fundraising Initiative	**Anticipated Funding**
State Grant (Bond Bill)	$ 150,000
Local Grants (Town, County, AGH)	$ 60,000
Direct Mail Campaign	$ 100,000
Room Sponsorships	$1,000,000
Building Naming Sponsorship	$1,000,000
Legacy Brick Fundraiser	$ 40,000
Community Foundation of the Eastern Shore	$ 75,000
Community Investment MD Tax Credits	$ 100,000
USDA Rural Development Facility Grant	$ 25,000
TOTAL Match	$2,550,000
CDBG REQUEST	**$860,000**
TOTAL INCOME	**$3,410,000 (Phase 1)**

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

ZONING DIVISION
BUILDING DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

TO: Weston S. Young, Chief Administrative Officer
FROM: Matthew Laick, GISP, Deputy Director
DATE: March 10, 2025
RE: Request for the Repeal of Resolution 13-6 Geographic Information System (GIS) Policies and Procedures and Fee Schedule

In an effort to streamline GIS processes and provide better services to the public, I am requesting the repeal of Resolution No. 13-6 Geographic Information System (GIS) Policies and Procedures and Fee Schedule (attached).

The original resolution established policies for the distribution of data layers created and maintained by DRP staff such as address points and parcel boundaries, for which a fee would be charged to recoup costs for those services and to track who is using the data. After thorough evaluation and consideration of its impact, it has become clear that the resolution no longer serves its intended purpose.

If the resolution is repealed, Worcester County can use technology that we already have to share GIS data and interactive maps (such as the Election Districts webmap) with the public using web portals that host the data in a secure web environment posing no IT security risk. Providing GIS data online is a common practice across the country, and state law requires that local governments make such data readily available. It is standard practice in the GIS community to develop policies and disclaimers which will be attached to online data for users to know and understand its intended use. Below are links to jurisdictions in our area that provide such enhanced services:

- The Town of Ocean City: https://www.arcgis.com/apps/PublicGallery/index.html?appid=a694313682b4432c8463c23a7dac56bb
- Wicomico County: https://www.wicomicocounty.org/507/GISMap-Room
- City of Salisbury: https://salisbury.md/departments/information-services/public-gis-services
- Accomack County: https://accomack-county-virginia-open-data-portal-accomack.hub.arcgis.com/

I would be happy to discuss this further or provide any additional information or clarification as needed.

RESOLUTION NO. 25-___

REPEALING RESOLUTION NO. 13-6 GEOGRAPHIC INFORMATION SYSTEM (GIS) POLICIES AND PROCEDURES AND FEE SCHEDULE

WHEREAS, on February 5, 2013, the Worcester County Commissioners established policies and procedures for the distribution of GIS products to public and private users and established fees to cover the cost of providing such services under Resolution No. 13-6; and

WHEREAS, the Worcester County Commissioners have now determined that the policies, procedures and fees associated with this service are no longer necessary in order to streamline existing GIS processes and provide better services to the public.

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 13-6 is repealed in its entirety.

Executed this ___day of _____, 2025. This Resolution shall be effective immediately.

RESOLUTION NO. 13 - 6

RESOLUTION ESTABLISHING GEOGRAPHIC INFORMATION SYSTEM (GIS) POLICIES AND PROCEDURES AND FEE SCHEDULE

WHEREAS, the County Commissioners of Worcester County, Maryland (the County Commissioners) have established an automated mapping - geographic information system (GIS) consisting of spatially related data layers and mapping products which integrates, stores, edits, analyzes, shares, and displays geographic information for informing decision makers; and

WHEREAS, the County Commissioners have determined the need to establish a policy to promote the continued development of a unified, county-wide Geographic Information System (GIS), and procedures for the distribution of GIS products to public and private users, outlining the data format, fees and Product User License Agreement; and

WHEREAS, the County Commissioners have determined the need to establish fees to cover the cost of providing GIS products and services to public and private users as authorized by Section 10-904 of the State Government Article of the Annotated Code of Maryland, as from time to time amended.

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

1. The Worcester County Geographic Information System Policies and Procedures attached hereto as "Attachment A" are hereby adopted.

2. The Fee Schedule for GIS products and services shall be as follows:

   A. Maps (by size):

(1)	8 ½ " x 11" =	$2.50
(2)	11" x 17" =	$5.00
(3)	18" x 24" =	$10.00
(4)	24" x 24" =	$15.00
(5)	24" x 36" =	$20.00
(6)	36" x 36" =	$25.00
(7)	36" x 42" =	$30.00
(8)	42" x 42" =	$35.00

   B. Research Fee: $50.00 per hour or portion thereof in excess of one hour.

   C. Data Layers to be Released: $250.00 per layer/tile.

   D. Mailing Costs will be at the expense of the User, and determined on a case-by-case basis.

   E. Fees waived for governmental units.

   F. The County Commissioners, at their sole discretion, may reduce or waive fees for GIS products and system services that are to be used for a public purpose, and shall apply its reduction or waiver of the fees uniformly among persons who are similarly situated.

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

PASSED AND ADOPTED this 5th day of February, 2013.

ATTEST:

Gerald T. Mason
Chief Administrative Officer

WORCESTER COUNTY COMMISSIONERS

James C. Church, President

Merrill W. Lockfaw, Jr., Vice President

Judith O. Boggs

Madison J. Bunting, Jr.

Louise L. Gulyas

James L. Purnell, Jr.

Virgil L. Shockley

Worcester County
Geographic Information System
Policies and Procedures

DEFINITIONS:

Cost of providing a system product - the cost to create, develop, and reproduce the product in printed or hard copy form.

Cost of providing a system service - the actual cost of providing the service, including a reasonable share of the overhead costs of the system.

Data Integration – ability to use or combine data from multiple sources and databases while maintaining the integrity and reliability (data stays in sync when updated) of the data.

Digital Orthophotos – digital version of aerial photographs that are constructed to eliminate image distortion due to changes in aircraft tile and topographic relief.

Geographical Information System – system of computer hardware, software, and procedures designed to support the capture, management, manipulation, analysis, modeling, and display of spatially referenced data for solving complex planning and management problems.

Governmental Unit – means the State or a political subdivision, unit, or instrumentality of the State, a unit or instrumentality of a political subdivision of the State, a bicounty agency; or a combination of the entities specified in items (1) through (3) of this subsection.

Infrastructure – (as applied to GIS) the physical features that are installed to support the exchange and transfer of information that support Worcester County management, decision-making and staff related information activities, including software, hardware, data, and network communication.

Inter-Operable – capable of integrating and maintaining the integrity of data created with different software packages, while avoiding expensive and time-consuming data conversions and translations.

Internet – a worldwide network of computers into which anyone can connect. Home of such popular services as the World Wide Web, FTP (file transfer protocol), and Internet E-Mail.

Internet Server – a hardware component that provides shared services in a networked environment and a software component that provides information and/or processing via the World Wide Web.

Intranet – a private network that uses World Wide Web Internet software and standards to enable organizations to share information internally in nearly any form, an internal internet server made available to employees across a local area network or through private dial-up access.

Local Area Network (LAN) – Computers connected to one another with cables and network adapter cards, rather than by modems and telephone lines.

Map Coordinate System – a particular type of reference system that uses lineal or angular quantities to designate the position of points, so that a point of the 3-dimensional spherical Earth can be located on a 2-dimensional flat map.

Metadata – data about data, an overall description of the contents of a database, GIS feature class, coverage or other layer of information. Metadata would include but is not limited to, the source of the data, methods for gathering the data, person(s) responsible for the data, accuracy of the data, scale of the data, description of categories or data columns, codes or symbols used in data tables.

Overhead costs of the system - includes the costs of data gathering and entry, database maintenance and update, hardware, quality control, software, and indirect costs.

Parcel - Based – an information system that integrates property ownership mapping, property appraisal data and assessment data, along with graphic features (such as rivers, roads, railroads) throughout Worcester County.

System - an automated mapping-geographic information system in which geographically referenced data are entered and stored electronically; and can be manipulated to display selected geographic data. In addition, “System" includes data that define physical and nonphysical elements of geographically referenced areas.

System Products - drawings, lists, maps, narrative descriptions, photographs, or other hard copy formats that depict spatial data.

System Services - electronic access to data in the system, online access to data in the system, and software programs to access data in the system.

Wide Area Network (WAN) – a large network that exists beyond the boundaries of an office or building. The Internet is a WAN.

PURPOSE:
Worcester County views information as a critical tool for effective decision making and acknowledges that data integration is necessary for effective program and policy implementation. A significant proportion of data managed by Worcester County, State of Maryland and other governmental agencies is tied to a geographic location, thus this data can be spatially referenced, analyzed and viewed with GIS software. There is a state and nationwide movement towards integrating and sharing GIS data on various levels in the private and public sector, and in numerous capacities such as planning, law enforcement, emergency response, etc.
Worcester County has invested monies to purchase an integrated parcel-based GIS system. This base-line information should be used as the foundation to build more and better data sets.

POLICY:
It is the policy of Worcester County to promote continued development of a unified, county-wide Geographic Information System, hereinafter referred to as GIS, by

- Supporting an information infrastructure, including, but not limited to, hardware, software, relational database development and management, and network communication (such as Internet and Intranet) to enable and encourage the exchange and transfer of information within and between federal, state and local agencies;

- Enabling the transfer of information to design professionals and the general public;

- Supporting centralized storage of GIS data;

- Expanding the utilization of GIS services and capabilities to other County departments;

- Implementing GIS projects that build upon the parcel-based GIS; and

- Supporting development and maintenance of a website to facilitate public access to pertinent GIS data.

The primary purpose of this policy is to establish a standardized approach to GIS that will:

- Provide a means for coordinating, sharing and disseminating location-based information;
- Centralize storage of GIS data to help ensure that data is collected once, (which reduces redundancy) and stored once (which capitalizes on storage space and facilitates server maintenance and monitoring), while enabling distribution of GIS data to many users;
- Use a limited variety of GIS software packages to:
    - Avoid software incompatibilities;
    - Make software updates more efficient;
    - Facilitate emergency response planning and action;
    - Enhance communication among local, regional, state and federal government agencies through cooperation and data integration;
- Promote increased awareness about GIS technology and applications to other County departments;
- Provide GIS assistance for Worcester County projects;
- Create and maintain GIS data standards for Worcester County;

PROCEDURES:
A User seeking GIS data from the County shall contact either the Department of Emergency Services or the Department of Development Review and Permitting – Technical Services Division. Said User would be provided a copy of the GIS Policies and Procedures which outline the data format, fees and Product User License Agreement. Once the fee has been collected and the Agreement has been executed by all parties, the Technical Services Division staff will prepare the system product for delivery to the User.

DATA SPECIFICATIONS:
Product Information - Worcester County GIS cadastral map data does not replace or modify land surveys, deeds, and/or other legal instruments defining land ownership and use.

Geo-referencing System - All Worcester County GIS data are distributed in the North American (horizontal) Datum of 1983 (NAD83), National Geodetic Vertical Datum 1929 (NGVD29), in the Maryland Zone of the State Plane Coordinate System.

Data Format - Parcel-Based Worcester County GIS data are distributed as ArcMap Shapefiles or in a File Geodatabase. Special requests for GIS data in other formats will be considered. Worcester County will not provide the computer software or hardware needed to access the data.

Data Layers or GIS related Information – Data cannot be released by the County when:

- the County receives data at no charge from another government entity or private firm that would otherwise charge the public for the same data;
- the material is copyrighted;
- the County has executed and entered into a Non-Disclosure Agreement with a firm;

Map Format - Worcester County's website hosts a list of standard maps saved in a pdf format, such as zoning, land use, critical area, etc. Map sizes range from 81/2 inches by 11 inches, 11 inches by 17 inches, 24 inches by 36 inches, 24 inches square, 36 inches square, 42 inches square. Federal, state and local agencies and departments may submit a request to the Technical Services Division for the preparation of a map product. Maps can be downloaded and printed at local printing establishments.

Media - Data or map products are distributed via email, on CD, DVD, FTP Site or link on the County's website depending upon the size of the data. Special requests for data distribution on other media will be considered.

Digital Orthophotos – A mosaic of the County's orthophotos can be obtained from ESRGC – Eastern Shore Regional GIS Cooperative.

DATA DISTRIBUTION:

In accordance with the Annotated Code for the State of Maryland, specifically State Government Article, Title 10 Governmental Procedures, Subtitle 9 Automated Mapping – Geographic Information Systems, Worcester County as a government unit should provide private commercial users and the general public automated mapping – geographic information system products and system services, while not providing a public subsidy to private commercial users.

Users may be County departments which require the assistance of the system product or system services to maintain inventory and location of infrastructure to facilitate operations. The User may be currently under contract with the County or municipality to conduct and complete a specific project which requires the use and analysis of the system product or system services to fulfill said contract. The User may be a federal, state or local governmental agency or university who plans to utilize the system product or system services in association with governmental or educational business and/or

operations. The User may be a business, organization or private citizen requesting the system product or system services for a specified purpose.

Worcester County may require Users of the system product or system services to enter into a GIS Data Mapping System Product User License Agreement.

For some Users, the system product will be updated and made available annually, or based on a schedule determined by Worcester County Department of Emergency Services – Information Technology Division and Department of Development Review and Permitting – Technical Services Division.

FEE SCHEDULE:

In accordance with the Annotated Code of Maryland, specifically State Government Article, Title 10 Governmental Procedures, Subtitle 9 Automated Mapping – Geographic Information Systems, Worcester County as a government unit may adopt a fee structure for system products and system services.

The County may sell system products to the general public for a fee that reasonably reflects the cost of creating, developing, and reproducing the product in whatever format is available.

Department of Development Review and Permitting -Technical Services Division staff will be responsible for keeping an account of time, materials and services spent on projects prepared for County Departments. The County Commissioners Office will determine whether inter-office billing is necessary.

In addition, the County may sell system services to the general public for a fee that reflects the cost of providing the system services. The County has the right to reduce or waive fees for system products and system services that are to be used for a public purpose, and shall apply its reduction or waiver of the fees uniformly among persons who are similarly situated, such as other government units and related agencies.

The County fee schedule will be established by Resolution and initially shall be as follows:

- Map:
  8 ½” x 11” - $2.50
  11” x 17” - $5.00
  18” x 24” - $10.00
  24” x 24” - $15.00
  24” x 36” - $20.00
  36” x 36” - $25.00
  36” x 42” - $30.00
  42” x 42” - $35.00

- Research Fee:
  $50.00 per hour or portion thereof in excess of one hour.

- Data Layers to be Released:
  $250.00 dollars per layer / tile

- Mailing costs will be at the expense of the User, and determined on a case by case basis.

- No charge to government units.

GIS DATA MAPPING SYSTEM
PRODUCT USER LICENSE AGREEMENT

WHEREAS, the County Commissioners of Worcester County, Maryland, (hereinafter called the "County"), provided in the FY2006-2007 Fiscal Year budget thru the ENSB grant process a GIS Management/Mapping System for use by Worcester County Department of Emergency Services. The responsibility of administration, maintenance and control of this system was placed with the Department of Emergency Services (hereinafter called the "Administrator"). The Director of Emergency Services or her/his designee(s) shall act as the Systems Administrator(s). The dataset (hereinafter called the "Product") will be stored and maintained by the Worcester County Department of Development, Review, and Permitting - Technical Services Division (hereinafter called the "Editor"). Any distribution or access to this data requires the approval of the Administrator as some data layers contain sensitive, confidential, and proprietary information.

This Agreement serves as a License entered into this _____ day of _____, 20__ by and between the Administrator and_____ _____ (hereinafter called the "User").

WHEREAS, the County is the developer of the Product specified in the agreement with the right to license and distribute the Product; and

WHEREAS, the User desires a license to use the Product and the County desires to grant such a license to the User for the sole purpose of permitting the User to use the Product in its business activity and for no other purpose whatsoever;

NOW AND THEREFORE, in consideration of the mutual terms, covenants, and conditions set forth herein, the parties hereto agree as follows:

I. USER

A. The User is currently under contract with the County or municipality _____ _____ to conduct and complete a project which requires the use and analysis of the Product to fulfill said contract. The project and/or contract pertains to or is referred to as _____ _____ located _____ _____ or;

B. The User is a federal, state or local governmental agency or university _____ _____. Said User plans to utilize the Product in association with governmental or educational business and/or operations. or;

C. The User is a business, organization or private citizen, _____ _____requesting Product for the following purpose _____ _____.

II. USE:

A. The County shall retain all rights, title and interest in the Product and subsequent copies. The County reserves the right to deny or modify a request.

B. The User may make digital and/or hard copies of the Product solely for the purpose of supporting the User in its specified activity. The User may make hard copies for public and noncommercial use. The User shall not duplicate the Product in digital format except as provided by this Agreement.

C. The User acknowledges and accepts that the use of said Product is strictly in conjunction with the specified contract, project or purpose specified herein.

D. The User shall not sell, loan, rent, assign, distribute or otherwise transfer the Product in any digital form or format, including but not limited to networks, timesharing, or multiple CPU arrangements.

E. The User may translate the Product into other digital formats. These "conversions" shall be subject to the same restrictions as the Product under this Agreement.

F. The User requests the following Product (map, data layers, etc) meeting certain specifications (size, format, etc.) for a portion of Worcester County or its entirety

_____
_____
_____
_____
_____
_____.

III. WARRANTY

A. The User acknowledges and accepts the Product provided "as is" without warranty of any kind or any representation of accuracy, timeliness or completeness. The burden for determining accuracy, completeness, timeliness, merchantability and fitness for or the appropriateness for use rests solely on the User. The User acknowledges and accepts the limitations of the Product, including the fact that the Product is dynamic and is in a constant state of maintenance, correction and update. The County shall not be responsible for delays or inabilities to service or deliver, caused directly or indirectly by strikes, accidents, climatic conditions, or other reasons of similar nature beyond its control.

B. The County shall not be liable for any damages resulting directly or indirectly from any activity involving the Product.

C. The User acknowledges and accepts all data is distributed via CD, DVD or ftp site. Special requests for data distribution on other media will be considered. If an external hard drive is needed for the conveyance of data, the User shall provide equipment that has current anti-virus software protection approved by the County. The County reserves the right to refuse the connection of non-County drives to any and all County computers which it may deem to be a security threat to the County network. The User acknowledges and accepts that a breach of system integrity or damage to the County computer network system, software, or data caused by User shall make it liable for all expenses incurred to the County for repairs. This includes any equipment or software replacement or repairs, reprogramming costs, penalties, or lawsuits incurred by such actions of the User. Any such actions that result in damage to the County network or mapping systems shall immediately terminate this Agreement and all computers shall be removed from system privileges until such time as a request for reinstatement is made and restitution of all damages is paid;

D. User's sole and exclusive remedy for defective delivery media will be to return the Product within 60 days of receipt. The County shall, at its discretion, retain the returned Product and refund the fee for the Product, or replace the Product, or repair the Product and return it to the User.

IV. ASSIGNMENT AND TRANSFER

User shall not lease, sell, distribute, make, transfer, or modify the Product or engage in any other transaction which has the effect of transferring the right of use or part of the Product without prior consent of the County.

V. TERM

The term of this Agreement shall commence the date the agreement is executed. The term of the license shall expire at such time the User discontinues use of the Product, or the User fails to comply with ay of the terms and conditions provided herein at which time the license shall be revoked. The license shall be revoked by the County by giving written notice of such revocation to the User.

VI. PAYMENT

The User shall submit payment in accordance with the County's Fee Schedule prior to the execution of this Agreement by the County and receipt of the Product. The County Commissioners have the sole discretion to adjust the fee schedule from time to time.

VII. GENERAL

The parties agree and stipulate that in the event of a dispute, jurisdiction shall reside in the State of Maryland, and this Agreement will be governed and controlled by the laws of the State of Maryland. If any provision(s) of this Agreement shall be held to be invalid, illegal or unenforceable, the validity, legality, and enforceability of the remaining provisions shall not, in any way, be affected or impaired thereby. No action, regardless of form, arising out of this Agreement may be brought by either party more than two (2) years after the cause arisen.

IN WITNESS WHEREOF, this Agreement is executed on the date subscribed under the parties' names.

COUNTY -

Department of Emergency Services
John W. Birch, Jr., Director

Signature:_____

Date:_____

Department of Development Review and Permitting – Technical Services Division
Kelly Henry, Technical Services Manager

Signature: _____

Date:_____

USER – Primary

Name:_____

Title: _____

Company:_____

Address: _____

_____

Phone: _____

Signature:_____

Date:_____

Signature:_____

Date:_____

USER –Secondary (Contractor)

Name:_____

Title: _____

Company:_____

Address: _____

_____

Phone: _____

Signature:_____

Date:_____

MARYLAND'S Coast WORCESTER COUNTY

Worcester County Recreation & Parks
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
DATE: March 11, 2025
SUBJECT: MDOT SHA - WOC Harbor Request

We received a request from Covington Machine & Welding Inc. to utilize a portion of the West Ocean City Harbor parking lot to set up a crane, dunk, and assemble some platforms. Covington currently has a contract with Maryland State Highway Office of Structures to repair the Rt. 50 Ocean City drawbridge. Assembling the platforms at the Harbor would take 4-5 days. Covington is requesting the usage of April 28, 2025 through May 2, 2025 or May 5, 2025 through May 9, 2025. This is similar to the request they had in December of 2024 that was approved by the Commissioners.

The scope of work for this project is repairing the bridge deck soffit of the Ocean City US-50 drawbridge. If granted permission to utilize the West Ocean City Harbor to assemble these platforms, they would then swing them in the water with a crane, pull them under the bridge and hoist them in position to begin work. The area needed to perform this work is 35' by 150' which is shown to scale in the attached diagram. With this area closed off, single lane vehicular access will still be available in the parking lot. Approximately 12months later they would need to remove these floats from the site and would then need the designated area again to disassemble the floats and haul off site.

If granted permission, MDOT State Highway Association has a Right of Entry Agreement which they would have to execute, making any damage that may occur while on our property to be repaired at their cost. Additionally, they would be willing to pay a fee for this usage.

The Recreation & Parks Department has reviewed and supports this request.

Attachments

cc: Jacob Stephens, Deputy Director of Recreation & Parks
Darcy Billetdeaux, Parks Superintendent



35’ by 150’ area designated in red.

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

DALLAS BAKER JR., P.E.
DIRECTOR

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

CHRISTOPHER CLASING, P.E.
DEPUTY DIRECTOR

TO: **Weston Young P.E., Chief Administrative Officer**
Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: **Dallas Baker Jr., P.E., Director** Dallas Baker Jr
DATE: **March 13, 2025**
SUBJECT: **MD 589 Water & Sewer Extension Evaluation**

Public Works is requesting Commissioner approval to contract with George, Miles, and Buhr (GMB) evaluating and providing plan recommendations for the extension of water and sewer utilities from the Ocean Pines Service Area to parcels located along MD 589 south of Pennington Commons. The total cost of the utility evaluation and plan is $23,700 (see attached quotation documents). Funding will be provided through an over-expenditure of the Ocean Pines Administration Consulting Services Professional Fees 555.8001.6530.100. Per the approved Rate Payer Protection Policy, reimbursement for expenses related to the study will be assessed to future developers that tie into the proposed improvements.

Worcester County has seen an increased interest in development along MD 589 from the existing Pennington Commons development south to the Route 50 intersection. At this time, it is anticipated that water and sewer services to this area would come from the Ocean Pines Service Area. Public Works has requested GMB to evaluate and recommend infrastructure needs on a regional basis to serve the area in question. As individual developments are approved in the future, the sewer and water infrastructure installed should account for future service needs in order for the County to effectively serve this area. Having an approved water and sewer extension plan in place for this area will ensure that Public Works can adequately serve those approved to connect.

Please let me know if there are any questions.

Attachments

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

GMB
GEORGE, MILES & BUHR, LLC

ARCHITECTS
ENGINEERS

206 WEST MAIN STREET
SALISBURY, MD 21801
PH: 410.742.3115
PH: 800.789.4462
salisbury@gmbnet.com

SALISBURY
BALTIMORE
SEAFORD
LEWES
OCEAN VIEW

www.gmbnet.com

February 27, 2025

Worcester County DPW
1000 Shore Lane
Berlin, MD 21811

Attn: Mr. Tony Fascelli
Water & Wastewater Superintendent

Re: Proposal for Engineering Services
MD 589 Water & Sewer Service Extension
Worcester County, MD

Dear Mr. Fascelli:

Thank you for contacting George, Miles & Buhr, LLC (GMB) to assist Worcester County in evaluating the extension of water and sewer utilities from the Ocean Pines service area to parcels located along MD 589 south of Pennington Commons.

UNDERSTANDING

Worcester County has seen an increased interest in development along MD 589 from the existing Pennington Commons development south to the Route 50 intersection. It is anticipated sewer service to this area would come from Ocean Pines. Worcester County Department of Public Works (DPW) has requested GMB to evaluate and recommend infrastructure needs on a regional basis to serve the MD 589 area. As individual developments are approved, the sewer and water infrastructure installed should account for future service needs in order for the County to effectively serve this area.

GMB will work with the County to develop EDU projections for the future service area based on zoning and anticipated environmental constraints. This evaluation will provide recommendations on approximate locations and capacity of regional lift stations and associated force mains to strategically reach as many parcels via gravity sewer as feasible. Regional force main discharge locations will be discussed with the DPW based on their knowledge of the existing Ocean Pines infrastructure capacity. GMB will also review past water service planning documents and provide an updated concept layout recommending future water main locations and potential loops.

This evaluation will be completed in two (2) phases based on site geography. The first area (North Turville Creek) will include parcels that border the Pennington Commons development and continue south to Turville Creek. The second area (South Turville Creek) will include parcels south of Turville Creek to the intersection of Route 50. At this time only parcels and large lots that border MD 589 will be considered but the study area can be further defined as GMB works with the County on EDU projections for each area.

JAMES H. WILLEY, JR., P.E.
CHARLES M. O'DONNELL, III, P.E.
A. REGGIE MARINER, JR., P.E.
JAMES C. HOAGESON, P.E.
STEPHEN L. MARSH, P.E.
DAVID A. VANDERBEEK, P.E.
ROLAND E. HOLLAND, P.E.
JASON M. LYTLE, P.E.
CHRIS B. DERBYSHIRE, P.E.
MORGAN H. HELFRICH, AIA
KATHERINE J. MCALLISTER, P.E.
W. MARK GARDOCKY, P.E.
ANDREW J. LYONS, JR., P.E.

PETER A. BOZICK, JR., P.E.
JUDY A. SCHWARTZ, P.E.
W. BRICE FOXWELL, P.E.

JOHN E. BURNSWORTH, P.E.
VINCENT A. LUCIANI, P.E.
AUTUMN J. BURNS
CHRISTOPHER J. PFEIFER, P.E.
BENJAMIN K. HEARN, P.E.

SCOPE OF SERVICES

We anticipate the following scope of services to be completed under this evaluation.

1. Attend one (1) meeting with DPW and Environmental Programs to discuss future MD 589 service area and existing Ocean Pines infrastructure.

2. GMB will review zoning and development density rates to develop EDU projections for sizing regional water & sewer infrastructure. Coordinate with DPW and Environmental Programs to develop MD 589 Service areas and associated EDU exhibit.

3. Develop concept layouts including gravity sewer, regional pump stations and force mains along future MD 589 service area for each phase discussed above. Include preliminary location, size and capacity parameters based on the EDU projections.

