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

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OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103
SNOW HILL, MARYLAND
21863-1195

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

PROCLAMATION

WHEREAS, during National Foster Care Month, we honor the foster parents, child welfare professionals, and others who support youth in foster care and help them to thrive; and

WHEREAS, foster care professionals within Worcester County Social Services, partnering organizations, and volunteers play an essential role in helping children whose lives have been disrupted through no fault of their own to reestablish trust and find renewed hope while surrounded by caring adults in a safe, loving, and welcoming family.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby recognize May as **National Foster Care Month** and urge all citizens to be a part of a positive change for children and youth in foster care.

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

Theodore J. Elder, President

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COUNTY ATTORNEY

COMMENDATION

WHEREAS, Krystle Meehan and William Luffman have been named the 2025 Worcester County Foster Parents of the Year for creating a warm, safe, and loving space to provide support and stability for children in foster care during times of crisis; and

WHEREAS, Krystle and William, who are in the process of adopting one child in foster care and who have opened their home to a second child, fill an urgent need in our community by helping youth in foster care recognize their intrinsic value.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Krystle Meehan** and **William Luffman** for opening their hearts and home to the children of Worcester County in State custody.

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



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ROSCOE R. LESLIE
COUNTY ATTORNEY

COMMENDATION

WHEREAS, Stephen Decatur High School (SDHS) senior Evan Todd was selected to serve as Worcester County's Page to the 2025 Maryland General Assembly. He received this honor for his dedication to academic excellence and keen interest in history and political science; and

WHEREAS, Mr. Todd, an outstanding young leader, is committed to learning more about government roles while preparing for a career in politics. He adheres to a rigorous Advanced Placement course load, serves as a Mock Trial member and leads the Rho Kappa Honor Society as president.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **Evan Todd** for his service as Worcester County's Page to the 2025 Maryland General Assembly and express to him our pride in his accomplishments.

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



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ROSCOE R. LESLIE
COUNTY ATTORNEY

PROCLAMATION

WHEREAS, during National Correctional Officers and Employees Week, May 4-10, 2025, we pause to recognize the team of highly qualified and experienced corrections professionals serving at the Worcester County Jail, who provide a multitude of services to offenders under the most difficult of circumstances; and

WHEREAS, corrections officers safeguard area citizens by providing safe, secure, and humane incarceration for offenders within their custody, and in the course of performing their duties, offer offenders direction, hope, and a new focus while assisting with reentry and life outside corrections.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby proclaim the week of May 4-10, 2025 as **National Correctional Officers and Employees Week**, and we honor corrections professionals at the Worcester County Jail for the vital public service they provide.

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



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COUNTY ATTORNEY

COMMENDATION

WHEREAS, Private First-Class Karen Jones of the Worcester County Jail has been named the 2025 Worcester County Correctional Officer of the Year by the Maryland Correctional Administrators Association; and

WHEREAS, PFC Jones was nominated for this honor for being a vital member of the WCJ team. She is known for being firm, fair, and consistent with everyone she encounters, which has earned her the respect of both the staff and inmates.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, do hereby commend **PFC Karen Jones** for her outstanding service to the Worcester County Jail and congratulate her for being named the **2025 Worcester County Correctional Officer of the Year**.

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



Theodore J. Elder, President

Eric J. Fiori, Vice President

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

Caryn G. Abbott

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Diana Purnell

Worcester County Sheriff's Office

ITEM 2

Matthew Crisafulli
Sheriff

Nathaniel Passwaters
Chief Deputy

April 17, 2025

To: Worcester County Commissioners

From: Matthew Crisafulli, Sheriff

RE: FY2026 Gun Violence Reduction Grant

We request your approval of our application for the FY2026 Gun Violence Reduction Grant (GVRG) in the amount of $33,405.

If approved and awarded, grant funds will be used to offset overtime costs for personnel to enhance firearm violence reduction enforcement efforts and initiatives.

Thank you for your consideration.

Respectfully submitted,

Matthew Crisafulli
Sheriff

FY 2026 Gun Violence Reduction Grant Program (GVRG) (GVRG)

Applicant: Worcester County Board of County Commissioners

Grant Application Form

Governor's Office of Crime Prevention and Policy

Submitted: 4/17/2025

Governor's Office of Crime Prevention and Policy
100 Community Place, 1st Floor Crownsville, MD
21032-2042 (410) 697-9338
Email: dlinfo_goccp@maryland.gov

www.goccp.maryland.gov
Wes Moore, Governor
Aruna Miller, Lt. Governor

Application Contents

- [x] Cover Sheet
- [x] Face Sheet
- [x] Summary / Narrative
- [x] Budget Summary
  - [x] Personnel
  - [ ] Operating
  - [ ] Travel
  - [ ] Services
  - [ ] Equipment
  - [ ] Other
- [x] Civil Rights
- [x] Service Sites
- [x] Assurances
- [x] Anti-Lobbying

Date Stamp:	OFFICE USE ONLY	
	Control Number:	Application Number: **2025-GV-0014**
	Received By:	Date:

Governor's Office of Crime Control & Prevention - Grant Application Form

FY 2026 Gun Violence Reduction Grant Program (GVRG) (GVRG)

Applicant: **Worcester County Board of County Commissioners**

Project Title: **WCSO FY26 GVR Grant**

Worcester **Local Government**

Start Date: **07/01/2025** **Submitted:** **4/17/2025 7:31:45 AM** **DUNS Number:** **101119399**
End Date: **06/30/2026** **Funding Year:** **SAM Expiration:** **9/17/2025**

Applicant:

Worcester County Board of County Commissioners
County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863 1072
(410) 632-1194 FAX: (410) 632-3131

Implementing Agency:

Worcester County Sheriff's Office
1 West Market Street, Room 1001
Snow Hill, MD 21863 1069
(410) 632-1111 FAX: (410) 632-3070

Authorized Official:	Elder, Theodore J. telder@co.worcester.md.us Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1194	President FAX: (410) 632-3131
Project Director:	Tingle, Carrie catingle@co.worcester.md.us Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1111	Worcester County Sheriff's Office Finance Administ FAX: (410) 632-3131
Fiscal Officer:	Patel, Dhara dkpatel@worcestermd.gov Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1194	Senior Budget Accountant FAX: (410) 632-3131

Funding Summary	100.0 %	Grant Funds	**$33,405.00**	_____	_____
	0.0 %	Cash Match	**$0.00**	_____	_____
	0.0 %	In-Kind Match	**$0.00**	_____	_____
		Total Project Funds	**$33,405.00**		

Project Summary

The Worcester County Sheriff's Office FY26 Gun Violence Reduction grant supports the Worcester Criminal Enforcement Team (WCET) in reducing gun violence in Worcester County, Maryland—primarily in Berlin and Ocean City, with support in Snow Hill and Pocomoke City. Based on local crime data, WCET will collaborate with Snow Hill and Pocomoke Police for firearm-related enforcement. The program aims to reduce illegal firearm possession and prevent related violence. It benefits both residents and visitors. Requested funding in the amount of $33,405 will support personnel overtime to enhance enforcement efforts and promote community safety across the county.

Overall Organization Information (Word Limit: 500)

Overall Organization Information

a. Mission Statement: The mission statement of the Worcester County Sheriff's Office is to maintain a positive working relationship with the community, build trust and confidence, and preserve peace while reducing crime and protecting the lives of citizens living in Worcester County.

b. Brief Overview: The Worcester County Sheriff's Office was established in 1742 and is in Snow Hill, Maryland, the county seat of Worcester County. As the easternmost county of the United States, Worcester County borders the Atlantic Ocean as well as both Delaware and Virginia lines. Located in the same building as the Worcester County Courthouse and government building, we are a full service law enforcement agency that maintains around the clock patrol service. Our agency currently employs 95 sworn deputies.

Our agency serves in numerous law enforcement and public safety capacities, including but not limited to: constitutional duties, individual courtroom security, Court House security, Government Center security, security escort for Treasurer's Office, extraditions across state lines, prisoner transports in and out of county and state, sex offender registrations and tracking, criminal investigations, civil processes, evictions, Sheriff's sales, Allied Law Enforcement agencies coordination, traffic safety, control of County Fire Police, command of Animal Control, and oversight of the County Firearms Training Facility.

c. Key Organizational Information:

i. FY25 FTE: 116.3 (to include 95 Sworn law enforcement officers)

ii. Organizational Budget: FY25 $17,280,865 (to include personnel salaries and benefits)

iii. Percentage of Budget application requested: $33,405 - .2%

iv. Jurisdictions: Entirety of Worcester County, including services to Berlin, Ocean City, Ocean Pines, Pocomoke and Snow Hill, Maryland and other smaller unincorporated areas

v. Client Population: The citizens of Worcester County and the thousands of visitors who visit the county annually, specifically during the months of Spring, Summer and Fall. The base population of Worcester County is approximately 52,460 with seasonal influxes of up to an additional 300,000 visitors. On average, each deputy is responsible for approximately 175 square miles during their shift.

Problem Statement/Needs Justification (Word Limit: 500)

a. The objective of this program is to remove illegally possessed firearms from individuals who may use those weapons in the furtherance of criminal activity, and/or are prohibited from possessing firearms in the State of Maryland. The Agency proposes to successfully identify, arrest, and prosecute repeat violent offenders who possess firearms illegally. A pro-active approach to gun violence reduction makes the community a safer place to work, live, and visit by deterring those who want to commit violent criminal behavior and/or utilize firearms in the furtherance of the distribution of illegal narcotics.

i. The proposed services aim to enhance public safety by addressing the issue of illegally possessed firearms, including reporting the number of firearms seized, as well as the number of Polymer 80 privately manufactured firearms. We propose to conduct a targeted pro-active law enforcement approach in seizing firearms from prohibited persons, the removal of illegally privately manufactured firearms and preventing violent acts by the seizure of those firearms. The agency intends to accurately report the number of seized firearms and the number of individuals arrested by reporting the number and type of seized firearms in the W/B HIDTA Case Explorer system. The agency will identify and disrupt any individuals or groups involved in the trafficking of firearms and refer those cases for either Federal

or State prosecution.

ii. This program aligns with the mission of the agency by preserving the peace, protecting the lives of citizens and visitors in Worcester County, while building trust and confidence in the community. Longer-term impacts would be the identification of individuals engaged in firearms trafficking and any subsequent investigation that may result. The Office is committed to sharing information with other law enforcement agencies that need to be aware of those efforts.

iii. In 2023, the Worcester County Sheriff's Office received the FY23 GVRG., which resulted in the seizure of 16 firearms. Most importantly, during that same period, Worcester County did not experience any shootings or known gun-related violence. In 2024, Worcester County was awarded the FY25 GVRG, and throughout the term of the grant, continued to seize firearms and effect arrests. Worcester County has the experience, personnel, and processes to administer this grant successfully. An audit of the awarded FY25 GVRG was conducted by GOCPP personnel in early 2025, and no issues or deficiencies were identified.

iv. From July 1, 2022, to March 28, 2025, Worcester County has been credited with seizing seventy-five (75) firearms; twelve (12) of which were privately made firearms (PMF)

v. No barriers are anticipated, or have been experienced

vi. Not applicable

b. New or Continuation of Funding

i. Continuation. WCSO received funding in FY25 for a similar project.

1. Not applicable

2. Yes

a. FY25 award: $24,679

b. Funding source: FY25 GVRG administered by GOCCP

c. FY25 funding offset overtime costs for program participants

d. Funding requested: $33,405 (increase of $8,726 from FY25)

e. Current award spending is on track: Q1-$2,279.08, Q2-$2,279.08, Q3-$3,546.26 - $18,853.66 to be used in Q4

f. No delays or adjustments in spending.

Program Purpose Area (Word Limit: 150)

The overall objective of this proposed program is to remove illegally possessed firearms from individuals who may use those weapons in the furtherance of criminal activity and/or are prohibited from possessing firearms in the State of Maryland. The Worcester County Sheriff's Office proposes to use its strong law enforcement partnerships to successfully identify, arrest, and prosecute those repeat violent offenders who possess firearms illegally. A successful pro-active approach to gun violence reduction seeks to make the community a safer place to work, live, and visit by deterring those who want to commit violent criminal behavior and/or utilize firearms in the furtherance of the distribution of illegal narcotics.

Project Design (Word Limit: 750)

a. The program will employ a multi-agency law enforcement approach, with members of the Worcester County Sheriff's Office, the Worcester County Criminal Enforcement Team, the Maryland State Police, the Ocean City Police Department, the Snow Hill Police Department, and the Pocomoke Police Department collaborating to achieve the goal. The strategy employed will consist of the use of covert and uniform personnel conducting pro-active patrols focusing primarily on traffic violations; the use of confidential sources and general intelligence gathering through outreach and interview, as well as the response to calls for service from citizens and members of the business community. Often, those engaged in illegal activity have been contacted through traffic enforcement activities, as they have been driving at excessive speeds, driving under the influence of alcohol or narcotics, driving recklessly, or at times have become upset over some contact with another motor vehicle driver and have engaged in verbal or physical altercations and at times weapons have been displayed in the course of those altercations. By conducting proactive patrol measures, it is anticipated that many potential issues may be avoided, and weapons can be seized before they are used or distributed. In addition, the WCET, during its narcotic investigations, often encounters armed individuals and/or receives information about individuals who may be in possession of firearms or are distributing firearms. This information can generate investigative leads that can be investigated by WCET or can be referred to another MCIN law enforcement entity for further investigation or enforcement activities.

b. Not applicable

c. Worcester County has successfully utilized prior Gun Violence Grant project funding to seize 30 firearms to date. Utilizing a GOCCP three-month grant in 2023, 16 firearms were seized. During the latest grant award period (July 1, 2024, to June 30, 2025), to date, 14 firearms, including 2 privately made firearms, have been seized.

d. During prior grant awards, the law enforcement participants have partnered with the Worcester County Health Department to hand out rack cards, which describe the dangers of using different substances such as heroin, fentanyl, and xylazine. The rack cards also contain telephone numbers and information regarding treatment options. This project covered the entire Worcester County area, including several municipalities located within the county.

Goals & Objectives (Word Limit: 1,500)

*Goal - To increase public safety by addressing the problem of illegally possessed firearms and reporting the number of firearms seized and the number of Polymer 80 privately manufactured firearms, aka "ghost guns," seized.

*Objective - Conduct a targeted, proactive law enforcement approach in seizing firearms from prohibited persons, the removal of illegally privately manufactured firearms from the possession of persons and preventing potential violent acts by the seizure of those firearms.

*Goal – Accurately report the number of seized firearms and the number of persons arrested.

*Objective - Reporting the number and type of seized firearms in the W/B HIDTA Case Explorer system, in addition to any other required reporting database or mechanism. Also, report the number of individuals arrested in the same databases.

*Goal – Identify and disrupt any individuals or groups involved in the trafficking of firearms and refer those cases for either Federal or State prosecution.

*Objective – Attempt to identify and disrupt any individuals or groups of individuals that may be residing and/or traveling into the area to sell, trade, or distribute firearms. Collaborate with the Worcester County Office of the State's Attorney and our federal partners to refer cases to the Office of the U.S. Attorney for prosecution, either at the federal or state level. Attempt to identify and disrupt any individuals or groups of individuals that may be traveling into the area to sell, trade, or distribute firearms.

*Goal – Refer the appropriate case and gun seizure information for NIBIN analysis and review.

*Objective- Through collaboration with the appropriate federal or state agency, submit seized firearms and/or ammunition for NIBIN analysis and review. Report any NIBIN hits and make any referrals as the information dictates.

Data Collection Plan (Word Limit: 250)

The measurement of this program will be based on the number of illegally possessed firearms seized, ghost guns seized, and the number of persons arrested. These numbers will be reported in the W/B HIDTA Case Explorer system as well as any other required or suggested database or reporting mechanism, such as MCIN. The WCET is already reporting gun seizures on a bi-monthly basis to a BATFE analyst who is currently detailed to the Washington/Baltimore HIDTA.

Grant Personnel (Word Limit: 500)

The Worcester Criminal Enforcement Team (WCET), the jurisdiction's most experienced unit in narcotics and firearms investigations, currently includes twelve investigators from the Worcester County Sheriff's Office, Maryland State Police, Drug Enforcement Agency and Ocean City Police Department. Some investigators serve as federally authorized task force officers with HSI, DEA, and U.S. Marshals.

Project Director – Carrie Tingle (salary is budget funded)
Ms. Carrie Tingle serves as the Financial Administrator/Grants Coordinator for the Worcester County Sheriff's Office. She has a background in finance and has served in governmental environments for the past 16 years.

Financial Officer - Dhara Patel (salary is budget funded)
Dhara Patel serves as the Senior Budget Officer for Worcester County, where she leverages her background in finance and accounting to oversee complex grant administration and assists in the management of the county's multi-million-dollar budget. Her expertise plays a critical role in maintaining fiscal responsibility and supporting long-term financial planning across county departments.

Key Consultant – Chief Deputy Nathaniel Passwaters (salary is budget funded)
Chief Deputy Passwaters has over twenty years of law enforcement experience and has been involved in a drug enforcement capacity for ~17 of those years. In 2008, Passwaters became a vital asset in developing the Worcester Criminal Enforcement Team (WCET). As Chief Deputy, he oversees all aspects of the Sheriff's Office, with a specific focus on Investigative Services and WCET.

Key Consultant – Sergeant Shane Musgrave (salary is budget funded)
Sergeant Musgrave supervises daily operations of CET, including the ODAC position. He oversees all drug enforcement investigations in Worcester County. Sergeant Musgrave is also cross-designated as a task force officer with Homeland Security Investigations. He conducts outreach presentations on substance abuse across the county, often in coordination with the ODAC.

Sustainability (Word Limit: 200)

The Worcester County Sheriff's Office will seek Federal, State, County and local resources to continue this program after the grant period ends. The Sheriff's Office will work with other local enforcement agencies to identify resources and sources of funding that may be available. One-time purchases require no additional resources and will be fully funded in this application.

Applicant Disclosure of Pending Applications Statement (Word Limit: 150)

The Worcester County Sheriff's Office does not have pending applications submitted within the last 12 months for federally funded assistance that includes requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Budget Details and Spending Plan (Word Limit: 750)

Grant funding will offset overtime costs for personnel involved in the grant project. Funds will be expended quarterly based on actual salary plus 30% fringe benefits paid to personnel with hours worked. Exceptions to overtime costs will be training that comes available over the FY26 grant period that is specifically applicable to the grant project.

Unique Entity Identifier and SAM.GOV Expiration Date

UEI/DUNS: 1011193990000 / 10-111-9399

SAM.GOV expiration date: 09/17/2025

Person Completing the Project Narrative

Carrie Tingle
Financial Administrator
Worcester County Sheriff's Office
Ph: 410-632-1111 x2262
Fax: 410-632-3070
catingle@co.worcester.md.us

Shane Musgrave
Sergeant
Worcester County Sheriff's Office / Worcester Criminal Enforcement Team
Ph: 410-632-1111 x2605
Fax: 410-632-3070
smusgrave@co.worcester.md.us

Project Budget

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	$33,405.00	$0.00	$0.00	$33,405.00
Operating Expenses	$0.00	$0.00	$0.00	$0.00
Travel	$0.00	$0.00	$0.00	$0.00
Contractual Services	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Other	$0.00	$0.00	$0.00	$0.00
Grand Total	**$33,405.00**	**$0.00**	**$0.00**	**$33,405.00**

Category A - Personnel

Control Number: 2025-GV-0014

	Description of Position	Priority	Salary Type	Funding Type	Total
1	Sergeant	1	Overtime	Grant Funds	$8,843.00
2	Corporal	2	Overtime	Grant Funds	$7,453.00
3	Deputy First Class	3	Overtime	Grant Funds	$4,994.00
4	Deputy	4	Overtime	Grant Funds	$4,406.00
5	Sergeant	5	Fringe	Grant Funds	$2,653.00
6	Corporal	6	Fringe	Grant Funds	$2,236.00
7	Deputy First Class	7	Fringe	Grant Funds	$1,498.00
8	Deputy	8	Fringe	Grant Funds	$1,322.00
					$33,405.00

1. The Sergeant will oversee all operations, facilitate all reporting and manage press releases. Annual salary is $94,328. We estimate the Sergeant will have 130 hrs. OT over the grant period. OT rate of $68.03*130=$8,843
2. The Corporal will serve as first-line supervisor to all Deputy First Class' and Deputies. Annual salary is $79,498. We estimate the Corporal will have 130 hrs. OT over the grant period. OT rate of $57.33*130=$7,453
3. The Deputy First Class will serve as a case manager and conduct operations. Average annual salary of our DFCs is $69,253. We estimate the DFCs will have 100 hrs OT over the grant period. OT rate of $49.94*100=$4,994
4. The Deputy will serve as a case manager and conduct operations. Average annual salary of our Deputies is $61,097. We estimate the Deputies will have 100 hrs OT over the grant period. OT rate of $44.06*100=$4,406
5. Fringe costs at 30% of total budget $8,843 = $2,653
6. Fringe costs at 30% of total budget $7,453 = $2,236
7. Fringe costs at 30% of total budget $4,994 = $1,498
8. Fringe costs at 30% of total budget $4,994 = $1,322

V. Civil Rights Requirements

1. Civil rights contact person: Norton, Stacey - Director of Human Resources

2. Organization: Worcester County Board of County Commissioners

3. Address: County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863-1072

4. Telephone Number: (410) 632-0090

5. Number of persons employed by the organization unit responsible for implementation of this grant: 19

Project Service Sites

Site 1

Service Site	Worcester County Sheriff's Office
Apt. Suite, No. Street	1 West Market Street, Room 1001
City	Snow Hill
State & Zip	MD 21863-1069

Certified Assurances

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That cost sharing funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That if the subrecipient has expended $1,000,000 or more in federal funds during the entities fiscal year, a single audit has been conducted in accordance with 2 CFR §200.514 and submitted to the Federal Audit Clearinghouse (https://www.fac.gov/).

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Prevention and Policy shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Prevention and Policy may reasonably be required to administer the program.

6. Subrecipients will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include Title VI of the Civil Rights Act of 1964,which prohibits discrimination on the basis of race, color, national origin, religion or sex in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, subpart C; The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. § 10228(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; The DOJ regulations on the Partnerships with Faith-based and other Neighborhood Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding on explicitly religious activities (28 C.F.R. Part 38);

Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpart I; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, and religion in the delivery of services and employment practices (34 U.S.C. § 11182 (b)), and DOJ implementing regulations at 28 C.F.R. §§ 31.202, .403 & part 42, subpart D; Victims of Crime Act of 1984, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, and disability in the delivery of services and employment practices (34 U.S.C. § 20110(e)), and the DOJ implementing regulation at 28 C.F.R. § 94.114; and Violence Against Women Act of 1994, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, sexual orientation, and gender identity in the delivery of services and employment practices (34 U.S.C. § 12291(b)(13)). These laws prohibit agencies from retaliating against individuals for taking action to secure rights protected by these laws.

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor’s Office of Crime Prevention and Policy

8. Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding are governmental or for-profit entities, that have fifty or more employees and that receive a single award of $25,000 or more are required to prepare and submit electronically their Equal Opportunity Plan and certification utilizing the Equal Employment Opportunity Reporting tool located on the Office for Civil Rights (OCR) website at https://ojp.gov/about/ocr/eeop.htm

Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding that are Medical or Educational Institution, Indian Tribe, or non profit, governmental or for-profit entities with largest individual grant received is less than $25,000 and have less than 50 employees will need to submit an online certification form to the Office for Civil Rights (OCR) utilizing the Employment Opportunity tool at https://ojp.gov/about/ocr/eeop.htm but would be exempt from completing the Equal Opportunity Plan.

The Office for Civil Rights has training presentations available to recipients of OJP, OVW and COPS Office funding to assist them in meeting their federal civil rights obligations. These trainings can be accessed at www.ojp.usdoj.gov/about/ocr/assistance.htm

9. That the Grantee will comply with the provisions of the Governor’s Office of Crime Prevention and Policy’s General and Special Conditions for Grants. General Conditions are posted on the Governor's Office of Crime Prevention, and Policy’s website (https://gocpp.maryland.gov/grants/general-conditions/).

10. That the Grantee will comply with the provisions of 28 CFR Part 66 applicable to grants and cooperative agreements awarded with DOJ funding.

11. Subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: https://www.archives.gov/eeo/laws/title-vi.html

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Effective 1/18/2024, the Moore-Miller Administration renamed the Office to the Governor's Office of Crime Prevention and Policy (GOCPP). This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCCP or GOCPYVS.

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.