4. GMB will obtain and review existing planning information for the proposed water infrastructure in the MD 589 service area. Review future demands and industry standards to develop a concept plan for water service to the area. Include preliminary size and location of mains and possible loop and/ or interconnect locations. *Note the scope of work does not include hydraulically modeling the future water service area and demands. Estimated sizing of water infrastructure will be concept only.*

5. Develop exhibits and associated design parameters memo for each phase site area (North Turville Creek and South Turville Creek).

6. Attend one (1) final meeting with DPW for each phase 1 & 2 to present findings and address comments. Finalize and submit final evaluation.

EXCLUDED

1. Engineering analysis of existing downstream infrastructure and capacity located in Ocean Pines service area. GMB will recommend force main discharge locations based on discission with DPW and their prior knowledge of any capacity constraints.
2. Hydraulic water model of existing and proposed water infrastructure.
3. Construction cost estimates associated with the proposed future water and sewer infrastructure.
4. Evaluation will not include field work, hydro-geological investigations, wetlands survey, topographic survey, or preparation of drawings.

SCHEDULE

GMB proposes to provide these services starting within one (1) week of receiving a signed agreement. GMB will endeavor to complete exhibits and evaluation for phase 1 site area within 6 weeks. GMB will complete phase 2 site area evaluation within an additional 4 weeks. We recognize the County is completing planning and zoning reviews for a proposed development in the phase 1 site area and the results of this evaluation

will be critical for further discussion on this development prior to June 2025. GMB will work to accommodate and meet any deadlines.

FEE FORMAT AND ESTIMATED FEE

We propose to bill our services each month on the basis of hours expended related to the scope of services and in accord with the attached "Schedule of Hourly Rates & Expenses". GMB has included and agrees with Worcester Counties past modifications to GMB General Conditions. GMB will not exceed the Estimated Total Fee unless there is a change to the scope of services or Owner modifications and approval.

Phase 1 Site Area (North Turville Creek) & EDU Analysis = $15,500.00

Phase 2 Site Area (South Turville Creek) = $7,200.00

Estimated Reimbursable Expense = $1,000.00

If upon review, you find this proposal acceptable, please execute this agreement in the space provided below.

We greatly appreciate the opportunity to submit this proposal and please don't hesitate to contact us with any questions. Thank you for your continued confidence in GMB.

Sincerely,

Katherine J. McAllister, P.E.
Sr. Project Manager/ Vice President

Attachments: Schedule of Hourly Rates & Expenses
General Conditions (with Worcester County modifications)

ACCEPTED FOR WORCESTER COUNTY DPW:

By:_____

Printed Name:_____

Title:_____

Date:_____

Phone Number:_____

Email Address:_____

SCHEDULE OF HOURLY RATES & EXPENSES

HOURLY RATES

Effective December 26, 2024

CLASSIFICATION	HOURLY RATE
Senior Project Director	$ 185.00 - $ 245.00
Project Director	$ 160.00 - $ 220.00
Senior Project Manager	$ 135.00 - $ 200.00
Project Manager	$ 115.00 - $ 175.00
Assistant Project Manager	$ 115.00 - $ 155.00
Senior Project Engineer/Architect/Landscape Arch	$ 115.00 - $ 155.00
Senior Environmental Scientist	$ 100.00 - $ 155.00
Project Engineer/Architect/Landscape Arch	$ 105.00 - $ 145.00
Graduate Engineer/Architect/Landscape Arch	$ 95.00 - $ 140.00
Environmental Scientist	$ 70.00 - $ 135.00
Geospatial Analyst	$ 70.00 - $ 135.00
Senior Designer	$ 90.00 - $ 155.00
Designer	$ 75.00 - $ 115.00
CADD Operator	$ 70.00 - $ 100.00
Construction Representative	$ 90.00 - $ 135.00
Resident Project Representative (RPR)	$ 65.00 - $ 125.00
Senior Project Coordinator	$ 90.00 - $ 125.00
Project Coordinator	$ 65.00 - $ 120.00
Surveyor	$ 95.00 - $ 170.00
Survey Crew Chief	$ 70.00 - $ 120.00
Survey Technician	$ 40.00 - $ 80.00
Administrative/IT Support	$ 50.00 - $ 135.00
GIS Specialist	$ 60.00 - $ 95.00
Senior Technician	$ 60.00 - $ 125.00
Technician	$ 40.00 - $ 85.00

EXPENSES

All items per each, unless noted.

Internal:	
Photocopies:	
Black & White	$ 0.20
Color	$ 0.50
Prints/Plots:	
Black & White/Color	$ 0.50 /s.f.
Mylar	$ 2.00 /s.f.
Travel:	
Mileage	$ 0.70/mile*
Subsistence (Meals & Lodging)	At Actual Cost
Overnight/Immediate Delivery	At Actual Cost
Survey Crew Rates	
1-person crew	$ 130.00/hour
2-person crew	$ 160.00/hour
3-person crew	$ 190.00/hour
Other:	
Electronic Media Copies/Transfers/File	$ 300.00/file
Website Project File Sharing	$ 1.00/MB/month
Construction Management Software	$ 200.00/month
Surveying Equipment/Total Station Only	$ 35.00 /day
Surveying Equipment/Total Station + GPS Unit	$ 150.00 /day

* Adjusted annually in accordance with the Internal Revenue Service Directives

GMB
GEORGE, MILES & BUHR, LLC

GENERAL CONDITIONS

(Effective December 26, 2024)

Client's written approval is required to exceed Proposal amount.

Client agrees to limit GMB's liability related to errors and omissions to $2,000,000.

AGREEMENT

The term "Agreement" refers to the undertaking by George, Miles & Buhr, LLC ("GMB") to perform Services described in the attached Proposal and these General Conditions. The Agreement shall become effective upon acceptance by Client of the attached Proposal and General Conditions, which when acknowledged in writing, are authorization to proceed. The Agreement is between Client and GMB, and their respective partners, divisions, affiliates, members, successors and assigns, both of whom promise not to transfer or assign any interest in the Agreement without the other party's written consent. The Agreement supersedes all prior written proposals or negotiations and is conditioned upon Client's acceptance of these General Conditions. No modification of the terms of the Agreement or General Conditions shall be valid unless authorized in writing by both parties. If additional services are required by Client, GMB will provide the services when authorized in writing and documented to do so by Client.

FEES, RETAINER

Any estimate of the fees and expenses that GMB expects to incur in providing Client with services outlined in the attached Proposal is not a maximum or lump sum fee. Client understands and agrees that the final billing may be more or less than the estimate. Fees for services will be adjusted if there are changes to the scope or schedule, as defined in the Proposal including supporting drawings, schedules and exhibits. If GMB does not have an established relationship with the Client, a retainer will be requested approximating the value of services for a minimum of sixty (60) days and will be credited to the final invoice. A Schedule of Hourly Rates & Expenses is attached to and incorporated as part of the Proposal. Unless otherwise noted, all proposals are valid for a period of 90 days from the date of the proposal.

INVOICES

Invoices are due upon receipt. If an invoice is outstanding beyond thirty (30) days of the invoice date, interest will be charged at a rate of one percent (1%) per month and GMB reserves the right to stop providing services and to withdraw all permit applications. ~~Further, if GMB has to refer any delinquent billing to an attorney for collection, Client agrees to pay GMB its reasonable attorney's fees and expenses of collection, to include, without limitation, all litigation related expenses and expert witness fees, plus 25%.~~

EXPENSES

Client agrees to pay GMB for internal expenses in accord with Schedule of Hourly Rates and Expenses charged for those items that are specific to the project, including, but not limited to, subcontracted consultants, permit fees, reproduction expenses, renderings, models, etc. GMB will invoice external expenses at cost plus 10%.

LIABILITY & CLAIMS

~~Client agrees to limit GMB's liability related to errors and omissions to an amount not to exceed the total fee for the project or GMB's available professional liability insurance coverage for that year, whichever is less.~~ GMB will not be responsible for any liabilities arising from Client's negligent acts or errors, or from any entity whose conduct is not subject to GMB's control. Client acknowledges the inherent risks associated with construction. GMB will provide services with a standard of care exercised by licensed architects and engineers. ~~At least 30 days prior to making any claim against GMB, Client agrees to provide GMB a Certificate of Merit issued by an architect or engineer, licensed by the state in which the project is located, specifically describing every error or omission which the issuer believes to be a violation of the standard of care. If Client makes a claim or brings legal action against GMB for any services under this Agreement, and fails to prevail, Client agrees to pay all legal and other expenses incurred by GMB in its defense, including, but not limited to, attorney's fees, court costs, expert witness fees, etc.~~

INSTRUMENTS OF SERVICE

All work products, including those in electronic form, prepared by GMB and GMB's consultants are Instruments of Service for use solely with respect to this project. The Client shall be permitted to authorize Contractor, Subcontractors and material or equipment suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in their execution of the work. Any unauthorized use of the Instruments of Service shall be at the Client's sole risk and without liability to GMB and GMB's consultants. No alterations shall be made to the Instruments of Service by the Client and/or any representative of the Client without the written permission of GMB and GMB's consultants. Copies of electronic media, if requested and approved, will be invoiced to the Client and due upon receipt.

APPROVALS

GMB has no control over governments and their agencies in granting approvals. Therefore, GMB cannot guarantee the timeframe for, or the cost of services incidental to, obtaining approvals from governments or governmental agencies. If the type or level of services as originally defined are revised or changed during our assignment, the fee for our services from that point forward will be subject to negotiation.

TERMINATION/SUSPENSION OF WORK

Client or GMB each may terminate the Agreement with fifteen (15) calendar days written notice; Client agrees to pay for all services provided by GMB up to the date of termination. Project delays and suspension of the project for more than 30 days, may result in additional cost to resume work. Client agrees to pay such costs before work resumes if said delays are attributable to the Client.

CONSTRUCTION SAFETY

Client agrees to require general or subcontractor to indemnify, defend and hold GMB harmless against claims arising from unsafe site conditions.

CONSTRUCTION ESTIMATES

GMB has no control over the cost of labor, materials, equipment and services provided by others or over the contractor's methods of determining prices and does not warrant or guarantee construction estimates.

CONSTRUCTION SCHEDULES

GMB has no control over the means, methods and techniques of construction employed by contractors, the timing of government approvals or the delivery of materials and equipment. The Client agrees that any construction schedule prepared by GMB is approximate and will not be the basis for a claim.

~~HAZARDOUS MATERIALS~~

~~Client agrees to defend, indemnify and hold GMB harmless for any and all liabilities, claims, costs and expenses, including, but not limited to, litigation expenses, attorney's fees, and expert witness fees, which relate in any way to the presence of any hazardous or toxic materials on the project.~~

GOVERNING LAWS; VENUE

The Agreement shall be interpreted in accordance with the laws of the State of Maryland. The venue for any dispute arising out of the Agreement shall be, at the sole discretion of GMB, the Circuit Court for Wicomico County, Maryland or the federal courts within the State of Maryland.

EXHIBIT A

Worcester County Maryland
Standard Terms

The provisions below are applicable to all Worcester County ("County") contracts. These provisions are not a complete agreement. These provisions must be attached to an executed document that identifies the work to be performed, compensation, term, incorporated attachments, and any special conditions ("Contract"). If the Standard Terms and any other part of the Contract conflict, then the Standard Terms will prevail.

1. **Amendment**. Amendments to the Contract must be in writing and signed by the parties.
2. **Bankruptcy**. If a bankruptcy proceeding by or against the Contractor is filed, then:
    a. The Contractor must notify the County immediately; and
    b. The County may cancel the Contract or affirm the Contract and hold the Contractor responsible for damages.
3. **Compliance with Law.** Contractor must comply with all applicable federal, state, and local law. Contractor is qualified to do business in the State of Maryland. Contractor must obtain, at its expense, all licenses, permits, insurance, and governmental approvals needed to perform its obligations under the Contract.
4. **Contingent Fee Prohibition**. The Contractor has not directed anyone, other than its employee or agent, to solicit the Contract and it has not promised to pay anyone a commission, percentage, brokerage fee, contingent fee, or other consideration contingent on the making of the Contract.
5. **Counterparts and Signature**. The Contract may be executed in several counterparts, each of which may be an original and all of which will be the same instrument. The Contract may be signed in writing or by electronic signature, including by email. An electronic signature, a facsimile copy, or computer image of the Contract will have the same effect as an original signed copy.
6. **Force Majeure**. The parties are not responsible for delay or default caused by fire, riot, acts of God, County-declaration-of-emergency, or war beyond their reasonable control. The parties must make all reasonable efforts to eliminate a cause of delay or default and must, upon cessation, diligently pursue their obligations under the Contract.
7. **Governing Law**. The Contract is governed by the laws of Maryland and the County.
8. **Indemnification**. The Contractor must indemnify the County and its agents from all liability, penalties, costs, damages, or claims (including attorney's fees) resulting from personal injury, death, or damage to property that arises from or is connected to the performance of the work or failure to perform its obligations under the Contract. All indemnification provisions will survive the expiration or termination of the Contract.
9. **Independent Contractor**.
    a. Contractor is an "Independent Contractor", not an employee. Although the County may determine the delivery schedule for the work and evaluate the

quality of the work, the County will not control the means or manner of the Contractor's performance.

b. Contractor is responsible for all applicable taxes on any compensation paid under the Contract. Contractor is not eligible for any federal Social Security, unemployment insurance, or workers' compensation benefits under the Contract.

c. Contractor must immediately provide the County notice of any claim made against Contractor by any third party.

10. **Insurance Requirements**.

a. Contractor must have Commercial General Liability Insurance in the amounts listed below. The insurance must include coverage for personal injury, discrimination, and civil rights violation claims. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED". A copy of the certificate of insurance must be filed with the County before the Contract is executed, providing coverage in the amount of $1,000,000 per occurrence, $2,000,000 general aggregate, and $500,000 for property damage.

b. Contractor must have automobile insurance on all vehicles used in the Contract to protect Contractor against claims for damages resulting from bodily injury, including wrongful death, and property damage that may arise from the operations in connection with the Contract. All insurance must name County, its employees, and agents as "ADDITIONAL INSURED".

c. Contractor must provide the County with a certification of Workers' Compensation Insurance, with employer's liability in the minimum amount required by Maryland law in effect for each year of the Contract.

d. All insurance policies must have a minimum 30 days' notice of cancellation. The County must be notified immediately upon cancellation.

e. When insurance coverage is renewed, Contractor must provide new certificates of insurance prior to expiration of current policies.

11. **Nondiscrimination**. Contractor must not discriminate against any worker, employee, or applicant because of religion, race, sex, age, sexual orientation, physical or mental disability, or perceived disability. This provision must be incorporated in all subcontracts related to the Contract.

12. **Ownership of Documents; Intellectual Property**.

a. All documents prepared under the Contract must be available to the County upon request and will become the exclusive property of the County upon termination or completion of the services. The County may use the documents without restriction or without additional compensation to the Contractor. The County will be the owner of the documents for the purposes of copyright, patent, or trademark registration.

b. If the Contractor obtains, uses, or subcontracts for any intellectual property, then it must provide an assignment to the County of ownership or use of the property.

c. The Contractor must indemnify the County from all claims of infringement related to the use of any patented design, device, materials, or process, or any trademark or copyright, and must indemnify the County, its officers, agents, and employees with respect to any claim, action, costs, or infringement, for royalties or user fees, arising out of purchase or use of materials, construction, supplies, equipment, or services covered by the Contract.

13. **Payments**. Payments to the Contractor under the Contract will be within 30 days of the County's receipt of a proper invoice from the Contractor. If an invoice remains unpaid 45 days after the invoice was received, interest will accrue at 6% per year.

14. **Records**. Contractor must maintain fiscal records relating to the Contract in accordance with generally accepted accounting principles. All other relevant records must be retained by Contractor and kept accessible for at least three years after final payment, termination of the Contract, or until the conclusion of any audit, controversy, or litigation related to the Contract. All subcontracts must comply with these provisions. County may access all records of the Contractor related to the Contract.

15. **Remedies**.

    a. **Corrections of errors and omissions**. Contractor must perform work necessary to correct errors and omissions in the services required under the Contract, without undue delays and cost to the County. The County's acceptance will not relieve the Contractor of the responsibility of subsequent corrections of errors.

    b. **Set-off**. The County may deduct from any amounts payable to the Contractor any back-charges, penalties, or damages sustained by the County, its agents, or employees caused by Contractor's breach. Contractor will not be relieved of liability for any costs caused by a failure to satisfactorily perform the services.

    c. **Cumulative**. These remedies are cumulative and without waiver of any others.

16. **Responsibility of Contractor**.

    a. The Contractor must perform the services with the standard of care, skill, and diligence normally provided by a Contractor in the performance of services similar the services.

    b. Notwithstanding any review, approval, acceptance, or payment for the services by the County, the Contractor will be responsible for the accuracy of any work, design, drawings, specifications, and materials furnished by the Contractor under the Contract.

    c. If the Contractor fails to conform with subparagraph (a) above, then it must, if required by the County, perform at its own expense any service necessary for the correction of any deficiencies or damages resulting from the Contractor's failure. This obligation is in addition to any other remedy available to the County.

17. **Severability/Waiver**. If a court finds any term of the Contract to be invalid, the validity of the remaining terms will not be affected. The failure of either party to enforce any term of the Contract is not a waiver by that party.

18. **Subcontracting or Assignment**. The Contractor may not subcontract or assign any part of the Contract without the prior written consent of the County. The County may withhold consent for any reason the County deems appropriate.

19. **Termination**. If the Contractor violates any provision of the Contract, the County may terminate the Contract by written notice. All finished or unfinished work provided by the Contractor will, at the County's option, become the County's property. The County will pay the Contractor fair compensation for satisfactory performance that occurred before termination less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the County can affirmatively collect damages.

20. **Termination of Contract for Convenience**. Upon written notice, the County may terminate the Contract when the County determines termination is in the County's best interest. Termination for convenience is effective on the date specified in the County's written notice. The County will pay for reasonable costs allocable to the Contract for costs incurred by the Contractor up to the date of termination. But the Contractor will not be reimbursed for any anticipatory profits that have not been earned before termination.

21. **Termination of Multi-year Contract**. If funds are not available for any fiscal period of the Contract after the first fiscal period, then the Contract will be terminated automatically as of the beginning of unfunded fiscal period. Termination will discharge the Contractor and the County from future performance of the Contract, but not from their rights and obligations existing at the time of termination.

22. **Third Party Beneficiaries**. The County and Contractor are the only parties to the Contract and are the only parties entitled to enforce its terms. Nothing in the Contract gives any benefit or right to third persons unless individually identified by name and expressly described as intended beneficiaries of the Contract.

23. **Use of County Facilities**. Contractor may only County facilities that are needed to perform the Contract. County has no responsibility for the loss or damage to Contractor's personal property which may be stored on County property.

24. **Whole Contract**. The Contract, the Standard Terms, and attachments are the complete agreement between the parties and supersede all earlier agreements, proposals, or other communications between the parties relating to the subject matter of the Contract.

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

DALLAS BAKER JR., P.E.
DIRECTOR

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

CHRISTOPHER CLASING, P.E.
DEPUTY DIRECTOR

MEMORANDUM

TO: **Weston Young P.E., Chief Administrative Officer**
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: **Dallas Baker Jr., P.E., Director** Dallas Baker Jr
DATE: **March 10, 2025**
SUBJECT: **Revision of Water and Sewer EDU's to Countywide Consistent Value**

Public Works is requesting Commissioner approval to establish residential equivalent dwelling units (EDUs) as 250 gallons per day (gpd) across all County owned water and sewer districts. There are eleven (11) County owned water and/or sewer districts throughout Worcester County. The current usage value of the EDU's varies across the districts and ranges from 110 gpd to 300 gpd. The revision is needed to more accurately track the number of residential homes that can be supported by the County's water and wastewater plants. The new flow figures will be translated into the County's planning numbers included in local master plans.

Establishing a consistent EDU value across the County will allow for more accurate tracking of the number of residential homes the existing systems can support and, in some cases, may create additional EDUs which could be sold to support increases in housing availability and to help pay off the debt service to the districts. Any such EDU's would be dependent upon available capacity in the associated water plant and wastewater treatment plant. It is staff's recommendation that if this change is approved, any EDU's created this way would be the property of the County, available for sale based on the County's normal development approval process. This revision would not affect commercial properties at this time, nor those areas controlled by municipalities (Ocean City, Berlin, Snow Hill, Pocomoke).

The proposed change to 250 gpd is based on recommendation from an EDU Flow Rate Analysis conducted by GMB in 2022 (attached). The study was brought up at the newly formed Water & Sewer Work Group. It was recommended that the study's findings be presented to the Commissioners for discussion and/or approval.

Please let me know if there are any questions.

Attachment

CC: Bob Mitchell
Phil Thompson
Jessica Wilson
Quinn Dittrich
Chris Clasing
Tony Fascelli

GMB
GEORGE, MILES & BUHR, LLC

ARCHITECTS
ENGINEERS

206 WEST MAIN STREET
SALISBURY, MD 21801
PH: 410.742.3115
PH: 800.789.4462
FAX: 410.548.5790

SALISBURY
BALTIMORE
SEAFORD

www.gmbnet.com

TECHNICAL MEMORANDUM #22-1

TO:	Worcester County DPW	DATE:	August 4, 2022
ATTN:	Dallas Baker P.E. 6113 Timmons Road Snow Hill, MD 21863	RE:	EDU Flow Rate Analysis- **Phase 1** Water & Sewer Service Districts Worcester County, MD
FROM:	Katherine J McAllister, P.E.		GMB File No. 210276

SUBJECT: EDU Flow Rate Analysis
Water & Sewer Service Districts
Worcester County, MD

Recommendation

Based upon the data collection and analysis of flow records for the service areas, and in consideration of factors unique to coastal Worcester County, such as seasonal residents, second-homes, vacation attractions, etc.; it is the recommendation under Phase 1 of this EDU Flow Rate Analysis to establish a standard unit flow rate of **250 gpd** across all service districts for residential customers classified as an **EDU or Equivalent Dwelling Unit.**

Background

Worcester County operates numerous drinking water and/or sewer service areas (also known as “districts”), many of which incorporate multiple sub-districts. These service areas (districts) have various origins. Some service areas were developed under the former Worcester County Sanitary District/Commission (WCSD), and the West Ocean City (WOC) sewer service area is an example. Other service areas were initially built and operated by private developers, such as Ocean Pines (OP) and Mystic Harbour, and eventually transferred to Worcester County for management. More recent water and sewer service areas were built by private developers to County standards & specifications and then transferred to Worcester County at the time of initial start-up. Two (2) such examples are the Riddle Farm (Glen Riddle subdivision) and the Landings (Bayside subdivision). Overall, there are approximately eleven (11) water and/or sewer service districts, some of which support “sub-districts” with varying number of customers. Over time some of these EDU customers have been interconnected which enables the use of one or more treatment facilities and/or effluent disposal systems. This sharing capability enhances the overall reliability and sustainability of the infrastructure.

JAMES H. WILLEY, JR., P.E.
PETER A. BOZICK, JR., P.E.
CHARLES M. O'DONNELL, III, P.E.
A. REGGIE MARINER, JR., P.E.
JAMES C. HOAGESON, P.E.
STEPHEN L. MARSH, P.E.
DAVID A. VANDERBEEK, P.E.
ROLAND E. HOLLAND, P.E.
JASON M. LYTLE, P.E.
CHRIS B. DERBYSHIRE, P.E.
MORGAN H. HELFRICH, AIA
KATHERINE J. MCALLISTER, P.E.
W. MARK GARDOCKY, P.E.
ANDREW J. LYONS, JR., P.E.

JUDY A. SCHWARTZ, P.E.
W. BRICE FOXWELL, P.E.

JOHN E. BURNSWORTH, P.E.
VINCENT A. LUCIANI, P.E.
AUTUMN J. WILLIS
CHRISTOPHER J. PFEIFER, P.E.

Provided as *Attachment 1* are maps representing the water and sewer district areas. The maps were developed based on GIS data provided by Worcester County.

Over the years, the County has adopted different unit volumes per customer [between 110 to 300 gallons per day (gpd)] per typical residential home. The County uses the term "EDU" which stands for "Equivalent Dwelling Unit" as the numerical metric for the purpose of sizing treatment facilities, tracking available unassigned treatment capacity, assessing annual charges for utility debt service and/or equity charges. An EDU might equate to 250 gallons per day (gpd) or 300 gpd for a typical single-family dwelling. It might also equate to something less, such as 150 gpd for a manufactured or mobile housing structure or RV.

In total, Worcester County has approximately 15,000 EDU water customers and 19,000 EDU sewer customers, as reflected in the figure below.

Table 1: Service Areas and EDU's

Service Area	# EDU's	
	Water	Sewer
ASSATEAGUE POINTE	535	635
BRIDDLETOWN	40	0
EDGEWATER ACRES	230	230
LANDINGS	400	344
LIGHTHOUSE SOUND	0	100
MYSTIC HARBOR	3,000	1,666
NEWARK	115	135
OCEAN PINES + GOPSA	9,700	10,211
RIDDLE FARM	925	925
RIVER RUN	314	358
WEST OCEAN CITY	0	4,310
TOTAL # EDU's	**15,259**	**18,914**

EDU flow rates are important and used to assess individual customers a proportionate share of the outstanding indebtedness (bond debt service) and/or an Equity charge. EDU flow rates are also used to calculate the available capacity remaining at the treatment plant or treated effluent disposal site, so the County can effectively allocate and manage future growth. It is also used to prevent the County from allowing more customers to connect than a treatment plant can handle.

Listed below is the current assignment of unit flow per individual EDU in the various County Districts.

Table 2: Service Area Current EDU Flow Rate

Service Area	Current EDU Rate	
	Water	Sewer
	(gpd/EDU)	
ASSATEAGUE POINTE	110	110
BRIDDLETOWN	250	N/P
EDGEWATER ACRES	300	300
LANDINGS (Bayside)	300	300
LIGHTHOUSE SOUND	N/P	300
MYSTIC HARBOR	300	300
NEWARK	250	250
OCEAN PINES + GOPSA	250/300	250/300
RIDDLE FARM	275	275
RIVER RUN	250	250
WEST OCEAN CITY	N/P	250

N/P = Not Provided

Throughout the years, different EDU flow rates were adopted in various service districts based upon factors that were assessed as valid at the time the district was created but may not be valid today. As an example, an EDU flow rate was originally established at 300 gpd/EDU, as being typical for the service area. Years later when close to 100% of total estimated EDU's are connected, the treatment plant is receiving substantially less than 100% of the rated capacity. In this case, the typical EDU rate should be less than 300 gpd/EDU, and it would be appropriate to adopt a lower flow rate.

The County has requested GMB to perform an analysis on the existing EDU sewer and water flow rates and determine if adopting a consistent EDU flow rate across all districts would be beneficial for the County. The water demand EDU rate is expected to be slightly higher than the sewer flow in communities which have lawn irrigation systems tied directly to their potable water system or use potable water for filling a residential pool.

There are multiple water treatment plants (WTP) and wastewater treatment plants (WWTP) throughout the County, as well as multiple methods for disposal of treated effluent, such as well injection, golf course irrigation, discharge to surface water, or discharge to the Ocean City WWTP and Outfall. In several cases, the sewer from an

individual service area can be redirected to one or more treatment plants located in a neighboring service area. This approach helps Worcester County operate more efficiently overall and minimizes the occasions when a treatment plant or a disposal option is overloaded. It is important to recognize that available capacity for allocation of new EDU's may be limited by either the treatment capacity or the disposal capacity. Spray irrigation disposal options have a higher discharge capacity in the growing season as compared to the winter months.