Signature of Authorized Official **Date**

Elder, Theodore J. - President

Name and Title

Control Number: 2025-GV-0014

Certification Regarding Lobbying

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting 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 the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting 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 this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about –

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

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

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

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

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

_____
_____

Check ___ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each ap¬plication for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ___ if the State has elected to complete OJP Form 4061/7.

_____

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant:	Worcester County Board of County Commissioners
Address:	County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863 1072
Project Title:	WCSO FY26 GVR Grant
Federal ID Number:	52-6001064
Authorized Representative:	Elder, Theodore J. - President
Signature:	_____

Signature of Authorized Official **Date**

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.

Worcester County Sheriff's Office

ITEM 3

Matthew Crisafulli
Sheriff

Nathaniel Passwaters
Chief Deputy

April 17, 2025

To: Worcester County Commissioners

From: Matthew Crisafulli, Sheriff

RE: FY2026 Maryland Criminal Intelligence Network/Overdose and Drug Awareness Coordinator Grant (MCIN-ODAC)

We request your approval of our application for the FY2026 Maryland Criminal Intelligence Network/Overdose and Drug Awareness Coordinator Grant (MCIN-ODAC) in the amount of $84,789.

If approved and awarded, grant funds will be used to cover the salary and partial fringe benefit costs for the Overdose and Drug Awareness Coordinator position in the Sheriff's Office.

Thank you for your consideration.

Respectfully submitted,

Matthew Crisafulli
Sheriff

FY 2026 Maryland Criminal Intelligence Network/Overdose and Drug Awareness Coordinator Grant Program (MCIN-ODAC)

Applicant: Worcester County Board of County Commissioners

Grant Application Form

Governor's Office of Crime Prevention and Policy

Submitted: 4/17/2025

Governor's Office of Crime Prevention and Policy
100 Community Place, 1st Floor Crownsville, MD
21032-2042 (410) 697-9338
Email: dlinfo_goccp@maryland.gov

www.goccp.maryland.gov
Wes Moore, Governor
Aruna Miller, Lt. Governor

Application Contents

- [x] Cover Sheet
- [x] Face Sheet
- [x] Summary / Narrative
- [x] Budget Summary
  - [x] Personnel
  - [ ] Operating
  - [x] Travel
  - [ ] Services
  - [ ] Equipment
  - [ ] Other
- [x] Civil Rights
- [x] Service Sites
- [x] Assurances
- [x] Anti-Lobbying

Date Stamp:	OFFICE USE ONLY	
	Control Number:	Application Number: **2025-MC-0007**
	Received By:	Date:

Governor's Office of Crime Control & Prevention - Grant Application Form

FY 2026 Maryland Criminal Intelligence Network/Overdose and Drug Awareness Coordinator Grant Program (MCIN-ODAC)

Applicant: **Worcester County Board of County Commissioners**

Project Title: **WCSO FY26 MCIN-ODAC**

Worcester **Local Government**

Start Date: **07/01/2025** **Submitted:** **4/17/2025 7:45:09 AM** **DUNS Number:** **101119399**

End Date: **06/30/2026** **Funding Year:** **SAM Expiration:** **9/17/2025**

Applicant:

Worcester County Board of County Commissioners
County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863 1072
(410) 632-1194 FAX: (410) 632-3131

Implementing Agency:

Worcester County Sheriff's Office
1 West Market Street, Room 1001
Snow Hill, MD 21863 1069
(410) 632-1111 FAX: (410) 632-3070

Authorized Official:	Elder, Theodore J. telder@co.worcester.md.us Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1194	President FAX: (410) 632-3131
Project Director:	Tingle, Carrie catingle@co.worcester.md.us Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1111	Worcester County Sheriff's Office Finance Administ FAX: (410) 632-3131
Fiscal Officer:	Patel, Dhara dkpatel@worcestermd.gov Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1194	Senior Budget Accountant FAX: (410) 632-3131

Funding Summary	100.0 %	Grant Funds	**$84,789.00**	_____	_____
	0.0 %	Cash Match	**$0.00**	_____	_____
	0.0 %	In-Kind Match	**$0.00**	_____	_____
		Total Project Funds	**$84,789.00**		

Project Summary

The Worcester County Sheriff's Office FY26 Maryland Criminal Intelligence Network-Overdose and Drug Awareness Coordinator program will reduce gaps in services and enhance collaboration among stakeholders across Worcester County, Maryland. It will continue to develop and maintain a robust information sharing infrastructure that enables cross-jurisdictional sharing of intelligence leading to the disruption of criminal networks involved in drug/gun trafficking and gang activity. The program will continue sharing overdose information with law enforcement, health departments, schools and the ODAC network to lessen the number of overdoses and aid those suffering from substance abuse. Requested funds of $84,789 will support salary/benefits and training.

Overall Organization Information (Word Limit: 500)

a. Mission Statement: The mission statement of the Worcester County Sheriff's Office is to maintain a positive working relationship with the community, build trust and confidence and preserve peace while reducing crime and protecting the lives of citizens living in Worcester County.

b. Brief Overview: The Worcester County Sheriff's Office was established in 1742 and is in Snow Hill, Maryland, the county seat of Worcester County. As the easternmost county of the United States, Worcester County borders the Atlantic Ocean as well as both Delaware and Virginia lines. Located in the same building as the Worcester County Courthouse and government building, we are a full service law enforcement agency that maintains around the clock patrol service. Our agency currently employs 95 sworn deputies.

Our agency serves in numerous law enforcement and public safety capacities, including but not limited to: constitutional duties, individual courtroom security, Court House security, Government Center security, security escort for Treasurer's Office, extraditions across state lines, prisoner transports in and out of county and state, sex offender registrations and tracking, criminal investigations, civil processes, evictions, Sheriff's sales, Allied Law Enforcement agencies coordination, traffic safety, control of County Fire Police, command of Animal Control, and oversight of the County Firearms Training Facility.

c. Key Organizational Information:

i. FY25 FTE: 116.3 (to include 95 Sworn law enforcement officers)

ii. Organizational Budget: FY25 $17,280,865 (to include personnel salaries and benefits)

iii. Percentage of Budget application requested: $84,789 - .5%

iv. Jurisdictions: Entirety of Worcester County, including services to Berlin, Ocean City, Ocean Pines, Pocomoke and Snow Hill, Maryland and other smaller unincorporated areas

v. Client Population: The citizens of Worcester County and the thousands of visitors who visit the county annually, specifically during the months of Spring, Summer and Fall. The base population of Worcester County is approximately 52,460 with seasonal influxes of up to an additional 300,000 visitors. On average, each deputy is responsible for approximately 175 square miles during their shift.

Problem Statement/Needs Justification (Word Limit: 500)

a. The Worcester County Sheriff's Office is requesting continuation of its participation in the FY2026 MCIN-ODAC program to reduce gaps in available services and continue the established collaboration and cooperation among partner agencies and stakeholders in Worcester County, Maryland.

i. The Overdose and Drug Awareness Coordinator position will be tasked with entering all drug investigations, seizures, arrests, overdoses and other drug related investigations into HIDTA's Case Explorer Program, as well as assisting with drug related cellular phone extract uploads into the Communication Analysis Portal (CAP). The ODAC position will also disseminate high-risk victim information to public health for outreach.

ii. The Worcester County Criminal Enforcement Team (CET) falls under the auspices of the WCSO and is the county-wide multi-agency narcotics investigative unit. Since 2016, the ODAC has been successfully embedded within this unit.

iii. The WCSO has been a successful participant in this program since 2016 and has knowledgeable and experienced personnel in place to support and supervise the application and reporting of the grant requirements. The current coordinator has served in this position since the awarding of the initial grant and has entered data into both the HIDTA Case Explorer and CAP systems. This individual has established a successful collaboration with the health department in referring high risk victims for further outreach activities. In 2022, the current Worcester County ODAC was presented with a Maryland Governor's Citation for his work funded by this grant program.

iv. The Worcester County ODAC provides monthly performance measure outputs and outcomes to the W/B HIDTA - GOCPYVS MCIN ODAC Program Manager. The ODAC also enters data into the W/B HIDTA Case Explorer system that is part of the annual W/B HIDTA reporting. The output and initial outcome measures to date for Calendar year 2024 in Worcester County, as reported by the Worcester County ODAC are as follows:

Total Cases – 131
Total Overdoses – 47
Total other Drug Cases – 69
Investigations enhanced through HIDTA coordination – 15
Fatal overdoses – 09
Non-fatal overdoses – 38
Dollar amount seized related to heroin/opioid investigations - $42,224.00
Vehicles seized related to heroin/opioid investigations – 06
Weight of illicit opioid seized – 661 grams
Prescription opioids seized – 28
Non-fatal overdose victims referred to treatment – 14
Phone extractions uploaded into CAP from overdoses – 06
Phone extractions uploaded into CAP from other investigations – 02
Call Detail Records uploaded to CAP from other investigations – 21

There were 93 event deconflictions and 445 target deconflictions entered.

v. No barriers are anticipated, and none have been experienced specific to this project

vi. Not applicable

b. Continuation Request

i. The Worcester County Sheriff's Office received GOCCP funding in the most recent funding cycle for a similar project. This request is for funding continuation.

1. Not applicable

2.

a. FY25 award: $71,821

b. Funding source: FY25 MCIN-ODAC grant administered by GOCCP

c. FY25 funding offset the majority of the ODAC position

d. Funding requested: $84,7890 (increase of $12,968)

e. Spending of current award is on track: Q1-$16,484.56, Q2-$16,071.20; Q3-$17,762.61, $21,502.63 remaining for Q4

f. N/A

Program Purpose Area (Word Limit: 150)

The purpose of the Overdose and Drug Awareness Coordinator is to promote coordinated law enforcement and investigative strategy to battle the substance epidemic through cooperation and data sharing. The ODAC coordinator will be tasked with entering all drug investigations, drug seizures, drug arrests, substance overdose and other drug related investigative activities into HIDTA's Case Explorer, as well as assisting law enforcement with drug related cellular phone extract uploads into HIDTA's Communication Analysis Portal (CAP) for information and intelligence gathering so that such data may then be analyzed and disseminated for investigative purposes.

Project Design (Word Limit: 750)

a. Prior to the awarding of the MCIN-ODAC grant, the Worcester County Criminal Enforcement Team had been sporadically utilizing W/B HIDTA's Case Explorer and had not been using the Communication Analysis Portal (CAP) system at all. Additionally, substance overdoses were not completely captured or recorded and no referrals were being made. The amount of time devoted to the capturing and reporting of data had become unmanageable without a dedicated staff person for the task. As substance overdoses increased, so have the number of cases targeting individuals selling these substances, which have become increasingly deadly. Without the full-time ODAC position afforded by this grant, it is unlikely the members of the Criminal Enforcement Team will be able to adequately capture the data and report it in a timely, efficient manner. The unit would certainly not be able to devote the time and effort needed to participate in the various meetings with public health and community stakeholders and foster the relationships needed for effective information sharing and community collaboration. Worcester County has effectively participated in this program since 2016 and has the personnel and mechanisms in place to continue this successful collaboration.

b. The current coordinator position is embedded in the Worcester County Criminal Enforcement Team, the jurisdiction's multi-agency drug task force, which includes members of the Maryland State Police, Worcester County Sheriff's Office, Ocean City Police Department and has in the past based upon adequate agency staffing, participants from the Ocean Pines Police Department and the Pocomoke Police Department. The current onboard person who fills this position has established a successful record of participation in the monthly W/B HIDTA overdose and drug trend information sharing meeting and has regularly participated in the monthly W/B HIDTA multi-agency criminal analyst roundtable. The ODAC also participates in the Worcester County Overdose Prevention Team and Fatality Review Team meetings.

c. The ODAC program has been in place in Worcester County since 2016. The ODAC position has successfully accomplished the goals and objectives as set forth in prior awarded grant proposals and the results of those accomplishments have been reported in a complete and timely manner on a quarterly basis to the grantee, as well as on a monthly basis to the ODAC program manager at W/B HIDTA.

d. Several other agencies and entities have been positively impacted by this program through the sharing of overdose and drug trend information. The ODAC is a participant in both the Overdose Prevention Team and the Opioid Fatality Review Team. The ODAC has provided information to the Worcester County Health Department, the Worcester County School System and Worcester Goes Purple to help them with grant proposals as well as prevention and treatment activities. The ODAC has also provided information to Maryland Probation and Parole, Department of Social Services, Senator Mary Beth Carozza's Office and Atlantic General Hospital, among others.

Goals & Objectives (Word Limit: 1,500)

· Goal- To increase public safety by identifying and prioritizing criminal offenders, drug trafficking organizations, gangs and violent criminal networks who are engaged in the sale and distribution of illegal narcotics leading to fatal and non-fatal overdoses through accurate data analysis throughout Worcester County.

o Objective- Enter 100% of available data (drug investigations, arrests, and overdoses) into Case Explorer for dissemination of all drug-related information to W/B HIDTA.

§ Program measurement- number of cases entered into Case Explorer

§ Past Performance Indicator-In 2024, the ODAC entered 131 total cases, including 47 total overdoses.

§ Timeline – CY 2024 1/1/2024 – 12/31/2024

o Objective- Perform data mapping, on a monthly basis, of investigations and overdoses within the county to identify patterns and trends

§ Program Measurement- number monthly mapping updates provided to Criminal Enforcement team members and other necessary law enforcement persons or agencies.

§ Past Performance Indicator-Jan. 2024-14 cases; Feb. 2024-12 cases; March 2024-6 cases; April 2024-13 cases; May 2024-7 cases; June 2024-6 cases; July 2024-3 cases; August 2024-12 cases; Sept. 2024-19 cases; Oct. 2024-15 cases; Nov. 2024-14 cases; Dec.

2024-10 cases.

§ Timeline-CY 2024 1/1/2024-12/31/2024

· Goal- To disrupt and dismantle the activities of targeted criminal offenders, drug trafficking organizations, gangs and violent criminal offenders.

o Objective- Use/continue information sharing and monitoring and coordinate law enforcement and prosecution efforts on targeted offenders and criminal networks.

§ Program Measurement-enter number of offenders arrested and/or activities disrupted and/or dismantled.

§ Past Performance Indicator-CY 2024, 37 arrests entered; 3 drug trafficking organizations dismantled/disrupted; 4 Title 3's conducted; 93 investigative deconflictions and 445 target deconflictions entered

· Goal- To increase information sharing capabilities on all drug investigations, seizures, arrests, overdoses to improve intelligence sharing and prosecutorial actions.

o Objective- Seizure of all cellular phones at the crime scene of a criminal investigation as it relates to opioids.

§ Program Measurement- number of phones seized at crime scenes

§ Past Performance Indicator-15 phones seized

§ Timeline-CY 2024 1/1/2024 – 12/31/2024

o Objective- Use CELLEBRITE, or other extracting software, to retrieve data from seized cellular phones

§ Program Measurement- number of phones with data extracted

§ Past Performance Indicator-9 phones with data extracted.

§ Timeline-CY 2024 1/1/2024-12/31/2024

o Objective- Examine all overdoses as a crime scene to obtain information that may be used for prosecutorial purposes

§ Program Measurement- number of overdose crime scenes investigated

§ Past Performance Indicator- 47 OD's investigated at some level.

§ Timeline-CY 2024 1/1/2024 – 12/31/2024

§ Program Measurement- number of cases prosecuted as a result of seized phones or overdoses tracked.

§ Past Performance Indicator-At least 2 prosecuted but do not have access to all the prosecutorial information.

· Goal- To enhance information sharing across Worcester County to accurately track non-fatal opioid overdoses countywide

o Objective- Conduct outreach within all County agencies and entities that treat overdose patients (hospital, emergency medical services, municipal law enforcement, and Ocean City Police Department Narcotics Unit).

§ Program Measurement- number of outreach meetings held

§ Past Performance Indicator-In 2024, OPT meetings switched from monthly meetings to quarterly. 4 meetings in 2024. Fatality Review Team meeting was 3. Statewide ODAC meetings 11; W/B HIDTA analyst roundtable meetings 10.

§ Timeline-CY 2024 1/1/2024-12/31/2024

o Objective- Conduct outreach with the Public Health Entity, Worcester County Health Department, to obtain referral information for provision to the subjects of a non-fatal overdose

§ Program Measurement- number of meetings held with Worcester County

Health Department behavioral health treatment division

Past Performance Indicator- 7

Timeline-CY 2024 1/1/2024 – 12/31/2024

§ Program Measurement- number of referrals provided to subjects of non-fatal overdose

§ Past Performance Indicator-14 referrals

§ Timeline-CY 2024 1/1/2024-12/31/2-24

· Goal- To incorporate a comprehensive gun violence reduction strategy to address the factors that contribute to illegal firearm trafficking, possession and usage of firearms in violent acts.

o Objective- Use covert and overt investigative strategies, technology, electronic and human intelligence to support the identification of individuals illegally possessing, trafficking and using firearms in committing criminal behavior.

§ Program Measurement-report the number of firearms seized

§ Past Performance Indicator-22 firearms seized

§ Timeline-CY 2024 1/1/2024 – 12/31/2024

§ Performance measure-report the number of persons arrested for illegal possession of firearms.

§ Past Performance Indicator- 10 arrests

§ Timeline-CY 2024 1/1/2024 – 12/31/2024

In requesting continuation of this program grant, the Worcester County Overdose and Drug Awareness Coordinator has successfully met the aforementioned goals and performance measures in all the previous years to include being the recipient of the Maryland Governor's Citation for outstanding accomplishments in 2022. The ODAC continues to enter all non-fatal and fatal overdoses, case initiations, deconflictions, arrests, seizures, disruptions and dismantlements and will continue to share information with other Overdose and Drug Awareness Coordinators, the W/B HIDTA, the health department and other law enforcement and community-based agencies.

Data Collection Plan (Word Limit: 250)

The ODAC will continue to enter overdoses, telephone records, deconfliction information and additional narcotics case information utilizing various databases such as ODMAP, Case Explorer and the CAP. This will occur on a regular basis, if not daily. The ODAC maintains internal Sheriff's Office databases for case investigations, overdose cases, heroin/fentanyl packaging and stamps. The ODAC also receives case information on overdoses and other drug information from the crime analyst at the Ocean City Police Department, as the OCPD has their own narcotics unit and conducts their own overdose and drug distribution investigations. The ODAC reports overdoses and drug cases that are received directly from the narcotics unit investigators in which the ODAC is embedded. The ODAC uses these internal databases, Case Explorer and information from the Worcester County Criminal Enforcement Team, the Worcester County Sheriff's Office, the Worcester Health Department and the Ocean City Police Department to track and report the measures for this award. The ODAC will continue the responsibility of agency LinX Administrative duties for the agency as well.

Grant Personnel (Word Limit: 500)

The Worcester Criminal Enforcement Team (CET), the jurisdiction's most experienced unit in narcotics and firearms investigations, includes twelve investigators from the Worcester County Sheriff's Office, Maryland State Police, Drug Enforcement Agency and Ocean City Police Department. Some serve as federally authorized task force officers with HSI, DEA, and U.S. Marshals. Ocean Pines and Pocomoke PDs previously participated but are currently unable due to staffing shortages. CET conducts felony CDS investigations using both covert and overt methods, ranging from street-level cases to complex, multi-state wiretap operations. They utilize Cellebrite mobile forensics, operated by a certified civilian examiner, which has been vital in overdose cases and securing numerous CDS convictions, including heroin/fentanyl-related prosecutions. Since 2013, the team has responded to overdose scenes to investigate and perform forensic phone extractions.

Project Director – Carrie Tingle (salary is budget funded)
Ms. Carrie Tingle serves as the Financial Administrator/Grants Coordinator for the Worcester County Sheriff's Office. She has a background in finance and has served in governmental environments for the past 16 years.

Financial Officer - Dhara Patel (salary is budget funded)
Dhara Patel serves as the Senior Budget Officer for Worcester County, where she leverages her background in finance and accounting to oversee complex grant administration and assists in the management of the county's multi-million-dollar budget. Her expertise plays a critical role in maintaining fiscal responsibility and supporting long-term financial planning across county departments.

Key Consultant – Chief Deputy Nathaniel Passwaters (salary is budget funded)
Chief Deputy Passwaters has over twenty years of law enforcement experience and has been involved in a drug enforcement capacity for ~17 of those years. In 2008, Passwaters became a vital asset in developing the Criminal Enforcement Team (CET). As Chief Deputy, he oversees all aspects of the Sheriff's Office, with a specific focus on Investigative Services and CET.

Key Consultant – Sergeant Shane Musgrave (salary is budget funded)
Sergeant Musgrave supervises daily operations of CET, including the ODAC position. He oversees all drug enforcement investigations in Worcester County. Sergeant Musgrave is also cross-designated as a task force officer with Homeland Security Investigations. He conducts outreach presentations on substance abuse across the county, often in coordination with the ODAC.

Requested Personnel- Overdose and Drug Awareness Coordinator (salary currently grant funded)
A fulltime position, with duties described herein as Overdose and Drug Awareness Coordinator, imbedded in CET. Position will continue to be responsible for entering all drug investigations, drug seizures, drug arrests, illegal narcotics overdoses, and other firearms and/or drug-related investigative case activities into W/B HIDTA's Case Explorer, as well as assist with law enforcement drug-related cellular phone extract uploads into W/B HIDTA's CAP.

Sustainability (Word Limit: 200)

The Worcester County Sheriff's Office will seek Federal, State, County and local resources to continue this program after the grant period ends. The Sheriff's Office will work with other local enforcement agencies to identify resources and sources of funding that may be available. One time purchases require no additional resources and will be fully funded in this application.

Applicant Disclosure of Pending Applications Statement (Word Limit: 150)

The Worcester County Sheriff's Office does not have pending applications submitted within the last 12 months for federally funded assistance that includes requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

Budget Details and Spending Plan (Word Limit: 750)

Grant funding will supplement WCSO's budget for the specific position of Overdose and Drug Awareness Coordinator. Funds will be expended quarterly based on actual salary plus 30% fringe benefits paid to position holder. The only exception to the salary funds would be training costs to attend the 2-day MCIN conference in Fall 2026. Based on GSA per diems, we estimate $542 ($322 lodging + $220 meals/incidentals) for this training, with costs to be incurred in either Q1 or Q2 of the grant program period.

Unique Entity Identifier and SAM.GOV Expiration Date

UEI/DUNS: 1011193990000 / 10-111-9399

SAM.Gov expiration date: 09/17/2025

Person Completing the Project Narrative

Carrie Tingle
Financial Administrator
Worcester County Sheriff's Office
Ph: 410-632-1111 x2262
Fax: 410-632-3070
catingle@co.worcester.md.us

Timothy Sponaugle
Overdose and Drug Awareness Coordinator
Worcester County Sheriff's Office
Ph: 410-632-1111 x2601
Fax: 410-632-3070
tsponaugle@co.worcester.md.us

Project Budget

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	$84,247.00	$0.00	$0.00	$84,247.00
Operating Expenses	$0.00	$0.00	$0.00	$0.00
Travel	$542.00	$0.00	$0.00	$542.00
Contractual Services	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Other	$0.00	$0.00	$0.00	$0.00
Grand Total	**$84,789.00**	**$0.00**	**$0.00**	**$84,789.00**

Category A - Personnel

Control Number: 2025-MC-0007

	Description of Position	Priority	Salary Type	Funding Type	Total
1	Overdose and Drug Awareness Coordinator	1	Salary	Grant Funds	$64,805.00
2	Overdose and Drug Awareness Coordinator	2	Fringe	Grant Funds	$19,442.00
					$84,247.00

1. Base salary to include FY25 salary ($59,322) plus expected FY26 increase of 1 step (2.5%-$1,483) & COLA ($4,000)
2. Fringe benefit max 30% on FY26 expected base salary of $64,805

Category C - Travel

Control Number: 2025-MC-0007

	Travel	Priority	Funding Type	Quantity	Cost / Unit	Total
1	2-day conference Anne Arundel/Annapolis - GSA lodging per diem	3	Grant Funds	2	$161.00	$322.00
3	2-day conference Anne Arundel/Annapolis - GSA meals per diem (2 conference days)	4	Grant Funds	2	$80.00	$160.00
2	2-day conference Anne Arundel/Annapolis - GSA meals per diem (1 travel day)	5	Grant Funds	1	$60.00	$60.00
						$542.00

1. **GSA lodging per diem to attend 2-day conference in Anne Arundel/Annapolis, Fall 2026**

   (included per NOFA instructions)
2. **GSA meals per diem to attend 2-day conference in Anne Arundel/Annapolis, Fall 2026 (1 travel day)**

   (included per NOFA instructions)
3. **GSA meals per diem to attend 2-day conference in Anne Arundel/Annapolis, Fall 2026 (2 conference days)**

   (included per NOFA instructions)

V. Civil Rights Requirements

1. Civil rights contact person: Norton, Stacey - Director of Human Resources

2. Organization: Worcester County Board of County Commissioners

3. Address: County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863-1072

4. Telephone Number: (410) 632-0090

5. Number of persons employed by the organization unit responsible for implementation of this grant: 19

Project Service Sites

Site 1

Service Site	Worcester County Sheriff's Office
Apt. Suite, No. Street	1 West Market Street, Room 1001
City	Snow Hill
State & Zip	MD 21863-1069

Certified Assurances

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That cost sharing funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That if the subrecipient has expended $1,000,000 or more in federal funds during the entities fiscal year, a single audit has been conducted in accordance with 2 CFR §200.514 and submitted to the Federal Audit Clearinghouse (https://www.fac.gov/).