Developing a comprehensive understanding of the flow data and the associated plant(s) needed for treatment will be important to accurately evaluate and assign an appropriate gpd/EDU flow rate. In addition to the comprehensive understanding of flow rates, the County needs to understand how the adopted EDU flow rate within a service area correlates to the unused and/or available capacity within the County's existing infrastructure and associated capacity available. The County needs to have an assurance that as more EDU's are allowed to connect, the additional flow will not overload the collection sewers, pump stations, treatment plant(s), or disposal method.

Review of Flow Data

Wastewater Flow Data:

The initial task performed by GMB was accumulating wastewater flow records for the most recent 3 or 4 years and focusing on flow data during the season of highest demand. In this case, flow data was assembled for the five (5) months of May through September. GMB met with DPW folks to get an understanding of how each WTP or WWTP operates seasonally or intermittently. The goal was to arrive at a seasonally adjusted average flow with hopes of establishing one uniform flow rate county-wide. There were gaps in the flow records for different months and service areas. In some Flow data reports only show the flows leaving the WWTP for disposal, not the daily flows entering the WWTP. The WWTP's employing spray irrigation use storage ponds and do not routinely discharge every day. In warmer summer months, the discharge flows may be high, and in other months, there is only a minimal discharge. Furthermore, the County moves wastewater flows between districts to the multiple disposal alternatives therefore the accuracy of flow discharge records per district is skewed.

After the average monthly and daily flow data was loaded into a spreadsheet, we ran calculations to develop the flow per EDU rate. The flow rate per EDU was adjusted based on an estimated occupancy percentage.

See tables below:

Table 3: Wastewater Average Daily Summer Flows (2018-2021)

SERVICE DISTRICT	Year	Average Day Flow (ADF), gpd				
		May	June	July	Aug	Sept
Assateague Point (AP)	2018	33,032	28,300	47,839	121,800	60,500
	2019	29,839	32,900	35,774	42,613	18,033
	2020	21,194	39,900	60,613	46,355	34,600
	2021	15,355	21,733	80,323	39,355	37,400
Briddletown (B)	2021	*No Data (Water Service Only)*				
Edgewater Acres (EA)	2021	*No Data (Wastewater treated by Sussex Co, DE)*				
Landings (LB)*	2018	no data	96,127	106,968	88,590	53,550
	2019	89,526	99,398	158,816	140,065	110,177
	2020	15,874	91,983	122,203	72,707	73,073
Lighthouse Sound (LS)	2018	19,152	0	0	0	39,657
	2019	0	0	0	49,794	7,057
	2020	31,987	0	0	0	35,937
	2021	0	0	0	0	45,757
Mystic Harbour (MH)	2018	157,000	146,000	166,000	169,000	135,000
	2019	174,000	222,000	260,000	206,000	153,000
	2020	179,000	210,000	234,000	182,000	187,000
	2021	109,000	203,000	245,000	207,000	184,000
Newark (N)	2018	0	57,000	24,000	0	48,000
	2019	57,000	0	0	50,000	0
	2020	23,000	0	41,044	0	54,000
	2021	57,424	9,907	33,019	39,964	12,482
Ocean Pines (OP)	2018	777,000	814,000	922,000	836,000	764,000
	2019	756,000	788,000	833,000	827,000	700,000
	2020	764,000	816,000	938,000	884,000	753,000
	2021	851,000	895,000	986,000	913,000	773,000
Riddle Farm (RF)	2018	92,000	84,000	83,000	75,000	100,000
	2019	88,000	108,000	116,000	114,000	102,000
	2020	105,000	107,000	131,000	132,000	118,000
	2021	101,000	118,000	124,000	120,000	111,000
River Run (RR)	2018	35,109	39,387	49,284	39,546	35,038
	2019	36,994	66,586	78,858	51,695	66,445
	2020	27,223	47,776	35,398	53,902	53,799
	2021	77,472	87,338	80,908	82,419	51,169
West Ocean City (WOC)	2018	700,733	832,967	698,700	940,033	521,700
	2019	569,600	617,533	730,533	590,267	539,233
	2020	377,267	641,033	695,167	843,600	509,133

(LB)* Water Supply Data referenced (WWTP offline). Water flows include interconnection between Landings, Assateague Point and Mystic Harbour.

Table 4: Wastewater Average Daily Flows per EDU (2018-2021)

SERVICE DISTRICT	EDU's	Year	Average Day Flow (ADF) per EDU, gpd/EDU				
			May	June	July	Aug	Sept
Occupancy Factor			***70%***	***85%***	***90%***	***85%***	***70%***
Assateague Point (AP)	635	2018	74	52	84	226	136
	635	2019	67	61	63	79	41
	635	2020	48	74	106	86	78
	635	2021	35	40	141	73	84
Landings (LB)*	344	2018	0	329	346	303	222
	344	2019	372	340	513	479	458
	344	2020	66	315	395	249	303
Lighthouse Sound (LS)	100	2018	274	0	0	0	567
	100	2019	0	0	0	586	101
	100	2020	457	0	0	0	513
	100	2021	0	0	0	0	654
Mystic Harbour (MH)	1,666	2018	135	103	111	119	116
	1,666	2019	149	157	173	145	131
	1,666	2020	153	148	156	129	160
	1,666	2021	93	143	163	146	158
Newark (N)	135	2018	0	497	198	0	508
	135	2019	603	0	0	436	0
	135	2020	243	0	338	0	571
	135	2021	608	86	272	348	132
Ocean Pines (OP)	10,211	2018	109	94	100	96	107
	10,211	2019	106	91	91	95	98
	10,211	2020	107	94	102	102	105
	10,211	2021	119	103	107	105	108
Riddle Farm (RF)	925	2018	142	107	100	95	154
	925	2019	136	137	139	145	158
	925	2020	162	136	157	168	182
	925	2021	156	150	149	153	171
River Run (RR)	358	2018	140	129	153	130	140
	358	2019	148	219	245	170	265
	358	2020	109	157	110	177	215
	358	2021	309	287	251	271	204
West Ocean City (WOC)	4,310	2018	232	227	180	257	173
	4,310	2019	189	169	188	161	179
	4,310	2020	125	175	179	230	169

(LB)* Water Supply Data referenced (WWTP offline). Water flows include interconnection between Landings, Assateague Point and Mystic Harbour.

The initial results showed surprisingly low unit flow rates and often below 150 to 200 gallons per day (gpd) per EDU. It became apparent that the total EDU's were overstated when using the total number of customer accounts and accompanying EDU's. The unit flow was too low and would result in inadequate WWTP capacity. Overstating the contributing EDU's was not providing realistic unit flow data. In order to realistically develop a unit flow per EDU, we needed to identify the actual (real) number of occupied and contributing EDU's associated with the flow data. To realistically

identify an EDU flow rate, we needed to deal with the factors affecting the actual number of contributing EDU's in each service area. The primary factors we identified were:

1. True number of full time year-round residential units.
2. True number of owner-occupied, 2nd home part-time residents during the summer season.
3. True number and occupancy rate of vacation rentals in-season.
4. True number of year-round commercial establishments
5. Part-time seasonal commercial establishments

We attempted to minimize the effect of overstating the total contributing numbers by limiting the mathematical calculation to months of June, July, and August, meaning the time of year having the highest occupancy of residential units, commercial establishments and hotels, and vacation rentals. Under this approach, we ran into difficulty because the flow data provided was based upon the treated wastewater effluent flow measured leaving the WWTP for disposal. The County does not have comprehensive daily wastewater flow data as it enters a WWTP. Because the County WWTP's mostly discharge treated wastewater by some method of land application, such as crop irrigation or golf course irrigation, the daily discharge flows vary dramatically, and some weeks or months have no discharge flows to report.

These are a listing of WWTP/Service Areas that use some form of land application for effluent discharges that do not have a daily average rate:

- Assateague Point / Snug Harbor – Land application irregular discharge.
- The Landings (Bayside) – WWTP held in reserve not a consistent discharge and reduced capacity in injection wells.
- Mystic Harbour has multiple discharges into injection wells or golf course irrigation or discharge to West Ocean City (Ocean Outfall).
- Riddle Farm – seasonal discharge to golf course irrigation.
- River Run – seasonal discharge to golf course irrigation.
- Newark – seasonal discharge to irrigation field.
- Lighthouse Sound – seasonal discharge to golf course irrigation.
- Edgewater Acres – served by WWTP owned by Sussex County.
- Ocean Pines WTTP – consistent daily surface water discharge.
- West Ocean City – wastewater pumped to Ocean City with 1 mgd maximum limit.

Water Flow Data:

Another approach was taken using water meter consumption records at individual households to arrive at a typical unit flow rate per EDU. Data was acquired in the form of customer billing volumes from flow meter records. The volumes reported were for the 12-month annual volume and provided for the years 2109, 2020, and 2021. Some service areas do not provide central drinking water and do not have water meter data, such as Lighthouse Sound. The West Ocean City service area has sporadic service and does not have central water throughout, so the meter data was incomplete. Several additional districts did not have water meter records available including Assateague Point and Briddletown. Water meter records for the remaining seven (7) districts were evaluated.

Yearly data for each district per customer billing address was totaled and averaged over the 3-year period (2019 – 2021). To estimate the average flow per day, the total flow per customer was divided by 365 days. Provided as *Attachment 2* are bell graphs of each districts flow data. Bell graphs portray the mean flow (gpd/EDU) in that district and the probability of higher and lower daily flow rates as compared to the mean. Like the wastewater data the accuracy of the water records are limited because the "annual" flow volumes were misleading and showed lower unit consumption rates to the extent that homes were not occupied 12 months out of the year. Water meter records only provided billing addresses therefore it was not possible to extract records for primary versus 2nd homes. GMB reviewed tax records based on the GIS data provided. Tax records were reviewed per district to estimate the number of residential EDUs with the same physical and mailing address versus different mailing address which would indicate the property as a 2nd home. Listed in the table below is the estimated mean water unit flow per individual EDU and percent of owner-occupied primary residents in the various County Districts.

Table 5: Water Meter Flow Rate per EDU

Service Area	Mean Water Meter Rate gpd/EDU	% Primary Residents
ASSATEAGUE POINTE	N/P	15%
BRIDDLETOWN	N/P	25%
EDGEWATER ACRES	175	25%
LANDINGS (Bayside)	148	40%
LIGHTHOUSE SOUND	N/P - sewer only	75%
MYSTIC HARBOR	160	65%
NEWARK	136	85%
OCEAN PINES + GOPSA	132	50%
RIDDLE FARM	195	65%
RIVER RUN	226	65%
WEST OCEAN CITY	N/P - sewer only	65%
N/P = No Data Provided		

In the end, we found that water meter data for the unit flow per EDU's was much lower on an annual flow basis to allow GMB to develop a recommendation for a uniform unit flow rate per EDU across all County service areas. As indicated by the review of primary addresses the percentages of 2nd homes in the Worcester County districts will impact annual averages considerably.

Discussion

After reviewing wastewater discharge flow records for County WWTP's and reviewing annual metered volumes of water consumed, we concluded that existing water consumption and wastewater flow data was too heterogeneous and mixed to allow for a data driven calculatable unit flow rate per EDU.

We re-examined the function and purpose of establishing a standard flow rate per EDU and postulated a few principal facts and objectives:

1. The most common standard unit flow rate for municipal customers is either 250 gpd/EDU or 300 gpd/EDU.

2. Worcester County service areas have a high percentage of 2nd homes and seasonal vacation occupancy which interfered with and negated the use of recorded flow data for developing a typical standard flow rate per EDU.

3. A typical standard unit flow is important for adequately sizing the capacity of water/wastewater infrastructure when building new facilities. A low unit flow rate could result in undersized facilities causing overloads or undesirable future growth restrictions.

4. A higher than typical standard unit flow rate may result in prematurely allocating EDU capacity at a treatment plant and unnecessarily limiting customer growth, when in fact the treatment plant has unused capacity. Furthermore, a higher than typical unit flow becomes increasingly overstated and problematic when applied to customers assigned multiple EDU's.

Recommendation

Based upon the research and analysis of flow records (or lack thereof) for the service areas, and in consideration of factors unique to Worcester County and the customer base; it is the recommendation of Phase 1 of this EDU Flow Rate Analysis to establish a standard unit flow rate per EDU at 250 gpd/EDU for both water and sewer across all service districts. This recommendation is subject to the Task 2 scope of services analysis of existing WTP and WWTP allocations compared to discharge permit capacities and capacity management policies affecting future capacity availability.

The opportunity to submit this Technical Memorandum #22-1 is sincerely appreciated, and we stand ready to discuss with you and the Commissioners when appropriate.

END OF TECHNICAL MEMORANDUM

Respectfully submitted,

Katherine J. McAllister. P.E.
Senior Vice President

Peter A. Bozick, Jr., P.E., BCEE
Executive Vice President

cc: Worcester County DPW
Attn: Chris Clasing, P.E.

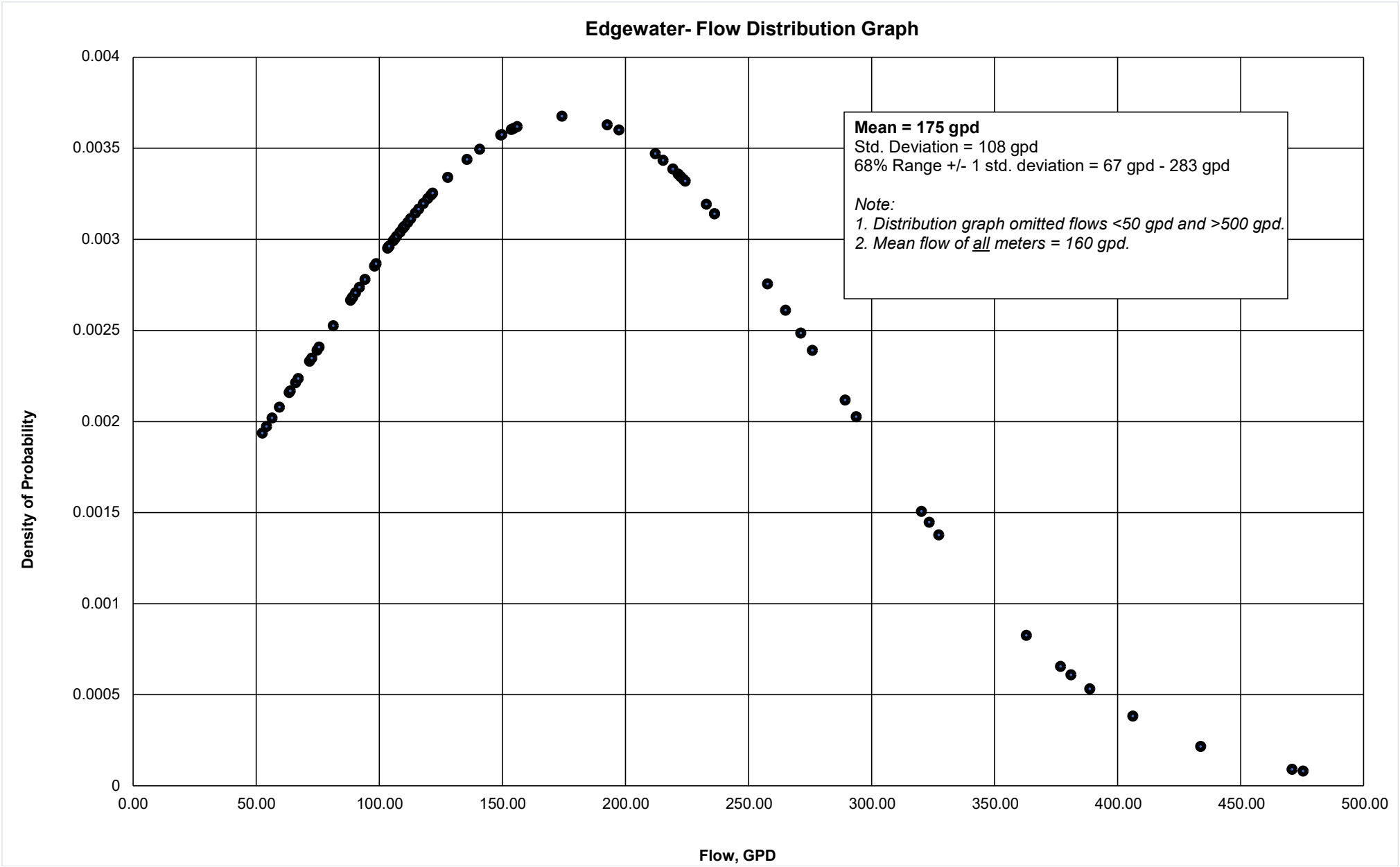
File size 20 MB - Maps provided by GMB share file link

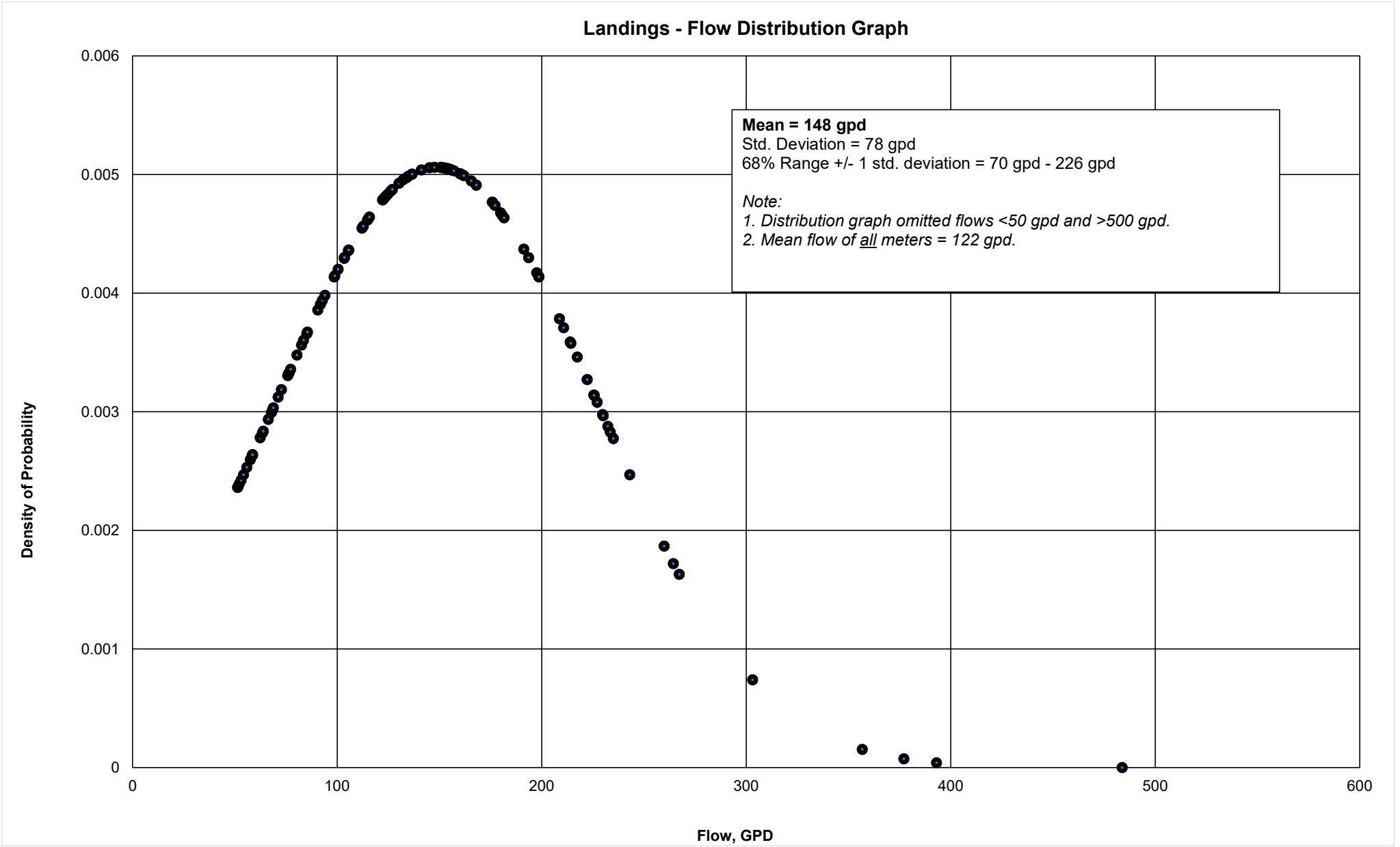
Attachment 1
Worcester County Water & Sewer District Maps

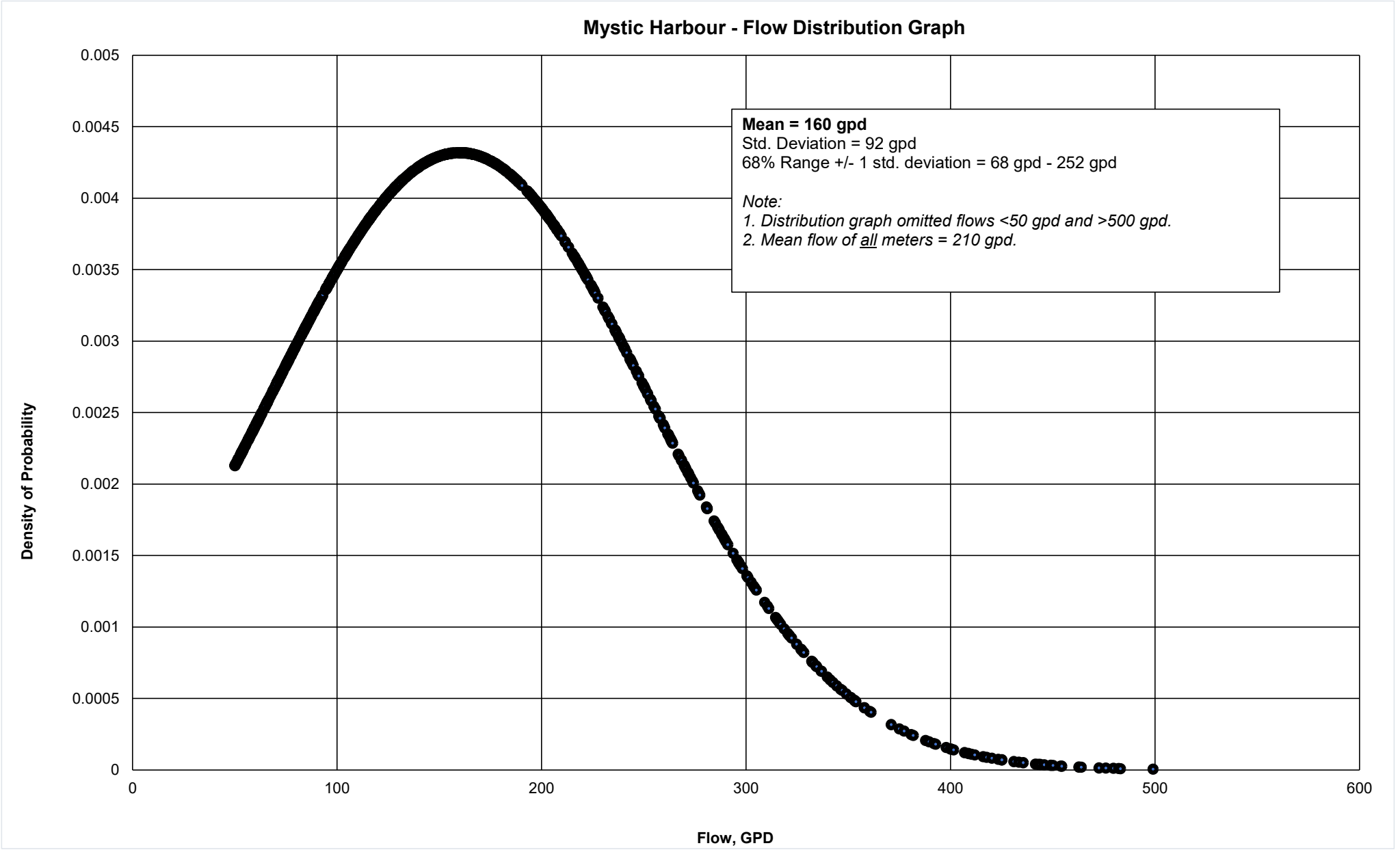
Figure 1 - Assateague District
Figure 2 - Landings District
Figure 3 - Mystic Harbour Sewer District, Map A
Figure 4 - Mystic Harbour Sewer District, Map B
Figure 5 - West Ocean City Sewer District
Figure 6 - Mystic Harbour Water District, Map A
Figure 7 - Mystic Harbour Water District, Map B
Figure 8 - River Run District
Figure 9 - Riddle Farm District
Figure 10 - Ocean Pines District
Figure 11- Lighthouse Sound Sewer District
Figure 12 - Edgewater District
Figure 13 - Newark District, Map A
Figure 14 - Newark District, Map B
Figure 15 - Briddletown Water District

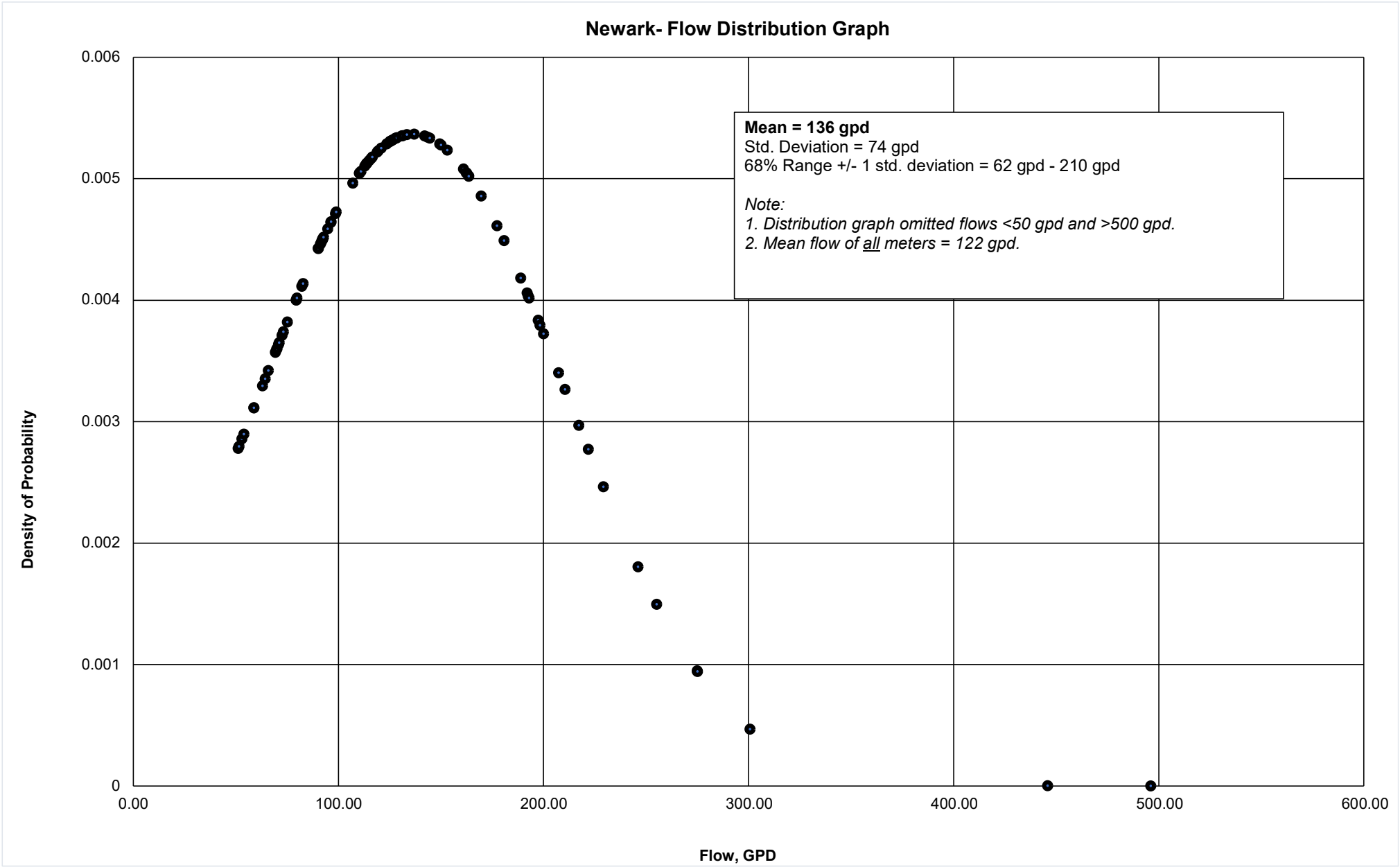
Attachment 2
Worcester County Water & Sewer District
Water Meter Flow Distribution Graphs

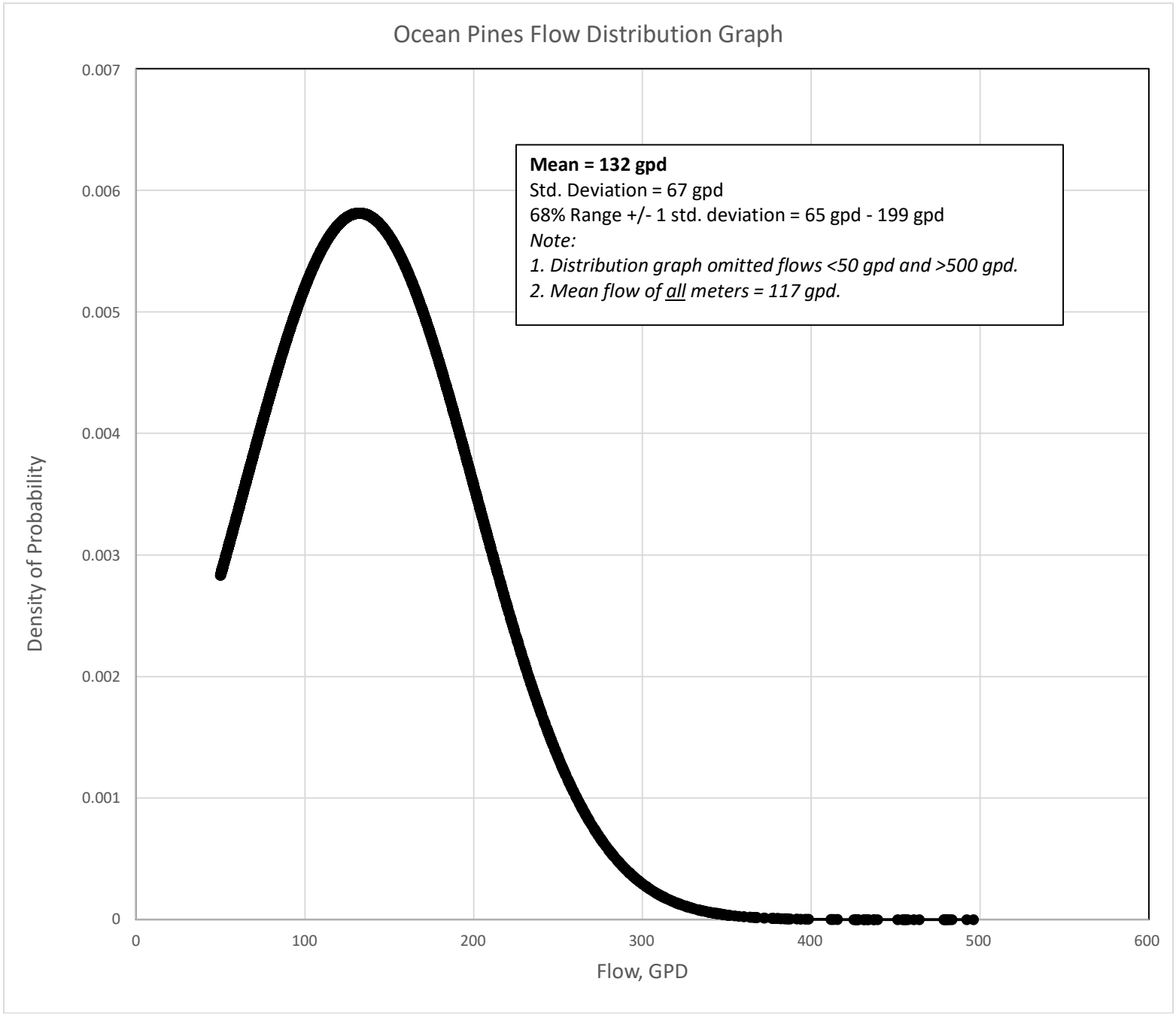
Graph 1 - Edgewater District
Graph 2 - Landings District
Graph 3 - Mystic Harbour District
Graph 4 - Newark District
Graph 5 - Ocean Pines District
Graph 6 - Riddle Farm District
Graph 7 - River Run District

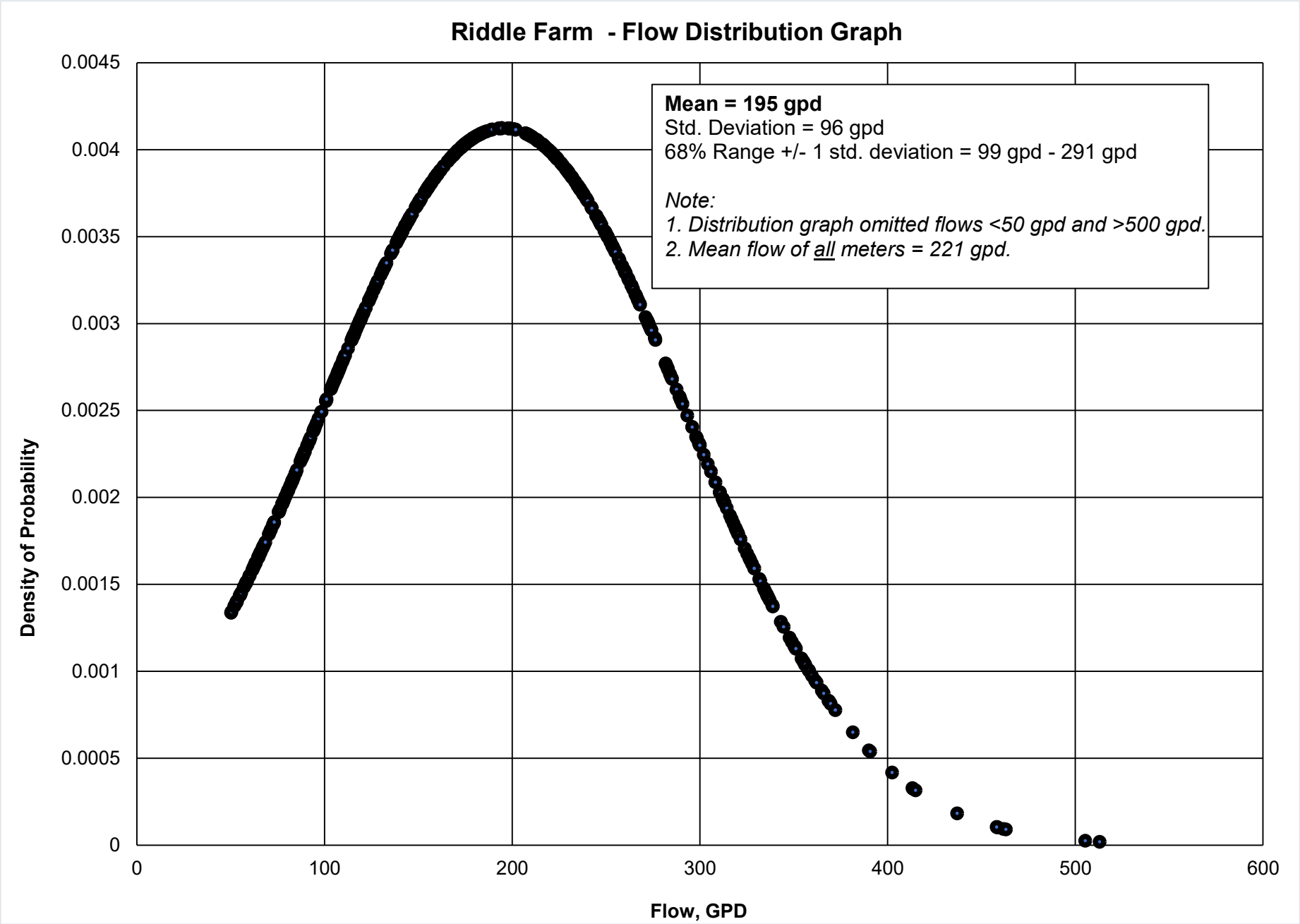

Edgewater- Flow Distribution Graph
Mean = 175 gpd
Std. Deviation = 108 gpd
68% Range +/- 1 std. deviation = 67 gpd - 283 gpd
Note:
1. Distribution graph omitted flows <50 gpd and >500 gpd.
2. Mean flow of all meters = 160 gpd.
Density of Probability
0.004
0.0035
0.003
0.0025
0.002
0.0015
0.001
0.0005
0
0.00
50.00
100.00
150.00
200.00
250.00
300.00
350.00
400.00
450.00
500.00
Flow, GPD

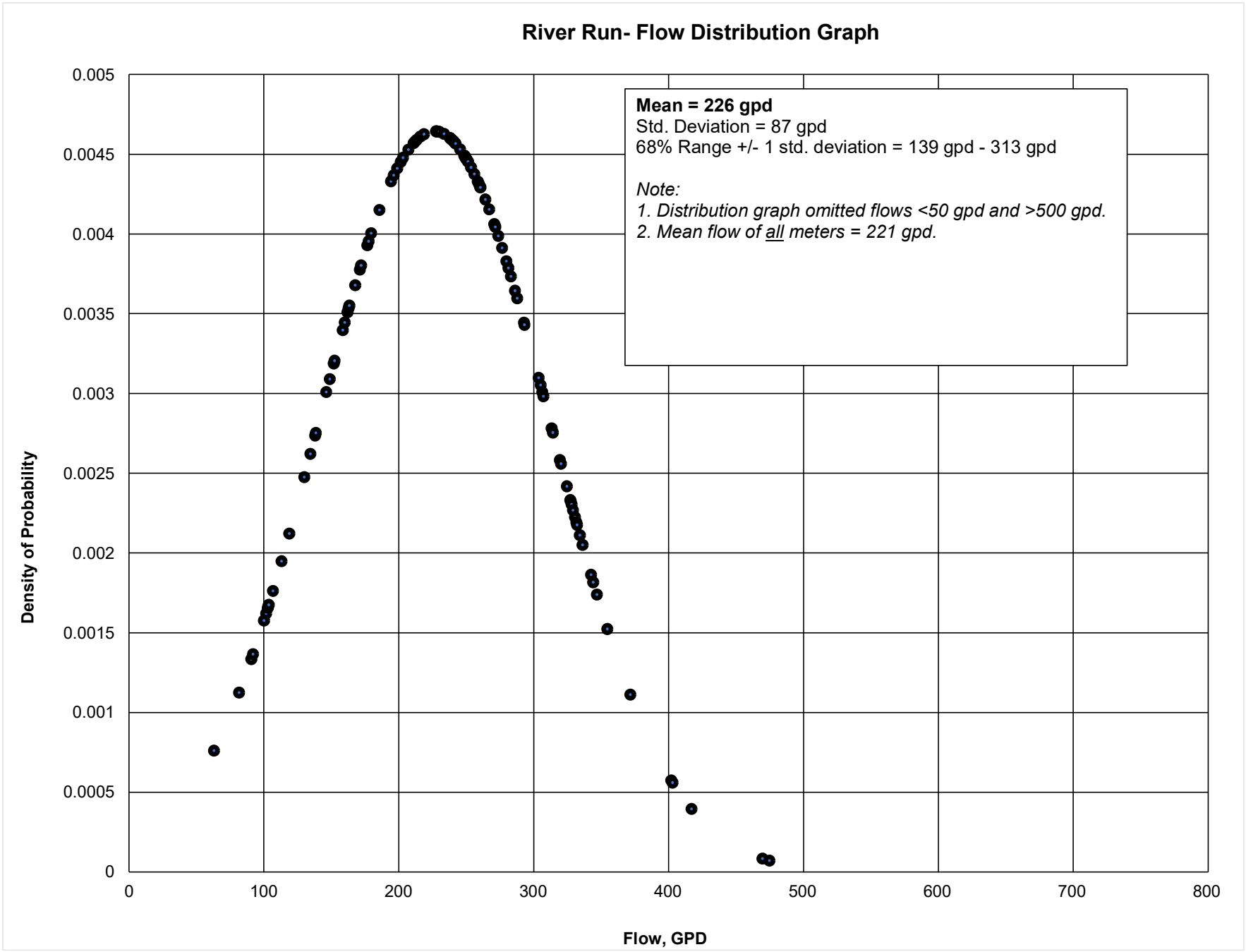

Landings - Flow Distribution Graph
Mean = 148 gpd
Std. Deviation = 78 gpd
68% Range +/- 1 std. deviation = 70 gpd - 226 gpd
Note:
1. Distribution graph omitted flows <50 gpd and >500 gpd.
2. Mean flow of all meters = 122 gpd.
Density of Probability
0.006
0.005
0.004
0.003
0.002
0.001
0
0
100
200
300
400
500
600
Flow, GPD


Mystic Harbour - Flow Distribution Graph
Mean = 160 gpd
Std. Deviation = 92 gpd
68% Range +/- 1 std. deviation = 68 gpd - 252 gpd
Note:
1. Distribution graph omitted flows <50 gpd and >500 gpd.
2. Mean flow of all meters = 210 gpd.
Density of Probability
0.005
0.0045
0.004
0.0035
0.003
0.0025
0.002
0.0015
0.001
0.0005
0
0
100
200
300
400
500
600
Flow, GPD


Newark- Flow Distribution Graph
Mean = 136 gpd
Std. Deviation = 74 gpd
68% Range +/- 1 std. deviation = 62 gpd - 210 gpd
Note:
1. Distribution graph omitted flows <50 gpd and >500 gpd.
2. Mean flow of all meters = 122 gpd.
Density of Probability
0.006
0.005
0.004
0.003
0.002
0.001
0
0.00
100.00
200.00
300.00
400.00
500.00
600.00
Flow, GPD


Ocean Pines Flow Distribution Graph
Density of Probability
0.007
0.006
0.005
0.004
0.003
0.002
0.001
0
0
100
200
300
400
500
600
Flow, GPD
Mean = 132 gpd
Std. Deviation = 67 gpd
68% Range +/- 1 std. deviation = 65 gpd - 199 gpd
Note:
1. Distribution graph omitted flows <50 gpd and >500 gpd.
2. Mean flow of all meters = 117 gpd.


Riddle Farm - Flow Distribution Graph
Mean = 195 gpd
Std. Deviation = 96 gpd
68% Range +/- 1 std. deviation = 99 gpd - 291 gpd
Note:
1. Distribution graph omitted flows <50 gpd and >500 gpd.
2. Mean flow of all meters = 221 gpd.
Density of Probability
0.0045
0.004
0.0035
0.003
0.0025
0.002
0.0015
0.001
0.0005
0
0
100
200
300
400
500
600
Flow, GPD


River Run- Flow Distribution Graph
Mean = 226 gpd
Std. Deviation = 87 gpd
68% Range +/- 1 std. deviation = 139 gpd - 313 gpd
Note:
1. Distribution graph omitted flows <50 gpd and >500 gpd.
2. Mean flow of all meters = 221 gpd.
Density of Probability
0.005
0.0045
0.004
0.0035
0.003
0.0025
0.002
0.0015
0.001
0.0005
0
0
100
200
300
400
500
600
700
800
Flow, GPD

TIMOTHY MULLIGAN
WARDEN

SHYTINA M. DRUMMOND
ASSISTANT WARDEN

Worcester County
Jail

P.O. BOX 189
SNOW HIILL, MARYLAND
21863
TEL: 410-632-1300
FAX: 410-632-3002

MEMORANDUM

TO: **Weston Young, Chief Administrative Officer**
Candace Savage, Deputy Chief Administrative Officer

FROM: **Timothy Mulligan**

DATE: **March 11, 2025**

RE: **Sergeant Qualification**

The Worcester County Jail is requesting Commissioner approval to change the qualification of those applying for a Sergeant position. Currently those applying for Sergeant must have 5 years of experience at the Worcester County Jail. I would like to change the qualification from 5 years of experience at the Worcester County Jail to 3 years of experience at the Worcester County Jail. Divisions of Correction in the state of Maryland require 3 years of experience to be eligible for promotion to Sergeant. There are currently 29 Corporals who have 5 or more years of experience. The majority of those Corporals do not want to be promoted. On January 9th, 2025, we interviewed 4 candidates for Sergeant and promoted 2. Those 2 Corporals that were not promoted were not ready nor were they ready to take on the responsibilities. By allowing the change, the pool of potential applicants for a Sergeant position would increase by 6 candidates. There are several interested candidates who have been employed at the Worcester County Jail for more than 3 years but less than 5 who have proven themselves and would make great Sergeants.

Worcester County Job Opportunities

DEPARTMENT: WORCESTER COUNTY JAIL
JOB TITLE: CORRECTIONAL OFFICER - SERGEANT
COMPENSATION: GRADE 22/STEP 1 $60,632 ANNUALLY/$29.15 HOURLY
GRADE 22S/STEP 1 $63,710 ANNUALLY/$30.63 HOURLY
SALARY BASED ON QUALIFICATIONS
WORK SCHEDULE: ASSIGNED TO ONE OF THE FOLLOWING SHIFTS: 7:45AM TO 4:00PM, 3:45PM TO MIDNIGHT, OR 11:45AM TO 8:00AM; ROTATING SCHEDULE = 5 DAYS ON, 2 DAYS OFF, 5 DAYS ON, 3 DAYS OFF, THEN REPEAT.

JOB SUMMARY: This individual is responsible for assuming the supervisory duties of the Jail during their assigned shift for those Correctional Officers under their command, and implementing policies and procedures as outlined in the Policy and Procedure Manual for the Worcester County Jail. This individual will report directly to the Security and Custody Supervisor but will be under the direct leadership of the Warden.

GENERAL REQUIREMENTS:
- Safety sensitive position subject to Drug and Alcohol Testing; cannabis is prohibited
- This position is considered essential personnel and is subject to mandatory overtime as needed
- Subject to emergency call-back with little or no notice as needed
- Successfully pass pre-employment background check, including fingerprinting, motor vehicle history, work history, and references
- Successfully pass pre-employment physical fitness assessment, physical examination, and psychological testing
- Must be able to work holidays

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:
- Carries out policies and procedures as outlined in the manual for the Worcester County Jail;
- Responsible for the security and welfare of the incarcerated individual population;
- Prepares required reports in an accurate and timely manner, and disseminates to proper supervisor channels;
- Observes incarcerated individuals to detect or prevent disturbances;
- Escorts incarcerated individuals throughout the Jail;
- Processes incarcerated individuals into the Jail, accounts for personal property and issues Jail clothing;
- Patrols assigned area regularly, checking locks, doors, security lights, etc.
- Operates the control center as assigned;
- Logs and delivers incoming mail;
- Supervises trustees in the delivering meals to the incarcerated individual population, and maintains records of the same;
- Assists and offers guidance to incarcerated individuals concerning adjustments to the institutions;
- Controls contraband in the institution through personnel and incarcerated individual housing unit searches;
- Transports incarcerated individuals to various facilities outside the institution as directed by the Warden;
- Regulates visitors in the Jail;
- Helps in counseling incarcerated individuals and handling personal problems;
- Assigns subordinate correctional officers to posts during assigned shifts;
- Trains entry-level correctional officers;
- Receives calls and public inquiries in the absence of the command staff;
- Must be flexible and able to work any shift according to the needs of the Jail;
- Oversees the safety programs, procedures, training, fire drills, COOP plans, etc.;
- Ensures confidentiality of information and records and complies with record retention schedule
- Perform other related duties as assigned;
- Adheres to the Worcester County Government Personnel Rules & Regulations.

QUALIFICATIONS AND SKILLS:
- Must obtain the rank of Corporal and maintain that rank for a minimum of two (2) years.
- Must possess a high school diploma or GED equivalent with five (5) year's experience at the Worcester County Jail.
- Must be certified by the Maryland Commission of Corrections.
- Valid driver's license and driving record of less than 4 points (MD).
- Must be 21 years of age.
- Above average oral and written communication, provide leadership and motivation to department employees, communicate effectively and courteously with coworkers and the general public.

KNOWN HAZARDS:
(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)
Frequent Exposure: Standing and walking for long periods. Exposure to incarcerated individuals with physical, mental and emotional limitations including contagious diseases and loss of control of bodily functions. Occasional: Sitting, running, bending, kneeling stretching and reaching. Rare: A high level of physical exertion is required to lift or restrain incarcerated individuals. Other: A generally hostile environment is created by incarcerated individuals using obscene language, gestures and behavior. Officers are required to perform body searches of prisoners including unclothed searches.

Worcester County

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

STACEY E. NORTON
Human Resources Director

PAT WALLS
Deputy Director

To: Weston Young, Chief Administrative Officer

From: Stacey Norton, Human Resources Director

Date: March 11, 2025

Subject: FY 26 Benefits Recommendations Open Session

Below you will find the FY 26 benefit recommendations from the Health Benefits Committee and PSA Insurance and Financial Services, a Hilb Group Company.

The FY 26 CareFirst **medical and pharmacy renewal** for active employees and retirees under 65 was an increase of 12.24% or $3,960,251 (negotiated down from a 15.33% increase or a savings of $997,995). CareFirst also agreed to a $100K medical loyalty credit for one year and then a $100K pharmacy loyalty credit (3-year guarantee if we stay with CareFirst).

This includes adding the following new state mandates:

1. **Add hearing aid coverage for adults up to $3,000.** The current plan only provides coverage for children up to age 18. The additional cost is $31,639 annually.

2. **Add additional coverage for prostheses –** for prosthetics, device, or repairs to allow for work, daily activities, and exercise for essential functioning. The carrier cannot impose a higher copay or lifetime max separate than what the policy already dictates. Carrier cannot be more restrictive than Medicare guidelines. This is estimated to help 13 members for an increase of $27K annually.

CareFirst also agreed to **add the Rx Cost Saver program** at no additional cost. This program offers access to lower pricing, when available, on non-specialty generic drugs that also have discounted pricing available through GoodRx prescription program. The pharmacy does this work automatically for our members. Nine members will save more than $5 per prescription and 170 members will save between $1-$5. This is a cost savings and won't increase costs.

The plan includes 1798 active employees and retirees under 65. This increase was due to more members in the plan, higher member utilization rates, increased costs from providers, a 3.5% administrative fee increase, and a 13.8% stop loss increase due to high dollar claims.

We have the following five recommendations for FY 26:

1. **Dental:** Stay with CareFirst. Enrollment is up 5.13% and there will be no plan design changes. There is a 8.8% increase or $135,724. The total cost is $1,677,740. This plan is 100% funded by 2,088 members. This business was taken to market this year, but all the other vendors had significantly less providers in their local networks so staying with CareFirst is the best value for our members.

2. **Vision:** Stay with VSP. The plan and rates will remain the same as we are in a multi-year rate guarantee. This is 100% funded by 1,964 members for a cost of $343,752.

3. **Life and Disability:** Stay with Guardian for County Government. There will be no plan or rate changes.

4. **Medical/Pharmacy**: Stay with CareFirst for active members and retirees under 65. The pharmacy business was taken to market, but CareFirst offered the best value and rates.

5. **Rate Stabilization Reserve (RSR) Fund**: utilize the remaining $888,801 from this fund to buy down the medical and pharmacy rates for FY26 for active employees and retirees under 65. This will take the premium rate increase down to 7.99% or an increase of $2,583,970. We will need to ensure we budget $3,246,709 per our contract since there won't be enough money in the RSR to pay for a 10% call based on FY 25 claims, if needed.

   Below are the increased costs for medical and pharmacy broken out by entity if the RSR is used to buy the rates down:

Entity	**12.24% Medical/Rx Cost Increase**	**7.99% Medical/Rx Cost Increase if RSR is used to buy down the rates**
County	$1,260,930	$822,729
Commission on Aging	$ 31,192	$20,352
Board of Education	$2,668,129	$1,740,889
Totals	$3,960,251	$2,583,970

Please note the Medical/Pharmacy rate increase history for the prior six fiscal years below:

FY 20 =	- 0.03%	(rate decrease)
FY 21 =	-12.30%	(rate decrease)
FY 22 =	0.00%	(no rate change)
FY 23 =	0.00%	(no rate change)
FY 24 =	9.49%	(rate increase)
FY 25 =	4.30%	(rate increase)

CareFirst requires signed contracts for our renewal decision by 4/1/25. I look forward to discussing this with you during the open session at the March 18, 2025, meeting.

Thank you for your support and consideration.

MARYLAND'S Coast WORCESTER COUNTY

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

March 12, 2025

Worcester County Commissioners
One West Market Street
County Government Center - Room 1103
Snow Hill, MD 21863

RE: Requested FY2026 Operating Budget

Commissioners:

In accordance with Section 4-201 of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland, enclosed are the Worcester County Departmental Operating Budget Requests for Fiscal Year 2026.

General Fund revenues based on current tax rates are estimated to be $284,574,909. Requested general fund operating expenditures total $286,835,734. This leaves a shortfall of $2,260,825 which must be reconciled, either with reductions in expenditures, additional revenues or a combination of the two. Since the State budget is not finalized, the County could be further burdened by State cuts, continued unfunded mandates and/or the transfer of State responsibilities. Listed below are significant budget variances as compared to the current year:

Anticipated General Fund Revenues

The estimated revenues for FY2026 total $284,574,909 which is an increase of $22,657,292 or 9% more than the current year.

County Revenue Categories

- Net Property Tax Revenues increased by $18,011,239, primarily as a result of increased assessments and Homeowner Tax Credits. These estimates are based on the current tax rate of $0.845 per $100 of the assessed value for the Real property.
- Income Tax revenue is projected to increase and is estimated at $53,000,000. This is based on the tax rate of 2.25%, which became effective January 1, 2020 and is primarily based on the market conditions and estimates for the current year. The pass through to Municipalities is included for $3.6 million.
- Other Local Taxes increased by $1.4 million and includes an increase of $725 thousand in Recordation Taxes and a $500 thousand increase in Transfer Taxes.
- State Shared Revenues decreased by $45,364 which is a result of an increase in Highway User Revenues and a decrease in 911 Fees based on prior year actual funding received.

- Licenses and Permits increased by $95,925 and includes an increase of $35,000 in Building Permits and a $27,000 increase in Occupational Licenses.
- Charges for Services increased by $745,976 which includes moving US Marshal Fees from grant category to charges for services and $56,500 in Concession Stand Fees.
- Interest on investments decreased by $1 million based on current rates of return.
- Other Revenue increased by $154,024 with an increase of $200,000 for Insurance refunds and late fees.
- Federal grants decreased by $959,086 primarily due to moving the US Marshal Jail Revenue to the charges for services category and the completion of federal funding for the State's Attorney's office in FY25.
- State grants decreased overall by $683,827 and is primarily due to an estimated decrease in Sheriff grant funding, one time funding for the Tourism Welcome Center and decrease in Program Open Space grant funding.