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Prevention and Policy shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Prevention and Policy may reasonably be required to administer the program.

6. Subrecipients will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include Title VI of the Civil Rights Act of 1964,which prohibits discrimination on the basis of race, color, national origin, religion or sex in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, subpart C; The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. § 10228(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; The DOJ regulations on the Partnerships with Faith-based and other Neighborhood Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding on explicitly religious activities (28 C.F.R. Part 38);

Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpart I; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, and religion in the delivery of services and employment practices (34 U.S.C. § 11182 (b)), and DOJ implementing regulations at 28 C.F.R. §§ 31.202, .403 & part 42, subpart D; Victims of Crime Act of 1984, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, and disability in the delivery of services and employment practices (34 U.S.C. § 20110(e)), and the DOJ implementing regulation at 28 C.F.R. § 94.114; and Violence Against Women Act of 1994, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, sexual orientation, and gender identity in the delivery of services and employment practices (34 U.S.C. § 12291(b)(13)). These laws prohibit agencies from retaliating against individuals for taking action to secure rights protected by these laws.

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor’s Office of Crime Prevention and Policy

8. Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding are governmental or for-profit entities, that have fifty or more employees and that receive a single award of $25,000 or more are required to prepare and submit electronically their Equal Opportunity Plan and certification utilizing the Equal Employment Opportunity Reporting tool located on the Office for Civil Rights (OCR) website at https://ojp.gov/about/ocr/eeop.htm

Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding that are Medical or Educational Institution, Indian Tribe, or non profit, governmental or for-profit entities with largest individual grant received is less than $25,000 and have less than 50 employees will need to submit an online certification form to the Office for Civil Rights (OCR) utilizing the Employment Opportunity tool at https://ojp.gov/about/ocr/eeop.htm but would be exempt from completing the Equal Opportunity Plan.

The Office for Civil Rights has training presentations available to recipients of OJP, OVW and COPS Office funding to assist them in meeting their federal civil rights obligations. These trainings can be accessed at www.ojp.usdoj.gov/about/ocr/assistance.htm

9. That the Grantee will comply with the provisions of the Governor’s Office of Crime Prevention and Policy’s General and Special Conditions for Grants. General Conditions are posted on the Governor's Office of Crime Prevention, and Policy’s website (https://gocpp.maryland.gov/grants/general-conditions/).

10. That the Grantee will comply with the provisions of 28 CFR Part 66 applicable to grants and cooperative agreements awarded with DOJ funding.

11. Subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: https://www.archives.gov/eeo/laws/title-vi.html

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Effective 1/18/2024, the Moore-Miller Administration renamed the Office to the Governor's Office of Crime Prevention and Policy (GOCPP). This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCCP or GOCPYVS.

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.

Signature of Authorized Official **Date**

Elder, Theodore J. - President

Name and Title

Control Number: 2025-MC-0007

Certification Regarding Lobbying

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting 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 the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting 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 this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about –

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

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

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

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

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

_____
_____

Check ___ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each ap¬plication for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ___ if the State has elected to complete OJP Form 4061/7.

_____

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant:	Worcester County Board of County Commissioners
Address:	County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863 1072
Project Title:	WCSO FY26 MCIN-ODAC
Federal ID Number:	52-6001064
Authorized Representative:	Elder, Theodore J. - President

Signature: _____

Signature of Authorized Official **Date**

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.

Worcester County Sheriff's Office

Matthew Crisafulli
Sheriff

Nathaniel Passwaters
Chief Deputy

April 24, 2025

To: Worcester County Commissioners

From: Sheriff Matthew Crisafulli

RE: FY2026 Police Recruitment and Retention (PRAR) Grant

We request your approval of our application for the FY2026 Police Recruitment and Retention (PRAR) Grant in the amount of $64,695.

If approved and awarded, grant funds will be used to purchase equipment related items for each sworn employee – specifically backpacks, ballistic clipboards, Leatherman multi-tools, coolers and tumblers.

Respectfully submitted,

Matthew Crisafulli
Sheriff

Police Recruitment and Retention (PRAR) - FY 2026 (PRAR)

Applicant: Worcester County Board of County Commissioners

Grant Application Form

Governor's Office of Crime Prevention and Policy

Submitted: 4/24/2025

Governor's Office of Crime Prevention and Policy
100 Community Place, 1st Floor Crownsville, MD
21032-2042 (410) 697-9338
Email: dlinfo_goccp@maryland.gov

www.goccp.maryland.gov
Wes Moore, Governor
Aruna Miller, Lt. Governor

Application Contents

- [x] Cover Sheet
- [x] Face Sheet
- [x] Summary / Narrative
- [x] Budget Summary
  - [ ] Personnel
  - [ ] Operating
  - [ ] Travel
  - [ ] Services
  - [ ] Equipment
  - [x] Other
- [x] Civil Rights
- [x] Service Sites
- [x] Assurances
- [x] Anti-Lobbying

Date Stamp:	OFFICE USE ONLY	
	Control Number:	Application Number: **2025-PR-0030**
	Received By:	Date:

Governor's Office of Crime Control & Prevention - Grant Application Form

Police Recruitment and Retention (PRAR) - FY 2026 (PRAR)

Applicant: **Worcester County Board of County Commissioners**

Project Title: **WCSO FY26 PRAR Grant**

Worcester **Local Government**

Start Date: **07/01/2025** **Submitted:** **4/24/2025 10:34:23 AM** **DUNS Number:** **101119399**
End Date: **06/30/2026** **Funding Year:** **SAM Expiration:** **9/17/2025**

Applicant:

Worcester County Board of County Commissioners
County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863 1072
(410) 632-1194 FAX: (410) 632-3131

Implementing Agency:

Worcester County Sheriff's Office
1 West Market Street, Room 1001
Snow Hill, MD 21863 1069
(410) 632-1111 FAX: (410) 632-3070

Authorized Official:	Elder, Theodore J. telder@co.worcester.md.us Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1194	President FAX: (410) 632-3131
Project Director:	Tingle, Carrie catingle@co.worcester.md.us Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1111	Worcester County Sheriff's Office Finance Administ FAX: (410) 632-3131
Fiscal Officer:	Patel, Dhara dkpatel@worcestermd.gov Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1194	Senior Budget Accountant FAX: (410) 632-3131

Funding Summary	100.0 %	Grant Funds	**$64,695.00**	_____	_____
	0.0 %	Cash Match	**$0.00**	_____	_____
	0.0 %	In-Kind Match	**$0.00**	_____	_____
		Total Project Funds	**$64,695.00**		

Project Summary

The Worcester County Sheriff's Office (WCSO) FY26 PRAR Grant Program will recognize and reward the unwavering dedication of our existing sworn deputies in Worcester County, MD. With the ongoing efforts of other agencies to draw qualified sworn personnel to their departments, we must identify strategies to retain our current experienced staffing. By implementing this grant as a retention incentive, we provide tangible expressions of gratitude and appreciation for the tireless efforts put forth daily by our agency deputies. Program funds in the amount of $64,695 will provide equipment retention incentives for sworn personnel.

Overall Organization Information (Word Limit: 500)

A. Mission Statement: The mission of the Worcester County Sheriff's Office is to maintain a positive working relationship with the community, build trust and confidence and preserve peace while reducing crime and protecting the lives of citizens living in Worcester County.

B. Brief Overview: The Worcester County Sheriff's Office was established in 1742 and is in Snow Hill, Maryland, the county seat of Worcester County. As the easternmost county of the United States, Worcester County borders the Atlantic Ocean as well as both Delaware and Virginia lines. Located in the same building as the Worcester County Courthouse and government building, we are a full-service law enforcement agency that maintains around the clock patrol service. Our agency currently employs 95 sworn deputies and 28 civilian support staff.

Our agency serves in numerous law enforcement and public safety capacities, including but not limited to: constitutional duties, individual courtroom security, Court House security, Government Center security, security escort for Treasurer's Office, extraditions across state lines, prisoner transports in and out of county and state, sex offender registrations and tracking, criminal investigations, civil processes, evictions, Sheriff's sales, Allied Law Enforcement agencies coordination, patrol services, traffic safety, control of County Fire Police, command of Animal Control, and oversight of the County Firearms Training Facility.

C. Key Organizational Information:

i. FY25 FTE: 116.3 (to include 95 Sworn law enforcement officers)
ii. Organizational Budget: FY25 $17,280,865 (to include personnel salaries and benefits)
iii. Percentage of Budget application requested: .4% ($64,695 requested)
iv. Jurisdictions: Entirety of Worcester County, including services to Berlin, Ocean City, Ocean Pines, Pocomoke and Snow Hill, Maryland and other smaller unincorporated areas
v. Client Population: The citizens of Worcester County and the thousands of visitors who visit the county annually, specifically during the months of Spring, Summer and Fall. The base population of Worcester County is approximately 52,460 with seasonal influxes of up to an additional 300,000 visitors. On average, each deputy is responsible for approximately 175 square miles during their shift. The WCSO has served Worcester County, MD since 1742.

Problem Statement/Needs Justification (Word Limit: 500)

A. The Worcester County Sheriff's Office (WCSO) FY26 PRAR Grant Program will recognize and reward the unwavering dedication of our existing sworn deputies in Worcester County, MD. With the ongoing efforts of other agencies to draw qualified sworn personnel to their departments, we must identify strategies to retain our current experienced staffing. By implementing this grant as a retention incentive, we provide tangible expressions of gratitude and appreciation for the tireless efforts put forth daily by our agency deputies.

i. Retention incentives in the form of equipment and accessories not funded by our operational budget

ii. Because of challenges such as low salaries, high stress and demanding work conditions, the purpose of this retention incentive program is to validate the importance and appreciation of our current workforce. Retention incentives will ensure that we maintain a skilled and experienced workforce, which is essential for effective law enforcement and public safety, by presenting tangible evidence of appreciation and gratitude. Lowering turnover rates minimizes the costs associated with recruiting and training new deputies and ensures continuity and stability within the ranks. Additionally, retaining experienced deputies can lead to better outcomes in terms of crime prevention, community relations and overall departmental effectiveness.

Overall, the purpose of this retention incentive program is to invest in the longevity and expertise of our current personnel, ultimately enhancing our ability to fulfill our mission of protecting and serving our community. We cannot underestimate the impact of losing experienced personnel. Each member of our team plays a vital role in upholding the professionalism and integrity of our organization. Losing qualified personnel not only weakens our agency's effectiveness but also jeopardizes the safety and security of the communities we serve.

iii. The WCSO is an ideal agency to receive and implement the FY26 PRAR grant because we not only understand the root cause of our staffing challenges, but have a practical plan to address that root cause through strategic investment in our current sworn personnel.

iv. The results of a salary study conducted over the last several months (uploaded to documents) polling starting salaries of like agencies show that WCSO deputies are paid at at a lesser rate than neighboring agencies and jurisdictions. Of 32 similar agencies polled, WCSO ranked 30th in starting compensation. The starting salary for a qualified Deputy is $55,037, while nearby agencies start at $62,763 (Queen Anne's County Sheriff's Office), $65,582 (St. Mary's County Sheriff's Office), $68,673 (Charles County Sheriff's Office), $78,800 (Rehoboth Beach Police Department), $86,919 (Delaware State Police). Because our starting salaries fall below neighboring agencies, we must find alternate ways to show our appreciation and gratitude to our deputies.

v. We do not anticipate any barriers specific to this project

vi. N/A

B. New

i. No

1. To date, we have not secured funding for the requested items

2. N/A

Program Purpose Area (Word Limit: 150)

By implementing an employee retention incentive program that recognizes every deputy, we can publicly reward the dedication of each of our sworn personnel. They are provided with physical proof that they are an agency priority and that we regularly look for options to enhance their experience with our agency. In turn, morale is enhanced, and performance is improved.

Investing in our current employees is not only a proactive measure but also a strategic one. Retaining skilled professionals who are familiar with our agency's protocols, values, and community dynamics ultimately saves time and resources that would otherwise be spent on recruiting and training new personnel. In addition, retaining experienced personnel strengthens community relationships and increases public trust. Incentivizing the excellence our deputies put forward results in improved law enforcement outcomes and increased community safety.

Project Design (Word Limit: 750)

a. The Worcester County Sheriff's Office is requesting funding in the amount of $64,695 specifically for the following equipment retention incentives:

· **5.11 BACKPACKS:**
Because law enforcement personnel must be prepared for so many situations, they are required to have on hand untold number of items. This backpack will ensure that numerous items are readily organized and available.
We are requesting funds in the amount of $13,300 for this item.
(RUSH® 24 2.0 Backpack 37L | High-Performance Tactical Gear | 5.11 Tactical® (511tactical.com) $140 ea.

· **LEATHERMAN MUT:**
This multi-purpose tool includes 16 items that our deputies will find useful in their daily duties. In addition to the standards such as pliers, wire cutters and cutting hook, it includes a carbon scraper, firearms cleaning rod/brush and firearm disassembly punch. We are requesting funds in the amount of $19,000 for this item. MUT - Tactical Multi-Tool | Leatherman $199.95 (rounded to $200) ea.

· **BALLISTIC CLIPBOARD:**
This tactical clipboard provides another level of ballistic protection within an everyday use item. The straps allow a deputy to easily shield their head or other exposed area in the event of a confrontation. We are requesting funds in the amount of $14,250 for this item. (Bulletproof Clipboard Level 3A | Ballistic Armor | Hardwire LLC) $150 ea.

· **RTIC COOLER:**
Our deputies work 10-hr shifts and are frequently held over for incidents or because extra personnel are needed on a later shift. These small personal-size coolers allow the deputies to carry adequate food and drink to last throughout their shifts, while being small enough to fit in with the myriad of items they must have available. We are requesting funds in the amount of $14,155 for this item.
https://rticoutdoors.com/Compact-Hard-Sided-Cooler?size=20&color=Dark-Grey $149 ea.

· **YETI TUMBLERS:**
Law enforcement personnel take pride in being healthy, which includes constant hydration. These tumblers will serve as a visual daily reminder that an employee is appreciated and valued. We are requesting funding in the amount of $3,990 for this item. (YETI Rambler 30 oz Travel Mug With Stronghold Lid) $42 ea.

b. N/A

c. Utilizing grant funding in the manner described aligns with best practices and industry standard in law enforcement management:

1. Focus is on retention over replacement - more cost-effective than hiring and training new law enforcement deputies, holding on to tenured sworn personnel is critical to institutional knowledge retention, consistent community relations with familiar faces

2. According to the Internationa Association of Chiefs of Police (IACP) and Police Executive Research Forum (PERF), non-monetary recognition and job elated tools can be just as meaningful as salary increases, especially when agencies have limited fiscal flexibility. This grant project provides practical, high-quality items that directly improve deputies' ability to do their job, visibly show appreciation from leadership and reinforce a sense of pride and professionalism.

3. The WCSO used a salary study across 32 agencies to identify its position in the regional compensation landscape (30th out of 32). This data-informed approach validates the need for non-salary incentives and supports the argument for urgency in intervention.

d. As WCSO strengthens its retention, it reduces cross-agency turnover, stabilizing law enforcement presence across the region. Mutual aid and joint operations benefit from retained, experienced WCSO personnel who are trained and familiar with local/regional protocols. The community we service benefits from retaining experienced deputies with increased trust, familiarity and reduced crime rates.

Goals & Objectives (Word Limit: 1,500)

A. The immediate goal of this program is to enhance the retention of existing sworn deputies by recognizing their dedication and providing meaningful, job-relevant incentives that improve morale, reinforce appreciation, and support long-term staffing stability. Our overall goal is to ensure that while we may not be able to offer the highest starting salaries, we work to promote the atmosphere of appreciation and recognize the importance of retaining our current personnel.

Investing in our current employees is not only a proactive measure but also a strategic one. Retaining skilled professionals who are familiar with agency protocols, values, and community dynamics ultimately saves time and resources that would otherwise be spent on recruiting and training new personnel. In addition, retaining experienced personnel strengthens community relationships and increases public trust. Incentivizing the excellence our deputies put forward results in improved law enforcement outcomes and increased community safety.

Specific objectives and expected outcomes include:

1. Enhance morale among sworn personnel

a. Objective: Improve workplace satisfaction and motivation through the distribution of high-quality, job-relevant retention incentives

b. Expected Outcome: Increased deputy engagement, job satisfaction, and pride in service.

2. Retain all existing deputies

a. Objective: Reduce voluntary turnover by acknowledging the value and commitment of experienced personnel

b. Expected Outcome: Lower resignation rates, improved retention metrics, and greater organizational continuity

3. Improve the Attractiveness of WCSO as a Long-Term Employe

a. Objective: Position WCSO as a desirable agency for career law enforcement professionals despite lower regional starting salaries

b. Expected Outcome: Increase in job applications and higher quality candidates interested in joining the agency

4. Promote a Culture of Recognition and Support

a. Objective: Reinforce a culture where deputies feel seen, appreciated, and supported through consistent, agency-wide incentives

b. Expected Outcome: Strengthened internal cohesion and improved team dynamics.

5. Support Operational Effectiveness and Community Safety

a. Objective: Maintain a skilled, experienced workforce capable of delivering uninterrupted and high-quality law enforcement services

b. Expected Outcome: Better response times, more effective policing, and increased public confidence in the agency

2. As detailed in the 'Project Design' section, we are requesting funding for the following equipment incentive items:

a. 5.11 BACKPACKS

b. LEATHERMAN MUT

c. BALLISTIC CLIPBOARD

d. RTIC COOLER

e. YETI TUMBLERS

3. We have not received funding for this project in the past; however, success for this program will be defined by the retention, satisfaction, and performance of sworn deputies, along with the overall stability and effectiveness of the agency (specific points detailed in 'Data Collection Plan' section).

4. We have not received funding for this project in the past.

5. Items will be ordered in the first quarter of the grant project and distributed to sworn personnel upon completion of WCSO branding

Data Collection Plan (Word Limit: 250)

To evaluate the effectiveness of the FY26 PRAR Grant Program, the Worcester County Sheriff's Office (WCSO) will implement a structured data collection plan that captures relevant quantitative and qualitative data aligned with the program's goals, objectives, and performance indicators.

Outputs and measurements:

1. Track distribution and utilization of retention incentives

a. Number of sworn deputies who received PRAR-funded retention incentives during each quarter

2. Measure changes in staffing levels, turnover and morale

a. Number of sworn deputy vacancies at the beginning of this quarter

b. Number of sworn deputy vacancies at the end of this quarter

c. Number of sworn deputies who retired during this quarter

d. Number of sworn deputies who resigned during this quarter

3. Evaluate deputy satisfaction and organizational impact

a. Greater deputy satisfaction among existing personnel

b. Increased number of applicants for remaining open positions (currently 4)

4. Inform continuous improvement and future funding decisions

Grant Personnel (Word Limit: 500)

Qualifications & Experience of Agency:

- Established Agency: WCSO has a long-standing presence (since 1742) as the primary law enforcement agency in Worcester County, Maryland, with jurisdiction over a diverse and high-demand service area.

- Skilled Workforce: The agency employs 95 sworn deputies, all of whom are certified and trained according to Maryland Police Training and Standards Commission (MPTSC) regulations.

- Service Area: Responsible for protecting a year-round population of over 52,000 residents and managing public safety during seasonal influxes of over 300,000 visitors—demonstrating operational scale and complexity.

- WCSO has successfully managed multiple grant programs in the past, including those supporting recruitment, equipment upgrades, overtime compensation, and community policing initiatives.

- The agency maintains compliance with state and federal grant reporting requirements, performance tracking, and financial audits.

Project Director: Carrie Tingle, Financial Administrator (salary is budget funded)
Ms. Carrie Tingle serves as the Financial Administrator and Grants Coordinator for the Worcester County Sheriff's Office. She has a background in finance and has served in governmental environments for the past 16 years. For this project, Ms. Tingle will oversee incentive expenditures, maintain staffing data and resignation/retirement logs (in coordination with DFC DeGiovanni), data collection activities, quarterly reports submittals.

Financial Officer: Dhara Patel, Senior Budget Officer (salary is budget funded)
Dhara Patel serves as the Senior Budget Officer for Worcester County, where she leverages her background in finance and accounting to oversee complex grant administration and assists in the management of the county's multi-million-dollar budget. Her expertise plays a critical role in maintaining fiscal responsibility and supporting long-term financial planning across county departments.

Key Consultant: Jennifer DeGiovanni, Deputy Sheriff First Class (salary is budget funded)
Deputy Sheriff First Class Jennifer DeGiovanni holds a Bachelor of Science Degree from Kutztown University. She began her law enforcement career at the Ocean City Police Department, MD. DFC DeGiovanni now works in the Professional Standards Division at the Worcester County Sheriff's Office as a recruiter and background investigator and routinely assists the community events organizer. For this project, DFC DeGiovanni will oversee recruitment tracking, field-level feedback and maintain staffing data and resignation/retirement logs (in coordination with Ms. Tingle),

Sustainability (Word Limit: 200)

a. 81% (95 sworn personnel of 116.3 FTE)

b. N/A

c. No other funding has been sought or secured to support this project.

d. Our Agency will continue to seek out future grant opportunities to request/continue retention incentives

Applicant Disclosure of Pending Applications Statement (Word Limit: 150)

The Worcester County Sheriff's Office does not have any pending application submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.

a. N/A

b. N/A

c. N/A

d. N/A

Budget Details and Spending Plan (Word Limit: 750)

We are requesting funding in the amount of $64,695 specifically for the following retention incentives:

· **5.11 BACKPACKS:**
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· **BALLISTIC CLIPBOARD:**
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· **RTIC COOLER:**
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https://rticoutdoors.com/Compact-Hard-Sided-Cooler?size=20&color=Dark-Grey $149 ea.

· **YETI TUMBLERS:**
Law enforcement personnel take pride in being healthy, which includes constant hydration. These tumblers will serve as a visual daily reminder that an employee is appreciated and valued. We are requesting funding in the amount of $3,990 for this item. (YETI Rambler 30 oz Travel Mug With Stronghold Lid) $42 ea.

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Unique Entity Identifier and SAM.GOV Expiration Date

UEI: 10-111-9399

SAM.GOV expiration: 09/17/2025

Person Completing the Project Narrative

Carrie Tingle
Financial Administrator/Grants Coordinator
Worcester County Sheriff's Office
Ph: 410-632-1111 x2262
Fax: 410-632-3070
catingle@co.worcester.md.us

Project Budget

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	$0.00	$0.00	$0.00	$0.00
Operating Expenses	$0.00	$0.00	$0.00	$0.00
Travel	$0.00	$0.00	$0.00	$0.00
Contractual Services	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Other	$64,695.00	$0.00	$0.00	$64,695.00
Grand Total	**$64,695.00**	**$0.00**	**$0.00**	**$64,695.00**

Category F - Other

Control Number: 2025-PR-0030

	Other	Priority	Funding Type	Quantity	Cost / Unit	Total
2	Leatherman MUT	1	Grant Funds	95	$200.00	$19,000.00
1	5.11 Backpacks	2	Grant Funds	95	$140.00	$13,300.00
4	RTIC Cooler	3	Grant Funds	95	$149.00	$14,155.00
3	Ballistic Clipboard	4	Grant Funds	95	$150.00	$14,250.00
5	YETI Tumblers	5	Grant Funds	95	$42.00	$3,990.00
						$64,695.00

1. Because law enforcement personnel must be prepared for so many situations, they are required to have on hand untold number of items. This backpack will ensure that numerous items are readily organized and available.
   We are requesting funds in the amount of $13,300 for this item.
   (RUSH® 24 2.0 Backpack 37L | High-Performance Tactical Gear | 5.11 Tactical® (511tactical.com) $140 ea.
2. This multi-purpose tool includes 16 items that our deputies will find useful in their daily duties. In addition to the standards such as pliers, wire cutters and cutting hook, it includes a carbon scraper, firearms cleaning rod/brush and firearm disassembly punch. We are requesting funds in the amount of $18,996 for this item. MUT - Tactical Multi-Tool | Leatherman $199.95 (rounded to $200.00) ea.
3. This tactical clipboard provides another level of ballistic protection within an everyday use item. The straps allow a deputy to easily shield their head or other exposed area in the event of a confrontation. We are requesting funds in the amount of $14,250 for this item. (Bulletproof Clipboard Level 3A | Ballistic Armor | Hardwire LLC) $150 ea.
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5. Law enforcement personnel take pride in being healthy, which includes constant hydration. These tumblers will serve as a visual daily reminder that an employee is appreciated and valued. We are requesting funding in the amount of $3,990 for this item. (YETI Rambler 30 oz Travel Mug With Stronghold Lid) $42 ea.

V. Civil Rights Requirements

1. Civil rights contact person: Norton, Stacey - Director of Human Resources

2. Organization: Worcester County Board of County Commissioners

3. Address: County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863-1072

4. Telephone Number: (410) 632-0090

5. Number of persons employed by the organization unit responsible for implementation of this grant: 19

Project Service Sites

Site 1

Service Site	Worcester County Sheriff's Office
Apt. Suite, No. Street	1 West Market Street, Room 1001
City	Snow Hill
State & Zip	MD 21863-1069

Certified Assurances

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That cost sharing funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That if the subrecipient has expended $1,000,000 or more in federal funds during the entities fiscal year, a single audit has been conducted in accordance with 2 CFR §200.514 and submitted to the Federal Audit Clearinghouse (https://www.fac.gov/).

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Prevention and Policy shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Prevention and Policy may reasonably be required to administer the program.

6. Subrecipients will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include Title VI of the Civil Rights Act of 1964,which prohibits discrimination on the basis of race, color, national origin, religion or sex in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, subpart C; The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. § 10228(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; The DOJ regulations on the Partnerships with Faith-based and other Neighborhood Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding on explicitly religious activities (28 C.F.R. Part 38);

Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpart I; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, and religion in the delivery of services and employment practices (34 U.S.C. § 11182 (b)), and DOJ implementing regulations at 28 C.F.R. §§ 31.202, .403 & part 42, subpart D; Victims of Crime Act of 1984, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, and disability in the delivery of services and employment practices (34 U.S.C. § 20110(e)), and the DOJ implementing regulation at 28 C.F.R. § 94.114; and Violence Against Women Act of 1994, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, sexual orientation, and gender identity in the delivery of services and employment practices (34 U.S.C. § 12291(b)(13)). These laws prohibit agencies from retaliating against individuals for taking action to secure rights protected by these laws.

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor’s Office of Crime Prevention and Policy

8. Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding are governmental or for-profit entities, that have fifty or more employees and that receive a single award of $25,000 or more are required to prepare and submit electronically their Equal Opportunity Plan and certification utilizing the Equal Employment Opportunity Reporting tool located on the Office for Civil Rights (OCR) website at https://ojp.gov/about/ocr/eeop.htm

Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding that are Medical or Educational Institution, Indian Tribe, or non profit, governmental or for-profit entities with largest individual grant received is less than $25,000 and have less than 50 employees will need to submit an online certification form to the Office for Civil Rights (OCR) utilizing the Employment Opportunity tool at https://ojp.gov/about/ocr/eeop.htm but would be exempt from completing the Equal Opportunity Plan.

The Office for Civil Rights has training presentations available to recipients of OJP, OVW and COPS Office funding to assist them in meeting their federal civil rights obligations. These trainings can be accessed at www.ojp.usdoj.gov/about/ocr/assistance.htm

9. That the Grantee will comply with the provisions of the Governor’s Office of Crime Prevention and Policy’s General and Special Conditions for Grants. General Conditions are posted on the Governor's Office of Crime Prevention, and Policy’s website (https://gocpp.maryland.gov/grants/general-conditions/).

10. That the Grantee will comply with the provisions of 28 CFR Part 66 applicable to grants and cooperative agreements awarded with DOJ funding.

11. Subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: https://www.archives.gov/eeo/laws/title-vi.html

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Effective 1/18/2024, the Moore-Miller Administration renamed the Office to the Governor's Office of Crime Prevention and Policy (GOCPP). This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCCP or GOCPYVS.

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.

Signature of Authorized Official **Date**

Elder, Theodore J. - President

Name and Title

Control Number: 2025-PR-0030

Certification Regarding Lobbying

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting 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 the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting 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 this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about –

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

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

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

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

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

_____
_____

Check ___ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each ap¬plication for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ___ if the State has elected to complete OJP Form 4061/7.

_____

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant:	Worcester County Board of County Commissioners
Address:	County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863 1072
Project Title:	WCSO FY26 PRAR Grant
Federal ID Number:	52-6001064
Authorized Representative:	Elder, Theodore J. - President

Signature: _____

Signature of Authorized Official **Date**

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.

Worcester County Sheriff's Office

ITEM 5

Matthew Crisafulli
Sheriff

Nathaniel Passwaters
Chief Deputy

April 23, 2025

To: Worcester County Commissioners

From: Sheriff Matthew Crisafulli

RE: FY2026 Warrant Apprehension and Absconding Grant (WAAG)

We request your approval of our application for the FY2026 Warrant Apprehension and Absconding Grant (WAAG) in the amount of $45,500.

If approved and awarded, grant funds will be used to offset overtime costs of personnel participating in warrant-related activities, i.e. warrant research, service, apprehension, extradition, etc.

Respectfully submitted,

Matthew Crisafulli
Sheriff

FY 2026 Local Warrant Apprehension and Absconding Grant Program (WAAG) (WAAG)

Applicant: Worcester County Board of County Commissioners

Grant Application Form

Governor's Office of Crime Prevention and Policy

Submitted: 4/23/2025

Governor's Office of Crime Prevention and Policy
100 Community Place, 1st Floor Crownsville, MD
21032-2042 (410) 697-9338
Email: dlinfo_goccp@maryland.gov

www.goccp.maryland.gov
Wes Moore, Governor
Aruna Miller, Lt. Governor

Application Contents

- [x] Cover Sheet
- [x] Face Sheet
- [x] Summary / Narrative
- [x] Budget Summary
  - [x] Personnel
  - [ ] Operating
  - [ ] Travel
  - [ ] Services
  - [ ] Equipment
  - [ ] Other
- [x] Civil Rights
- [x] Service Sites
- [x] Assurances
- [x] Anti-Lobbying

Date Stamp:	OFFICE USE ONLY	
	Control Number:	Application Number: **2025-WA-0017**
	Received By:	Date:

Governor's Office of Crime Control & Prevention - Grant Application Form

FY 2026 Local Warrant Apprehension and Absconding Grant Program (WAAG) (WAAG)

Applicant: **Worcester County Board of County Commissioners**

Project Title: **WCSO FY26 WAAG**

Worcester **Local Government**

Start Date: **07/01/2025** **Submitted:** **4/23/2025 7:28:08 AM** **DUNS Number:** **101119399**

End Date: **06/30/2026** **Funding Year:** **SAM Expiration:** **9/17/2025**

Applicant:

Worcester County Board of County Commissioners
County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863 1072
(410) 632-1194 FAX: (410) 632-3131

Implementing Agency:

Worcester County Sheriff's Office
1 West Market Street, Room 1001
Snow Hill, MD 21863 1069
(410) 632-1111 FAX: (410) 632-3070

Authorized Official:	Elder, Theodore J. telder@co.worcester.md.us Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1194	President FAX: (410) 632-3131
Project Director:	Tingle, Carrie catingle@co.worcester.md.us Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1111	Worcester County Sheriff's Office Finance Administ FAX: (410) 632-3131
Fiscal Officer:	Patel, Dhara dkpatel@worcestermd.gov Worcester County Board of County Commissioners County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863-1072 (410) 632-1194	Senior Budget Accountant FAX: (410) 632-3131

Funding Summary					
	100.0 %	Grant Funds	**$45,500.00**	_____	_____
	0.0 %	Cash Match	**$0.00**	_____	_____
	0.0 %	In-Kind Match	**$0.00**	_____	_____
		Total Project Funds	**$45,500.00**		

Project Summary

The Worcester County Sheriff's Office FY26 Local Warrant Apprehension and Absconding (WAAG) Grant Program is designed to enhance the efficient execution of arrest warrants across Worcester County, Maryland. This initiative aims to improve public safety by swiftly locating and apprehending individuals with outstanding warrants, particularly those who pose a threat to the community. By removing dangerous offenders from the streets, this program directly benefits all residents of Worcester County and supports the continued safety and well-being of our communities. Requested funding in the amount of $45,500 will offset overtime costs of personnel.

Overall Organization Information (Word Limit: 500)

A. Mission Statement: The mission statement of the Worcester County Sheriff's Office is to maintain a positive working relationship with the community, build trust and confidence and preserve peace while reducing crime and protecting the lives of citizens living in Worcester County.

B. Brief Overview: The Worcester County Sheriff's Office was established in 1742 and is in Snow Hill, Maryland, the county seat of Worcester County. As the easternmost county of the United States, Worcester County borders the Atlantic Ocean as well as both Delaware and Virginia lines. Located in the same building as the Worcester County Courthouse and government building, we are a full service law enforcement agency that maintains around the clock patrol service. Our agency currently employs 95 sworn deputies and 28 civilian support staff.

Our agency serves in numerous law enforcement and public safety capacities, including but not limited to: constitutional duties, individual courtroom security, Court House security, Government Center security, security escort for Treasurer's Office, extraditions across state lines, prisoner transports in and out of county and state, sex offender registrations and tracking, criminal investigations, civil processes, evictions, Sheriff's sales, Allied Law Enforcement agencies coordination, patrol services, traffic safety, control of County Fire Police, command of Animal Control, and oversight of the County Firearms Training Facility.

C. Key Organizational Information:

i. FY25 FTE: 116.3 (to include 95 Sworn law enforcement officers)

ii. Organizational Budget: FY25 $17,280,865 (to include personnel salaries and benefits)

iii. Percentage of Budget application requested: .3% ($45,500 requested)

iv. Jurisdictions: Entirety of Worcester County, including services to Berlin, Ocean City, Ocean Pines, Pocomoke and Snow Hill, Maryland and other smaller unincorporated areas

v. Client Population: The citizens of Worcester County and the thousands of visitors who visit the county annually, specifically during the months of Spring, Summer and Fall. The base population of Worcester County is approximately 52,460 with seasonal influxes of up to an additional 300,000 visitors. On average, each deputy is responsible for approximately 175 square miles during their shift. The WCSO has served Worcester County, MD since 1742.

Problem Statement/Needs Justification (Word Limit: 500)

A. Summarize

i. WAAG funding will allow the WCSO to serve court-ordered warrants outside of normal working hours, and to apprehend wanted and absconding individuals at unexpected times, ultimately reducing the number of outstanding warrants that needed to be served. Deputies ensure that warrants issued for violent crimes are a priority.

ii. Serving warrants and apprehending offenders is paramount in preserving peace and protecting the lives of citizens and visitors of Worcester County.

iii. Within the Judicial Services division of the Worcester County Sheriff's Office (WCSO) is the Warrant Unit, a specialized law enforcement team focused on locating and arresting individuals with outstanding warrants—particularly those related to serious crimes or those who are actively evading arrest. In addition, we maintain a team of 4 civilian analysts, who assist with the validation and research of open warrants among their other responsibilities.

iv. Worcester County currently faces a significant backlog of 8,134 outstanding warrants, indicating a pressing public safety and resource challenge. In 2024 alone, 72% (577 out of 802) of the arrests made by the Worcester County Sheriff's Office were warrant-related. This high percentage demonstrates the ongoing demand for warrant enforcement. However, with thousands of warrants still unserved, it is evident that current staffing and resources are insufficient. Expanding overtime hours dedicated specifically to warrant service is essential to reduce this backlog, improve community safety, and support timely justice system processes.

v. We do not anticipate any barriers to successful completion of this grant project.

vi. N/A

B. New request / continuation

i. Yes

1. N/A

2.

a. $25,000

b. FY25 WAAG, GOCCP: $25,000

c. Continued analysis, research and service of outstanding warrants

d. We are requesting an increase of $20,500 in funding for FY26. As a result of a grant audit in FY25 Q2, we realized overtime warranted extradition costs were permissible. As a result, our requested reimbursement increased significantly between Q2 and Q3 (Q2-$5,790.07 vs Q3-$13,380.52). Increased funding will allow us to complete even more warrant services and warranted extraditions during overtime hours.

e. The spending of FY25 funding started off a bit slow, as we were unaware that warrant extradition costs were allowable. Once this was understood, funds expended in Q3 far exceeded Q2. We fully expect to expend all remaining FY25 funds by the end of the current grant period with no barriers or issues.

f. We have experienced no delays or adjustments in spending, other than the inclusion of warranted extradition costs as noted above.

Program Purpose Area (Word Limit: 150)

Our project cohesively aligns with the priorities listed within the WAAG NOFA. The purpose of the WCSO applying for this grant is to obtain grant funds to put towards overtimes purposes, that will allow us work overtime hours to serve an increased number of warrants and arrest violent offenders in our community to keep Worcester County safe. As this grant will allow the WCSO to serve warrants on an after-hours, we can continue to reduce the number of outstanding warrants awaiting service. In addition, serving warrants during unexpected hours generally result in more apprehensions as offenders are at their residences and not at work or other daytime activities. This will ultimately help us reduce the amount of wanted individuals and overall crime in Worcester County.

Project Design (Word Limit: 750)

The identified problem is that there are currently 8,134 outstanding warrants pending service in Worcester County, MD. In 2024, 577 of 802 Worcester County Sheriff's Office arrests were warrant arrests - 71%. There are still thousands of individuals in Worcester County who have not been arrested on outstanding warrants. Funding provided by WAAG will allow warrants to be served during overtime hours.

Projected results are that grant funding will increase the safety of our county. Having the option for deputies and analysts to work outside of normal business hours will lead to the arrest of more wanted individuals, with a focus on violent offenders. In cases where warrants involving crimes of violence need to be served, it may take multiple deputies and hours of research and surveillance to safely apprehend the individuals.

a. The program design will be as follows:

(Analysts will receive warrant, complete wanted check through METERS, complete in-house record check, complete Maryland Ident-Index check via CJIS Mainframe, complete III Identification information check via METERS, III complete criminal history check (METERS), complete NLETS criminal history check, complete NLETS driver inquiry, complete MVA name, driver and vehicle registration checks)

1. Deputies will be authorized to sign up for overtime details to serve warrants
2. Deputies will obtain a list of warrants and prioritize searching for those with charges for violent crimes first
3. Deputies will gather intelligence related to searching for the wanted person
4. Once the wanted person is located, deputies will arrest, transport, and process them
5. Deputies will then ensure the defendant goes in front of the District Court Commissioner or Judge for their initial appearance
6. A Deputy will then ensure that the defendant is released from WCSO or held on bond and transported to the Worcester County Jail

b. N/A

c. Serving warrants at varying times of the day, particularly during early mornings, evenings, and weekends, is supported by best practices and evidence-based methodologies used by law enforcement agencies nationwide. Research and operational experience have shown that non-traditional warrant service hours increase the likelihood of successful apprehensions, as individuals with outstanding warrants are more likely to be at home outside of regular business hours. This approach minimizes the chances of evasion and maximizes officer efficiency.

Industry standards, such as those recommended by the U.S. Marshals Service and other federal task forces, endorse flexible and intelligence-driven warrant operations. These strategies are informed by data on offender routines and are designed to increase officer safety while reducing community disruption. By adopting these proven practices, the Worcester County Sheriff's Office enhances its ability to locate and arrest wanted individuals effectively, contributing to overall crime reduction and improved public safety outcomes.

d. The level of cooperation we experience with our allied agencies remains strong and consistent. Historically, we have maintained mutually beneficial working relationships with local municipalities and the additional support provided through this grant has only deepened that collaboration. The increased involvement in warrant service activities has significantly enhanced interagency communication and coordination. Given our county-wide jurisdiction, we regularly execute warrants and apprehend wanted individuals across multiple municipal jurisdictions. These municipalities have proven to be dependable and responsive partners, readily providing assistance, intelligence, and personnel support when necessary to ensure successful outcomes.

Goals & Objectives (Word Limit: 1,500)

The overall goal of this program is the following:
Through coordination and cooperation between local law enforcement and state and federal agencies, we will be able to reduce the number of active warrants in our jurisdiction, as well as other jurisdictions in Maryland, by serving warrants outside of normal working hours. This will ultimately reduce the amount of crime and wanted individuals in Worcester County.

Objective #1: Reduce the number of existing active warrants and maintain a minimal number of active warrants going forward

1. Project Activities

Project activities will consist of deputies obtaining warrants, collecting intelligence on the wanted persons involved, serving warrants, and processing the offender before release or commitment. The deputy will first obtain warrants that need served from the Records division, where analysts have confirmed the warrant's validity. The deputy will then complete an intelligence packet on the wanted person to determine an address or address(es) where the person may be living or frequenting, the vehicles the individual may be

operating, the place of employment where the person may be working, as well as identify known associates of the wanted person in attempts to find them. The deputy may also need to conduct a criminal history inquiry in case the person is wanted for serious crimes. The deputy may check the Maryland Dashboard website to check if the person has any firearms registered to them. The deputy may check open social media profiles in attempts to locate the wanted person. These intelligence packets can take up to an hour to complete but are necessary to ensure the deputy or deputies involved, as well as the wanted person, are as safe as possible during the apprehension.

Depending on the severity of the offense, the deputy may determine that the safest course of apprehension is to conduct surveillance and wait for the wanted person to walk outside of their residence or place of employment to arrest them, especially in cases of violent, repeat offenders. Open air take downs are typically safer than knock-and-talk approaches in cases with violent offenders. These cases can take longer to resolve, and it may involve multiple deputies and hours of surveillance to safely apprehend the person.

After the arrest of a wanted person, the arresting deputy will need to transport the wanted person to the Sheriff's Office to be processed, process the prisoner upon arrival, and take the prisoner before the District Court Commissioner. Once the prisoner is seen by the District Court Commissioner, he or she will either be released, or he or she may need to be transported to the county jail. This whole process can take hours, and if the arrestee is uncooperative, it may require the presence of two deputies.

2. Resources

Necessary resources are funds to offset overtime costs accrued by deputies serving warrants and making warrant apprehensions. The WCSO is requesting $45,500 to allow deputies to perform warrant apprehensions on an overtime basis. The average overtime rate for a deputy (ranks Deputy-Sergeant) and/or analyst is $50/hour. Accounting for 30% fringe benefits, the requested funding of $45,500 will allow for approximately 700 hours of overtime warrant-related activities. Funds awarded will offset personnel overtime costs.

3. Program Measurement

The Worcester County Sheriff's Office warrant unit — typically measures success using a mix of quantitative and qualitative metrics. Here's a breakdown of how we track and evaluate effectiveness:

Quantitative Metrics

1. Warrants Cleared

a. Number of warrants served or resolved (arrests made, people turning themselves in, etc.)

b. Clearance rate: percentage (%) of outstanding warrants successfully executed

c. High-Risk Apprehensions

d. Number of violent or high-priority offenders safely apprehended

e. Rate of successful captures without injury to officers, suspects, or the public

2. Time to Serve

a. Average time from warrant issuance to execution

b. Faster times can indicate better efficiency or intelligence

3. Fugitive Recovery Rate

a. Especially for units with a focus on fugitives or extraditions

4. Collaboration Outcomes

a. Joint operations with task forces (e.g., U.S. Marshals, local police) and the results of those

5. Community Impact

a. Reduction in local crime rates tied to warrant enforcement

b. Public perception (sometimes tracked through surveys or community feedback)

c. Officer Safety & Procedure Compliance

d. Adherence to protocols and use-of-force standard

e. Fewer complaints or internal investigations

6. Intelligence-Driven Operations

a. Use of surveillance, informants, and technology to strategically target high value warrants rather than just volume.

7. Judicial Relationships

a. Maintaining trust and efficiency with courts and prosecutors, ensuring warrants are well-documented and legally sound.

The effectiveness of this program will be measured by the number of arrests made.

4. The Worcester County Sheriff's Office (WCSO) has a strong track record of utilizing resources effectively to serve warrants and apprehend offenders. Historical data from previous reporting periods support our ability to meet and exceed performance expectations:

2022: WCSO deputies made **710 total arrests**, of which **495 (70%)** were warrant-related

2023: Out of **768 total arrests**, **543 (71%)** were for outstanding warrants, demonstrating consistent focus and efficiency in warrant service

2024 (YTD): As of the latest reporting, **577 of 802 arrests (72%)** were for outstanding warrants—an upward trend in both volume and percentage, indicating growing demand and continued performance

In previous grant-funded overtime initiatives, the WCSO consistently met or exceeded targets for warrant-related operations. During a 6 -month period in a prior overtime-funded project, deputies served **180 warrants** during non- traditional hours, contributing to a **15% increase** in apprehensions compared to the same period the year prior.

This data clearly supports the anticipated outputs of increasing warrant service rates and enhancing public safety through strategic use of overtime hours. It also demonstrates the WCSO's capability to effectively manage grant funds to achieve measurable results.

5. Overtime analysis and service of outstanding warrants will begin upon notification of grant funding. A/Sergeant Kenneth Parr will be responsible for scheduling and monitoring of individual deputies working on the grant project, while Carrie Tingle will ensure timelines and target dates are being met. Spending will vary per quarter, due to deputy availability and number of extraditions scheduled. We anticipate no barriers to expending all requested funding.

Data Collection Plan (Word Limit: 250)

The WCSO enters all warrants received into a records management System (RMS). RMS maintains the statistical data for all submitted active reports, recalled warrants, and warrants referred to other agencies. A Computer Aided Dispatch (CAD) system is utilized to track and monitor warrant attempts and services. Our scheduling and time-keeping program, inTime, allows us to monitor a Deputy's time spent working on WAAG related matters.

Warrants served will be organized by offense, with the outcome measures noted in the 'Goals and Objectives' section categorized by warrants attempted versus served.

Reports will be submitted to GOCCP on a quarterly basis.

Grant Personnel (Word Limit: 500)

The Worcester County Sheriff's Office is a full-service Sheriff's Office established in 1742. The Judicial Services division of the WCSO is assigned all active bench warrants through both District and Circuit Court, as well as arrest warrants within the County. This Division is the most experienced with warrant management within our county-wide jurisdiction, due largely to the fact that they receive warrants daily from the courts.

Project Director – Carrie Tingle (salary is budget funded)
Ms. Carrie Tingle serves as the Financial Administrator/Grants Coordinator for the Worcester County Sheriff's Office. She has a background in finance and has served in governmental environments for the past 16 years.

Financial Officer - Dhara Patel (salary is budget funded)
Dhara Patel serves as the Senior Budget Officer for Worcester County, where she leverages her background in finance and accounting to oversee complex grant administration and assists in the management of the county's multi-million-dollar budget. Her expertise plays a critical role in maintaining fiscal responsibility and supporting long-term financial planning across county departments.

Key Consultant - Acting Sergeant Kenneth Parr, Judicial Services Division (salary is budget funded)
A/Sgt. K. Parr is a 24-year Law Enforcement veteran and has been with the Worcester County Sheriff's Office for 21 of those years. His experience ranges from Patrol to Judicial Services Division Supervisor. He has a vast knowledge of warrant operations and initiatives.

Sustainability (Word Limit: 200)

a. Approximately 7 deputies and 4 analysts will be involved in the overtime process of this WAAG project - ~6.02%

b. N/A

c. No other funds have been secured to support this project

d. Our Agency will continue to research available resources to supplement budgeted overtime fund

Applicant Disclosure of Pending Applications Statement (Word Limit: 150)

The Worcester County Sheriff's Office does not have any pending applications submitted within the past 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet under this solicitation.

Budget Details and Spending Plan (Word Limit: 750)

a. Budget Plan

i. Our application for WAAG funding is to supplement existing budget funds by reimbursing overtime costs incurred for warrant-related activities, such as researching warrants, warrant service, warrant extradition service, etc. Because we are not budgeted overtime funds for this project, supplanting does not apply.

ii. We are requesting $45,500, determined as follows: $35,000 base overtime reimbursement plus 30% fringe benefits reimbursement. At an average overtime rate of $50/hour, this funding will allow for ~700 hours of warrant-related overtime activity.

iii. We are requesting $45,500, determined as follows: $35,000 base overtime reimbursement plus 30% fringe benefits reimbursement. At an average overtime rate of $50/hour, this funding will allow for ~700 hours of warrant-related overtime activity.

iv: We are requesting $45,500, determined as follows: $35,000 base overtime reimbursement plus 30% fringe benefits reimbursement. At an average overtime rate of $50/hour, this funding will allow for ~700 hours of warrant-related overtime activity.