Major Requested General Fund Expenditures

The Requested expenditures for FY2026 total $286,835,734 which is an increase of $24,918,117 or 10% more than the current year. Significant budget variances are listed below:

County Departments and Agencies

- State's Attorney decreased by $145,353
  - This decrease is due to the non-renewal of federal grant funding.
- Other General Government increased by $1,749,441.
  - Increase in supplies and materials request of $939,165 this includes new software requests.
  - Increase in other charges of $805,236 which includes the State shift increase of SDAT Local Share and increase in property & liability insurance costs.
- Sheriff's Office increased by $3,104,586.
  - Increase in personnel re-grading of sworn law enforcement.
  - Increased capital equipment requests of $72,000.
- Emergency Services increased by $1,324,635
  - Increase in personnel requests.
  - Increase in maintenance and services of $401,250 for various consulting requests and HVAC units repair/replacement.
  - Increase in Capital Equipment of $154,000.
- Jail increased by $1,558,101.
  - Increase in personnel career ladder promotions.
  - Increase in supplies and materials of $93,038 which includes an increase in opioid medication grant program.
  - Increase in maintenance and services of $373,901 mainly due to an increase in inmate medical contract costs.
  - Increase in capital equipment of $147,605 which includes the replacement of HVAC, UST and UPS system.

- The Fire Company Grant is included for $2,978,550 based on the current assessable tax base funding has increased to $31,205 to each fire company.
- Fire Companies have requested to increase the supplement to rural fire companies from $7,000 per company to $10,000 per company.
- Fire Companies have also requested $3,120 per Volunteer Fire Company for cancer screenings and physicals as well as $210,000 to assist with the Mobile Integrated Community Health (MICH) program.
- Ambulance Grants are included for $9,689,707 an increase of $966,552 based on the EMS request letter. The EMS request includes an increase Non-credit out-town & Credit Runs in Town from $250 to $280 and Credit Runs Out-Town from $1,000 to $1,120. The Medical Assist Companies (Stockton & Girdletree) are requesting an increase in run rate from $100 to $150 per run.
- Roads division increased by $1,721,600.
    - Increased by $535,231 in supplies and materials which includes an increase for slurry seal and blacktop overlay.
    - Increased by $730,305 in maintenance and services for Hotel Road bridge replacement (80% reimbursable by the state).
    - Increased by $166,592 in capital equipment for heavy equipment and pedestrian safety improvements.
- Health Department increase for unknown Core Funding match (State mandate).
- Parks Department decreased by $766,461 due to a decrease in Program Open Space grant funding.
- Taxes shared with Towns increased by $437,982
    - Increase due to growth of income tax revenue
- Grants to Towns increased $2,009,420
    - Increased Town requests presented to the County Commissioners on March 4, 2025.
- Insurance & Benefits
    - A preliminary health insurance premium increase adjustment of 12% is in the “benefits” line of each County Department request.
    - Request for a Step and $4,000 scale adjustment is included in the “Personnel Services” line of each County Department request.
- Interfund Charges decreased by $3,582,425
    - Transfer Out to Other Funds requested $1,158,594 to cover the projected call for the Health Rate Stabilization Fund.
    - Transfer Out to Reserve Fund $4,598,142 designated to meet the 15% reserve requirement.
    - Transfers Out Intergovernmental Grants $600,000 requested to cover Riddle Farm operational needs.

Board of Education

- The Board of Education has requested $116,762,686. School construction debt is paid by the County on behalf of the Board of Education. It is not reflected in the Board's budget; however, it is included in the County's operating budget. The Board's operating and capital budget request is $116,762,686 plus debt of $7,673,065 which totals $124,435,751 or 43.7% of the County's total estimated revenue.

*Construction projects are currently funded through fund balance.

Board of Education Requested Salary Increase:

The Board of Education submission includes the following salary request:

- The salary package for the Board of Education reflects a payroll increase of $5,336,218, this includes a step increase for all eligible employees, a $4,000 scale adjustment for certificated employees and a $2,000 scale adjustment for support staff employees.
- The FY26 budget includes a proposed increase for bus contractors totaling $280,000 (allocation is to be determined).
- Starting Teacher pay would increase to $55,820 in FY26.
- A projected health insurance premium increase of 8% is also included in the amount of $1,205,012.

Board of Education

UNRESTRICTED BUDGET	FY2026 Requested Budget	FY2025 Adopted Budget	Dollar Variance +/- FY2025
County Funding			
Major State Aid Programs (Blueprint) Local Share:			
Foundation Program (Base)	50,232,572	47,454,814	2,777,758
College & Career Ready (CCR)	473,750	207,245	266,505
Compensatory Education	15,941,218	15,252,550	688,668
Concentration of Poverty	755,405	403,524	351,881
English Learners	1,112,043	898,293	213,750
Special Education	4,458,808	4,119,053	339,755
Transitional Supplemental Instruction (TSI)	135,800	204,138	(68,338)
Pre-kindergarten	5,369,670	4,540,447	829,223
Career Ladder for Educators (NBC Teacher Salary)	220,673	60,733	159,940
Additional Funding to meet Maintenance of Effort (MOE)	27,578,580	26,360,622	1,217,958
MINIMUM COUNTY APPROPRIATION	**106,278,519**	**99,501,419**	**6,777,100**
OPEB to meet current retire expenses	-	1,587,052	(1,587,052)
Additional Funding Requested Above MOE	9,332,114	4,305,221	5,026,893
TOTAL UNRESTRICTED COUNTY APPROPRIATION	**115,610,633**	**105,393,692**	**10,216,941**
Non-Recurring Expenses (computer software)	42,098	-	42,098
County Appropriation Retirement for Non-Teachers	929,955	818,722	111,233
County Appropriation School Construction	180,000	60,000	120,000
TOTAL COUNTY APPROPRIATION	**116,762,686**	**106,272,414**	**10,490,272**
State & Other Funding Sources			
Major State Aid Programs (Blueprint) State Share:			
Foundation Program (Base)	8,864,571	8,374,379	490,192
Compensatory Education	10,627,478	10,168,367	459,111
English Learners	741,362	598,862	142,500
Special Education	2,972,538	2,746,036	226,502
Transportation	4,210,393	4,062,401	147,992
Other	1,042,011	992,011	50,000
TOTAL STATE & OTHER FUNDING	**28,458,353**	**26,942,056**	**1,516,297**
TOTAL UNRESTRICTED BUDGET	**145,221,039**	**133,214,470**	**12,006,569**

RESTRICTED BUDGET	FY2026 Requested Budget	FY2025 Adopted Budget	Dollar Variance +/- FY2025
Restricted Major State Aid Programs (Blueprint) State Share:			
Pre-kindergarten	1,318,996	938,319	380,677
Concentration of Poverty	2,125,184	1,730,766	394,418
College & Career Ready (CCR)	133,858	65,875	67,983
Transitional Supplemental Instruction	35,080	54,774	(19,694)
National Board Certified	65,327	19,267	46,060
Blueprint Coordinator	22,500	24,292	(1,792)
Restricted Federal Funds	7,227,838	10,810,651	(3,582,813)
Restricted State Funding Early Childcare & Education	990,000	990,000	-
Restricted State Funding Adult Education	173,137	173,137	-
Restricted State Funding PreK Expansion	-	754,000	(754,000)
Restricted State Funding Teachers Retirement/Pension	8,799,000	6,931,771	1,867,229
Restricted State Funding Safety Grants	323,170	323,170	-
Restricted State Funding Ready for Kindergarten	-	86,541	(86,541)
Restricted State Funding Educational Support Prof Bonus	-		
Restricted Programs Local: Pocomoke Middle Grant	-	85,049	(85,049)
Restricted Programs Local: Donnie Williams Grant	-	150,000	(150,000)
TOTAL RESTRICTED BUDGET	**21,214,090**	**23,137,612**	**(1,923,522)**

**Document created by County Administration*

FY26 Options for Property Tax Rates

Property Tax Rate (per $100)	Change In Rate	Change in Revenue
0.845	Current Rate	No Change
0.835	1 cent	($ 2,444,930)
0.825	2 cents	($ 4,889,860)
0.815	3 cents	($ 7,334,790)
0.805	4 cents	($ 9,779,720)
0.795	5 cents	($12,224,650)

Property Tax Rate Savings to a Median Valued Property in Worcester County

* Worcester County Median Property Value	CURRENT Property Tax Rate (per $100)	New Tax Rate (per $100)	Difference in Tax Rate	$ Tax Savings to Property Owner
$388,000	0.845	0.835	0.01	$ 38.80
$388,000	0.845	0.825	0.02	$ 77.60
$388,000	0.845	0.815	0.03	$ 116.40
$388,000	0.845	0.805	0.04	$ 155.20
$388,000	0.845	0.795	0.05	$ 194.00

** Worcester County Median Property Value data collected from FY23 SDAT Annual Report*
(The $ Tax Saving to Property Owner does not take into consideration the Homestead Tax Credit eligibility for homeowners with a principal residence in Worcester County, MD.)

Option to Decrease Income Tax by 0.25%

		Current Income Tax Rate 2.25%	Option decrease Income tax Rate to 2.00%	$ Variance
Revenue:				
	Income Tax	53,000,000	47,111,111	5,888,889
Expenses:				
	Towns Share Income Tax	(3,677,108)	(3,268,541)	(408,567)
	Reserve	(7,950,000)	(7,066,667)	(883,333)
Net		**$ 41,372,892**	**$ 36,775,903**	**$ 4,596,989**

***Budget Adoption Schedule**

The first budget review session with selected County Departments and Agencies is scheduled for April 1st and another is scheduled for April 8th. These sessions provide the opportunity for your detailed review of the various budget requests. The Public Hearing on the Requested Operating Budget is scheduled for Tuesday, May 6th, 2025 at 6:00 p.m. at the Worcester County Government Center. Additional budget work sessions are scheduled for May 13th, and May 20th. The FY2026 General Fund Operating Budget must be adopted on June 3rd, 2025.

WSY:KR
S:\Commissioners\Budget\Kim R Budget\FY26 Budget\FY26 Budget Docs March\FY26 Rqst Operating Budget.docx
Attachments: Exhibit 1 – Board of Education Unrestricted Revenues – Page 8
Exhibit 2 – Board of Education Restricted Revenues – Page 9
FY26 Revenue by Account Classification – Pages 10-13
FY26– Pages 14-19

BOARD OF EDUCATION OF WORCESTER COUNTY

REVENUES

	REVENUE SOURCE	ACTUAL FY 22	ACTUAL FY 23	ACTUAL FY 24	APPROVED FY 25	REQUESTED FY 26	VARIANCE FY 25 TO FY26
UNRESTRICTED REVENUES							
	COUNTY						
R1010	Appropriation - Current Expense	$ 96,341,968	$ 100,085,947	$ 99,706,640	$ 105,393,692 ^	$ 115,610,633	$ 10,216,941
R1020		$ -	$ -	$ 100,000			
	STATE (Thornton Funding) *						
R2160	Foundation Program	$ 7,019,022	$ 7,989,804	$ 8,276,124	$ 8,374,379	$ 8,864,571	$ 490,192
R2050	Special Education	$ 1,671,021	$ 2,166,970	$ 2,391,661	$ 2,746,036	$ 2,972,538	$ 226,502
R2030	Transportation	$ 3,392,268	$ 3,697,479	$ 4,000,397	$ 4,062,401	$ 4,210,393	$ 147,992
R2010	Compensatory Education	$ 7,827,456	$ 7,980,405	$ 9,988,240	$ 10,168,367	$ 10,627,478	$ 459,111
R2130	Limited English Proficiency	$ 409,696	$ 448,740	$ 490,866	$ 598,862	$ 741,362	$ 142,500
	OTHER						
R1100	Tuition	$ 106,305	$ 151,473	$ 172,629	$ 130,000	$ 130,000	$ -
	Prior Year's Fund Balance	$ 567,011	$ 567,011	$ 567,011	$ 567,011	$ 567,011	$ -
R1210, R1270	Interest	$ 2,087	$ 133,950	$ 375,678	$ 200,000	$ 200,000	$ -
R120, R1280, R1290	Building Rental/Use		$ 5,932	$ 15,958			$ -
R6030	Other - minor reimbursements, refunds, merch sales, etc.	$ 98,184	$ 13,954	$ 2,111	$ 70,000	$ 80,000	$ 10,000
	Verizon Cell Tower Leases		$ 15,201	$ 15,657		$ 15,000	$ 15,000
	Delmarva Power Rebate		$ 26,147	$ -			$ -
	GovDeals		$ 11,800	$ 3,125			$ -
	Powerschool Refund		$ 31,831				$ -
	US Bank Rebate		$ 25,619	$ 26,261		$ 25,000	$ 25,000
	Insurance Payout/Reimbursement/Refund		$ 21,253	$ 500			$ -
	Delmarva Shredding/Scrap Metal		$ 4,287	$ 962			$ -
	iPad Buyback			$ 24,000			$ -
	Enelx Reimbursement			$ 13,918			$ -
	Waste Management Refund			$ 4,157			$ -
	TASC Reimbursement			$ 26,654			$ -
	WCEF Reimbursement			$ 9,787			$ -
	Restricted Programs Reimbursements	$ 25,629	$ 30,339	$ 45,281	$ 25,000	$ 25,000	$ -
R6030	FY23 One Time - Sale of iPads for New Lease		$ 1,348,387	$ -			
R6030	Total Other		$ 1,528,819	$ 172,413	$ 95,000	$ 145,000	$ 50,000
TOTAL UNRESTRICTED REVENUE		$ 117,460,647	$ 124,756,530	$ 126,257,617	$ 132,335,748 ^	$ 144,068,986	$ 11,733,238
OTHER REQUESTS - COUNTY							
	RECURRING						
	^ Appropriation - Technology	$ 200,000	$ 200,000	$ 200,000	^		
	^ Appropriation - Capital Outlay	$ 100,000	$ 100,000	$ 100,000	^		
	NONRECURRING						
	+ Appropriation - Technology	$ -	$ -	$ -	$ -	$ 42,098	$ 42,098
	Appropriation - School Construction	$ 295,800	$ 205,000	$ 815,000	$ 60,000	$ 180,000	$ 120,000
	OTHER						
	Appropriation - Retirement Expenses	$ 648,942	$ 689,670	$ 758,679	$ 818,722	$ 929,955	$ 111,233
	Appropriation - County Share of Teacher Pension	***	***	***	***	***	
TOTAL OTHER REQUESTS - COUNTY		$ 1,244,742	$ 1,194,670	$ 1,873,679	$ 878,722	$ 1,152,053	$ 273,331
TOTAL COUNTY APPROPRIATION		$ 97,586,710	$ 101,280,617	$ 101,680,319	$ 106,272,414	$ 116,762,686	$ 10,490,272
TOTAL BUDGET - ALL FUNDS		$ 118,705,389	$ 125,951,200	$ 128,131,296	$ 133,214,470	$ 145,221,039	

*** State funding is based upon current law. Subject to final legislative action, these amounts could change. Any decrease in State funding would result in an increased amount being requested from the County.**

***** Effective for FY17, this amount is now included under the budget category of Fixed Charges.**

^ RESTATED TO INCLUDE RECURRING APPROPRIATIONS IN OPERATING BUDGET ($200,000 IN TECHNOLOGY and $100,000 IN CAPITAL OUTLAY)

\+ NONRECURRING SOFTWARE IMPLEMENTATION COSTS

RESTRICTED PROGRAMS - LOCAL, STATE AND FEDERAL

Restricted funds listed below can only be spent as authorized by the administering agency (State and Federal government). The level of funding indicated for each program is an estimate. Projects may be discontinued or reduced in scope depending upon funds allocated by the funding source.

TOTAL ANTICIPATED RESTRICTED FUNDING **$21,214,090**

	ACTUAL FY 25	ESTIMATED FY 26		ESTIMATED FTEs
FEDERAL FUNDS				
Title I Educationally Disadvantaged	$ 2,134,446	$ 2,134,446		15.4
Title III Language Acquisition	$ 20,553	$ 20,553		
Special Education	$ 2,100,000	$ 2,100,000		23.58
JR ROTC Program	$ 131,500	$ 131,500		1.5
Title IIA, Systems of Support for Excellent Teaching & Leading	$ 226,745	$ 226,745		1.25
Career & Technology Education	$ 250,000	$ 250,000		
Adult Education	$ 79,495	$ 79,495		
Title IV Student Support and Academic Enrichment	$ 168,312	$ 168,312		0.5
ESSER I	$ -	$ -	*	
ESSER II Grant	$ -	$ -	*	
ESSER III Grant	$ 1,984,566		*	
Student Tutoring, Summer School, Trauma/Behavior	$ 10,000	$ -		
21st Century After School Elementary (STAR)	$ 400,000	$ 400,000	**	
21st Century After School Secondary (STAR)	$ 400,000	$ 400,000	**	1
21st Century After School Secondary (STAR-North End)	$ 400,000	$ 400,000	**	
Stronger Connections Grant	$ 849,024	$ 879,807	***	5
McKinney Vento & Supplemental Grants (not yet renewed - expected to be same)	$ 36,980	$ 36,980		
LEADs (ended September 2024)	$ 1,547,358	$ -		
MD Rebuilds (ended June 2023)	$ -	$ -		
Vocational Rehabilitation - Pre ETS (TBD for FY26)	$ 71,672	$ -		
STATE FUNDS				
Judy Hoyer Early Childcare And Education	$ 990,000	$ 990,000		10
Adult Education	$ 173,137	$ 173,137		
PreK Expansion	$ 754,000	$ -		10
Blueprint for Maryland's Future				
Pre-Kindergarten	$ 938,319	$ 1,318,996		
Concentration of Poverty	$ 1,730,766	$ 2,125,184		9.5
College & Career Ready (CCR)	$ 65,875	$ 133,858		
Transitional Supplemental Instruction	$ 54,774	$ 35,080		
National Board Certified	$ 19,267	$ 65,327		
Blueprint Coordinator	$ 24,292	$ 22,500		
Teachers Retirement & Pension	$ 6,931,771	$ 8,799,000		
Safety Grants				
SRO	$ 98,246	$ 98,246		
SSFG	$ 25,000	$ 25,000		
SSGP	$ 199,924	$ 199,924		
Hate Crimes	$ -	$ -		
Total Safety Grants	$ 323,170	$ 323,170		
Ready for Kindergarten (TBD for FY26)	$ 86,541	$ -		
LOCAL FUNDS				
Pocomoke Middle School Grant	$ 85,049	****		
Donnie Williams Grant (awaiting status)	$ 150,000	$ -		
TOTAL RESTRICTED REVENUE	$ 23,137,612	$ 21,214,090		77.73

*CARES/ESSER funding was awarded to assist with additional expenses related to the COVID pandemic. Round 1 expired September 30, 2022, Round 2 expired September 30, 2023, and Round 3 expired September 30, 2024.

** The 21st Century grants are approved on a three year cycle, but the amount is not guaranteed to be the same for each year.

*** This is a 3 year grant that totals $2,639,421.87.

**** Local funding for Pocomoke Middle School Warrior Program moved to local fund operating budget per county request

FY2026 General Fund Revenue by Account Classification Report

			FY2026 Department Requested	FY2025 Adopted Budget	$ Variance	% Variance
Fund: 100 General						
Revenue						
PROP TAX - Property Taxes						
	4000	Full Year Real Property Taxes	189,721,243.00	169,574,541.00	20,146,702.00	12%
	4010	Personal Property Taxes	143,651.00	301,031.00	(157,380.00)	-52%
	4020	Corporation Property Taxes	4,081,350.00	3,712,719.00	368,631.00	10%
	4030	Railroad & Utility Property Tax	5,120,278.00	5,032,714.00	87,564.00	2%
	4035	Railroad Real Property	2,282.00	2,256.00	26.00	1%
	4040	Half Year Real Property Taxes	232,575.00	190,125.00	42,450.00	22%
	4050	Tax Additions & Abatements	(208,200.00)	(208,200.00)	0.00	0%
	4060	Interest on Delinquent Taxes	800,000.00	750,000.00	50,000.00	7%
	4070	Discounts Allowed on Taxes	(550,000.00)	(500,000.00)	(50,000.00)	10%
	4080	Tax Credits For Assessment I	(7,295,417.00)	(4,818,663.00)	(2,476,754.00)	51%
		Account Classification Total: PROP TAX - Property Taxes	$192,047,762.00	$174,036,523.00	$18,011,239.00	10%
INC TAX - Income Tax						
	4100	Income Tax	53,000,000.00	47,000,000.00	6,000,000.00	13%
		Account Classification Total: INC TAX - Income Tax	$53,000,000.00	$47,000,000.00	$6,000,000.00	13%
OTHER TAX - Other Taxes						
	4200	Admission & Amusement Taxes	750,000.00	700,000.00	50,000.00	7%
	4210	Recordation Taxes	9,450,000.00	8,725,000.00	725,000.00	8%
	4221	Cannabis Tax	125,000.00	100,000.00	25,000.00	25%
	4240	Food Tax	110,000.00	110,000.00	0.00	0%
	4250	Room Tax	275,000.00	275,000.00	0.00	0%
	4250.04	Room Tax Due to Unincorporated Areas	1,600,000.00	1,500,000.00	100,000.00	7%
	4340	Transfer Tax	6,000,000.00	5,500,000.00	500,000.00	9%
		Account Classification Total: OTHER TAX - Other Taxes	$18,310,000.00	$16,910,000.00	$1,400,000.00	8%
ST SHRD - State Shared						
	4300	Highway Users Taxes	2,031,609.00	1,783,847.00	247,762.00	14%
	4310	911 Fees	1,494,182.00	1,787,308.00	(293,126.00)	-16%
		Account Classification Total: ST SHRD - State Shared	$3,525,791.00	$3,571,155.00	($45,364.00)	-1%
FRNCH - Franchise Fees						
	4400	Franchise Fees	23,000.00	22,690.00	310.00	1%
		Account Classification Total: FRNCH - Franchise Fees	$23,000.00	$22,690.00	$310.00	1%
LOSS DSP ASTS - Gain/Loss on Disposal of Assets						
	4600	Sale Of Fixed Assets	125,000.00	125,000.00	0.00	0%
		Account Classification Total: LOSS DSP ASTS - Gain/Loss on Disposal of Assets	$125,000.00	$125,000.00	$0.00	0%
LIC/PRMT - Licenses and Permits						
	4900	Liquor Licenses	950,000.00	950,000.00	0.00	0%
	4905	Vending Machine Licenses	65,000.00	65,000.00	0.00	0%
	4910	Traders Licenses	90,000.00	80,000.00	10,000.00	12%
	4915	Occupational Licenses	34,000.00	7,000.00	27,000.00	386%
	4920	Bingo Permits	15,000.00	13,000.00	2,000.00	15%
	4927	Rental License Fee	195,000.00	210,000.00	(15,000.00)	-7%
	4930	Building Permits	350,000.00	315,000.00	35,000.00	11%
	4932	Electrical Permits	21,000.00	21,000.00	0.00	0%
	4933	Commercial Plumbing Plan Review	2,500.00	2,500.00	0.00	0%
	4935	Marriage Licenses	20,000.00	20,000.00	0.00	0%
	4936	Civil Ceremony	1,800.00	1,200.00	600.00	50%
	4941	Shoreline Construction Permit	20,000.00	20,000.00	0.00	0%
	4942	Timber Harvest Permit	3,000.00	3,000.00	0.00	0%
	4943	SEC/SWM Permit	45,000.00	39,000.00	6,000.00	15%
	4945.010	Environmental Permits Burn Permit	600.00	600.00	0.00	0%
	4945.020	Environmental Permits Campground Permit	4,000.00	3,325.00	675.00	20%
	4945.030	Environmental Permits Septic Permit	29,000.00	29,000.00	0.00	0%
	4945.040	Environmental Permits Waste Hauler Permit	3,000.00	3,000.00	0.00	0%
	4945.050	Environmental Permits Well Permit	16,800.00	16,800.00	0.00	0%
	4945.060	Environmental Permits Other	300.00	300.00	0.00	0%

FY2026 General Fund Revenue by Account Classification Report

			FY2026 Department Requested	FY2025 Adopted Budget	$ Variance	% Variance
	4945.070	Environmental Permits Review Fee	75,000.00	60,000.00	15,000.00	25%
	4950	Health Permits	426,915.00	426,915.00	0.00	0%
	4955	Raffle Permits	1,500.00	1,500.00	0.00	0%
	4960	Plumbing Permits	90,000.00	75,000.00	15,000.00	20%
	4965	Gas Permits	20,000.00	20,000.00	0.00	0%
	4970	Forestry Conservation Review Fees	6,000.00	6,000.00	0.00	0%
	4980	Landfill Permits - Household	320,000.00	320,000.00	0.00	0%
	4982	PAYT Tags - Household	7,500.00	7,500.00	0.00	0%
	5060.100	Licenses and Permits Board of Zoning Appeal Fee	25,000.00	25,000.00	0.00	0%
	5060.300	Licenses and Permits Site Plan Review	11,000.00	11,000.00	0.00	0%
	5060.400	Licenses and Permits Rezoning Fee	2,000.00	2,000.00	0.00	0%
	5060.500	Licenses and Permits Subdivision Review Fee	12,000.00	12,000.00	0.00	0%
	5060.600	Licenses and Permits Text Amendment Application Fee	1,200.00	1,200.00	0.00	0%
	5060.700	Licenses and Permits Nat Resources Text Amendment App	0.00	350.00	(350.00)	-99%
		Account Classification Total: LIC/PRMT - Licenses and Permits	$2,864,115.00	$2,768,190.00	$95,925.00	3%
	CHG SVC - Charges for Services					
	4850.010	Credit Card Fees Environmental Programs	6,000.00	6,000.00	0.00	0%
	4850.020	Credit Card Fees DRP	0.00	2,000.00	(2,000.00)	-100%
	4850.030	Credit Card Fees States Attorney	0.00	1,100.00	(1,100.00)	-100%
	4850.050	Credit Card Fees Recreation	1,100.00	1,100.00	0.00	0%
	4940	Shoreline Construction Application Fee	31,000.00	31,000.00	0.00	0%
	5047	Stormwater Management Review Fee	110,000.00	95,000.00	15,000.00	16%
	5065.100	Sheriff Fees Sheriff Fees - Paper Service	35,000.00	25,000.00	10,000.00	40%
	5065.200	Sheriff Fees Sheriff Fees - Peddler's License	800.00	200.00	600.00	299%
	5065.300	Sheriff Fees Sheriff Fees - Parking Fines	200.00	75.00	125.00	164%
	5065.400	Sheriff Fees Animal Control Fees	90.00	1,500.00	(1,410.00)	-94%
	5065.500	Sheriff Fees Animal Shelter Revenue	2,500.00	2,500.00	0.00	0%
	5065.700	Sheriff Fees Contractual Services	115,000.00	94,500.00	20,500.00	22%
	5065.800	Sheriff Fees Body Worn Camera	250.00	100.00	150.00	149%
	5065.990	Sheriff Fees Other	1,500.00	1,500.00	0.00	0%
	5070.100	Sale of Publications & Copies Commissioners	350.00	350.00	0.00	0%
	5070.600	Sale of Publications & Copies Elections	400.00	400.00	0.00	0%
	5070.700	Sale of Publications & Copies Circuit Court	450.00	250.00	200.00	80%
	5075	Library Use Charges	20,000.00	12,000.00	8,000.00	67%
	5076	Library Erate Reimbursement	850.00	850.00	0.00	0%
	5080	County Share Vehicle Tag Fee	0.00	1,000.00	(1,000.00)	-100%
	5085	Liquor Advertising Fees	1,200.00	1,200.00	0.00	0%
	5090	Firearms Training Center Fee	12,000.00	7,500.00	4,500.00	60%
	5095.100	Payments For Jail Use Work Release	4,000.00	2,500.00	1,500.00	60%
	5095.150	Payments For Jail Use Inmate Grievance Device	30,000.00	0.00	30,000.00	100%
	5095.250	Payments For Jail Use REIM US MARSHAL FEES	742,600.00	0.00	742,600.00	100%
	5095.400	Payments For Jail Use State Housing	48,775.00	81,630.00	(32,855.00)	-40%
	5095.500	Payments For Jail Use Weekenders	0.00	2,000.00	(2,000.00)	-100%
	5095.600	Payments For Jail Use Social Security	2,500.00	2,500.00	0.00	0%
	5095.700	Payments For Jail Use State Mental Health Reimb.	22,000.00	20,000.00	2,000.00	10%
	5095.800	Payments For Jail Use Pretrial Fees	8,250.00	5,000.00	3,250.00	65%
	5100.100	Fire Inspection Fees Plan Review Fee	120,000.00	120,000.00	0.00	0%
	5100.200	Fire Inspection Fees Fire Safety Fee	25,000.00	25,000.00	0.00	0%
	5100.600	Fire Inspection Fees Fire Inspections QAP	25,000.00	25,000.00	0.00	0%
	5105.100	Public Works Revenues Pipe Sales	50,000.00	50,000.00	0.00	0%
	5107	Roads Department Fees	2,500.00	2,500.00	0.00	0%
	5110	Recreation Fees	344,329.00	388,158.00	(43,829.00)	-11%
	5111	Ice Vending Machine Fee	20,000.00	20,000.00	0.00	0%
	5115	Mosquito Control Charges	45,000.00	45,000.00	0.00	0%
	5120	Circuit Court Bar Library	5,000.00	5,000.00	0.00	0%
	5127	Recreation Center Rental Fees	34,700.00	24,900.00	9,800.00	39%
	5128	Recreation Sponsorships	2,900.00	13,900.00	(11,000.00)	-79%
	5130	Tourism Programs and Events	0.00	1,500.00	(1,500.00)	-100%
	5142	Election Filing Fee	350.00	125.00	225.00	179%
	5155	CommunityService Fees	70,000.00	70,000.00	0.00	0%
	5160	Family Services Legal Fees Other	500.00	500.00	0.00	0%
	5161	Casino Security	17,250.00	8,500.00	8,750.00	103%

FY2026 General Fund Revenue by Account Classification Report

			FY2026 Department Requested	FY2025 Adopted Budget	$ Variance	% Variance
	5162	Seacrets Security	50,000.00	90,000.00	(40,000.00)	-44%
	5165	Critical Area Review Fees	8,000.00	8,000.00	0.00	0%
	5167	Water/Sewer Plan Amendment Fee	2,000.00	2,000.00	0.00	0%
	5175.200	Donations Sponsorship Program Recreation	4,000.00	6,000.00	(2,000.00)	-33%
	5175.205	Donations Sponsorship Program Youth Scholarship Donation	0.00	1,500.00	(1,500.00)	-100%
	5181	First Offender Program Fees	0.00	5,000.00	(5,000.00)	-100%
	5185	Recycling Revenue	180,500.00	180,500.00	0.00	0%
	5186	Metal Recycling Revenue	35,000.00	35,000.00	0.00	0%
	5195	Tire Revenue	35,000.00	35,000.00	0.00	0%
	5215	Motor Coach Fees	15,000.00	15,000.00	0.00	0%
	5220.010	Park Fees Field Rental	4,190.00	15,000.00	(10,810.00)	-72%
	5220.020	Park Fees Pavilion Rental	6,525.00	5,700.00	825.00	14%
	5220.030	Park Fees Tree of Life	2,400.00	2,400.00	0.00	0%
	5220.035	Park Fees Tournament Rental	70,000.00	55,000.00	15,000.00	27%
	5220.040	Park Fees User Fees	12,725.00	8,500.00	4,225.00	50%
	5221	Parking Fees - Boat Landing	2,720.00	1,000.00	1,720.00	172%
	5224	SPEC EVENTS - SPONSORSHIP	72,250.00	76,000.00	(3,750.00)	-5%
	5225	Concession Stand Fees	156,500.00	100,000.00	56,500.00	56%
	5226	Special Events Fees	23,750.00	33,090.00	(9,340.00)	-28%
	5227	Tournament Fees	9,500.00	7,500.00	2,000.00	27%
	5230.010	Environmental Fees Perk Test Fee	16,000.00	16,000.00	0.00	0%
	5230.020	Environmental Fees Plat Review Fee	6,000.00	6,000.00	0.00	0%
	5230.030	Environmental Fees Water Sample Fee	500.00	400.00	100.00	25%
	5240	Shared Facility/Service Area Fee	500.00	500.00	0.00	0%
	5245	Solar Renewable Energy Credits	1,000.00	1,000.00	0.00	0%
	5435	BRF Admin Fee	0.00	22,500.00	(22,500.00)	-100%
		Account Classification Total: CHG SVC - Charges for Services	$2,673,454.00	$1,927,478.00	$745,976.00	39%
	INT/PEN - Interest & Penalties					
	4700	Interest On Investments	5,000,000.00	6,000,000.00	(1,000,000.00)	-17%
		Account Classification Total: INT/PEN - Interest & Penalties	$5,000,000.00	$6,000,000.00	($1,000,000.00)	-17%
	FINES - Fines & Forfeitures					
	5300	Court Fines	25,000.00	25,000.00	0.00	0%
	5310	Civil Infraction Fines	6,000.00	6,000.00	0.00	0%
		Account Classification Total: FINES - Fines & Forfeitures	$31,000.00	$31,000.00	$0.00	0%
	MISC - Miscellaneous					
	4260.010	Rents/State Revenue Boat Landings	79,972.00	79,972.00	0.00	0%
	4260.020	Rents/State Revenue County Administration	71,856.00	61,332.00	10,524.00	17%
	4260.030	Rents/State Revenue Elections	14,229.00	14,229.00	0.00	0%
	4270	Rents - Tower Site/Contrib & Donation	27,000.00	27,500.00	(500.00)	-2%
	4800	Other Miscellaneous Revenue	400,000.00	200,000.00	200,000.00	100%
	4875	Tax Sale Revenue	17,500.00	13,500.00	4,000.00	30%
	5420	Retiree Drug Subsidy	0.00	60,000.00	(60,000.00)	-100%
		Account Classification Total: MISC - Miscellaneous	$610,557.00	$456,533.00	$154,024.00	34%
	INTGOV FED - Intergovernmental - Federal Revenues					
	5541	Traffic Safety SHA	1,500.00	1,500.00	0.00	0%
	5600	Federal Payments In Lieu of Taxe	24,000.00	22,000.00	2,000.00	9%
	5625	CDBG Housing Rehab Grant	150,000.00	150,000.00	0.00	0%
	5664.020	US Fish and Wildlife Service Other General Government	6,326.00	6,750.00	(424.00)	-6%
	5675	Child Support Enforcement Grant	7,500.00	10,000.00	(2,500.00)	-25%
	5745.300	Homeland Security Grant SHSGP	96,477.00	96,477.00	0.00	0%
	5745.600	Homeland Security Grant EMPG	76,317.00	76,317.00	0.00	0%
	5749	Local Assistance & Tribal Grant	0.00	50,000.00	(50,000.00)	-100%
	5761	Jail - US Marshals Grant	0.00	415,000.00	(415,000.00)	-100%
	5770	Bulletproof Vest Program	7,500.00	7,500.00	0.00	0%
	5774	Grant Programs - St Atty Federal	0.00	494,294.00	(494,294.00)	-100%
	5785	MDE Beach Monitoring Grant	4,393.00	3,261.00	1,132.00	35%
Account Classification Total: INTGOV FED - Intergovernmental - Federal Revenues			$374,013.00	$1,333,099.00	($959,086.00)	-72%

FY2026 General Fund Revenue by Account Classification Report

			FY2026 Department Requested	FY2025 Adopted Budget	$ Variance	% Variance
INTGOV ST - Intergovernmental - State Revenues						
	5515	DHCD Housing Administration Fee	7,000.00	7,000.00	0.00	0%
	5525	Conservation Easement Administrative Fee	25,000.00	25,000.00	0.00	0%
	5530	Eastern Shore Library Grant	80,000.00	80,000.00	0.00	0%
	5543	Dental Program Reimbursement	16,721.00	16,721.00	0.00	0%
	5630	Water System Monitoring Grant	48,750.00	48,750.00	0.00	0%
	5635	Police Protection Grant	200,000.00	200,000.00	0.00	0%
	5640	State Library Aid	202,600.00	197,150.00	5,450.00	3%
	5645	Share of State Park Receipts	535,000.00	625,000.00	(90,000.00)	-14%
	5650	State Aid for Fire Companies	369,004.00	370,000.00	(996.00)	0%
	5655	Program Open Space Grant Parks	450,208.00	1,247,376.00	(797,168.00)	-64%
	5660	Waterway Improvement Grants	255,000.00	12,776.00	242,224.00	1896%
	5662	BRF Operations & Maintenance Grant	42,000.00	42,000.00	0.00	0%
	5663	Share of State Forest Land	70,000.00	73,000.00	(3,000.00)	-4%
	5665	State Aid for Bridges	480,000.00	0.00	480,000.00	100%
	5680	State Grant for Critical Areas	9,000.00	9,000.00	0.00	0%
	5688	MD Dept of Aging Grant	45,000.00	46,000.00	(1,000.00)	-2%
	5690	SSTAP Grant	131,000.00	126,975.00	4,025.00	3%
	5704	MD AOC Security Grant	10,134.00	110,716.00	(100,582.00)	-91%
	5705	State Grant for Tourism	195,000.00	160,000.00	35,000.00	22%
	5712	GOCCP Grant	46,000.00	106,700.00	(60,700.00)	-57%
	5713	GOCCP Sheriff Grants	75,000.00	425,000.00	(350,000.00)	-82%
	5725	Family Support Grant	418,334.00	418,334.00	0.00	0%
	5730	Septic System BRF Grant Program	300,000.00	260,000.00	40,000.00	15%
	5732	Conservation Easements Reimbursements	50,000.00	50,000.00	0.00	0%
	5735.020	Other Grants Tourism	0.00	104,160.00	(104,160.00)	-100%
	5735.050	Other Grants Recreation	32,500.00	18,500.00	14,000.00	76%
	5735.055	Other Grants Environmental Programs	0.00	96,000.00	(96,000.00)	-100%
	5757	Trial Jury Reimbursement	54,000.00	54,000.00	0.00	0%
	5760	Drug Court Grant	224,076.00	224,076.00	0.00	0%
	5762	Heroin Coordinator Grant	65,000.00	52,000.00	13,000.00	25%
	5767	Medication Opioid Disorder Grant	213,920.00	131,840.00	82,080.00	62%
	5905	Sheriff-Sex Offender Grant	9,000.00	8,000.00	1,000.00	12%
	5910	Sher-Health Tobacco Enforcement	7,500.00	7,500.00	0.00	0%
	5912	Sher- Health Underage Drinking	5,000.00	5,000.00	0.00	0%
	5925	MALPF Admin Fee	15,000.00	12,000.00	3,000.00	25%
	5940	Intern Program Grant	100,000.00	100,000.00	0.00	0%
Account Classification Total: INTGOV ST - Intergovernmental - State Revenues			$4,786,747.00	$5,470,574.00	($683,827.00)	-13%
TRNS IN - Transfers In						
	5511	Casino/Local Impact Grant Funds	1,203,470.00	2,265,375.00	(1,061,905.00)	-47%
Account Classification Total: TRNS IN - Transfers In			$1,203,470.00	$2,265,375.00	($1,061,905.00)	-47%
REVENUES Total			$284,574,909.00	$261,917,617.00	$22,657,292.00	9%
Fund REVENUE Total: 100 - General Fund			$284,574,909.00	$261,917,617.00	$22,657,292.00	9%

FY26 General Fund Budget Requested Summary by Department

	2026 Department Requested	2025 Adopted Budget	$ Variance	% Variance
Department: 1001 County Commissioners				
PERS SVCS - Personnel Services	1,882,901.00	1,690,633.00	192,268.00	11%
SUPP & MAT - Supplies & Materials	56,870.00	59,829.00	(2,959.00)	-5%
MAINT & SVCS - Maintenance & Services	41,992.00	45,125.00	(3,133.00)	-7%
OTHR CHGS - Other Charges	68,851.00	64,717.00	4,134.00	6%
CAP EQ - Capital Equipment	-	-	-	
Department Total: County Commissioners	**2,050,614.00**	**1,860,304.00**	**190,310.00**	**10%**
Department: 1002 Circuit Court				
PERS SVCS - Personnel Services	1,926,676.00	1,784,336.00	142,340.00	8%
SUPP & MAT - Supplies & Materials	263,696.00	364,278.00	(100,582.00)	-28%
MAINT & SVCS - Maintenance & Services	114,465.00	110,465.00	4,000.00	4%
OTHR CHGS - Other Charges	8,900.00	10,400.00	(1,500.00)	-14%
Department Total: Circuit Court	**2,313,737.00**	**2,269,479.00**	**44,258.00**	**2%**
Department: 1003 Orphan's Court				
PERS SVCS - Personnel Services	70,599.00	70,800.00	(201.00)	0%
SUPP & MAT - Supplies & Materials	2,800.00	2,800.00	-	0%
OTHR CHGS - Other Charges	6,800.00	6,800.00	-	0%
Department Total: Orphan's Court	**80,199.00**	**80,400.00**	**(201.00)**	**0%**
Department: 1004 State's Attorney				
PERS SVCS - Personnel Services	4,443,852.00	4,592,627.00	(148,775.00)	-3%
SUPP & MAT - Supplies & Materials	114,964.00	113,947.00	1,017.00	1%
MAINT & SVCS - Maintenance & Services	24,250.00	24,250.00	-	0%
OTHR CHGS - Other Charges	26,755.00	24,350.00	2,405.00	10%
CAP EQ - Capital Equipment	-	-	-	
Department Total: State's Attorney	**4,609,821.00**	**4,755,174.00**	**(145,353.00)**	**-3%**
Department: 1005 Treasurer's Office				
PERS SVCS - Personnel Services	1,733,245.00	1,677,387.00	55,858.00	3%
SUPP & MAT - Supplies & Materials	193,610.00	184,155.00	9,455.00	5%
MAINT & SVCS - Maintenance & Services	2,940.00	2,900.00	40.00	1%
OTHR CHGS - Other Charges	16,225.00	17,550.00	(1,325.00)	-8%
CAP EQ - Capital Equipment	-	-	-	
Department Total: Treasurer's Office	**1,946,020.00**	**1,881,992.00**	**64,028.00**	**3%**
Department: 1006 Elections Office				
PERS SVCS - Personnel Services	809,499.00	660,851.00	148,648.00	22%
SUPP & MAT - Supplies & Materials	609,255.00	670,011.00	(60,756.00)	-9%
MAINT & SVCS - Maintenance & Services	171,768.00	152,887.00	18,881.00	12%
OTHR CHGS - Other Charges	16,610.00	15,231.00	1,379.00	9%
CAP EQ - Capital Equipment	-	-	-	
Department Total: Elections Office	**1,607,132.00**	**1,498,980.00**	**108,152.00**	**7%**

FY26 General Fund Budget Requested Summary by Department

	2026 Department Requested	2025 Adopted Budget	$ Variance	% Variance
Department: 1007 Human Resources				
PERS SVCS - Personnel Services	669,832.00	714,935.00	(45,103.00)	-6%
SUPP & MAT - Supplies & Materials	28,495.00	27,940.00	555.00	2%
MAINT & SVCS - Maintenance & Services	108,775.00	37,100.00	71,675.00	193%
OTHR CHGS - Other Charges	31,141.00	5,200.00	25,941.00	499%
CAP EQ - Capital Equipment	-	-	-	
Department Total: Human Resources	**838,243.00**	**785,175.00**	**53,068.00**	**7%**
Department: 1008 Development, Review & Permits				
PERS SVCS - Personnel Services	2,877,178.00	2,681,106.00	196,072.00	7%
SUPP & MAT - Supplies & Materials	292,619.00	303,075.00	(10,456.00)	-3%
MAINT & SVCS - Maintenance & Services	73,410.00	104,961.00	(31,551.00)	-30%
OTHR CHGS - Other Charges	57,361.00	52,996.00	4,365.00	8%
CAP EQ - Capital Equipment	-	-	-	
Department Total: Development, Review & Permits	**3,300,568.00**	**3,142,138.00**	**158,430.00**	**5%**
Department: 1010 Environmental Programs				
PERS SVCS - Personnel Services	2,378,491.00	2,205,102.00	173,389.00	8%
SUPP & MAT - Supplies & Materials	331,499.00	396,393.00	(64,894.00)	-16%
MAINT & SVCS - Maintenance & Services	160,665.00	121,705.00	38,960.00	32%
OTHR CHGS - Other Charges	8,664.00	6,164.00	2,500.00	41%
CAP EQ - Capital Equipment	54,000.00	50,000.00	4,000.00	8%
Department Total: Environmental Programs	**2,933,319.00**	**2,779,364.00**	**153,955.00**	**6%**
Department: 1011 Information Technology				
PERS SVCS - Personnel Services	1,670,349.00	1,594,088.00	76,261.00	5%
SUPP & MAT - Supplies & Materials	24,880.00	21,280.00	3,600.00	17%
MAINT & SVCS - Maintenance & Services	3,720.00	2,840.00	880.00	31%
OTHR CHGS - Other Charges	9,200.00	7,600.00	1,600.00	21%
CAP EQ - Capital Equipment	-	-	-	
Department Total: Information Technology	**1,708,149.00**	**1,625,808.00**	**82,341.00**	**5%**
Department: 1090 Other General Government				
SUPP & MAT - Supplies & Materials	2,345,144.00	1,405,979.00	939,165.00	67%
MAINT & SVCS - Maintenance & Services	998,794.00	993,754.00	5,040.00	1%
OTHR CHGS - Other Charges	2,948,602.00	2,143,366.00	805,236.00	38%
CAP EQ - Capital Equipment	-	-	-	
Department Total: Other General Government	**6,292,540.00**	**4,543,099.00**	**1,749,441.00**	**39%**
Department: 1101 Sheriff's Office				
PERS SVCS - Personnel Services	16,920,051.00	13,905,415.00	3,014,636.00	22%
SUPP & MAT - Supplies & Materials	1,532,990.00	1,532,028.00	962.00	0%
MAINT & SVCS - Maintenance & Services	825,410.00	846,922.00	(21,512.00)	-3%
OTHR CHGS - Other Charges	245,000.00	206,500.00	38,500.00	19%
CAP EQ - Capital Equipment	862,000.00	790,000.00	72,000.00	9%
Department Total: Sheriff's Office	**20,385,451.00**	**17,280,865.00**	**3,104,586.00**	**18%**

FY26 General Fund Budget Requested Summary by Department

	2026 Department Requested	2025 Adopted Budget	$ Variance	% Variance
Department: 1102 Emergency Services				
PERS SVCS - Personnel Services	4,026,472.00	3,316,340.00	710,132.00	21%
SUPP & MAT - Supplies & Materials	915,762.00	879,109.00	36,653.00	4%
MAINT & SVCS - Maintenance & Services	627,822.00	226,572.00	401,250.00	177%
OTHR CHGS - Other Charges	46,400.00	23,800.00	22,600.00	95%
CAP EQ - Capital Equipment	249,000.00	95,000.00	154,000.00	162%
Department Total: Emergency Services	**5,865,456.00**	**4,540,821.00**	**1,324,635.00**	**29%**
Department: 1103 Jail				
PERS SVCS - Personnel Services	11,758,923.00	10,827,666.00	931,257.00	9%
SUPP & MAT - Supplies & Materials	1,062,177.00	969,139.00	93,038.00	10%
MAINT & SVCS - Maintenance & Services	2,793,714.00	2,419,813.00	373,901.00	15%
OTHR CHGS - Other Charges	22,356.00	10,056.00	12,300.00	122%
CAP EQ - Capital Equipment	161,500.00	13,895.00	147,605.00	1062%
Department Total: Jail	**15,798,670.00**	**14,240,569.00**	**1,558,101.00**	**11%**
Department: 1104 Fire Marshal				
PERS SVCS - Personnel Services	1,232,029.00	1,166,229.00	65,800.00	6%
SUPP & MAT - Supplies & Materials	79,385.00	68,755.00	10,630.00	15%
MAINT & SVCS - Maintenance & Services	54,200.00	49,110.00	5,090.00	10%
OTHR CHGS - Other Charges	13,690.00	11,565.00	2,125.00	18%
CAP EQ - Capital Equipment	90,000.00	176,000.00	(86,000.00)	-49%
Department Total: Fire Marshal	**1,469,304.00**	**1,471,659.00**	**(2,355.00)**	**0%**
Department: 1105 Volunteer Fire Departments				
SUPP & MAT - Supplies & Materials	263,000.00	82,200.00	180,800.00	220%
MAINT & SVCS - Maintenance & Services	25,900.00	23,072.00	2,828.00	12%
OTHR CHGS - Other Charges	13,431,727.00	12,084,644.00	1,347,083.00	11%
CAP EQ - Capital Equipment	-	-	-	
Department Total: Volunteer Fire Departments	**13,720,627.00**	**12,189,916.00**	**1,530,711.00**	**13%**
Department: 1201 Maintenance				
PERS SVCS - Personnel Services	2,570,909.00	2,094,699.00	476,210.00	23%
SUPP & MAT - Supplies & Materials	104,139.00	98,547.00	5,592.00	6%
MAINT & SVCS - Maintenance & Services	137,051.00	100,908.00	36,143.00	36%
OTHR CHGS - Other Charges	20,036.00	17,550.00	2,486.00	14%
CAP EQ - Capital Equipment	218,950.00	103,750.00	115,200.00	111%
Department Total: Maintenance	**3,051,085.00**	**2,415,454.00**	**635,631.00**	**26%**
Department: 1202 Roads				
PERS SVCS - Personnel Services	3,245,188.00	2,964,716.00	280,472.00	9%
SUPP & MAT - Supplies & Materials	1,974,629.00	1,439,398.00	535,231.00	37%
MAINT & SVCS - Maintenance & Services	1,582,173.00	851,868.00	730,305.00	86%
OTHR CHGS - Other Charges	19,113.00	10,113.00	9,000.00	89%
CAP EQ - Capital Equipment	736,692.00	570,100.00	166,592.00	29%
Department Total: Roads	**7,557,795.00**	**5,836,195.00**	**1,721,600.00**	**29%**

FY26 General Fund Budget Requested Summary by Department

	2026 Department Requested	2025 Adopted Budget	$ Variance	% Variance
Department: 1203 Public Works				
PERS SVCS - Personnel Services	1,120,888.00	965,386.00	155,502.00	16%
SUPP & MAT - Supplies & Materials	36,205.00	29,340.00	6,865.00	23%
MAINT & SVCS - Maintenance & Services	259,670.00	225,546.00	34,124.00	15%
OTHR CHGS - Other Charges	15,100.00	13,750.00	1,350.00	10%
CAP EQ - Capital Equipment	65,000.00	76,000.00	(11,000.00)	-14%
Department Total: Public Works	**1,496,863.00**	**1,310,022.00**	**186,841.00**	**14%**
Department: 1204 Boat Landings				
SUPP & MAT - Supplies & Materials	355,000.00	5,000.00	350,000.00	6942%
MAINT & SVCS - Maintenance & Services	51,513.00	49,438.00	2,075.00	4%
CAP EQ - Capital Equipment	-	-	-	-
Department Total: Boat Landings	**406,513.00**	**54,438.00**	**352,075.00**	**647%**
Department: 1205 Homeowner Convenience Centers				
PERS SVCS - Personnel Services	620,369.00	583,842.00	36,527.00	6%
SUPP & MAT - Supplies & Materials	12,200.00	12,200.00	-	0%
MAINT & SVCS - Maintenance & Services	266,992.00	315,560.00	(48,568.00)	-15%
OTHR CHGS - Other Charges	1,000.00	1,000.00	-	0%
INTFND CHGS - Interfund Charges	-	70,461.00	(70,461.00)	-100%
CAP EQ - Capital Equipment	68,000.00	-	68,000.00	
Department Total: Homeowner Convenience Centers	**968,561.00**	**983,063.00**	**(14,502.00)**	**-1%**
Department: 1206 Recycling				
PERS SVCS - Personnel Services	790,570.00	729,002.00	61,568.00	8%
SUPP & MAT - Supplies & Materials	20,470.00	19,590.00	880.00	4%
MAINT & SVCS - Maintenance & Services	328,910.00	271,410.00	57,500.00	21%
OTHR CHGS - Other Charges	1,000.00	1,000.00	-	0%
INTFND CHGS - Interfund Charges	-	154,530.00	(154,530.00)	-100%
CAP EQ - Capital Equipment	110,000.00	50,000.00	60,000.00	120%
Department Total: Recycling	**1,250,950.00**	**1,225,532.00**	**25,418.00**	**2%**
Department: 1301 Health Department				
SUPP & MAT - Supplies & Materials	-	-	-	
MAINT & SVCS - Maintenance & Services	468,328.00	458,116.00	10,212.00	2%
OTHR CHGS - Other Charges	12,057,043.00	11,258,191.00	798,852.00	7%
CAP EQ - Capital Equipment	56,048.00	-	56,048.00	
Department Total: Health Department	**12,581,419.00**	**11,716,307.00**	**865,112.00**	**7%**
Department: 1302 Mosquito Control				
PERS SVCS - Personnel Services	110,102.00	99,306.00	10,796.00	11%
SUPP & MAT - Supplies & Materials	3,505.00	3,325.00	180.00	5%
MAINT & SVCS - Maintenance & Services	31,335.00	29,750.00	1,585.00	5%
OTHR CHGS - Other Charges	151,540.00	95,200.00	56,340.00	59%
CAP EQ - Capital Equipment	-	-	-	-
Department Total: Mosquito Control	**296,482.00**	**227,581.00**	**68,901.00**	**30%**