Unique Entity Identifier and SAM.GOV Expiration Date

UEI: 101119399000

SAM.GOV expiration: 09/17/2025

Person Completing the Project Narrative

Carrie Tingle
Finance Administrator/Grants Coordinator
Worcester County Sheriff's Office
Ph: 410-632-1111 x2262
Fax: 410-632-3070
catingle@co.worcester.md.us

Project Budget

A. Budget Summary

	Grant Funds	Cash Match	In-Kind Match	Total Award
Personnel	$45,500.00	$0.00	$0.00	$45,500.00
Operating Expenses	$0.00	$0.00	$0.00	$0.00
Travel	$0.00	$0.00	$0.00	$0.00
Contractual Services	$0.00	$0.00	$0.00	$0.00
Equipment	$0.00	$0.00	$0.00	$0.00
Other	$0.00	$0.00	$0.00	$0.00
Grand Total	**$45,500.00**	**$0.00**	**$0.00**	**$45,500.00**

Category A - Personnel

Control Number: 2025-WA-0017

	Description of Position	Priority	Salary Type	Funding Type	Total
1	Agency Personnel - ~7 deputies, 4 analysts	1	Overtime	Grant Funds	$35,000.00
2	Agency Personnel - ~7 deputies, 4 analysts	2	Fringe	Grant Funds	$10,500.00
					$45,500.00

1. Approximately 7 deputies and 4 analysts will work this grant program. Average OT rate is $50/hr. Requested OT funds of $35,000 will allow for ~700 hours of warrant-related activity.
2. Approximately 7 deputies and 4 analysts will work this grant program. Fringe benefits at 30% of requested OT funds of $35,000 will allow for ~700 hours of warrant-related activity.

V. Civil Rights Requirements

1. Civil rights contact person: Norton, Stacey - Director of Human Resources

2. Organization: Worcester County Board of County Commissioners

3. Address: County Government Center
1 W Market St Rm 1103
Snow Hill, MD 21863-1072

4. Telephone Number: (410) 632-0090

5. Number of persons employed by the organization unit responsible for implementation of this grant: 19

Project Service Sites

Site 1

Service Site	Worcester County Sheriff's Office
Apt. Suite, No. Street	1 West Market Street, Room 1001
City	Snow Hill
State & Zip	MD 21863-1069

Certified Assurances

THE APPLICANT HEREBY ASSURES AND CERTIFIES THE FOLLOWING:

1. That Federal funds made available under this grant will not be used to supplant State or local funds, but will be used to increase the amounts of such funds that would, in the absence of Federal Funds, be made available for program activities.

2. That cost sharing funds required to pay the non-Federal portion of the cost of each project, for which grant funds are made available, shall be in addition to funds that would otherwise be made available for program activities by the recipient of the grant funds and shall be provided as required in the Grant Award document.

3. That if the subrecipient has expended $1,000,000 or more in federal funds during the entities fiscal year, a single audit has been conducted in accordance with 2 CFR §200.514 and submitted to the Federal Audit Clearinghouse (https://www.fac.gov/).

4. That fund accounting, auditing, monitoring, evaluation procedures and such records as the Governor's Office of Crime Prevention and Policy shall prescribe to and shall be provided to assure fiscal control, proper management and efficient disbursement of funds received.

5. That the Grantee shall maintain such data and information and submit such reports in such form, at such times, and containing such information as the Governor's Office of Crime Prevention and Policy may reasonably be required to administer the program.

6. Subrecipients will comply (and will require any subgrantees or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include Title VI of the Civil Rights Act of 1964,which prohibits discrimination on the basis of race, color, national origin, religion or sex in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, subpart C; The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (34 U.S.C. § 10228(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D; Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G; Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35; Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in educational programs (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; The DOJ regulations on the Partnerships with Faith-based and other Neighborhood Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding on explicitly religious activities (28 C.F.R. Part 38);

Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulation at 28 C.F.R. pt. 42, subpart I; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, and religion in the delivery of services and employment practices (34 U.S.C. § 11182 (b)), and DOJ implementing regulations at 28 C.F.R. §§ 31.202, .403 & part 42, subpart D; Victims of Crime Act of 1984, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, and disability in the delivery of services and employment practices (34 U.S.C. § 20110(e)), and the DOJ implementing regulation at 28 C.F.R. § 94.114; and Violence Against Women Act of 1994, as amended, which prohibits discrimination on the basis of race, color, national origin, sex, religion, disability, sexual orientation, and gender identity in the delivery of services and employment practices (34 U.S.C. § 12291(b)(13)). These laws prohibit agencies from retaliating against individuals for taking action to secure rights protected by these laws.

7. That in the event a Federal or state court or administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against the Grantee, a copy of the finding will be forwarded to the Governor’s Office of Crime Prevention and Policy

8. Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding are governmental or for-profit entities, that have fifty or more employees and that receive a single award of $25,000 or more are required to prepare and submit electronically their Equal Opportunity Plan and certification utilizing the Equal Employment Opportunity Reporting tool located on the Office for Civil Rights (OCR) website at https://ojp.gov/about/ocr/eeop.htm

Subrecipients receiving Federal (Safe Streets Act which authorizes VAWA), VOCA, or Title II JJDPA) Department of Justice Funding that are Medical or Educational Institution, Indian Tribe, or non profit, governmental or for-profit entities with largest individual grant received is less than $25,000 and have less than 50 employees will need to submit an online certification form to the Office for Civil Rights (OCR) utilizing the Employment Opportunity tool at https://ojp.gov/about/ocr/eeop.htm but would be exempt from completing the Equal Opportunity Plan.

The Office for Civil Rights has training presentations available to recipients of OJP, OVW and COPS Office funding to assist them in meeting their federal civil rights obligations. These trainings can be accessed at www.ojp.usdoj.gov/about/ocr/assistance.htm

9. That the Grantee will comply with the provisions of the Governor’s Office of Crime Prevention and Policy’s General and Special Conditions for Grants. General Conditions are posted on the Governor's Office of Crime Prevention, and Policy’s website (https://gocpp.maryland.gov/grants/general-conditions/).

10. That the Grantee will comply with the provisions of 28 CFR Part 66 applicable to grants and cooperative agreements awarded with DOJ funding.

11. Subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. To access this document see U.S. Department of Justice, Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons (67 Federal Regulation 41455 (2002)). This regulation may be accessed at: https://www.archives.gov/eeo/laws/title-vi.html

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Effective 1/18/2024, the Moore-Miller Administration renamed the Office to the Governor's Office of Crime Prevention and Policy (GOCPP). This change does not invalidate previous, current, or future agreements or documents referencing the agency as GOCCP or GOCPYVS.

CERTIFICATION: I certify that this program will comply with the provisions set forth by the State of Maryland and the Governor's Office of Crime Control and Prevention.

Signature of Authorized Official **Date**

Elder, Theodore J. - President

Name and Title

Certification Regarding Lobbying

Control Number: 2025-WA-0017

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over $100,000, as defined at 28 CFR Part 69, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting 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 the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting 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 this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transactions, as defined at 28 CFR Part 67, Section 67.510 --

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted or otherwise criminally or civilly charged by a Government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph, (1) (b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminate for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about –

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

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

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will –

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

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after having received notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 312A, GSA Regional Office Building No. 3), Washington DC 20202-4571. Notice shall include the identification number(s) of each affected grant.

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted --

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant.

Place of Performance (street address, city, county, state, zip code)

_____
_____

Check ___ if there are workplaces on file that are not identified here.

Section 67, 630 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each ap¬plication for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7.

Check ___ if the State has elected to complete OJP Form 4061/7.

_____

DRUG-FREE WORKPLACE
(GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620 --

As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Applicant:	Worcester County Board of County Commissioners
Address:	County Government Center 1 W Market St Rm 1103 Snow Hill, MD 21863 1072
Project Title:	WCSO FY26 WAAG
Federal ID Number:	52-6001064
Authorized Representative:	Elder, Theodore J. - President
Signature:	_____

Signature of Authorized Official **Date**

OJP FORM 4061/6 (3-91) REPLACES OJP FORMS 406/1/2, AMD 406/14 WHICH ARE OBSOLETE.

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
Candance Savage Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
DATE: April 28, 2025
SUBJECT: 2025 Maryland Agricultural Fair Grant Acceptance

The Recreation & Parks Department is requesting permission to accept the Maryland Agricultural Fair Board Grant that has been awarded to us in the amount of $4,600. The funds will be used for the 2025 Worcester County Fair scheduled to be held August 8 – 10 at John Walter Smith Park.

Grant funds will be used solely for agricultural related premiums, ribbons, and trophies as stated within the grant terms and conditions.

cc: Jacob Stephens, Deputy Director of Recreation & Parks

Maryland
Department of Agriculture

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

Maryland Agricultural Fair Board

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

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

410-841-5770 Baltimore/Washington
410-841-5987 Fax

April 25th, 2025

To: Maryland Agricultural Fairs and Shows Leadership

RE: 2025 Maryland Agricultural Fair Board Grants & Updates

Greetings,

The Maryland Agricultural Fair Board (MAFB) met in March to review the 2025 Grant Applications and allocate funds based on the Horse Racing Special Fund projections for Fiscal Year 2026. As a reminder, the MAFB grant cycle is annual from January 1 through December 31, whereas our funding cycle is based on the State fiscal year (July 1 through June 30). This system simplifies the process for fairs and shows without the complication of a fiscal-year system.

Based on the continuing decline of funding from the Horse Racing Special Fund and downward revenue projections from the Maryland Racing Commission, the Maryland Agricultural Fair Board had to make several challenging decisions to remain solvent while continuing to support the industry. Given the sweeping changes in Maryland horse racing and the uncertainty of the Special Fund, the Board elected to cut 8% from the 2024 grant allocations (or the actual expenditure, whichever value was lower) when determining grants for 2025. Beginning this year, spring shows will no longer be funded on a per-head basis; spring show grants will be reimbursed based on total monies paid for premiums, ribbons, trophies and awards. The Board also lifted a 2010 policy that restricted youth from entering multiple spring shows.

The Maryland Agricultural Fair Board continues to work to support fairs and shows in Maryland regardless of the funding shortfalls, including through partnerships with the State Veterinarian and MDA Animal Health team, the Maryland Association of Agricultural Fairs and Shows, Maryland 4-H and FFA, and other leaders in the industry. MAFB extends gratitude to Maryland Farm Bureau and all partners who supported HB650/SB563 that would stabilize MAFB funding, and while this bill did not pass, we look forward to engaging with our partners to identify avenues to support Maryland fairs and shows.

The impact of Maryland's fair and show industry goes well beyond the 1.5 million people that attend every year - it is felt by every Marylander through the impact that you have in youth development, agricultural education, economic impact in your community, and the showcasing of Maryland's #1 commercial industry. Thank you for everything that you do to support Maryland agriculture, and we look forward to continuing to support you in 2025.

Harrison Palmer
Executive Secretary
Maryland Agricultural Fair Board

MARYLAND DEPARTMENT OF AGRICULTURE
MARYLAND AGRICULTURAL FAIR BOARD
Grant Agreement to Provide Funding For:

MDA #	1311-54	FID #	52-1358485

Name of Organization	Worcester County Fair
Contact Person	Jacob Stephens
Address	6030 Public Landing Road
City, State, Zip	Snow Hill, MD 21863

Authority: Agriculture Article §§ 10-301 et seq., Annotated Code of Maryland
Fiscal Year 2026 (July 1, 2025, through June 30, 2026)

This GRANT AGREEMENT, entered into this _____ day of _____, 2025, is between the Maryland Department of Agriculture, Maryland Agricultural Fair Board (Fair Board) and:

Grantee	Worcester County Fair

GENERAL CONDITIONS OF GRANT
Due June 1st, 2025

1. The Fair Board agrees:
   Subject to available funding, to grant the Grantee an allocation not to exceed/up to $ $4,600.00 to be used solely for the payment of expenditures for approved agriculturally related premiums, ribbons, and trophies, or other uses the Fair Board has authorized during its Fiscal Year '26. The Fair Board may award a supplemental grant at the close of the fiscal year if funds are available. Grant is subject to available appropriations. **PLEASE BE ADVISED THAT AT THIS TIME THE BOARD IS UNAWARE OF THE FUNDING AVAILABLE FOR THE UPCOMING YEAR AND DUE TO SUCH EVENTS GRANT FUNDS ARE SUBJECT TO BE REDUCED OR ELIMINATED.**

2. The Grantee agrees:
   a. To file with the Fair Board, within 45 days after the last day of the Grantee's fair, show, or activity, a full accurate account of expenditures under this grant on forms provided by the Fair Board. A Grantee that holds an activity within 45 days prior to the close of the fiscal year must file their account no later than June 15, 2026. The account shall be sworn to by an officer of the Grantee and all records shall be subject to audit by a representative of the Board;
   b. To file annually with the Fair Board a statement of profit or loss and a balance sheet indicating the grant and properly authenticated which shall be subject to audit by a representative of the Fair Board;
   c. To secure additional revenue for the Grantee's expenditures, including premiums, ribbons, and awards or other uses the Fair Board has authorized in excess of the amount of the grant;
   d. To file with the Fair Board, at least 30 days in advance of the show, a show catalog for the activity listing premiums, a schedule of events, and a listing of the Fair Board;
   e. To file with Fair Board, at least 15 days in advance of the activity, a list of all livestock judges, and to abide by all conditions and regulations concerning livestock shows, including those noted in COMAR 15.12.01.07;
   f. To pay all premiums won by qualified exhibitors within 30 days after the final day of the activity;
   g. To file within 45 days of the final day of the activity an Activity Report on the form provided by the Fair Board; Late reports may be assessed a 5% penalty for every 30 days over the 45 days.
   h. To comply with the Maryland Agricultural Fair Board regulations for fairs and shows.

3. This Agreement is subject to "Maryland Department of Agriculture's General Terms and Conditions for Grant Agreements" which is attached to and incorporated herein.

NAME OF FAIR/SHOW (Grantee)	Worcester County Fair
AUTHORIZED SIGNATURE	
DATE	
GRANTOR NAME	**MARYLAND AGRICULTURAL FAIR BOARD**
AUTHORIZED SIGNATURE	
DATE	

Your signature acknowledges acceptance of the General Conditions of this Grant Agreement. This Agreement has been approved for form and legal sufficiency by the Attorney General's Office of the Maryland Department of Agriculture.

Attachment
Maryland Department of Agriculture's
General Terms and Conditions for Grant Agreements

1) **TERMS AND APPLICABILITY:** These General Terms and Conditions apply to Grant Agreements. The General Terms and Conditions do not constitute a complete agreement but are part of the Grant Agreement executed by all parties, which identifies the specific work to be performed, grant amount, term, and special conditions, if any. The General Terms and Conditions and the Grant Agreement are intended to be complementary and shall be construed together. In the event of a direct conflict between them, the terms of the Memorandum shall govern and control.

2) **DEFINITIONS:** Specific terms used in this document have the following meaning:
   a) "Grant Agreement" means the agreement between the Department and the grantee who has obtained a grant from MDA to perform certain work/services. It includes the Scope of Work, Budget, and these General Conditions.
   b) "Scope of Work" or "Work" refers to the specific agreement of the Grantee, who has applied for or otherwise has received a grant, to perform certain work/services identified in the Grant Agreement or other work statement included in or incorporated into the Grant Agreement.
   c) "Grantee" means person who has applied for or otherwise has received a grant to perform certain work/services under the Grant Agreement.
   d) "Department" means the Maryland Department of Agriculture
3) **NOTICE:** Service of any notice under the Grant Agreement shall be complete upon mailing of such notice, postage prepaid, to the appropriate representative at the address indicated in the Grant Agreement. If no contract representative is named, then the person executing the Grant Agreement for a party shall be the contact representative for purposes of notice.

4) **PERFORMANCE:** The Grantee agrees to perform all work/services under this Grant Agreement continuously and diligently and to meet all milestones contained in the Grant Agreement.

5) **CHANGES:** This Agreement may be amended only with the written consent of both parties.

6) **NON-DISCRIMINATION:** Grantee may not discriminate on the basis of:
   a) Political or religious opinion or affiliation, marital status, race, color, creed, or national origin;
   b) Sex or age, except when age or sex constitutes a *bona fide* occupational qualification; or
   c) The physical or mental disability of a qualified individual.
7) **DRUG AND ALCOHOL-FREE WORKPLACE:** Grantee agrees to comply with Maryland's policy concerning a drug and alcohol-free workplace, as set forth in COMAR 01.01.2023.16, and shall remain in compliance throughout the term of this Agreement.

8) **TERMINATION FOR NON-APPROPRIATION (Multi-Year Agreements):** If funds are not appropriated or otherwise made available to support continuation in any fiscal year succeeding the first fiscal year, this Agreement shall be terminated automatically as of the beginning of the fiscal year for which funds are not available.

9) **TERMINATION FOR CONVENIENCE:** MDA may terminate this Agreement, in whole or in part, without showing cause upon prior written notice to the Grantee specifying the extent and effective date of the termination. MDA shall pay all reasonable costs associated with this Agreement that the Grantee has incurred up to the date of termination, and all reasonable costs associated with termination of the Agreement.

10) **TERMINATION FOR DEFAULT:** If the Grantee violates any provision of this Agreement, MDA may terminate the Agreement by giving the Grantee written notice of the termination.

11) **MARYLAND LAW PREVAILS:** The law of Maryland shall govern the interpretation and enforcement of this Agreement.

12) **RECORD-KEEPING/AUDIT:** The Grantee shall retain and maintain all records and documents relating to this Agreement for three years after final payment by MDA hereunder or any applicable statute of limitations, whichever is longer, and shall make them available for inspection and audit by authorized representatives of MDA at all reasonable times.

13) **SEVERABILITY:** It is understood and agreed by the parties hereto that if any of these provisions shall contravene, or be invalid under the laws of the particular state, county, or jurisdiction where used, such contravention or invalidity shall not invalidate the whole agreement, but the Agreement shall be construed as if not containing the particular provision or provisions held to be invalid in the said particular state, county, or jurisdiction, and the rights and obligations of the parties shall be construed and enforced accordingly.

14) **USE/RETURN OF FUNDS:** The Grantee shall use all funds provided by MDA strictly in accordance with the Agreement, and return all funds not used should MDA decide that Grantee may not carry them over for use the following year. If the Agreement is terminated, the Grantee shall return all funds not used.

15) **NON-HIRING OF EMPLOYEES:** No official or employee of the State, as defined under State Government Article, §15-102, Annotated Code of Maryland, whose duties as such official or employee include matters relating to or affecting the subject matter of this agreement shall, during the pendency or term of this agreement and while serving as an official or employee of the State, become or be an employee of the Grantee or any entity that is a subcontractor on this agreement.

16) **ANTIBRIBERY:** The Grantee warrants that neither it nor any of its officers, directors, or partners nor any of its employees who are directly involved in obtaining or performing contracts with any public body has been convicted of bribery, attempted bribery, or conspiracy to bribe, under the laws of any state or of the federal government or has engaged in conduct since July 1, 1977, which would constitute bribery, attempted bribery, or conspiracy to bribe under the laws of any state or the federal government.

17) **SURVIVING TERMS:** Audit, confidentiality, document retention, and hold harmless obligations under this Grant Agreement shall survive expiration or termination of the Grant Agreement.

18) **NON-WAIVER OF RIGHTS; REMEDIES:** No failure on the part of the State or MDA to exercise, and no delay in exercising, any right under this Agreement shall operate as a waiver thereof; nor shall any single or partial exercise of any such right preclude the State or MDA from further exercising that or any other right. The remedies provided under this Agreement are cumulative and not exclusive of any remedies provided by law.

19) **ASSIGNMENT OR TRANSFER:** The Grantee may not sell, transfer, or assign any of its obligations under this Agreement, or its rights, title, or interest in this Agreement, without further prior written consent of MDA.

20) **ENTIRE AGREEMENT:** This Agreement represents the complete, total and final understanding of the parties and no other understanding or representations, oral or written, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the parties hereto at the time of execution.

21) **ELECTRONIC SIGNATURES:** This document may be executed in multiple counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument. Signatures, including notary signatures, provided by electronic means including, by way of example and not of limitation, facsimile, Adobe, PDF, and sent by electronic mail, or via an electronic signature program, shall be deemed to be original.

(REVIEWED 11/27/23)

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: May 6, 2025
RE: Request to Purchase – Cybersecurity Solution

The Department of Information Technology is seeking approval to purchase the attached cybersecurity solution from Arctic Wolf in the amount of $63,779.85. Pricing is based on the State of Maryland's Department of Information Technology Master Contract, COTS #060B2490021 and provides the county with a 68% discount off list price.

Multiple solutions were reviewed, and it was determined this solution works best with our existing systems and provides strong value for the cost. This solution will allow the IT Department to combine and monitor data from all our current cybersecurity systems so they can quickly detect and respond to potential cyber threats.

Federal grant funding in the amount of $50,000 was received this year. The additional $13,779.85 will come from account 100.1090.020.6130.060 - Equipment Maintenance Software Licensing.

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

CAS Severn*
What's New. What's Next.

Phone: 800-252-4715, FAX: 301-776-3444
6201 Chevy Chase Drive, Laurel, MD 20707
www.cassevern.com

Quotation

Number: Q-11486 **Revision:**

Date: 4/24/2025 **Expires :** 5/24/2025

Quoted to:
Worcester County Government
1 West Market Street,
Rm. 1105
Snow Hill, MD 21863

Contact: Lance Thomas
Phone: 410-632-1195
Fax:
Email: lthomas@co.worcester.md.us

Account Executive: Carl Dodson
Phone: 301-776-3400
Email: cdodson@cassevern.com

Contract: MD Cots (060B2490021)

Alternate Contact: salesops@cassevern.com

Term: 5/30/2025 – 5/29/2026

Quantity	Part Number	Manufacturer	Description	List Price	Discount	Unit Price	Extended
700	AW-CORE-USER-SILVER	Arctic Wolf	MDR + 4 TOUCHPOINTS ARCTIC WOLF CORE USER LICS - SILVER	$192.00	68.75%	$60.00	$42,000.00
60	AW-CORE-SERVER-SILVER	Arctic Wolf	MDR + 4 TOUCHPOINTS ARCTIC WOLF CORE SERVER LICS SILVER	$192.00	68.75%	$60.00	$3,600.00
760	AW-MDR-1YR	Arctic Wolf	MDR LOG RET 1YR SVCS ARCTIC WOLF MDR LOG RET 1YR	$14.40	68.75%	$4.50	$3,420.00
1	AW-OB	Arctic Wolf	ARCTIC WOLF ONBOARDINGARCTICWOLF ONBOARDING	$5,637.78	68.75%	$1,761.81	$1,761.81

4	AW-MDR-1XX-S	Arctic Wolf	100SRS SENSOR HW ARCTIC WOLF 100SRS SENSOR	$1,500.00	68.75%	$468.76	$1,875.04
1	AW-MDR-2XX-S	Arctic Wolf	200SRS SENSOR HW ARCTIC WOLF 200SRS SENSOR	$3,000.00	68.75%	$937.50	$937.50
700	AW-MDR-O365	Arctic Wolf	MDR OFFICE 365U LICS SVCS ARCTIC WOLF MDR OFFICE 365U LICS	$22.50	68.71%	$7.04	$4,928.00
1	AW-PLATFORM-BASE	Arctic Wolf	ARCTIC WOLF AURORA PLATFORM ARCTIC WOLF BASE PLATFORM	$15,000.00	68.75%	$4,687.50	$4,687.50
5	AW-SHP	Arctic Wolf	SENSOR/SCNR SHIPPING SVCS ARCTIC WOLF SENSOR/SCNR SHIPPING	$120.00	5.00%	$114.00	$570.00

Subtotal	**$63,779.85**
Sales Tax	**$0.00**
Total	**$63,779.85**

The pricing in this quote is based on special discounts from the manufacturer which may be withdrawn at any time until the proposed products are shipped. If the manufacturer withdraws the special discounts, the pricing in the quote will change. This quote expires thirty (30) days from the date listed above.