FY26 General Fund Budget Requested Summary by Department

	2026 Department Requested	2025 Adopted Budget	$ Variance	% Variance
Department: 1401 Commission on Aging				
SUPP & MAT - Supplies & Materials	178,000.00	174,975.00	3,025.00	2%
MAINT & SVCS - Maintenance & Services	203,700.00	195,600.00	8,100.00	4%
OTHR CHGS - Other Charges	1,581,537.00	1,405,730.00	175,807.00	13%
CAP EQ - Capital Equipment	104,600.00	-	104,600.00	
Department Total: Commission on Aging	**2,067,837.00**	**1,776,305.00**	**291,532.00**	**16%**
Department: 1402 Other Social Services				
OTHR CHGS - Other Charges	967,940.00	636,627.00	331,313.00	52%
Department Total: Other Social Services	**967,940.00**	**636,627.00**	**331,313.00**	**52%**
Department: 1502 WOR-WIC Community College				
OTHR CHGS - Other Charges	2,707,168.00	2,618,000.00	89,168.00	3%
Department Total: WOR-WIC Community College	**2,707,168.00**	**2,618,000.00**	**89,168.00**	**3%**
Department: 1505 Board of Education				
OTHR CHGS - Other Charges	126,182,686.00	115,054,401.00	11,128,285.00	10%
Department Total: Board of Education	**126,182,686.00**	**115,054,401.00**	**11,128,285.00**	**10%**
Department: 1601 Recreation Department				
PERS SVCS - Personnel Services	2,333,740.00	1,915,122.00	418,618.00	22%
SUPP & MAT - Supplies & Materials	646,335.00	631,255.00	15,080.00	2%
MAINT & SVCS - Maintenance & Services	271,993.00	245,678.00	26,315.00	11%
OTHR CHGS - Other Charges	51,220.00	41,853.00	9,367.00	22%
CAP EQ - Capital Equipment	31,000.00	-	31,000.00	
Department Total: Recreation Department	**3,334,288.00**	**2,833,908.00**	**500,380.00**	**18%**
Department: 1602 Parks Department				
PERS SVCS - Personnel Services	885,442.00	835,032.00	50,410.00	6%
SUPP & MAT - Supplies & Materials	565,264.00	1,423,284.00	(858,020.00)	-60%
MAINT & SVCS - Maintenance & Services	165,730.00	148,766.00	16,964.00	11%
OTHR CHGS - Other Charges	8,685.00	11,245.00	(2,560.00)	-23%
CAP EQ - Capital Equipment	132,745.00	106,000.00	26,745.00	25%
Department Total: Parks Department	**1,757,866.00**	**2,524,327.00**	**(766,461.00)**	**-30%**
Department: 1603 Libraries				
PERS SVCS - Personnel Services	3,870,867.00	3,470,934.00	399,933.00	12%
SUPP & MAT - Supplies & Materials	509,750.00	469,975.00	39,775.00	8%
MAINT & SVCS - Maintenance & Services	381,312.00	334,507.00	46,805.00	14%
OTHR CHGS - Other Charges	11,800.00	11,000.00	800.00	7%
CAP EQ - Capital Equipment	32,000.00	-	32,000.00	
Department Total: Libraries	**4,805,729.00**	**4,286,416.00**	**519,313.00**	**12%**
Department: 1604 Other Recreation & Culture				
OTHR CHGS - Other Charges	95,001.00	80,000.00	15,001.00	19%
Department Total: Other Recreation & Culture	**95,001.00**	**80,000.00**	**15,001.00**	**19%**

FY26 General Fund Budget Requested Summary by Department

	2026 Department Requested	2025 Adopted Budget	$ Variance	% Variance
Department: 1701 Extension Service				
PERS SVCS - Personnel Services	-	-	-	
SUPP & MAT - Supplies & Materials	20,449.00	19,799.00	650.00	3%
MAINT & SVCS - Maintenance & Services	-	195.00	(195.00)	-94%
OTHR CHGS - Other Charges	262,292.00	247,500.00	14,792.00	6%
Department Total: Extension Service	**282,741.00**	**267,494.00**	**15,247.00**	**6%**
Department: 1702 Other Natural Resources				
SUPP & MAT - Supplies & Materials	50,000.00	73,935.00	(23,935.00)	-32%
OTHR CHGS - Other Charges	565,800.00	552,000.00	13,800.00	2%
Department Total: Other Natural Resources	**615,800.00**	**625,935.00**	**(10,135.00)**	**-2%**
Department: 1801 Economic Development				
PERS SVCS - Personnel Services	257,281.00	239,915.00	17,366.00	7%
SUPP & MAT - Supplies & Materials	250,650.00	218,840.00	31,810.00	15%
MAINT & SVCS - Maintenance & Services	78,575.00	48,575.00	30,000.00	62%
OTHR CHGS - Other Charges	27,100.00	20,620.00	6,480.00	31%
CAP EQ - Capital Equipment	20,000.00	64,500.00	(44,500.00)	-69%
Department Total: Economic Development	**633,606.00**	**592,450.00**	**41,156.00**	**7%**
Department: 1803 Tourism				
PERS SVCS - Personnel Services	499,919.00	463,954.00	35,965.00	8%
SUPP & MAT - Supplies & Materials	289,762.00	320,700.00	(30,938.00)	-10%
MAINT & SVCS - Maintenance & Services	911,558.00	845,558.00	66,000.00	8%
OTHR CHGS - Other Charges	21,800.00	12,850.00	8,950.00	70%
CAP EQ - Capital Equipment	-	-	-	-
Department Total: Tourism	**1,723,039.00**	**1,643,062.00**	**79,977.00**	**5%**
Department: 1901 Taxes Shared with Towns				
OTHR CHGS - Other Charges	4,068,096.00	3,630,114.00	437,982.00	12%
Department Total: Taxes Shared with Towns	**4,068,096.00**	**3,630,114.00**	**437,982.00**	**12%**
Department: 1902 Grants to Towns				
SUPP & MAT - Supplies & Materials	150,000.00	-	150,000.00	
OTHR CHGS - Other Charges	8,477,048.00	6,617,628.00	1,859,420.00	28%
Department Total: Grants to Towns	**8,627,048.00**	**6,617,628.00**	**2,009,420.00**	**30%**
Department: 1975 Debt Service				
OTHR CHGS - Other Charges	10,080,635.00	10,077,454.00	3,181.00	0%
Department Total: Debt Service	**10,080,635.00**	**10,077,454.00**	**3,181.00**	**0%**
Department: 1985 Interfund				
INTFND CHGS - Interfund Charges	6,356,736.00	9,939,161.00	(3,582,425.00)	-36%
Department Total: Interfund	**6,356,736.00**	**9,939,161.00**	**(3,582,425.00)**	**-36%**
FY26 General Fund Expenditures Requested Total:	**286,835,734.00**	**261,917,617.00**	**24,918,117.00**	**10%**

MARYLAND'S Coast WORCESTER COUNTY

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

TO: Worcester County Commissioners
FROM: Weston S. Young, Chief Administrative Officer
Kim Reynolds, Budget Officer Kim Reynolds
DATE: March 7, 2025
RE: FY2026 Notice of Public Hearing Requested Operating Budget Advertisement

Attached please find a copy of the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY2026 Requested Operating Budget. The meeting will be held at the Government Center.

We plan to advertise with the following options:

If you wish to speak or attend in person, we encourage you to pre-register by calling the County Administration office at 410-632-1194. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Written comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 5, 2025 in the County Commissioners' Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863. Written comments received will be posted on the county website. Anyone not planning to speak may view the public hearing live on the County website at https://worcestercountymd.swagit.com/live. The Public Hearing will be held at:

6:00 P.M., Tuesday, May 6, 2025
WORCESTER COUNTY GOVERNMENT CENTER, SNOW HILL, MD

The advertisement for the Notice of Public Hearing FY2026 Requested Operating Budget is legally required to run at least once a week for two weeks. It will be advertised during the weeks of April 15 and April 22, 2025.

Attachment: Notice of Public Hearing

S:\Commissioners\Budget\KimR Budget\FY26 Budget\FY26 Public Budget Hearing Memo.docx

MARYLAND'S Coast WORCESTER COUNTY

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

TO: *The Daily Times* Group and *Ocean City Today* Group
FROM: Kim Reynolds, Budget Officer
DATE: March 18, 2025
RE: Worcester County Notice of Public Hearing

Please print the attached two-page Notice entitled "Worcester County Notice of Public Hearing" in *The Daily Times/Worcester County Times/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on April 15, 2025 and April 22, 2025. I need to receive full-page tear sheets of each printing of the advertisement to confirm the run date. **This ad needs to run for TWO weeks.**

Here are a few guidelines that should be followed:

1. The notice **may not** be placed with legal notices or classified advertisements.
2. This notice does not have a size requirement but should not be any larger than a quarter page for large size print newspapers such as the Daily Times.
3. The County needs the certificate of publication mailed with the invoice for this display ad.

I will need to review the ad prior to printing. Please email the draft copy of the notice to kreynolds@co.worcester.md.us. If any questions arise, please call me at 410-632-1194. Thank you for your assistance.

Attachment: FY 2026 Requested Operating Budget Notice

S:\Commissioners\Budget\Kim R Budget\FY26 Budget\FY26 BudgetDocsMarch\FY26 Public Hearing Ad for Papers.docx

WORCESTER COUNTY
NOTICE OF PUBLIC HEARING
FY 2026 REQUESTED OPERATING BUDGETS

The Worcester County Commissioners will hold a public hearing to receive comments on the Fiscal Year 2026 Operating Budgets as requested by the Agencies and Departments which are funded by the Worcester County Commissioners. If you wish to speak or attend in person, we encourage you to pre-register by calling the County Administration office at 410-632-1194. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 5, 2025 in the County Commissioners' Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863. Written comments received will be posted on the county website. Anyone not planning to speak may view the public hearing live on the County website at https://worcestercountymd.swagit.com/live. The Public Hearing will be held at:

6:00 P.M., Tuesday, May 6, 2025
WORCESTER COUNTY GOVERNMENT CENTER, SNOW HILL, MD

General Fund requested expenditures exceed available revenues (based upon current tax rates) by $2,260,825. This difference must be reconciled by the County Commissioners either through reductions in expenditures or increases in taxes, fees and/or use of Budget Stabilization Funds. Copies of the requested budgets are available for public inspection on the Worcester County website at www.co.worcester.md.us.

GENERAL FUND ESTIMATED REVENUES

	Requested Budget		Requested Budget
Property Taxes	$ 192,047,762	Licenses & Permits	2,864,115
Income Taxes	53,000,000	Charges for Services	2,673,454
Other Local Taxes	18,310,000	Fines & Forfeits	31,000
State Shared	3,525,791	Interest	5,000,000
Federal Grants	374,013	Misc/Sale of Assets/& Other	758,557
State Grants	4,786,747	Transfer In – Casino/Local Impact	1,203,470

TOTAL ESTIMATED REVENUES $284,574,909

GENERAL FUND REQUESTED EXPENDITURES

	Requested Budget		Requested Budget
Board of Education: Operating Expenses Debt Payments to be paid on behalf	 $126,182,686 7,673,065	Library	4,805,729
Boat Landings	406,513	Maintenance	3,051,085
Circuit Court	2,313,737	Mosquito Control	296,482
Commission On Aging	2,067,837	Natural Resources	615,800
County Administration	2,050,614	Orphan's Court	80,199
Debt Service (less Education Debt)	2,407,570	Other General Government	5,026,967
Development Review & Permitting	3,300,568	Other General Government: (State Dept. of Assessment Operating Exp)	1,265,573
Economic Development	633,606	Parks	1,757,866
Elections	1,607,132	Public Works Administration	1,496,863
Emergency Services	5,865,456	Recreation	3,334,288

Environmental Programs	2,933,319	Recreation & Culture	95,001
Extension Office	282,741	Recycling	1,250,950
Fire Marshal	1,469,304	Sheriff	20,385,451
Grants to Towns	8,627,048	Social Service Groups	967,940
Health Department	12,581,419	State's Attorney	4,609,821
Homeowner Convenience Centers	968,561	Taxes Shared w/ Towns	4,068,096
Human Resources	838,243	Tourism	1,723,039
Information Technology	1,708,149	Treasurer	1,946,020
Jail	15,798,670	Vol. Fire Co. & Ambulance Co.	13,720,627
Roads	7,557,795	Wor-Wic Community College	2,707,168
		Interfund Charges	6,356,736
		TOTAL REQUESTED EXPENDITURES	**$286,835,734**

ITEM 21

TEL: 410-632-0686
FAX: 410-632-3003

OFFICE OF THE TREASURER
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND
21863

Phillip G. Thompson, CPA
Finance Officer

Jessica R. Wilson, CPA
Deputy Finance Officer

Quinn M. Dittrich, CPA
Enterprise Fund Controller

TO:	Worcester County Commissioners
FROM:	Weston S. Young, Chief Administrative Officer
	Quinn M. Dittrich, Enterprise Fund Controller
DATE:	March 11, 2025
RE:	Requested FY2026 Enterprise Funds Operating Budgets

The first budget review session for Enterprise Funds is scheduled for April 1st. This session provides the opportunity for your detailed review of the various budget requests. The Public Hearing on the Requested Enterprise Funds Operating Budgets is requested to be scheduled for Tuesday, May 6th, 2025 at 6:00 p.m. at the Worcester County Government Center. Additional budget work sessions are scheduled May 13th and May 20th. The FY2026 Enterprise Funds Operating Budgets must be adopted on June 17th, 2025.

Attachments:
Water and Wastewater Pages 2-5
Solid Waste Page 6

Water and Wastewater Service Areas
Summary

	FY 26 Requested Budget	FY25 Adopted Budget	$ Difference	% Difference
Assateague Pointe				
Revenue				
Charges for Services	$440,356	$310,216	$130,140	42%
Interest & Penalties	$4,600	$4,600	$0	0%
Other Revenue	$2,500	$0	$2,500	
Transfers In (Out)	$196,728	$101,809	$94,919	93%
Revenue Totals	$644,184	$416,625	$227,559	55%
Expenditures				
Personnel Services	$221,061	$203,935	$17,126	8%
Supplies & Materials	$83,970	$51,767	$32,203	62%
Maintenance & Services	$169,569	$151,605	$17,964	12%
Other Charges	$10,929	$6,763	$4,166	62%
Interfund Charges	$0	$2,555	($2,555)	-100%
Capital Equipment	$158,655	$0	$158,655	
Expenditure Totals	$644,184	$416,625	$227,559	55%
Briddletown				
Revenue				
Charges for Services	$18,748	$15,060	$3,688	24%
Interest & Penalties	$500	$400	$100	25%
Operating Grant	$31,500	$31,500	$0	0%
Transfers In (Out)	$23,959	($2,490)	$26,449	-1,063%
Revenue Totals	$74,707	$44,470	$30,237	68%
Expenditures				
Personnel Services	$12,440	$7,544	$4,896	65%
Supplies & Materials	$1,712	$1,199	$513	43%
Maintenance & Services	$47,263	$35,275	$11,988	34%
Other Charges	$79	$326	($247)	-75%
Interfund Charges	$0	$126	($126)	-98%
Capital Equipment	$13,213	$0	$13,213	
Expenditure Totals	$74,707	$44,470	$30,237	68%
Edgewater Acres				
Revenue				
Charges for Services	$390,920	$265,000	$125,920	48%
Interest & Penalties	$1,600	$1,600	$0	0%
Transfers In (Out)	$29,501	$36,911	($7,410)	-20%
Debt Service Revenue	$875	$865	$10	1%
Revenue Totals	$422,896	$304,376	$118,520	39%
Expenditures				
Personnel Services	$77,629	$110,253	($32,624)	-30%
Supplies & Materials	$8,193	$3,514	$4,679	133%
Maintenance & Services	$190,466	$186,935	$3,531	2%
Other Charges	$1,976	$2,672	($696)	-26%
Interfund Charges	$0	$1,002	($1,002)	-100%
Capital Equipment	$144,632	$0	$144,632	
Expenditure Totals	$422,896	$304,376	$118,520	39%

	FY 26 Requested Budget	FY25 Adopted Budget	$ Difference	% Difference
Landings				
Revenue				
Charges for Services	$568,178	$474,100	$94,078	20%
Interest & Penalties	$3,000	$3,000	$0	0%
Transfers In (Out)	$377,433	$182,711	$194,722	107%
Revenue Totals	$948,611	$659,811	$288,800	44%
Expenditures				
Personnel Services	$187,747	$152,502	$35,245	23%
Supplies & Materials	$43,987	$32,294	$11,693	36%
Maintenance & Services	$627,407	$456,945	$170,462	37%
Other Charges	$15,760	$2,396	$13,364	557%
Interfund Charges	$0	$673	($673)	-100%
Capital Equipment	$73,710	$15,000	$58,710	391%
Expenditure Totals	$948,611	$659,810	$288,801	44%

Lighthouse Sound				
Revenue				
Charges for Services	$150,699	$115,620	$35,079	30%
Interest & Penalties	$800	$800	$0	0%
Transfers In (Out)	($17,651)	$7,750	($25,401)	-328%
Revenue Totals	$133,848	$124,170	$9,678	8%
Expenditures				
Personnel Services	$65,170	$72,473	($7,303)	-10%
Supplies & Materials	$17,464	$11,504	$5,960	52%
Maintenance & Services	$34,386	$38,700	($4,314)	-11%
Other Charges	$4,367	$1,178	$3,189	270%
Interfund Charges	$0	$315	($315)	-99%
Capital Equipment	$12,461	$0	$12,461	
Expenditure Totals	$133,848	$124,170	$9,678	8%

Mystic Harbour				
Revenue				
Charges for Services	$2,621,655	$1,448,000	$1,173,655	81%
Interest & Penalties	$18,000	$18,000	$0	0%
Transfers In (Out)	$636,944	$1,356,569	($719,625)	-53%
Revenue Totals	$3,276,599	$2,822,569	$454,030	16%
Expenditures				
Personnel Services	$927,557	$719,948	$207,609	29%
Supplies & Materials	$544,092	$247,556	$296,536	120%
Maintenance & Services	$1,185,054	$1,020,854	$164,200	16%
Other Charges	$58,959	$20,112	$38,847	193%
Interfund Charges	$0	$9,099	($9,099)	-100%
Capital Equipment	$560,937	$805,000	($244,063)	-30%
Expenditure Totals	$3,276,599	$2,822,569	$454,030	16%

	FY 26 Requested Budget	FY25 Adopted Budget	$ Difference	% Difference
Newark				
Revenue				
Charges for Services	$255,910	$167,040	$88,870	53%
Interest & Penalties	$3,000	$2,500	$500	20%
Miscellaneous	$76,539	$26,195	$50,344	192%
Other Revenue	$400	$3,000	($2,600)	-87%
Transfers In (Out)	$52,204	$26,015	$26,189	101%
Revenue Totals	$388,053	$224,750	$163,303	73%
Expenditures				
Personnel Services	$193,070	$151,633	$41,437	27%
Supplies & Materials	$32,636	$14,258	$18,378	129%
Maintenance & Services	$135,173	$56,360	$78,813	140%
Other Charges	$7,778	$1,797	$5,981	332%
Interfund Charges	$0	$701	($701)	-100%
Capital Equipment	$19,396	$0	$19,396	
Expenditure Totals	$388,053	$224,749	$163,304	73%

Ocean Pines				
Revenue				
Charges for Services	$10,943,135	$8,203,440	$2,739,695	33%
Interest & Penalties	$95,000	$95,000	$0	0%
Other Revenue	$753,500	$585,000	$168,500	29%
Transfers In (Out)	($1,498,767)	$362,130	($1,860,897)	-514%
Revenue Totals	$10,292,868	$9,245,570	$1,047,298	11%
Expenditures				
Personnel Services	$4,794,699	$4,620,709	$173,990	4%
Supplies & Materials	$1,117,999	$783,172	$334,827	43%
Maintenance & Services	$3,034,172	$2,642,411	$391,761	15%
Other Charges	$158,808	$133,988	$24,820	19%
Interfund Charges	$0	$40,451	($40,451)	-100%
Capital Equipment	$1,187,190	$1,024,838	$162,352	16%
Expenditure Totals	$10,292,868	$9,245,569	$1,047,299	11%

	FY 26 Requested Budget	FY25 Adopted Budget	$ Difference	% Difference
Riddle Farm				
Revenue				
Charges for Services	$1,353,600	$892,850	$460,750	52%
Interest & Penalties	$7,000	$6,000	$1,000	17%
Operating Grant	$600,000	$0	$600,000	
Transfers In (Out)	$638,587	$1,128,200	($489,613)	-43%
Revenue Totals	$2,599,187	$2,027,050	$572,137	28%
Expenditures				
Personnel Services	$487,122	$471,533	$15,589	3%
Supplies & Materials	$193,725	$98,620	$95,105	96%
Maintenance & Services	$1,674,096	$1,273,625	$400,471	31%
Other Charges	$43,164	$6,296	$36,868	585%
Interfund Charges	$0	$1,976	($1,976)	-100%
Capital Equipment	$201,080	$175,000	$26,080	15%
Expenditure Totals	$2,599,187	$2,027,050	$572,137	28%

River Run				
Revenue				
Charges for Services	$524,634	$213,000	$311,634	146%
Interest & Penalties	$1,000	$800	$200	25%
Transfers In (Out)	($97,538)	$78,989	($176,527)	-223%
Revenue Totals	$428,096	$292,789	$135,307	46%
Expenditures				
Personnel Services	$126,366	$92,808	$33,558	36%
Supplies & Materials	$45,574	$17,466	$28,108	161%
Maintenance & Services	$203,665	$134,141	$69,524	52%
Other Charges	$10,020	$2,546	$7,474	293%
Interfund Charges	$0	$828	($828)	-100%
Capital Equipment	$42,471	$45,000	($2,529)	-6%
Expenditure Totals	$428,096	$292,789	$135,307	46%

West Ocean City				
Revenue				
Charges for Services	$2,650,820	$1,531,600	$1,119,220	73%
Interest & Penalties	$91,000	$90,000	$1,000	1%
Transfers In (Out)	($299,610)	($339,153)	$39,543	-12%
Revenue Totals	$2,442,210	$1,282,447	$1,159,763	90%
Expenditures				
Personnel Services	$312,355	$278,529	$33,826	12%
Supplies & Materials	$36,925	$29,264	$7,661	26%
Maintenance & Services	$940,565	$918,082	$22,483	2%
Other Charges	$11,810	$26,726	($14,916)	-56%
Interfund Charges	$0	$9,846	($9,846)	-100%
Capital Equipment	$1,140,555	$20,000	$1,120,555	5,602%
Expenditure Totals	$2,442,210	$1,282,447	$1,159,763	90%

Solid Waste
Summary

Solid Waste	FY 26 Requested Budget	FY25 Adopted Budget	$ Difference	% Difference
Revenue				
Charges for Services	$4,820,000	$4,569,500	$250,500	5%
Interest & Penalties	$651,500	$501,000	$150,500	30%
Licenses & Permits	$4,500	$4,500	$0	0%
Transfers In (Out)	($92,932)	$302,109	($395,041)	-131%
Revenue Totals	$5,383,068	$5,377,109	$5,959	0%
Expenditures				
Personnel Services	$1,786,418	$1,561,414	$225,004	14%
Supplies & Materials	$501,774	$57,020	$444,754	780%
Maintenance & Services	$1,263,500	$1,706,380	($442,880)	-26%
Other Charges	$490,170	$483,647	$6,523	1%
Interfund Charges	$0	($224,991)	$224,991	-100%
Capital Equipment	$1,341,206	$1,793,638	($452,432)	-25%
Expenditure Totals	$5,383,068	$5,377,108	$5,960	0%

ITEM 22

TEL: 410-632-0686
FAX: 410-632-3003

OFFICE OF THE TREASURER
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND
21863

Phillip G. Thompson, CPA
Finance Officer

Jessica R. Wilson, CPA
Deputy Finance Officer

Quinn M. Dittrich, CPA
Enterprise Fund Controller

TO: Worcester County Commissioners
FROM: Weston S. Young, Chief Administrative Officer
Quinn M. Dittrich, Enterprise Fund Controller
DATE: March 11, 2025
RE: FY2026 Notice of Public Hearing Requested Enterprise Funds Operating Advertisement

Attached please find a copy of the required advertisement that will be placed in the newspapers for the Notice of Public Hearing for the FY2026 Requested Enterprise Funds Operating Budget. The meeting will be held at the Government Center.

We plan to advertise with the following options:

If you wish to speak or attend in person, we encourage you to pre-register by calling the County Administration office at 410-632-1194. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Written comment may also be submitted in advance by email at wchearing@co.worcester.md.us or in writing received on or before 4:00 PM Eastern Standard Time on Monday, May 5, 2025 in the County Commissioners' Office at Room 1103 Government Center, One West Market Street, Snow Hill, MD 21863. Written comments received will be posted on the County website. Anyone not planning to speak may view the public hearing live on the County website at https://worcestercountymd.swagit.com/live. The Public Hearing will be held at:

6:00 P.M., Tuesday, May 6, 2025
WORCESTER COUNTY GOVERNMENT CENTER, SNOW HILL, MD

The advertisement for the Notice of Public Hearing FY2026 Requested Enterprise Funds Operating Budget is legally required to run at least once a week for two weeks. It will be advertised during the weeks of April 15 and April 22, 2025.

ITEM 22

TEL: 410-632-0686
FAX: 410-632-3003

OFFICE OF THE TREASURER
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND
21863

Phillip G. Thompson, CPA
Finance Officer

Jessica R. Wilson, CPA
Deputy Finance Officer

Quinn M. Dittrich, CPA
Enterprise Fund Controller

TO: *The Daily Times* Group and *Ocean City Today* Group
FROM: Weston S. Young, Chief Administrative Officer
Quinn M. Dittrich, Enterprise Fund Controller
DATE: March 11, 2025
RE: Worcester County Notice of Public Hearing

Please print the attached four-page Notice entitled "Worcester County Notice of Public Hearing" in *The Daily Times/Worcester County Time/Ocean Pines Independent* and *Ocean City Digest/Ocean City Today* on April 15, 2025 and April 22, 2025. I need to received full-page tear sheets of each printing of the advertisement to confirm the run date. **This ad needs to run for TWO weeks.**

Here are a few guidelines that should be followed:

1. The notice **may not** be placed with legal notices or classified advertisements.
2. This notice does not have a size requirement but should not be any larger than a quarter page for large size print newspapers such as the Daily Times.
3. The County needs the certificate of publication mailed with the invoice for this display ad.

I will need to review the ad prior to printing. Please email the draft copy of the notice to qmdittrich@co.worcester.md.us. If any questions arise, please call me at 410-632-0686. Thank you for your assistance.

Notice of Public Hearing
Worcester County Water and Wastewater Enterprise Fund
FY 2025/2026 Requested Budgets and Assessments

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed operating budgets, assessments, user charges and other charges for each of the 11 sanitary service areas operated by the Worcester County Department of Public Works, Water & Wastewater Division:

Tuesday, May 6, 2025 at 6:00 P.M.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

Copies of the proposed operating budgets for the 11 sanitary service areas are available for public inspection in the County Commissioners' Office in Room 1103 of the County Government Center in Snow Hill and online at www.co.worcester.md.us.