The pricing in this quote is based on special discounts from the manufacturer which may be withdrawn at any time until the proposed products are shipped. If the manufacturer withdraws the special discounts, the pricing in the quote will change. This quote expires thirty (30) days from the date listed above. Payment Terms Net 30.
This quote meets the terms, conditions, and pricing of the Maryland Department of Information Technology Commercial Off-The-Shelf Software Contract #060B2490021. * Shipping costs are included unless expedited shipping is requested. Any price quoted for CAS Severn services assumes a standard unmodified CAS Severn services agreement. Revisions to the terms and conditions of the services agreement will result in the services being rebid or declined. This order is not intended to be purchased under GSA.
All Hardware, Software, Support, Maintenance and Services are Non-Returnable and Non-Refundable.
Customer has reviewed, understands and agrees with all applicable (licensing, support, etc) terms and conditions set forth by the manufacturer(s) and

software publisher(s) represented on this quotation and Customer's obligations therein.
Software subscriptions may be subject to automatic renewals and overages charges. By accepting this quote by either signature or the issuance of a purchase order, Customer authorizes CAS Severn in its sole discretion to a) invoice automatically for all applicable overage charges and renewals b) request termination of automatic renewal on Customer's behalf c) cancel service for non-payment of invoices. All overage use invoices MUST be paid upon receipt.

Maryland
DEPARTMENT OF EMERGENCY MANAGEMENT

Date of Award
10/30/2024

2022 Sub-Recipient Agreement

for

County Commissioners of Worcester County, Maryland

1. Sub-Recipient Name and Address	**2. Prepared by:** *Stone, Stacy*	**3. Award Number:** 22-SR 8861-03
County Commissioners of Worcester County, Maryland	**4. Federal Grant Information**	
	Federal Grant Title:	State and Local Cybersecurity Grant Program
	Federal Grant Award Number/CFDA Number:	EMW-2022-CY-00028 / 97.137
	Federal Granting Agency:	U.S. Department of Homeland Security

5. Award Amount and Performance Period

Total Award Amount

$50,000.00

2022 State and Local Cybersecurity Grant Program

Performance Period:

FROM Dec 1, 2022 – Aug 31, 2026

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

7. Method of Payment: Primary method is reimbursement.

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

9. Agency Approval

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

10. Sub-Recipient Acceptance

I have read and understand the attached Agreement Articles.

Type name and title of Authorized Sub-Recipient official:	**Signature of Sub-Recipient Official:**
1 W Market Street, Room 1002 Snow Hill MD 21863	

11. Enter Employer Identification Number (EIN) / Federal Tax Identification Number and DUNS Number:	**12. Date Signed :**
526001064	

13. DUE DATE: 12/14/2024

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

Worcester County's Initiative to Preserve Families

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

Telephone: 410-632-3648

Worcester County's Initiative to Preserve Families

TO: Candace Savage, Chief Administrative Officer
THROUGH: Nick Rice, Procurement Officer
FROM: Christen Barbierri, LMB Point of Contact
DATE: April 25, 2025
SUBJECT: Recommendation for Award from the Local Management Board

The Worcester County Local Management received eight proposals as a result of the Request for Proposal for a Needs Assessment in Worcester County. A team of objective professionals reviewed and scored the proposal for quality assurance of submissions. Local Management Board staff averaged the scores from each reviewer.

The Local Management Board's Needs Assessment review team is recommending the following provider be selected for project implementation beginning May 15, 2025:

Selected Vendor: Due East

If you have any concerns or questions about the proposal, scoring criteria or vendor, please do not hesitate to contact me at 410-632-3648.

Thank you for your assistance.

Enclosures

Worcester County's Initiative to Preserve Families

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

Telephone: 410-632-3648

Worcester County's Initiative to Preserve Families

TO: Candace Savage, Chief Administrative Officer
THROUGH: Nick Rice, Procurement Officer
FROM: Christen Barbierri, LMB Point of Contact
DATE: April 25, 2025
SUBJECT: Recommendation for Award from the Local Management Board

The Worcester County Local Management received eight proposals as a result of the Request for Proposal for a Training Project in Worcester County. A team of objective professionals reviewed and scored the proposal for quality assurance of submissions. Local Management Board staff averaged the scores from each reviewer.

The Local Management Board's Training Project review team is recommending the following provider be selected for project implementation beginning May 15, 2025:

Selected Vendor: Education Solutions and Community Strategies (ESCS)

If you have any concerns or questions about the proposal, scoring criteria or vendor, please do not hesitate to contact me at 410-632-3648.

Thank you for your assistance.

Enclosures

WORCESTER COUNTY
LOCAL BEHAVIORAL
HEALTH AUTHORITY
Working together for healthier communities!

To: Nicholas Rice, Procurement Officer
From: Shylia Tingle, Director of the Local Behavioral Health Authority
Date: April 30, 2025
Subject: Request for Proposals - Vendor Selection - Adult Mental Health Targeted Case Management Services

The Worcester County Local Behavioral Health Authority (LBHA) invited community organizations to write for the Request for Proposals - Adult Mental Health Targeted Case Management Services. The LBHA received five proposals from:

- Wraparound Maryland, Inc.
- Community Behavioral Health, LLC
- Worcester County Health Department
- CareStar
- Shedrick Family Wellness Inc

After reviewing each proposal, reviewers scored them independently. Based on the scores, the reviewers recommended that Wraparound Maryland's proposal be funded in FY 2026.

Please find enclosed a summary of the scoring for each proposal. Should you have any questions please contact me at 410-251-9019.

Thank you for your time and support.

Enclosure

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

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

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: May 6, 2025
RE: Request to Award – Ocean Pines Library Parking Lot Paving

Please see the attached bid tabulation for the parking lot paving at the Ocean Pines Library. Public Works is requesting the Commissioner's approval to award this project to the lowest responsive and responsible vendor, Mike Houck Construction, in the amount of $75,000 with an additional $95 per parking bumper that may break upon removal. Bids were due and opened on Thursday, April 17, 2025 at 2:30pm. Four bids were received.

Funding for these services is available under the assigned funds account, Parking Lot Upgrades/Resurfacing.

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

Ocean Pines Library Parking Lot Paving	
Thursday, April 17, 2025 at 2:30pm	
Bid Tabulation	
Vendor Name	**Base Bid**
Artitech Inc.	$98,600.00
Houck Construction	$75,000.00
HCE LLC	$81,796.93
Terra Firma of Delmarva, Inc	$109,500.00

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

Weston Young
Chief Administrative Officer

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

CONTRACT

THIS CONTRACT, made on May 6, 2025, between the County Commissioners of Worcester County, Maryland ("County"); and Mike Houck Construction ("Successful Vendor").

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

1. Successful Vendor will commence and complete the OCEAN PINES LIBRARY PARKING LOT PAVING.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of $75,000 (seventy-five thousand dollars and no cents).
5. The term 'Contract Documents' means and includes the following:
    a. This Contract
    b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
    c. Advertisement
    d. Section I: Introduction
    e. Section II: General Information
    f. Section III: General Conditions
    g. Section IV: Bid Specifications
    h. Form of Bid
    i. References
    j. Exceptions
    k. Individual Principal
    l. Vendor's Affidavit of Qualification to Bid
    m. Non-Collusive Affidavit
    n. Addendum 1 – dated 4/9/25
    o. Successful Vendor's Completed Bid Documents
    p. Notice of Award

q. Notice to Proceed

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

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

ATTEST:

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

_____ _____

Theodore J. Elder
President
Date:

WITNESS:

CONTRACTOR:
MIKE HOUCK CONSTRUCTION

_____ _____

By:
Title:
Date:

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Worcester County Government
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(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: May 6, 2025
RE: Request to Award – Snow Hill Commission on Aging Parking Lot Expansion

Please see the attached bid tabulation for the parking lot expansion, sidewalk, curbing and connection to the service road at the Snow Hill Commission on Aging location. Public Works is requesting the Commissioner's approval to award this project to the lowest responsive and responsible vendor, HCE LLC, in the amount of $65,183.50. Bids were due and opened on Thursday, April 17, 2025 at 2:30pm. Five bids were received.

Funding for these services is available under the assigned funds account, Parking Lot Upgrades/Resurfacing.

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

Commission On Aging Parking Lot Expansion	
Thursday, April 17, 2025 at 2:30pm	
Bid Tabulation	
Vendor Name	**Base Bid**
Artitech Inc.	$122,936.00
HCE LLC	$65,183.50
Houck Construction	$83,760.00
Terra Firma of Delmarva, Inc.	$98,900.00
Asphalt Maintenance LLC	$87,517.00

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

Weston Young
Chief Administrative Officer

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

CONTRACT

THIS CONTRACT, made on May 6, 2025, between the County Commissioners of Worcester County, Maryland ("County"); and HCE LLC ("Successful Vendor").

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

1. Successful Vendor will commence and complete the SNOW HILL COMMISSION ON AGING PARKING LOT EXPANSION.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of $65,183.50 (sixty-five thousand one hundred eighty-three dollars and fifty cents).
5. The term 'Contract Documents' means and includes the following:
    a. This Contract
    b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
    c. Advertisement
    d. Section I: Introduction
    e. Section II: General Information
    f. Section III: General Conditions
    g. Section IV: Bid Specifications
    h. Form of Bid
    i. References
    j. Exceptions
    k. Individual Principal
    l. Vendor's Affidavit of Qualification to Bid
    m. Non-Collusive Affidavit
    n. Addendums 1 & 2
    o. Successful Vendor's Completed Bid Documents
    p. Notice of Award

q. Notice to Proceed

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

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

ATTEST:

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

_____ _____

Theodore J. Elder
President
Date:

WITNESS:

CONTRACTOR:
HCE LLC

_____ _____

By:
Title:
Date:

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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: May 6, 2025
RE: Request to Contract – Worcester County 911 Center Wellness Network

The Department of Emergency Services is seeking Commissioner approval to contract with Behind the Line, Inc. to provide a Wellness Program for our 9-1-1 Specialists. These services are necessary to comply with Maryland law and the policies set forth by the State of Maryland 9-1-1 Board concerning mental wellness for 9-1-1 Specialists. The requirements include the regular delivery of mental health training, access to mental health resources, and the provision of crisis counseling services specifically focused on public safety personnel.

This service provider is currently providing similar services to the Sheriff's Office and Fire Marshal's Office. The proposed contract will be structured as a not-to-exceed agreement based on hours, with hours estimated according to the number of anticipated training sessions and a reserve of hours dedicated to employee engagement activities.

This request is contingent upon funding approval by the State of Maryland 9-1-1 Board. Payments will be made directly by the State of Maryland 9-1-1 Board.

Behind the Line, Inc.
531 Riverside Dr.
Salisbury, MD. 21801

Wellness Program:
A Proposal for Worcester County 911 Center

Rationale & Overview:

911 Dispatchers are faced with a wide range of challenging experiences throughout their careers. To offset the impact that stress and traumatic events may have on a first responder, it is important to provide appropriate trainings and to support the creation of healthy coping skills and overall wellbeing across the span of their career. Behind the Line, Inc. has created specific programs to afford first responders a well-rounded positive and solution-focused program that promotes physical, emotional, and cognitive wellbeing and resiliency for the Worcester County 911 Center.

These programs consist of allied mental health professionals well trained in the how to support the unique needs of first responders. Through mental health check-ups, crisis management, ongoing therapeutic services, and peer support, BTL aims to decreases risk factors (e.g., substance abuse, marital & financial problems, physical illness, mental health needs) that often lead to burn-out, poor job performance, risky behavior, and even suicide. The Wellness Network also aims to increase protective factors (e.g., peer support, therapeutic supports, psychoeducation) to better the performance of first responders while also promoting retention and longevity in the field.

To coordinate the multi-faceted component, Behind the Line, Inc. proposes to provide a coordinator who will work simultaneously with key staff from the Worcester County 911 Center well as Dr. Scott and Marc Junkerman to ensure fidelity of services and to oversee the quick and effective implementation of all services to meet the ever-changing needs of the Center and community. Components of this network are described throughout this proposal.

Behind the Line, Inc. Responsibilities:

1. Consult, coordinate and assist with the 911 Center Peer Team

2. Consult, coordinate and present ongoing education regarding wellness and resiliency which can occur through, but is not limited to, roll calls, 1-hour trainings, and obtaining outside resources to present to 911 Center staff.

3. Consult, coordinate and implement mental health crisis response services when needed. This includes identifying the needs of 911 Center based upon the type of crisis encountered and coordinating such efforts in a timely fashion.

4. Assist with community resource development.

Behind the Line, Inc.
531 Riverside Dr.
Salisbury, MD. 21801

5. Work collaboratively with Dr. Scott to coordinate services so that all behavioral supports are accessed and utilized by 911 Center for the wellness network.

Peer support:

BTL will provide consultation and coordination to create and implement a unit of trained peers within the 911 Center who can assist their peers by actively listening, referring to local, culturally competent resources, and responding to critical incidents.

- All peers should have a training foundation of Peer Support Training (2 days); Critical Incident Stress Management (2 days); and mental health first aid (1 day).
- Peers should be prepared with knowledge regarding local resources to make referrals as needed.
- Peers should understand the differences between Pre-employment Assessments, EAP, self-referral for mental health services, Biennial Assessments, and Fit for Duty.
- Peers should be asked to participate in critical incident responses if they are not involved with the critical incident and resources are needed.
- Mental health consultation will be provided to peers upon request.
- Monthly meetings will be held to review progress and address further concerns.
- Handbooks should be created along with a confidentiality agreement to be signed by all who participate in the program.
- Peers will be responsible for documenting contact and tracking data regarding the progression of the program within and outside of the department.

Critical Incident Response:

BTL will provide consultation, coordination and appropriate support services to 911 Center during and after a critical incident to mitigate negative responses. Allied resources will be utilized as necessary depending upon the type of incident and needs of responders.

Psychoeducation/Ongoing Dissemination of Information:

Education and information will focus on the overall health of an individual, including outside factors that may also impact health and wellbeing in addition to job-related stressors. Providing this information on a regular basis, in a nonjudgmental manner should reduce the stigma as it relates to mental health, increase a first responder's ability to live a healthier life both physically

Behind the Line, Inc.
531 Riverside Dr.
Salisbury, MD. 21801

and mentally, and identify available and culturally appropriate resources within the community. BTL will provide the following:

Budget:

Consultation, coordination and implementation of the services are charged at a rate of $200/hr. Services are offered at $200/hr when contracted for a year at a time for services offered by two highly qualified doctoral professionals and a highly qualified Retired Officer for organizational management. BTL will offer updates regarding time and services rendered so that 911 Center can monitor hours utilized and is aware of any possible fees that may be billed should BTL go over 200 hours in the fiscal year.

BTL appreciates your consideration of this proposal and looks forward to working with the 911 center to improve the overall health and well-being of all first responders and the Department in general.

Respectfully submitted,

Heather Brown
Executive Director
Behind the Line, Inc.
On behalf of The Wellness Network

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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: May 6, 2025
RE: Request to Contract – 911 Center Telephone Line Replacement

The Department of Emergency Services is requesting the Commissioner's approval to enter into a contract with Carousel Industries of North America, LLC, the current provider of 9-1-1 call handling equipment for the County, to implement a redundant and resilient administrative telephone system for the 9-1-1 Center. This upgraded service will replace the existing legacy telephone infrastructure from Verizon with a modern, IP-based solution that offers enhanced redundancy, including satellite-based connectivity.

The proposed contract includes a one-time cost of $112,945 and recurring annual costs of $272,945.04, for a total contract value of $385,890.04. Pricing is based on the State of Maryland's Department of Information Technology Master Contract. This request is contingent upon funding approval from the State of Maryland's 9-1-1 Board. Under the terms of the 9-1-1 Board process, the vendor would be paid directly by the Board.

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

Worcester County, MD - 911 - Side A - HQ

Worcester H/A Trunking-VESTA and 9-1-1 Backup EOC

Quote Number: Q-143785

Opportunity Number: OP-114676

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1. Introduction

1.1. Statement of Confidentiality

This Scope of Work, presented to you by NWN Corporation ("NWN") and Carousel Industries of North America, LLC ("Carousel,") collectively referred to as "NWN Carousel," contains confidential and proprietary information. On May 7, 2021, a parent company of NWN Corporation acquired Carousel Industries of North America, LLC. Following the acquisition, Carousel Industries of North America, LLC and NWN Corporation will continue to exist as distinct legal entities. The collective companies are operating under the brand, 'NWN Carousel' and for clarity, such brand name is not a legal entity. Worcester County, MD - 911 - Side A - HQ hereto referred to as "the customer" or "customer," may not disclose the confidential information contained herein to any third party without the written consent of NWN Carousel. The customer may disclose the contents of this document to representatives, consultants, or employees who need to know its contents for the purpose of the customer's evaluation of the document. The customer agrees to inform any person reviewing this document on their behalf that they are also bound by this requirement.

This Scope of Work is valid for sixty (60) days from this date February 13, 2025. NWN Carousel reserves the right to vary the terms of this document in response to changes in requirements or additional information made available by the customer. Submission of this document by NWN Carousel in no way conveys any right, title, interest, or license in any intellectual property rights (including but not limited to patents, copyrights, trade secrets or trademarks) contained herein. All rights are reserved. This Scope of Work is based on NWN Carousel current understanding of the customer's requirements. The NWN Carousel offer specified herein is not binding except as specified in the Acceptance section of this document.

This documentation might include technical or process inaccuracies or typographical errors and is subject to correction and other revision without notice. NWN Carousel GIVES YOU, THE CLIENT, THIS DOCUMENTATION "AS IS." EXPRESS OR IMPLIED WARRANTIES OF ANY KIND ARE NOT PROVIDED, INCLUDING BUT NOT LIMITED TO THE IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. Some states or jurisdictions do not allow disclaimer of express or implied warranties in certain transactions; therefore, this statement may not apply to you.

1.2. Primary Contacts

The following are the primary contacts for both NWN Carousel and the Customer.

Organization	Name	Role	Primary E-Mail	Primary Phone
NWN Carousel	Daniel Heilman	Account Executive	dheilman@nwncarousel.com	(757) 377-0066
Customer	James Hamilton	Assistant Director	jhamilton@co.worcester.md.us	(410) 632-3080

1.3. Opportunity Team Members

Organization	Name	Role
NWN Carousel	Brian Fedak	Business Architect
NWN Carousel	Eric Scrivano	Carrier Services Specialist (CI)
NWN Carousel	Ronald Roberts	Business Architect

NWN Carousel	Antoinette Avalos	Sales Operations Specialist (CI)
NWN Carousel	Steve Pandolfo	Business Architect

2. Executive Overview

2.1. NWN Carousel's Mantra

Provide a managed multi-access solution with a goal of unbreakable connectivity that remains up even in the most challenging conditions.

2.2. Solution Overview

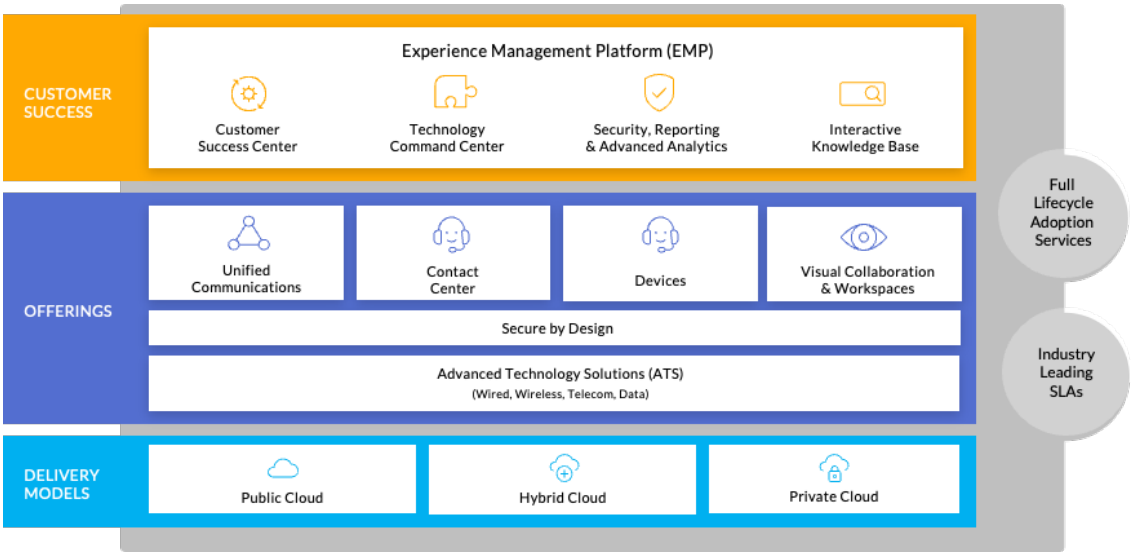
This *Scope of Work* ('*SOW*') document describes the services and deliverables that will be performed by NWN Carousel. The technology solution will provide Worcester County with significant new hardware, software, and support services. The end result will be the deployment of fully managed, redundant SIP Trunking Services to the primary and secondary PSAP locations. The solution is designed using a High Availability / Persistent Session Failover Design. In the event of service interruption to the terrestrial network(fiber cut, etc), the solution will leverage "priority class" low earth orbit satellite, LTE, and/or Broadband services for continuity. The tunneling technology deployed bonds the different access mediums into single, logical connection. In order to insure NIST Compliancy, external-facing static public IPs will be fixed at the carrier data center and allow for session persistence across the link even in the event of access outages.

The solution also includes deployment of cloud hosted EOC operations for voice calling. Cloud hosted EOC operations will allow the county to designate the EOC for alternate/failover 9-1-1 call routing within the physical EOC, while also providing the county the flexibility to designate alternate locations for caller treatment on demand. Mobility can be accomplished by relocating physical EOC telephones or leveraging soft clients.

For additional security, the solution includes Mutare Voice Traffic Filter to be deployed at the network edge, to provide multiple layers of protection against unwanted traffic, ensuring that malicious and nefarious traffic does not gain access to your voice network. Examples include robocalls, voice spam, spam storms, GEN AI attacks.

3. NWN Carousel's Offerings

NWN Carousel's offerings are divided into easy to understand and easy to consume bundles. These bundles include the required capabilities you need to get the most out of your technology investment. Each bundle builds upon the other, allowing you to do as much, or as little, or the work yourself, while leaving the rest to us.



The following offerings are covered in this statement of work:

3.1. Advanced Technology Solutions Scope of Services

NWN Carousel's Advanced Technology Solutions offering provides customized business connectivity including Networking/Telecommunications, Wireless, Data and Microsoft Domain/Directory solutions to support the applications that facilitate the customer's business. NWN Carousel's ATS offering provides differentiated value to customers through an assessment led approach that focuses on understanding your infrastructure's current state to leverage our expertise to architect a modern intelligent infrastructure to support your cloud communications needs.

3.2. Security Solutions

NWN Carousel's Security Offering focuses on solving the architectural and operational challenges of implementing and maintaining a secure environment, NWN Carousel helps Customer focus on managing business risk with a comprehensive security architecture that mitigates manual effort and provides rich context for reporting and incident management. We help you achieve improved operational efficiency in a measurable and manageable format via a framework-led approach.

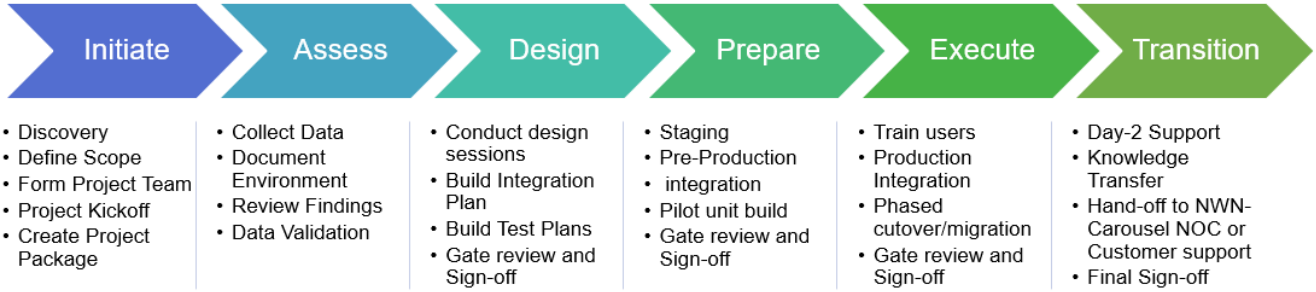
3.3. Unified Communications and Collaboration Solutions

NWN Carousel's Unified Communication & Collaboration Service Bundles offer a suite of enterprise collaboration services and applications aimed to help customers enhance employee productivity and communication while improving the overall employee and customer experience. As part of the Unified Communications & Collaboration Solutions, NWN Carousel also provides Lifecycle, Adoption, and Monitor & Operate Services with the unparallel visibility and control delivered by our Experience Management Platform (EMP), making this a true solution-as-a-Service offering.