Water and Wastewater Estimated Revenues	
Charges for Services	$19,918,655
Interest & Penalties	$225,500
Miscellaneous	$76,539
Operating Grant	$631,500
Other Revenue	$756,400
Transfers In	$41,790
Total Estimated Revenues	**$21,651,259**

Water and Wastewater Requested Expenses	
Personnel Services	$7,405,216
Supplies & Materials	$2,126,277
Maintenance & Services	$8,241,816
Other Charges	$323,650
Capital Equipment	$3,554,300
Total Requested Expenses	**$21,651,259**

The 11 sanitary service areas and proposed changes to the user charges are as follows:

Assateague Pointe

Estimated Revenues and Requested Expenses	$644,184

Rates

	FY26 Requested	FY25 Adopted
Trailer Park Water & Sewer	$146.96 per EDU	$117.00
Domestic Water	$83.50 per EDU	$29.50
Domestic Sewer	$250.50 per EDU	$179.00
Grinder Pump Surcharge	$0.00	$50.00
Accessibility	$157.46 per EDU	$0.00
Water EDU Debt Service	$4 per EDU	$0.00
Sewer EDU Debt Service	$27 per EDU	$162.50

Briddletown

Estimated Revenues and Requested Expenses	$74,707

Rates

	FY26 Requested	FY25 Adopted
Domestic Water	$83 per EDU	$73 per EDU
Commercial Water	$60 per EDU	Tiered
Usage Fee	$11/1,000 gallons	Tiered
Irrigation Fee	$125.00	$69.00
Pool Fee	$60.00	$32.00
Accessibility	$51 per EDU	$0.00
Water EDU Debt Service	$4 per EDU	$0.00
Sewer EDU Debt Service	$27 per EDU	$162.50

Edgewater Acres

Estimated Revenues and Requested Expenses	$422,896

Rates

	FY26 Requested	FY25 Adopted
Domestic Water Base Fee	$40 per EDU	$31.20
Usage Fee	$8-15/1,000 gallons	$8-15/1,000 gallons
Domestic Water Flat Fee	$202.00	$121.00
Domestic Sewer Flat Fee	$250.50	$184.40
Front Foot Assessment	$0.80	$0.80
Accessibility	$191.46 per EDU	$0.00
Water EDU Debt Service	$4 per EDU	$0.00
Sewer EDU Debt Service	$27 per EDU	$0.00

Landings

Estimated Revenues and Requested Expenses	$948,611

Rates

	FY26 Requested	FY25 Adopted
Domestic Water & Sewer	$350 per EDU	$318.50 per EDU
Usage Fee	$5-15/1,000 gallons	Tiered
Lewis Road Water	$55 per EDU	$50 per EDU
Accessibility	$307 per EDU	$307 per EDU
Water EDU Debt Service	$4 per EDU	$0.00
Sewer EDU Debt Service	$27 per EDU	$0.00

Lighthouse Sound

Estimated Revenues and Requested Expenses	$133,848

Rates

	FY26 Requested	FY25 Adopted
Domestic Sewer	$307 per EDU	$242 per EDU
Accessibility	$203 per EDU	$114 per EDU
Sewer EDU Debt Service	$27 per EDU	$0.00

Mystic Harbour

Estimated Revenues and Requested Expenses	$3,276,599

Rates

	FY26 Requested	FY25 Adopted
Domestic Water & Sewer	$300 per EDU	$243 per EDU
Commercial Water & Sewer	$300 per EDU	Tiered
Sewer Flat Fee	$293.00	$213.00
Usage Fee	$5-15/1,000 gallons	Tiered
Accessibility	$255 per EDU	$0.00
Water EDU Debt Service	$4 per EDU	$0.00
Sewer EDU Debt Service	$27 per EDU	$66 per EDU

Newark

Estimated Revenues and Requested Expenses	$388,053

Rates

	FY26 Requested	FY25 Adopted
Domestic Water & Sewer	$310 per EDU	$240 per EDU
Usage Fee	$5-15/1,000 gallons	$7-14/1,000 gallons
Domestic Sewer Flat Fee	$312.00	$246.00
Commercial Water & Sewer	$310 per EDU	$301 per EDU
Accessibility	$264 per EDU	$0.00
Water EDU Debt Service	$4 per EDU	$27 per EDU
Sewer EDU Debt Service	$27 per EDU	$55 per EDU

Ocean Pines

Estimated Revenues and Requested Expenses	$10,292,868

Rates

	FY26 Requested	FY25 Adopted
Domestic Water & Sewer	$244 per EDU	$207 per EDU
Usage Fee	$5-15/1,000 gallons	Tiered
White Horse Park	$160 per lot	$160 per lot
Sewer Flat Fee	$251.00	$186.75
Commercial Water & Sewer	$244 per EDU	Tiered
Accessibility	$207 per EDU	$0.00
Water EDU Debt Service	$4 per EDU	$0.00
Sewer EDU Debt Service	$27 per EDU	$36 per EDU

Riddle Farm

Estimated Revenues and Requested Expenses	$2,599,187

Rates

	FY26 Requested	FY25 Adopted
Domestic Water & Sewer	$320 per EDU	$288 per EDU
Commercial Water & Sewer	$320 per EDU	Tiered
Usage Fee	$5-15/1,000 gallons	Tiered
Accessibility	$272 per EDU	$150 per EDU
Water EDU Debt Service	$4 per EDU	$0.00
Sewer EDU Debt Service	$27 per EDU	$9 per EDU

River Run

Estimated Revenues and Requested Expenses	$428,096

Rates

	FY26 Requested	FY25 Adopted
Domestic Water	$78 per EDU	$71 per EDU
Sewer Flat Fee	$280.50	$192.00
Water Usage Fee	$1.25-3.75/1,000 gallons	Tiered
Accessibility	$229.50 per EDU	$0.00
Water EDU Debt Service	$4 per EDU	$0.00
Sewer EDU Debt Service	$27 per EDU	$0.00

West Ocean City

Estimated Revenues and Requested Expenses	$2,442,210

Rates

	FY26 Requested	FY25 Adopted
Sewer Flat Fee	$167.50 per EDU	$0.00
Domestic Fixture	$0.00	$10.50
Commercial Fixture	$0.00	$14.25
Pool Flat Fee	$0.00	$25.00
Accessibility	$85 per EDU	$0.00
Sewer EDU Debt Service	$27 per EDU	$0.00

Notice of Public Hearing
Worcester County Solid Waste Enterprise Fund
FY 2025/2026 Requested Budgets and Assessments

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed operating budgets, assessments, user charges and other charges for each of the Worcester County Solid Waste Division:

Tuesday, May 6, 2025 at 6:00 P.M.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The Proposed Solid Waste Budget maintains the current solid waste tipping fee of $80 per ton for municipal waste and $80 per ton for construction and demolition debris. Copies of the detailed budget are available for public inspection at the County Commissioners' Office in Room 1103 of the County Government Center in Snow Hill or online at www.co.worcester.md.us.

Solid Waste Estimated Revenues	
Charges for Services	$4,820,000
Interest & Penalties	$651,500
Licenses & Permits	$4,500
Transfers In (Out)	($92,932)
Total Estimated Revenues	**$5,383,068**

Solid Waste Requested Expenses	
Personnel Services	$1,786,418
Supplies & Materials	$501,774
Maintenance & Services	$1,263,500
Other Charges	$490,170
Capital Equipment	$1,341,206
Total Requested Expenses	**$5,383,068**

For additional information, contact the Worcester County Treasurer's Office at 410-632-9309.

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

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

OFFICE OF THE
COUNTYCOMMISSIONERS
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

March 6, 2025

To: Worcester County Commissioners
From: Karen Hammer, Administrative Assistant V
SUBJECT: Upcoming Board Appointments -Terms Beginning January 1, 2025_

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

- George Solyak – Term Ending – Agricultural Reconciliation Bd.
- Maria C- Lawrence – Term Ending Dec. 2023 – Housing Review Board
- Frederick Stiehl – Term Ended Dec. 2024 – Ocean Pines Wastewater Adv. Board

Commissioner Purnell – All of your positions have been assigned, Thank you!

Commissioner Bunting - You have One (1) position open:

- Harry Hammond – Term Ending – Social Services Advisory Bd.

Commissioner Abbott – **You have One (1) position open:**

- Kevin Holland – Term Ending – Building Code Appeals Bd.

Commissioner Mitrecic – You have Two (2) positions open:

- Bill Paul – **Resigned** – Building Code Appeals Board
- Kimbrely List – Termed Out – Commission for Women

Commissioner Elder – **All of your positions have been assigned, Thank you!**

Commissioner Fiori - You have Five (5) positions open:

- Joe Schanno – Term Ending – Economic Development
- Stan Cygam - Term Ended Dec. 2024 – Water & Sewer Mystic Harbor
- Keith Swanton -Term Ended Dec. 2021- Water & Sewer Advisory Council, W. Ocean City
- Blake Haley – Term Ended Dec. 2024 - Water & Sewer Advisory Council, W. Ocean City
- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment

All Commissioners:

(5)-Adult Public Guardianship Board -
4– Terms Expiring Dec. 2023-attached summary in open session
1 - Term Expired - Ms. Wessels, (Roberta Baldwin will potentially help search for a viable replacement, if necessary).

(1) -Drug and Alcohol Abuse Council –1- Term Ending – Kim Moses

(2) -Local Development Council for the Ocean Downs Casino-
2- Previously Expired Terms - **Mark Wittmyer At-Large -Suggested Replacement. Expired Term** David Massey (At-Large-Business O.P.),

(3) – Property Tax Assessment Appeal Board – 2 regular member vacancy available and **an** alternate member

(1) – Solid Waste Advisory Board – Town of Snow Hill (Pruitt)

(1)- Water and Sewer Advisory Council - Mystic Harbour 1- Terms Ended – Stan Cygam

(2)- Water and Sewer Advisory Council- West Ocean City- 1 Term Ended-Dec. 2021 – Keith Swanton and Blake Haley

(**2- Total): Commission for Women:**
(1) Resigned -Elizabeth Rodier - (Fiori), **(1) – Termed Out –** Kimberly List

ADULT PUBLIC GUARDIANSHIP BOARD

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

Appointed by: County Commissioners

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

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

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

Meetings: Semi-annually

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

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

Current Members:

Member's Name	Representing	Years of Term(s)
Connie Wessels	Lay Person	*15-16-19, 19-22 (Term Expired)
Brandy Trader	Non-profit Soc. Service Rep.	*15-17, 17-20, 20-23
LuAnn Siler	Commission on Aging Rep.	17-20, 20-23
Jack Ferry	Professional in field of disabilities	*14-14-17-20, 20-23
Thomas Donoway	Person with physical disability	17-20, 20-23
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24
Dr. Ovais Khalid	Psychiatrist	23-26
Dr. William Greer	Physician	07-10-13-16-19-22-25
Richard Collins	Lawyer	95-16-19-22-25
Nancy Howard	Lay Person	*17-19, 19-22-25

* = Appointed to fill an unexpired term

Updated: May 16, 2023
Printed: May 24, 2023

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

Appointed by: County Commissioners

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

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

Compensation: None - Expense Reimbursement as provided by County Commissioners

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

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

Staff Contact: Dept. of Development Review & Permitting
- Jennifer Keener (410-632-1200)

County Agricultural Extension Agent - As Consultant to the Board
- Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

Member's Name	Nominated By	Ag/Forest Industry	Resides	Years of Term(s)
George Solyak	At-Large	No	Ocean Pines	18-22
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:

Member's Name	Nominated By	Resides	Years of Term(s)
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19-23 **Resigned**
Kevin Holland	D-1 - Abbott	Pocomoke	96-04-08-12-16-20, 20-24
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

Prior Members:

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

* = Appointed to fill an unexpired term

Updated: December 3, 2024
Printed: December 3, 2024

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: As Necessary

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

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

Current Members:

Name	Representing	Years of Term(s)
	At-Large Members	
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Alyce Marzola	Knowledge of Substance Abuse Treatment	*24-25
Eric Gray (Designee)	Substance Abuse Treatment Provider	*15-18-22-26
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18-22-26
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22-26
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19-23-27
Mimi Dean	Substance Abuse Prevention Provider	*18-19-23-27
Michael Trader	Knowledgeable on Substance Abuse Issues	23-27
Matthew Giardina	Knowledgeable on Substance Abuse Issues	24-28
	Ex-Officio Members	
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Crystal Duffy	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Travis Knapp	Field Supervisor	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Chasity Simpson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
Todd Ferrante	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Hon. Melvin Jews	District Court Administrative Judge	Ex-Officio, Indefinite
Timothy Mulligan	Warden, Worcester County Jail	Ex-Officio, Indefinite

Advisory Members

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

Updated: January 16,2024
Printed: January 22, 2025

Reference: County Commissioners' Resolutions of March 1976, 4/16/85, 9/16/97, 5/4/99 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory
Provide the County with advice and suggestions concerning the economic development needs of the County; review applications for financing; review Comprehensive Development Plan and Zoning Maps to recommend to Planning Commission appropriate areas for industrial development; review/comment on major economic development projects.

Number/Term: 7/4-Year - Terms expire December 31st.

Compensation: $100 per meeting as expense allowance

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner
Members may be reappointed

Staff Contact: Economic Development Department - Melanie Pursel (410-632-3110)

Current Members:

Member's Name	Nominated By	Resides	Term(s)
Joe Schanno	D-3, Fiori	West Ocean City	*19-20, 20-24
Ashley Harrison	D-7, Mitrecic	Ocean City	19-21, 21-25
Harry Wimbrow	D-4, Elder	Snow Hill	*22-25
Steven Habeger	D-5, Bertino	Ocean Pines	19-23-27
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15-19-23-27
Stephen Kolarik, Jr.	D-6, Bunting	Bishopville	23-27
C.D. Hall	D-1, Abbott	Pocomoke	*22-24-28

Prior Members: Since 1972

George Gering
Margaret Quillin
Robert W. Todd
Charles Fulton
E. Thomas Northam
Charles Bailey
Terry Blades
Roy Davenport
M. Bruce Matthews
Barbara Tull
Tawney Krauss
Dr. Francis Ruffo
William Smith
Saunders Marshall
Elsie Marshall
Halcolm Bailey
Norman Cathell
Mary Humphreys
Theodore Brueckman
Shirley Pilchard
W. Leonard Brown
Charles Nichols (92-97)
Jeff Robbins (97-98)
Colleen Smith (94-98)
Tommy Fitzpatrick (97-99)
John Rogers (92-98)
Jennifer Lynch (98-99)
Don Hastings (92-99)
Jerry Redden (92-00)
Keith Mason (98-00)
Bob Pusey (99-00)
Harold Scrimgeour (00-02)
Scott Savage (98-03)
Gabriel Purnell (91-03)
Michael Avara (99-03)
Annette Cropper (00-04)
Billie Laws (91-08)
Anne Taylor (95-08)
Mary Mackin (04-08)
Thomas W. Davis, Sr. (99-09)
Mickey Ashby (00-12)
Priscilla Pennington-Zytkowicz (09-14)
Barbara Purnell (08-15)
Timothy Collins (03-15)
Joshua Nordstrom (12-16)
William Sparrow (16-18)
Greg Shockley (14-18)
Tom Terry (15-19)
John Glorioso (08-19)
Ralph Shockley (*08-21)
Robert Clarke (*08-22)
Marc Scher (*19-22)
Robert Fisher (87-22)

* = Appointed to fill an unexpired term

Updated: January 16, 2024
Printed: December 30, 2024

HOUSING REVIEW BOARD

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

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

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

Compensation: $100 per meeting (policy)

Meetings: As Needed

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

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

Current Members:

Member's Name	Nominated By	Resides	Years of Terms(s)
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23
Keri-Ann F. Byrd	D-1, Abbott	Pocomoke	22-25
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25
Don Furbay	D-3, Fiori	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26
Carl Smith	D-4, Elder	Snow Hill	24-27
Felicia Green	D-2, Purnell	Ocean Pines	*21-24-27

Prior Members:

Phyllis Mitchell
William Lynch
Art Rutter
William Buchanan
Christina Alphonsi
Elsie Purnell
William Freeman
Jack Dill
Elbert Davis
J. D. Quillin, III (90-96)
Ted Ward (94-00)
Larry Duffy (90-00)
Patricia McMullen (00-02)
William Merrill (90-01)
Debbie Rogers (92-02)
Wardie Jarvis, Jr. (96-03)
Albert Bogdon (02-06)
Jamie Rice (03-07)
Howard Martin (08)
Marlene Ott (02-08)
Mark Frostrom, Jr. (01-10)
Joseph McDonald (08-10)
Sherwood Brooks (03-12)
Otho Mariner (95-13)
Becky Flater (13-14)
Ruth Waters (12-15)
John Glorioso (*06-19)
Sharon Teagle (00- 20)
Davida Washington (*21-21)
Donna Dillion (08-22)
C.D. Hall 10-22
Chase Church (*19-22)
Jake Mitrecic (15-21)
Scot Tingle 14-24

* = Appointed to fill an unexpired term

Updated November 19, 2024
Printed: November 19, 2024

LOCAL DEVELOPMENT COUNCIL FOR THE OCEAN DOWNS CASINO

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: At least semi-annually

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

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

Current Members:

Member's Name	Nominated By	Represents/Resides	Years of Term(s)
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
David Massey [c]	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Jones	Ocean Downs Casino	Ocean Downs Casino	23-indefinite
Mary Beth Carozza	Indefinite	Maryland Senator	14-indefinite
Wayne A. Hartman	Indefinite	Maryland Delegate	18-indefinite
Charles Otto	Indefinite	Maryland Delegate	14-indefinite
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting [c]	At-Large	Business - Berlin	*09-10-14-18-22-26
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19-23-27
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19-23-27
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24-28
Mayor Rick Meehan [c]	At-Large	Business - Ocean City	*09-12-16-20-24-28
Tina Kolarik	Dist. 6 - Bunting	Resident -Bishopville	24-28

Prior Members: Since 2009

J. Lowell Stoltzfus [c] (09-10)
Mark Wittmyer [c] (09-11)
John Salm [c] (09-12)
Mike Pruitt [c] (09-12)
Norman H. Conway [c] (09-14)
Michael McDermott (10-14)
Diana Purnell [c] (09-14)
Linda Dearing (11-15)
Todd Ferrante [c] (09-16)
Joe Cavilla (12-17)
James N. Mathias, Jr.[c] (09-18)
Ron Taylor [c] (09-14)
James Rosenberg (09-19)
Rod Murray [c] (*09-19)
Gary Weber (*19-21)
Charlie Dorman (12-19)
Gee Williams (09-21)
Bobbi Sample (17-23)
Steve Ashcraft (19-24)

* = Appointed to fill an unexpired term/initial terms staggered
[c] = Charter Member

Updated: December 17, 2024
Printed: December 18, 2024

PROPERTY TAX ASSESSMENT APPEAL BOARD

Reference: Annotated Code of Maryland, Tax-Property Article, §TP 3-102

Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)
- Nominees must each fill out a resume to be submitted to Governor
- Nominations to be submitted 3 months before expiration of term

Function: Regulatory
- Decides on appeals concerning: real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by State law, value of agricultural easements, rejection of applications for property tax exemptions.

Number/Term: 3 regular members, 1 alternate/5-year terms
Terms Expire June 1st

Compensation: $15 per hour (maximum $90 per day), plus travel expenses

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation- Janet Rogers (410-632-1365)

Current Members:	Representing:	Term:
Steven W. Rakow	Ocean Pines	*19-22 Resigned
Richard Ramsay	Snow Hill	*21-22 -27
Martha Bennett	Berlin	19-24

Prior Members: Since 1972

Wilford Showell
E. Carmel Wilson
Daniel Trimper, III
William Smith
William Marshall, Jr.
Richard G. Stone
Milton Laws
W. Earl Timmons
Hugh Cropper
Lloyd Lewis
Ann Granados
John Spurling
Robert N. McIntyre
William H. Mitchell (96-98)
Delores W. Groves (96-99)
Mary Yenney (98-03)
Walter F. Powers (01-04)
Grace C. Purnell (96-04)
George H. Henderson, Jr. (97-06)
Joseph A. Calogero (04-09)
Joan Vetare (04-12)
Howard G. Jenkins (03-18)
Robert D. Rose (*06-17)
Larry Fry (*10-14 alt) (14-18)
Richard Thompson (*18-21alt)
Arlene Page 18-23

* = Appointed to fill an unexpired term

SOCIAL SERVICES ADVISORY BOARD

Reference:	Human Services Article - Annotated Code of Maryland - Section 3-501
Appointed by:	County Commissioners
Functions:	Advisory Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources. Act as liaison between Social Services Dept. and County Commissioners. Advocate social services programs on local, state and federal level.
Number/Term:	9 to 13 members/3 years Terms expire June 30th
Compensation:	None - (Reasonable Expenses for attending meetings/official duties)
Meetings:	1 per month (Except June, July, August)
Special Provisions:	Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character. Maximum 2 consecutive terms, minimum 1-year between reappointment Members must attend at least 50% of meetings One member (ex officio) must be a County Commissioner Except County Commissioner, members may not hold public office.
Staff Contact:	Roberta Baldwin, Director of Social Services - (410-677-6806)

Current Members:

Member's Name	Nominated By	Resides	Years of Term(s)
Harry Hammond	D-6, Bunting	Bishopville	15-21, 21- 24
Shelly Daniels	D-1, Abbott	Pocomoke City	22-25
Rebecca Colt-Ferguson	D-7, Mitrecic	Ocean City	22-25
Janice Chiampa	D-5, Bertino	Ocean Pines	22-25
Diana Purnell	ex officio - Commissioner		14-18-22-25
Voncelia Brown	D-3, Church	Berlin	16-19-22-25
Mary White	At-Large	Berlin	*17-19-22-25
Margaret Labesky	D-4, Elder	Snow Hill	23-26
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20-23-26

* = Appointed to fill an unexpired term

Updated: November 21, 2023
Printed: November 7, 2024

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:

Member's Name	Nominated By	Resides	Years of Term(s)
Michael Pruitt	Town of Snow Hill		*22-24
James Charles	Town of Berlin		21-25
Brain Scarborough	Town of Ocean City		21-25
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22, 22-26
George Linvill	D-1, Abbott	Pocomoke	14-18-22-26
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

Prior Members: (Since 1994)

Ron Cascio (94-96)
Roger Vacovsky, Jr. (94-96)
Lila Hackim (95-97)
Raymond Jackson (94-97)
William Turner (94-97)
Vernon "Corey" Davis, Jr. (96-98)
Robert Mangum (94-98)
Richard Rau (94-96)
Jim Doughty (96-99)
Jack Peacock (94-00)
Hale Harrison (94-00)
Richard Malone (94-01)
William McDermott (98-03)
Fred Joyner (99-03)
Hugh McFadden (98-05)
Dale Pruitt (97-05)
Frederick Stiehl (05-06)
Eric Mullins (03-07)
Mayor Tom Cardinale (05-08)
William Breedlove (02-09)
Lester D. Shockley (03-10)
Woody Shockley (01-10)
John C. Dorman (07-10)
Robert Hawkins (94-11)
Victor Beard (97-11)
Mike Gibbons (09-14)
Hank Westfall (00-14)
Marion Butler, Sr. (00-14)
Robert Clarke (11-15)
Bob Donnelly (11-15)
Howard Sribnick (10-16)
Dave Wheaton (14-16)
Wendell Purnell (97-18)
George Tasker (*15-20)
Rodney Bailey *19
Steve Brown *10-19
Bob Augustine 16-19
Michael Pruitt *15-19
James Rosenburg (*06-19)
Jamey Latchum *17-19
Hal Adkins (*20-21)
Mike Poole (11-22)
Michelle B-El Soloh (*19-24)

* = Appointed to fill an unexpired term

Updated: January 21, 2025
Printed: January 21, 2025

WATER AND SEWER ADVISORY COUNCIL
MYSTIC HARBOUR SERVICE AREA

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

Appointed by: County Commissioners

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

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

Compensation: $100.00/meeting

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

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

Current Members:

Member's Name	Resides	Years of Term(s)
Stan Cygam	Whispering Woods	*18-20, 20-24
Matthew Kraeuter	Ocean Reef	*19-22, 23-27
Aaron Lovegrove	Landings	25-29
Charles Crawford	Landings	25-29
Gerry Horner	Landings	25-29
Kevin Kinsey	Landings	25-29
Richard Edwards	Glenriddle	25-29

Prior Members: (Since 2005)

John Pinnero[C] (05-06)
Brandon Phillips[C] (05-06)
William Bradshaw[C] (05-08)
Buddy Jones (06-08)
Lee Trice[C] (05-10)
W. Charles Friesen[C] (05-13)
Alma Seidel (08-14)
Gerri Moler (08-16)
Mary Martinez (16-18)
Carol Ann Beres (14-18)
Bob Huntt (*06-19)
Martin Kwesko (13-21)
Richard Jendrek (05-22)
Joseph Weitzell (05-22)
Bruce Burns (19-23)
David Dypsky (*10-24)

[C] = Charter member - Initial Terms Staggered in 2005
* = Appointed to fill an unexpired term

Updated: March 4, 2025
Printed: March 4, 2025

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:

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

Prior Members: (Since 1993)

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

* = Appointed to fill an unexpired term

Updated: February 7, 2023
Printed: November 7, 2024

WATER AND SEWER ADVISORY COUNCIL
WEST OCEAN CITY SERVICE AREA

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: $100.00/Meeting

Meetings: Monthly

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

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

Current Members:

Member's Name	Resides/Ratepayer of	Terms (Years)
Keith Swanton	West Ocean City	13-17, 17-21
Blake Haley	West Ocean City	*19-20, 20-24
Todd Ferrante	West Ocean City	13-17-21-25
Gail Fowler	West Ocean City	99-23-27
Deborah Stanley	West Ocean City	95-23-27

Prior Members: (Since 1993)

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

* = Appointed to fill an unexpired term
[C] = Charter member

Updated: March 1, 2020
Printed: February 7, 2025

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

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

Compensation: None

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

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

Contact: Coleen Colson, Chair and , Laura Morrison, Co-Chair
Worcester County Commission for Women - P.O. Box 211, Snow Hill, MD 21863

Current Members:

Member's Name	Nominated By	Resides	Years of Term(s)
Kimberly List	D-7, Mitrecic	Ocean City	18- 21-24
Elizabeth Rodier	D-3, Fiori	Bishopville	18-21 **Resigned**
Jocelyn Briddell	At-Large	Berlin	23-26
Coleen Colson	Dept of Social Services		19-22-25
Windy Phillips	Board of Education		19-22-25
Laura Morrison	At-Large	Pocomoke	*19-20-23-26
Crystal Bell, MPA	Health Department		*22-23-26
Jeannine Jerscheid	Public Safety – Sheriff's Office		23-26
Sharnell Tull	At-Large	Pocomoke	23 -26
Joan Scott	D-4, Elder	Newark	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	*19-21-24-27
Dianna Harris	At-Large	West O. City	24-27
Michelle Goad	D-1, Abbott	Pocomoke City	25-28

Prior Members: Since 1995

Ellen Pilchard[c] (95-97)
Helen Henson[c] (95-97)
Barbara Beaubien[c] (95-97)
Sandy Wilkinson[c] (95-97)
Helen Fisher[c] (95-98)
Bernard Bond[c] (95-98)
Jo Campbell[c] (95-98)
Karen Holck[c] (95-98)
Judy Boggs[c] (95-98)
Mary Elizabeth Fears[c] (95-98)
Pamela McCabe[c] (95-98)
Teresa Hammerbacher[c] (95-98)
Bonnie Platter (98-00)
Marie Velong[c] (95-99)
Carole P. Voss (98-00)
Martha Bennett (97-00)
Patricia Ilczuk-Lavanceau (98-99)
Lil Wilkinson (00-01)
Diana Purnell[c] (95-01)
Colleen McGuire (99-01)
Wendy Boggs McGill (00-02)
Lynne Boyd (98-01)
Barbara Trader[c] (95-02)
Heather Cook (01-02)
Vyoletus Ayres (98-03)
Terri Taylor (01-03)
Christine Selzer (03)
Linda C. Busick (00-03)
Gloria Bassich (98-03)
Carolyn Porter (01-04)
Martha Pusey (97-03)
Teole Brittingham (97-04)
Catherine W. Stevens (02-04)
Hattie Beckwith (00-04)
Mary Ann Bennett (98-04)
Rita Vaeth (03-04)

* = Appointed to fill an unexpired term
c = Charter member

Updated: March 4, 2025
Printed: March 4, 2025

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

MEMORANDUM

TO: Worcester County Commissioners
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: March 18, 2025
SUBJECT: Announcement pursuant to MD Code, General Provisions, § 3-211(b)(1)

We will be making an announcement as required by MD Code, General Provisions, § 3-211(b)(1).