4. Project Governance

4.1. Overview

To deliver the highest quality project implementation, NWN Carousel brings a tightly controlled, comprehensive project management process that emphasizes detailed up-front discovery and design to help avoid costly, time-consuming missteps later in the deployment cycle. This approach has a proven track record of success.



4.2. Project Governance Scope of Services

4.2.1. Details

ITEM	SCOPE	QTY
Governance Services	**Governance Services, Top Level Bundle**	**1**
UC Project Initiation	Initiation of the overall project. NWN Carousel will engage the project team and begin the process of scheduling the work contained in this SOW. Standard Project Management includes regular project meetings if required to provide status on the project and to review issues and actions related to the project.	1
UC Project Kickoff Meeting	The NWN Carousel Team and the Customer Team will participate in one or more meetings designed to establish the following: NWN Carousel expectations, client expectations, roles and responsibilities of project team members, draft schedule, task plan, logistics management plan and the communications plan.	1
UC Governance of 3rd party services.	Management of 3rd party providers and resources. Includes coordination of third party schedules, reporting, and escalation as needed.	1

5. Scope of Work

The following scope of services cover the one-time and ongoing services that are included in this proposal. Services are organized by technology area and by sub-grouping if included. We encourage you to review this scope of work with your NWN Carousel team to ensure we have captured your requirements correctly so that we may deliver the outcomes you expect. Items that are not mentioned in this scope are not included. For more details on the services offered, please refer to the section below titled "Incorporated by Reference."

5.1.1. Carrier Services

ITEM	SCOPE	QTY
1	Provisioning and Turn up of a single Layer 2 Circuit with the purchased bandwidth.	2
2	Ethernet Circuit Provisioning	2
3	**SIP Services, Bandwidth Top Level Bundle**	**2**
4	Services for porting of (1) Existing DID Number to Customer SIP Services. Includes number activation and coordination with carriers to port existing number in compliance with all State, Local, and Federal regulations.	40
5	Standard User Calling bundle with Direct Inward Dialing (DID), emergency call routing, emergency location record, CNAM, and unlimited Local and Long Distance in 48 Continental United States minutes per PSTN Utilization Policy.	40
6	Each unprovisioned emergency call is subject to an ECC charge. This fee will be reflected on your NWN Carousel invoice.	2

5.1.2. Mutare Traffic Filter

ITEM	SCOPE	QTY
1	Cloud Hosted-Prevents unwanted voice traffic from ringing end points. Filters robocalls and other voice spam. Price per 100K calls-Annual	5
2	Professional services integration to screening proxy, database, rules engine, and voice CAPTCHA. Includes (1) one TLS integration or (1) one VPN tunnel integration	1

5.1.3. Starlink-LEO 1TB

ITEM	SCOPE	QTY
1	ATS Project Manager, Business Hours Rate	1
Carrier Circuit, EMP Maintain	EMP Maintain for a single carrier circuit. Includes Case Management, Incident Management and Service Reporting	60

5.1.3. Starlink-LEO 1TB

ITEM	SCOPE	QTY
Business Low Earth Orbit dish, actuated, includes base, power supply, Gen 3 router, 25m cable, 5m ethernet cable, 2m router cable, 140 deg field of view (includes activation) DaaS	Business Low Earth Orbit dish, actuated, includes base, power supply, Gen 3 router, 25m cable, 5m ethernet cable, 2m router cable, 140 deg field of view (includes activation) DaaS	1
4	Flat Performance Wedge Mount (Included with the High-Performance Dish)	1
5	Installation using standard wedge mount in commonly accessible location. Basic: Installation using standard wedge mount in commonly accessible locations (2 hours). Requires completed customer site survey; will require customer assistance with cabling and mounting location.	1
6	Fully Managed Starlink Fixed Site 1TB Priority Data	60
7	Peplink B One 5G (dual WAN, 5G and WIFI for offices)	2
8	Contrivian Enhanced Managed Services (MRC) Enhanced (Required for backup data option): * Includes all features of the Basic service level * Adds multi-carrier wireless LTE/5G data backup * Works with all major wireless carriers (Verizon, T-Mobile, AT&T, US Cellular) and picks the strongest signal * Automatic failover to wireless data backup during outages or service brownouts NOTE: Requires cellular data plan	60

5.1.4. Starlink-Headend

ITEM	SCOPE	QTY
1	Peplink FusionHub	1
2	Contrivian Enhanced Managed Services	1

5.1.5. AudioCodes SBC - Side A @ 1 W Market St, Rm 1002, Snow Hill, MD 21863-1193

ITEM	SCOPE	QTY
1	Mediant 800C Session Border Controller-Dual Power, supporting up to 50 sessions	1
2	24x7 Software, Hardware and TAC Support-Annual	5

5.1.6. AudioCodes SBC - Side B @ 6743 Central Site Ln Newark MD 21841

ITEM	SCOPE	QTY
1	Mediant 800C Session Border Controller-Dual Power, supporting up to 50 sessions	1
2	24x7 Software, Hardware and TAC Support-Annual	5

5.1.7. EMP Managed Services

ITEM	SCOPE	QTY
SIP/TDM/SRST/Analog Gateway, EMP Operate	EMP Operate package for a single SIP/TDM/SRST/Analog Gateway. Includes: Service Portal, Remote Monitoring, Reporting, Insights and Analytics, Case, Event, Incident, Configuration, Problem, Change, Service and Software Release and Patch Management. See Service Description for more details. (60 Months)	2
Switch, Fixed Port, EMP Operate	EMP Operate package for a single Switch, Fixed Port. Includes: Service Portal, Remote Monitoring, Reporting, Insights and Analytics, Case, Event, Incident, Configuration, Problem, Change, Service and Software Release and Patch Management. See Service Description for more details. (60 Months)	3
3	Installation and Configuration of single new fixed configuration switch. Includes testing, cutover, and post-cutover support	3
NGFW Appliance, EMP Operate On-Shore	EMP Operate package for a single NGFW Appliance. Includes: Service Portal, Remote Monitoring, Reporting, Insights and Analytics, Case, Event, Incident, Configuration, Problem, Change, Service and Software Release and Patch Management. See Service Description for more details (On-Shore Delivery)	2

5.1.8. Fortinet Firewalls and Deployment

ITEM	SCOPE	QTY
1	FortiGate-60F Hardware plus 24x7 FortiCare FortiGuard Unified (UTM) Protection- 60 Months	2
1	Installation and Configuration of a single Next Generation Firewall for a Small or Home Office (SOHO.) Uses SOHO design and template created by NWN Carousel or provided by customer.	2

5.1.9. Professional Services - Vesta

ITEM	SCOPE	QTY
1	Unified Communications Sr Systems Engineer, Business Hours Rate	8
2	Unified Communications Project Manager, Business Hours Rate	8

5.1.10. WebEx Calling and Tenant Provisioning

ITEM	SCOPE	QTY
1	Engineering services for the provisioning and base tenant configuration of the Microsoft Teams Calling Tenant. Includes project planning and coordination, customer-specific user design document and data collection, and base tenant configuration.	1
2	Engineering services to provision up to 25 standard users (Knowledge Workers). Includes associating up to two (2) devices, one physical phone and one softphone, voicemail access, and chat/IM and Presence for each user. NWN Carousel will also provision additional settings like Class of Service, simultaneous ring, additional lines on phones and location-based group features.	1
Four Hours On-Site Phone Deployment up to 50 devices	On-Site phone deployment for up to (50) Devices: On-site registration, configuration, and testing of supported Customer Premise Equipment. Does not include the cost of travel and is limited to (1) Location.	2
4	Installation and Configuration of single new fixed configuration switch. Includes testing, cutover, and post-cutover support	2
5	Cisco Desk Phone 9841, Carbon Black	12
6	C9200L 24-port PoE+, SFP+ Network Essentials, 5yr offering with DNA Essentials and Smartnet	2
7	WebEx Calling-Named User -Standard	12
	Outbound Calling Plan	12

6. Incorporated by Reference

6.1. Overview

This SOW represents the work being performed by NWN Carousel for the customer during the contracted engagement. Some services and products used in the delivery of this SOW are governed by additional documentation and service descriptions. This information is applicable by feature and does not include any feature not covered by the scope above. These can be found in the following locations:

1. **Experience Management Services –** If EMP Services are included in this scope of work, then the following service description is included by reference: https://nwnit.box.com/s/1csb40l92zhkm6llcdv2ywg4u7hhao2s
2. Third Party End User License Agreements, Terms of Service, and Warranty Information can be found here: https://nwncarousel.com/third-party-eula-tos-warranty/
3. The NWN Carousel Acceptable Use Policy and if applicable to the Services described in this SOW the Emergency Services Addendum and Data Processing Agreement located at: https://nwncarousel.com/compliance/

7. Assumptions and Responsibilities

7.1. Project Assumptions

The following list represents some of the items that, unless otherwise noted above, are excluded from the work being performed by NWN Carousel as part of the scope of this project. Anything not specified in the scope above, nor specifically excluded below, is assumed to be excluded. Items that the customer wishes NWN Carousel to provide may be contracted on a time and materials basis, or as part of a separate fixed price scope. Exclusions include:

- NWN will provide knowledge transfer to Customer staff throughout the engagement. Knowledge transfer is not intended to replace formal technical training and certification.
- While under NWN Carousel supervision, all documents and scripts will be subject to NWN Carousel version control.
- Unless otherwise stated, all diagrams will be provided in Visio format, and all documentation will be provided in Microsoft Word or Portable Document format. NWN Carousel will provide softcopies of all deliverable documentation created as part of this project

7.2. General Customer Responsibilities

To support this scope of work, The Customer agrees to the following responsibilities:

- Customer agrees to designate a single point of contact to work with NWN Carousel for the duration of this project. This contact shall be available during normal business hours (Monday through Friday 8:00am to 5:30pm local time, excluding NWN Carousel observed holidays).
- Customer agrees to provide reasonable access to Customer sites and facilities, including, where applicable: access to a loading dock/facility to receive equipment, access to a secure workspace to store, stage, and test the equipment
- Customer agrees to provide remote access to the network to facilitate remote configuration and troubleshooting as required
- Customer agrees to provide proper provide proper security clearances and/or escorts as required to access the site for equipment installation and maintenance.
- Customer agrees to provide access to appropriate systems to facilitate the completion of this SOW.
- Building, furniture, and/or fixture modification, including but not limited to; the drilling of holes, cutting of access panels, floor cores, or exterior penetrations are the responsibility of others and are considered out of scope
- Customer agrees to provide any special safety equipment if required for sites visited by NWN Carousel personnel or sub-contractors
- Customer will be responsible to have complete backups of any data prior to commencement of our services. NWN assumes no responsibility for lost data.
- Customer will provide for the disposal of any packing materials, inserts, and boxes in which the equipment is shipped once installation is complete.
- Customer must have ACTIVE manufacturer support contracts on any existing equipment that NWN will be performing work on during this work effort.
- Customer agrees to ensure the installation environment is safe and free of contaminants, dust, debris, or other hazardous materials. Inspection, testing, and certification of such materials is the responsibility of the customer.
- Customer agrees that any delays caused by the customer are not the responsibility of NWN Carousel. Further, any additional time or expense incurred because of said delays will be subject to a change order and additional charges.
- If the site is not ready when NWN Carousel arrives, customer may be responsible for additional travel and expenses
- Unless otherwise noted in this proposal, implementation will occur in a single contiguous effort and, if required, site visits will be limited to one visit per site. If the schedule, or number of visits, must change due to delays in equipment availability, customer readiness, site readiness, or any issue outside of NWN Carousel's control, the NWN Carousel Project Manager will document the change and submit a Project Change Order to revise the implementation timeline.

- In the event Customer is purchasing software licenses or other usage-based consumption products or services under this SOW and Customer's actual software license count or usage exceeds those initially purchased pursuant to this SOW, Customer will be invoiced during the next billing cycle based on the highest license count or usage consumed and not the amounts initially set forth in this SOW. Thereafter, Customer shall be billed based on highest license count or usage consumed under this SOW. For avoidance of doubt, overages will be billed in the month following when the overage occurred.

7.3. Installation Customer Responsibilities

To support this scope of work, The Customer agrees to the following responsibilities:

- Customer agrees to support and assist with the installation of Starlink Dish depending upon eventual location. This may include but not limited to additional cabling as needed.
- Customer will provide network and system documentation and any network topology diagram for the existing network infrastructure if available.
- Customer agrees to furnish NWN Carousel with building layouts, floor plans, cable and power drops and other applicable information to facilitate the physical installation of equipment and software covered by this scope of work.
- Customer agrees to ensure that proper environmental conditions are met, including, but not limited to proper power equipment grounded to code, backup power source if required, cooling, rack/floor space, and any external monitoring equipment required.
- Customer shall be responsible for any changes, reconfiguration, or upgrades to existing servers, systems, printers, and workstations to support this scope of work.
- Customer agrees to install, test, and verify the operation of any equipment or software not covered by this scope of work.
- Customer agrees to ensure that all cabling and facilities are installed, and clearly marked. If items are not clearly marked the customer will aid in identifying all cable drops and the equipment it is used for.
- Customer agrees to provide all supporting technologies including DHCP, DNS, or other systems required for normal functioning of the solution.
- Customer agrees to provide personnel to participate in any testing of the solution required once Customer agrees to provide all the cabling required to complete the installation that is not included with this equipment. All cabling longer than 20 feet will be installed by CUSTOMER and will be labeled with an indication of what the cabling supports.
- Customer shall be responsible to specify, order and ensure the provisioning of an adequate amount of circuit bandwidth and/or SIP trunks to support the operation of the system under normal and peak usage periods.
- All conduit, raceway, cable tray, supporting equipment and structure, regardless of purpose, is to be supplied and installed by others.

8. Financials

8.1. Terms

Item	Term
Contract Term:	60
Billing Terms:	Recurring - Prepaid
Custom Billing Terms:	50% upon Initiation and balance upon completion and customer acceptance
Payment Terms:	Net 30 Days

8.2. Summary

Item	Total
One-Time Ext. Total:	$112,945.00
Recurring Ext. Total:	$272,945.04
Quote Sub-Total	$385,890.04

9. Execution

9.1. Terms

Customer shall be billed in accordance with the terms outlined above in the Billing Terms table set forth in the Financials Section. The payment frequency set forth in the table above details the timing and amount of the charges due under this SOW. Where applicable, unless Customer notifies NWN Carousel, as applicable, in writing at least ninety (90) days prior to the subscription renewal date, Customer's subscription term will automatically renew on annual terms.

This SOW and any applicable Products or Services purchased hereunder are subject to Maryland Department of Information Technology PBXIV Master Contract https://www.doit.state.md.us/itmc/mcDetails.aspx?mcID=5&smc=21

The pricing contained in this SOW is valid for sixty (60) days from date of issue. Applicable taxes, and if applicable, telecommunications surcharges and fees, will be billed by NWN Carousel and itemized on a separate line item(s) on NWN Carousel's invoice.

In the event Customer does not execute this SOW and only places a Purchase Order, such Purchase Order is deemed acceptance of the terms of this SOW and any additional or different terms in such Purchase Order will not bind NWN Carousel without its written consent to amend the terms of the SOW. Provided no additional or different terms are contained in a Purchase Order, NWN Carousel may reject a Purchase Order in its sole discretion within two (2) business days from its receipt and after which time such Purchase Order is deemed accepted (an "Accepted Purchase Order"). In the event Customer chooses to place a Purchase Order rather than signing this SOW, the date of the Accepted Purchase Order shall be considered the SOW Effective Date.

9.2. Accepted and agreed by:

Worcester County, MD - 911 - Side A - HQ	**Carousel Industries of North America, LLC**
Signature	Signature
Name	Name
Title	Title
Date	Date

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

TO: Weston S. Young, Chief Administrative Officer
FROM: Phillip G. Thompson, Finance Officer PGT
RE: Tax Ditch Roll Certification
DATE: April 14, 2025

For purpose of compliance with Section §26.802 of the Local Government Article of the Annotated Code of Maryland, the County Commissioners are required to certify the drainage tax rolls to the County Treasurer. The drainage tax rolls have been bound in a binder for the Commissioners' approval. Also included is a separate summary memo requesting approval of the upcoming fiscal year's tax rates and managers for the various tax ditches. Please sign the attached certification and present it to the County Commissioners for official certification as well.

If you have any questions, please do not hesitate to contact me.

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

To: County Commissioners

April 14, 2025

From: Phillip G. Thompson, Finance Officer
Crystal Webster, Public Drainage Coordinator

Re: FY 2026 rates for Tax Ditches
and Managers for Tax Ditches

Please approve the following tax rates for the upcoming FY 2026 year on the tax ditches listed below:

TAX DITCH	FY 2025 RATES Till/Wood/Minimum	FY 2026 RATES Till/Wood/Minimum	COMMENTS
Birch Branch	3.50/1.75/35.00	3.50/1.75/35.00	Same as previous year
Coonsfoot	4.50/2.50/75.00	4.50/2.50/75.00	Same as previous year
Dividing Creek (PU&UDC)	7.00/3.50/30.00	7.00/3.50/30.00	Same as previous year
Double Bridges Branch	2.50/1.25/25.00	2.50/1.25/25.00	Same as previous year
Franklin Branch	3.60/2.10/ 50.00	3.60/2.10/ 50.00	Same as previous year
Georgetown Branch	4.20/1.05/25.00	4.20/1.05/25.00	Same as previous year
Goodwill Branch	3.00/2.00/30.00	4.00/2.00/30.00	**Changes in rates**
Kitts Branch	7.00/6.00/25.00	7.00/7.00/30.00	**Changes in rates**
Lewis Road	4.50/1.12/30.00	5.00/1.25/35.00	**Changes in rates**
Middle Branch	.80/ .20/20.00	.80/ .20/20.00	Same as previous year
Nassawango Branch	3.00/ .75/ -0	3.00/ .75/ -0-	Same as previous year
Ninepin Branch	3.00/ .75/ 7.00	3.00/ .75/ 7.00	Same as previous year
Passerdyke Branch	6.00/2.00/75.00	6.00/2.00/ 75.00	Same as previous year
Pine Ridge Branch	3.50/ 2.50 / 35.00	4.00/2.00 /35.00	**Changes in rates**
Sinepuxent Branch	6.00/5.00/ 20.00	6.00/3.00/20.00	**Changes in rates**
Taylorville (Lower)	5.00/ -0- /30.00	5.00/ -0- /30.00	Same as previous year
Timmonstown Branch	1.25/ .80/ 5.00	1.25/ .31/ 5.00	**Changes in rates**
Upper Taylorville	3.00/3.00/45.00	3.00/ 3.00/45.00	Same as previous year

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

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21863

PHILLIP G. THOMPSON, CPA
FINANCE OFFICER

JESSICA R. WILSON, CPA
DEPUTY FINANCE OFFICER

FY 2026

Please approve the following managers for the following tax ditches:

TAX DITCH	MANAGERS
Birch Branch	Daniel Burton
Coonsfoot Branch	Watson Powell, Jr.
Dividing Creek Branch (Pusey & Upper)	Roger Richardson
Double Bridges Branch	Wayne Tull
Franklin Branch	Rodger Bennett
Georgetown	Keith. W Johnson
Goodwill Branch	Joe Dudis
Kitts Branch	John Taylor, Jr.
Lewis Road Branch	Sheikh Tariq
Middle Branch	Oliver Smith
Nassawango Branch	William Dykes
Ninepin Branch	Kenny Littleton, Jr.
Passerdyke	Gene Donalds
Pine Ridge Branch	Wayne Tull
Sinepuxent Branch	Billy Thompon, III
Taylorville (Lower) Branch	Virginia Warren
Timmonstown Branch	Kenny Littleton, Jr.
Upper Taylorville Branch	Robert J. Elliott, Jr.

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

CERTIFICATION OF FY 2025 ASSESSMENT LIST
FOR COUNTY TAX DITCHES-
PUBLIC DRAINAGE ASSOCIATIONS

I, Weston S. Young, Chief Administrative Officer and designated officer pursuant to the Maryland Annotated Code, Local Government Article, §26-802, do hereby certify to the County Commissioners that the attached Tax Ditch-Public Drainage Association Assessment lists for FY 2025, conform to the requirements of the aforesaid §26-802.

_____
Date

_____
Weston S. Young
Chief Administrative Officer

We, the County Commissioners for Worcester County, Maryland, do hereby certify to the County Treasurer and Finance Officer, that the attached Tax Ditch-Public Drainage Association Assessment lists for FY 2025, are hereby approved and authorize this drainage tax rolls and rates for the upcoming fiscal year.

ATTEST:

_____
Weston S. Young
Chief Administrative Officer

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

_____
Theodore Elder, President

_____
Eric Fiori, Vice President

_____
Anthony W. Bertino, Jr.

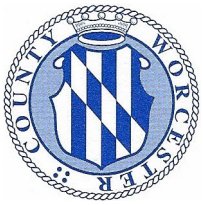
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Diana Purnell

_____
Madison J. Bunting, Jr.

_____
Caryn Abbott

_____
Joseph M. Mitrecic

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**
DATE: **April 8, 2025** Dallas Baker Jr
SUBJECT: **Surplus Vehicles, Equipment and Miscellaneous Items**

Public Works is requesting Commissioner approval of the attached list of County owned property proposed to be declared surplus in compliance with Worcester County's Code of Public Local Laws. The list must be advertised once a week for three consecutive weeks to notify the public, receive comment, schedule a required public hearing regarding list informing the public of the sale of the equipment on the Gov Deals auction site. Once the public hearing has been held and the Commissioners agree to declare the equipment as surplus, DPW Fleet Management will begin the process of arranging the on-line auction of the surplus property.

Please let me know if there are any questions.

Attachments

cc: Chris Clasing, Public Works Deputy Director
Derrick Babcock, Fleet Superintendent
Kim Reynolds, Budget Officer
Dustin Walker, Human Resources
Fleet Management File: GovDeals.com

WORCESTER COUNTY
SURPLUS VEHICLE & EQUIPMENT LIST - 2024-2025

VEHICLES

STOCK #	YEAR	MAKE	MODEL	VIN #	MILEAGE	DEPARTMENT	COMMENTS
1	2001	FORD	F150 2WD	1FTZF17231NA38426	222,554	ROADS	OLD, HIGH MILES, REPLACED WITH NEW
2	1991	INTERNATIONAL	2674	1HSGKCUR4MH381353	154,986	ROADS	OLD, HIGH MILES, REPLACED WITH NEW
3	2004	FORD	F250 4X4	1FTNF21L84EB85254	109,924	SOLID WASTE	OLD, HIGH MILES, REPLACED WITH NEW
4	2014	CHEVROLET	TAHOE 4X4	1GNSK2E05ER185776	130,366	FIRE MARSHAL	NO OIL PRESSURE, REPLACED WITH NEW
5	2006	CHEVROLET	SILVERADO 1500 2WD	1GCEC14X86Z112155	166,735	EP	OLD, RUSTED OUT, REPLACED WITH NEW
6	2005	CHEVROLET	SILVERADO 1500 4X4	1GCEK14V05E295719	180,720	MAINTENANCE	OLD, HIGH MILES, REPLACED WITH NEW, RUSTED OUT
7	2006	FORD	ECONOLINE 150 VAN	1FTPE14W96DB35993	85,145	MAINTENANCE	OLD, REPLACED WITH NEW
8	2003	CHEVROLET	SILVERADO 1500 4X4	2GCEK19V531103041	213,754	WWW	OLD, HIGH MILES, REPLACED WITH NEW, RUNS ROUGH
9	2006	FORD	F350 CREW CAB DUMP	1FDWW36Y56EA91958	214,615	WWW	OLD, HIGH MILES, REPLACED WITH NEW
10	2006	DODGE	CARAVAN	1D4GP25R66B509250	125,921	WWW	OLD, HIGH MILES, SUSPENSION WORN OUT
11	2012	CHEVROLET	TAHOE 4X4	1GNSK2E0XCR175340	216,252	WWW	OLD, HIGH MILES, REPLACED WITH NEW, RUSTED OUT
12	2008	FORD	CROWN VICTORIA	2FAFP71V88X141099	215,059	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
13	2009	FORD	CROWN VICTORIA	2FAHP71V89X121462	232,659	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
14	2008	FORD	CROWN VICTORIA	2FAFP71V48X141102	258,535	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
15	2009	FORD	CROWN VICTORIA	1FTZF17231NA38426	189,108	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
16	2010	FORD	CROWN VICTORIA	2FABP7BV5AX105857	218,206	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
17	2009	CHEVROLET	TAHOE	1GNFK03069R165857	237,000	SHERIFF	HIGH MILES, REPLACED WITH NEW, TRANSMISSION CABLE
18	2013	CHEVROLET	TAHOE	1GNLC2E04DR314042	261,000	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
19	2013	CHEVROLET	TAHOE	1GNLC2E09DR313890	234,810	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
20	2012	CHEVROLET	TAHOE	1GNLC2E08CR169439	278,244	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW, RUSTED OUT
21	2013	CHEVROLET	TAHOE	1GNLC2E05DR314017	251,791	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW, NEEDS HEAD'S
22	2011	FORD	CROWN VICTORIA	2FABP7BV3BX104062	88,032	STATES ATTORNEY	OLD, NO LONGER USED, ABP PUMP INOP

EQUIPMENT

STOCK #	YEAR	MAKE/ DESCRIPTION	MODEL	SERIAL/ VIN #	HOURS	DEPARTMENT	COMMENTS
23	1994	BANNERMAN	TURF-TOPPER BTD20H	15-0518	N/A	PARKS	USED TURF TOP DRESSER, REPLACED WITH NEW
24		KINGS	SPRAYER, K3PTH150B12	23475	N/A	PARKS	NO LONGER NEEDED. NOT USED ITEM

MISCELLANEOUS

STOCK #	NO.	DESCRIPTION	DEPARTMENT	COMMENTS
25		PORTABLE PA SYSTEM WITH AMPLIFIER	SHERIFF	OLD, INOP, NO LONGER NEEDED
26		WOOD DESKS AND SHELVING	SHERIFF	OLD, REPLACED WITH NEW
27		ORNAMENTAL LIGHT POLES	MAINTENANCE	OLD, REPLACED WITH NEW
28		LB WHITE HEATER	MAINTENANCE	OLD, REPLACED WITH NEW
29		HYDRAULIC HOSE MACHINE	SOLID WASTE	OLD, REPLACED WITH NEW, NO LONGER SERVICEABLE
30		MISC AUTOMOTIVE FILTER/PARTS/MANUALS	SOLID WASTE	OLD PARTS FOR VEHICLES NO LONGER IN SERVICE.
31		COATS TIRE MOUNTING MACHINE MODEL 40-40A	FLEET	OLD, REPLACED WITH NEW
32		OLD BATTERY POWERED TOOLS	FLEET	OLD, INOP, REPLACED WITH NEW
33		TIRE BALANCING MACHINE, HUNTER ROAD FORCE	FLEET	OLD, REPLACED WITH NEW
34		ELECTRICAL POWER BANKS	EMERGENCY SERVICE	OLD, NO LONGER USED
35		SODA MACHINE	EMERGENCY SERVICE	OLD, NO LONGER USED, DOES NOT COOL
36		INDUSTRIAL AIR ILA3606056 AIR COMPRESSOR	ROADS	OLD, DOES NOT WORK. COMPRESSOR INOP.
37		PARTS WASHER, RANGER T-5-500	ROADS	OLD, DOES NOT WORK NO LONGER NEEDED
38		MISC SOCCER GOALS	PARKS	OLD, REPLACED WITH NEW
39		MISC GAS POWERED STRING TRIMMERS	PARKS	OLD, REPLACED WITH NEW, DOES NOT RUN
40		MISC PRINTERS	IT	OLD, REPLACED WITH NEW, NO LONGER SERVICEABLE
41		MISC COMPUTERS	IT	OLD, REPLACED WITH NEW

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: Charlene Sharpe, Legislative Analyst
DATE: April 28, 2025
RE: Letter in support of municipal bonds

The National Association of Counties (NACo) is urging counties to write to their members of Congress regarding the importance of tax-exempt municipal bonds. The tax-exempt status of these bonds, which counties use to fund major projects, is at risk as the federal government looks for ways to increase revenue.

I've attached a draft letter that could be sent to Congressman Harris, Sen. Alsobrooks and Sen. Van Hollen.

Attachments
Page 2 – Information from NACo
Pages 3-5 – Draft letter



Counties are Built by Bonds

*Over the past decade, municipal bonds have underpinned **$4 trillion** in infrastructure investments, such as roads, bridges, public transit, ports, libraries, police stations, and more.*

*Eliminating the tax-exemption is expected to shift **$823.92 billion** in new costs on issuers and borrowers over the next 10 years*

*Eliminating the tax-exemption would result in additional **$5,364** imposed on **153 million** American taxpayers and an additional **$6,554** on **125 million** American households*

CONGRESS MUST PRESERVE THE TAX-EXEMPT STATUS OF MUNICIPAL BONDS TO SUPPORT CRITICAL LOCAL INFRASTRUCTURE WITHOUT BURDENING TAXPAYERS WITH HIGHER COSTS

Key provisions of the Tax Cuts and Jobs Act of 2017 (P.L. 115-97) are set to expire after December 31, 2025. As the 119th Congress works to enact tax legislation and extend expiring provisions, NACo urges Congress to preserve the tax-exempt status of municipal bonds to ensure that counties can continue to deliver essential services to our communities.

What is the State of Municipal Bonds?

Since the original 1913 tax code, county governments have depended on access to the capital market and issuance of tax-exempt bonds to finance our nation's infrastructure. Counties primarily issue bonds to finance key, long-term capital projects at a lower cost since the interest of the bonds is exempt from federal taxation. **The ability to issue bonds free from federal taxation has been a long-standing principle of the intergovernmental partnership.**

What are the Types Of Tax-Exempt Bonds Issued by Counties?

Tax-exempt bonds issued by local governments traditionally fall into 2 categories – general obligation bonds and revenue bonds. Regardless of the bond type, counties rely on public support when issuing bonds.

GENERAL OBLIGATION BONDS are backed by the "full faith and credit" of the issuing state or local government and are repaid by the taxing authority of the issuer. These bonds are typically issued to finance public safety and education – both of which are critical services counties provide to our residents – along with other projects that do not directly generate revenue.

REVENUE BONDS are supported by the revenue from a project, like a toll highway. Qualified private activity bonds (PABs) are a type of tax-exempt revenue bonds where use of the project and repayment of the bonds comes from a private source. PABs can be issued to finance certain affordable housing projects, wastewater facilities, utilities, airports and other transportation facilities that serve our communities.

NACo Advocacy Toolkit:
Tax Reform in the 119th Congress.

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

COMMISSIONERS
THEODORE J. 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
COUNTY COMMISSIONERS
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103
SNOW HILL, MARYLAND
21863-1195

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

May 6, 2025

Congressman Andy Harris, M.D.
1536 Longworth House Office Building
Washington, D.C. 20515

Dear Congressman Harris:

On behalf of the Worcester County Commissioners, I respectfully request your support for maintaining the federal tax exemption on municipal bonds as Congress moves forward with efforts to reduce the federal deficit. Tax-exempt municipal bonds have been the cornerstone of state and local infrastructure investment for over 100 years and are responsible for financing much of the nation's infrastructure.

In Worcester County, municipal bonds have enabled the advancement of countless key projects. Most recently, we used this funding to make critical improvements at the county jail, built a new logistical storage facility for public safety, bought a new belt filter press for sludge processing, and paid for the design, engineering and construction of an addition to our county's busiest middle school.

The tax-exemption of municipal bond interest from federal income tax represents one of the best examples of the federal-state-local partnership. Because of the exemption, investors are willing to buy municipal bonds that pay less interest relative to other securities. Capping or eliminating the exemption will cause investors to seek higher interest rates, which could result in an estimated $823 billion in increased costs to finance projects for state and local governments. Those increased costs will ultimately be felt by all of our constituents – the taxpayers. It is estimated that eliminating the tax-exempt status will raise costs by over $6,500 per household.

Thank you for your consideration of this request and your continued service representing the people of Worcester County.

Sincerely,

Theodore J. Elder
President

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

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ROSCOE R. LESLIE
COUNTY ATTORNEY

May 6, 2025

Senator Angela Alsobrooks
SR-374 Russell Senate Office Building
Washington, D.C. 20510

Dear Senator Alsobrooks:

On behalf of the Worcester County Commissioners, I respectfully request your support for maintaining the federal tax exemption on municipal bonds as Congress moves forward with efforts to reduce the federal deficit. Tax-exempt municipal bonds have been the cornerstone of state and local infrastructure investment for over 100 years and are responsible for financing much of the nation's infrastructure.

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Thank you for your consideration of this request and your continued service representing the people of Worcester County.

Sincerely,

Theodore J. Elder
President

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ROSCOE R. LESLIE
COUNTY ATTORNEY

May 6, 2025

Senator Chris Van Hollen
730 Hart Senate Office Building
Washington, D.C. 20510

Dear Sen. Van Hollen:

On behalf of the Worcester County Commissioners, I respectfully request your support for maintaining the federal tax exemption on municipal bonds as Congress moves forward with efforts to reduce the federal deficit. Tax-exempt municipal bonds have been the cornerstone of state and local infrastructure investment for over 100 years and are responsible for financing much of the nation's infrastructure.

In Worcester County, municipal bonds have enabled the advancement of countless key projects. Most recently, we used this funding to make critical improvements at the county jail, built a new logistical storage facility for public safety, bought a new belt filter press for sludge processing, and paid for the design, engineering and construction of an addition to our county's busiest middle school.

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Thank you for your consideration of this request and your continued service representing the people of Worcester County.

Sincerely,

Theodore J. Elder
President

MARYLAND'S Coast WORCESTER COUNTY

Office of Tourism & Economic Development
107 West Green Street, Snow Hill, MD 21863
(410) 632-3112 · www.MarylandsCoast.org

MEMO

TO: Worcester County Commissioners

FROM: Melanie Pursel, Director of Tourism and Economic Development

DATE: March 24, 2025

RE: Letter of support for DHCD Project UPLIFT grant to Davis Strategic

---

Bret Davis of Davis Strategic is requesting a letter of support from the Worcester County Commissioners to include with an application for a Project UPLIFT (Utilizing Progressive Lending Investments to Finance Transformation) grant from the Department of Housing and Community Development to help provide affordable housing within a planned development consisting of 37 townhomes in Pocomoke.

The draft letter of support is attached for Commissioner President Elder to sign.

MARYLAND'S Coast WORCESTER COUNTY

Office of Tourism & Economic Development
107 West Green Street, Snow Hill, MD 21863
(410) 632-3112 · www.MarylandsCoast.org

April 1, 2025

Bret Davis
Davis Strategic
1201 Pemberton Drive Suite 2B
Salisbury, MD 21801

Dear Mr. Davis:

The Worcester County Commissioners wholeheartedly support your company's upcoming development project in Pocomoke City. This would include the development of 37 townhomes, with the support of DHCD's Project UPLIFT (Utilizing Progressive Lending Investments to Finance Transformation), making them much more affordable.

There is a dire need for housing, especially in the south end, with the expansion of Hardwire LLC as well as growth at NASA Wallops. You have an excellent track record of investing in our county, and we look forward to seeing these projects come to fruition.

Sincerely,

Theodore J. Elder
President, Worcester County Commissioners

DRAFT

MARYLAND'S Coast WORCESTER COUNTY

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

TO: Weston Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Lynn Wright, Senior Budget Accountant
DATE: April 28, 2025
RE: Public Hearing Request for CDBG CV 2 Grant Amendment

The Maryland Department of Housing and Community Development has reclaimed COVID (Cares Act) funds, which are now available to support homeless shelters. Worcester County is eligible to receive these funds through an amendment to its original CV 2 Grant.

Two local shelters, Diakonia and Samaritan Ministries, have identified eligible needs for these funds, including homeless shelter supplies and kitchen appliances. The total grant amendment amount is $54,879. Diakonia proposes to use $30,401 to purchase food, bottled water, hygiene supplies, and first aid supplies. Samaritan Ministries proposes to use $24,478 to purchase kitchen appliances and food.

As required by the Community Development Block Grant (CDBG) program, a public hearing must be held to approve the grant amendment. I respectfully request the public hearing be held at the Commissioner meeting on June 3, 2025.

Attachments

FUNDING OPPORTUNITY

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM – COVID FUNDING

The Maryland Department of Housing and Community Development (DHCD) has approximately $2 million of CDBG COVID funding available. While the COVID crisis is technically over, there is still the opportunity to meet the criteria of "preparing for" a resurgence of COVID. To this end, we are offering funds as amendments to non-entitlement grantees who received funding from DHCD's CDBG COVID.

The funds would be made available for homeless and food projects. Specifically, the funds can be used for services, food supplies, shelter improvements, and food bank facility improvements.

Eligible activities include:

- Acquisition of equipment and appliances to improve facilities such as freezers, refrigerators, ovens, HVAC systems, and shelving*
- Operating costs for staff providing direct services
- Food supplies

◆Funding for *minimal* project administration will be considered for Grantees.

◆Funds will be provided as amendments to the recent grant agreements.

◆Grantees must conduct a public hearing and submit a description of activities, a budget and beneficiary information.

◆Equipment and appliance must be installed from manufacturer or be installed with non-CDBG funds.

Note that all activities must completed by June 2026 with no time extensions.

The Program will host a call on Tuesday, March 4th at 1 pm to discuss CDBG COVID uses and specifics.

CDBG CV AMENDMENT INFORMATION FORM

Grantee: The County Commissioners of Worcester County, MD

Activity	Amount	Subrecipient	National Objective	# Beneficiaries
Food, Bottled Water, Hygiene, and First Aid Supplies for Homeless Shelter	$30,401	Diakonia	LMI Limited Clientele – Presumed - Homeless	250
Appliances and Food for Homeless Shelter	$24,678	Samaritan Ministries, Inc.	LMI Limited Clientele – Presumed - Homeless	250
TOTAL	$55,079			

National Objectives

1. *Benefit to LMI – Limited Clientele - Presumed* – Homeless Persons – Presumed to be LMI – Report on persons
2. *Benefit to LMI – Limited Clientele – Income Qualified* - Food Programs (non-senior), counseling, childcare, adult day care, health centers – 51% of all beneficiaries must be LMI – self-certification allowed

COVID Emergency Supply List - Diakonia

Item	Cost per unit	# of units	Total Cost
Personal Hygiene Packs	$ 16.00	275	$ 4,400.00
Emergency Disposable Blankets	$ 12.65	42	$ 531.30
First Aid Kits	$ 32.88	20	$ 657.60
Ready to Eat Meals	$ 497.00	24	$ 11,928.00
Bottled Water	$ 5.64	912	$ 5,143.68
Sport Hydration Drinks	$ 7.46	111	$ 828.06
Food Storage Carriers	$ 48.00	4	$ 192.00
Insulated Hot Beverage Container	$ 147.00	4	$ 588.00
Beverage Cooler Dispenser	$ 55.44	3	$ 166.32
Cups	$ 40.41	20	$ 808.20
Protein Bars	$ 7.92	631	$ 4,997.52
Face Masks	$ 9.99	8	$ 79.92
Latex Gloves	$ 15.89	5	$ 79.45
			$ 30,400.05

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT
VENDOR/COST DOCUMENTATION FORM

Description of needed service or product: Beverage Dispenser. (3)
Add paper cones. (20 cases @ 1000 - $40.41) = $808.20

Quote #1:
Name of vendor: Grainger
Address: online.
Phone #:
Quoted Price: $255.87. Date: 4/25/25.

Quote #2:
Name of vendor: Walmart.
Address: Berlin, MD.
Phone #:
Quoted Price: $166.32 Date: 4/25/25

Quote #3:
Name of vendor: Amazon Online.
Address:
Phone #:
Quoted Price: $287.70 Date: 4/25/25.

Selected Vendor: Walmart

Reason for Selection: local vendor. lowest price.

Person Completing Form: Kim Angel **Date:** 4/25/25

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT
VENDOR/COST DOCUMENTATION FORM

Description of needed service or product: Bottled Water. [redacted]
365 x 300 = 36,500 bottles ÷ 40 = 912 cases.

Quote #1:
Name of vendor: Walmart
Address: Local Berlin, MD
Phone #:
Quoted Price: $ 513.68 Date: 4/25/25.

Quote #2:
Name of vendor:
Address:
Phone #:
Quoted Price: Date:

Quote #3:
Name of vendor:
Address:
Phone #:
Quoted Price: Date:

Selected Vendor: Walmart

Reason for Selection: local low price.

Person Completing Form: Ken Aylt **Date:** 4/25/25

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT
VENDOR/COST DOCUMENTATION FORM

Description of needed service or product: Emergency Disposable Blankets. (heat reflective) (500)

Quote #1:
Name of vendor: Grainger
Address:
Phone #:
Quoted Price: $450.00 Date: 4/25/25

Quote #2:
Name of vendor: Walmart.
Address: Berlin, MD
Phone #:
Quoted Price: $31.30 Date: 4/25/25
packs of 12.

Quote #3:
Name of vendor: Amazon
Address:
Phone #:
Quoted Price: $450 Date: 4/25/25

Selected Vendor: Walmart

Reason for Selection: local vendor

Person Completing Form: Kim Ayd **Date:** 4/25/25.

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT
VENDOR/COST DOCUMENTATION FORM

Description of needed service or product: First Aid Kits. (20)
30 people served each.

Quote #1:
Name of vendor: Grainger
Address: online
Phone #:
Quoted Price: $459.40 Date: 4/25/25.

Quote #2:
Name of vendor: Walmart.
Address: Berlin MD
Phone #:
Quoted Price: $657.60 Date: 4/25/25.

Quote #3:
Name of vendor: Amazon
Address:
Phone #:
Quoted Price: $ 592.80 Date: 4/25/25

Selected Vendor: Walmart

Reason for Selection: Local vendor.

Person Completing Form: Ken Angt **Date:** 4/25/25

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT
VENDOR/COST DOCUMENTATION FORM

Description of needed service or product: Food Storage Carriers. (4)

Quote #1:
Name of vendor: Webrestaurant Store.
Address: online
Phone #:
Quoted Price: $192 Date: 4/25/25.

Quote #2:
Name of vendor:
Address:
Phone #:
Quoted Price: Date:

Quote #3:
Name of vendor:
Address:
Phone #:
Quoted Price: Date:

Selected Vendor: Webrestaurant.

Reason for Selection: Cambro is the most well-known disaster service supply provider for food storage. All ~~other~~ vendors sell for the same price.

Person Completing Form: Ken Angle **Date:** 4/25/25

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT
VENDOR/COST DOCUMENTATION FORM

Description of needed service or product: Survival Hygenie Kits. (275) # of residents served in emergency shelter / yr.

Quote #1:
Name of vendor: US Safety Kits.com
Address: 455 Tarrytown Rd, #1459, White Plains NY 10607
Phone #: 888-247-3947 (www.ussafetykits.com)
Quoted Price: $4111.25 (14.95 each) Date: 4/25/25

Quote #2:
Name of vendor: Walmart
Address: 11416 Ocean City Hwy Berlin, MD 21811
Phone #: 410-629-0502
Quoted Price: $4,400 (16.00 each) Date: 4/25/25.

Quote #3:
Name of vendor: Amazon
Address: online.
Phone #:
Quoted Price: $3,242.25 Date: 4/25/25.

Selected Vendor: WALMART

Reason for Selection: Local ties to Worcester. More items per pack/person

Person Completing Form: Kon Angel **Date:** 4/25/25

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT
VENDOR/COST DOCUMENTATION FORM

Description of needed service or product: Insulated Beverge Containers. (4)

Quote #1:
Name of vendor: Webrestaurant store.
Address: online.
Phone #:
Quoted Price: $568 Date: 4/25/25

Quote #2:
Name of vendor:
Address:
Phone #:
Quoted Price: Date:

Quote #3:
Name of vendor:
Address:
Phone #:
Quoted Price: Date:

Selected Vendor: Webrestaurant.

Reason for Selection: Cambro is the leader in disaster service storage containers and all stores sell at same price.

Person Completing Form: Ken Argt **Date:** 4/25/25

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT
VENDOR/COST DOCUMENTATION FORM

Description of needed service or product: Ready to Eat Meals. 20,000 servings.

Quote #1:
Name of vendor: My Patriot Supply
Address: online
Phone #:
Quoted Price: @ 24 units $11,928 Date: 4/25/25

Quote #2:
Name of vendor: Amazon.
Address: online
Phone #:
Quoted Price: @ 14 units $39,185.72. Date: 4/25/25

Quote #3:
Name of vendor: Emergency Essentials.
Address: online.
Phone #:
Quoted Price: @ 25 units $17,175 Date: 4/25/25

Selected Vendor: My Patriot Supply

Reason for Selection: cost.

Person Completing Form: Ken Angt **Date:** 4/25/25.

MARYLAND COMMUNITY DEVELOPMENT BLOCK GRANT
VENDOR/COST DOCUMENTATION FORM

Description of needed service or product: Sport Hydration Drinks.
2000 bottles x 111 units
18/pack.

Quote #1:
Name of vendor: Walmart
Address: Local Berlin
Phone #:
Quoted Price: $28.06 Date: 4/25/25

Quote #2:
Name of vendor:
Address:
Phone #:
Quoted Price: Date:

Quote #3:
Name of vendor:
Address:
Phone #:
Quoted Price: Date:

Selected Vendor: Walmart

Reason for Selection: lowest cost.

Person Completing Form: Lin Angt **Date:** 4/25/25

Samaritan Ministries, Inc.

P. O. Box 661
814 Fourth Street
Pocomoke City, MD 21851

Phone 410-957-4310
Fax 410-957-0125
Web address: thesamaritanshelter.org
E-mail thesamaritanshelter@gmail.com

A Private Non-Profit Homeless Shelter Since 1986

Worcester County Commissioners
One West Market St Room 1103
Snow Hill, MD 21863

April 28, 2025

Dear Commissioner President & County Commissioners,

The Board of Directors, staff, those in crisis and residents would like to thank you for the opportunity to request COVID funding to assist us in replacing some Kitchen/ Soup Kitchen and Food Pantry Equipment and to purchase food for our Food Pantry, Soup Kitchen and Shelter.

The needs here at the shelter are great and continue to grow due to the economy. We have been in operation since 1986 helping those in need in Worcester County. We are collaborating with Disability Advocates, Worcester County Parole & Probation, Worcester Youth & Family, Health Department for parenting classes, UMES for nutritional classes, Priority Partners for Health Classes, and many others to provide resources locally in Pocomoke to help those in need in Worcester County. Agencies come into the shelter and provide classes and other resources for the residents and those in the community. When someone is in a crisis it is sometimes difficult to get from point A to point B, so we are providing those resources at the shelter for those in need to access them also transportation can be an issue to those in need. We continue to provide several resources and referrals to those in crisis to become self-sufficient again. We are so thankful to be collaborating with so many organizations to make Samaritan Shelter a one stop resource for the community.

So, you can see your generosity is being well spent to help those in need. Your continued support is critical to keeping the doors open at Samaritan Shelter. Without your support we would not be able to apply for the grants we apply for to help keep the shelter running. We will be grateful for your continued support in the coming year. We do our best to keep our budget the same so we only have a staff of 5 to help keep costs down so funding can go to direct services for the residents.

If you have any questions, please feel free to call me at 443-944-3889.

Thank You,

Shelly Daniels, Director

Deuteronomy 15:11
For the poor shall never cease out of thy land; Therefore, I command the saying, Thou shall open thy hand wide to thy brother, to thy poor and to thy needy in thy land.

Board of Directors
Chairman Carol Johnsen, Vice Chairman Shayla Miles, Treasurer Adele Williams, Rev. George Tasker, Charlie Webster, Eric Gomez, Tonya Sterling, Jamie Bailey, Rev. Dr. Joe Barth, Samantha Beauchamp, Greg Conley, John Spencer, Chris Greenwood, Danny Outten, Paul Cook

Director Shelly Daniels

Samaritan Ministries Inc
Tax I.D. Number 52-2080155

Requested: $24,677.49

Provider Information			
Name of Organization: Samaritan Ministries, Inc.			
Jurisdiction: Worcester			
Location of Equipment: 814 Fourth St, Pocomoke City, MD 21851			
EIN#: 52-2080155			
Program Street Address: 814 Fourth St			
City: Pocomoke City	State: MD	Zip Code: 21851	County/Baltimore City: Worcester County
Mailing Address: PO Box 661			c/o Shelly Daniels
City: Pocomoke City	State: MD	Zip Code: 21851	County/Baltimore City: Worcester County
Organization Director: Shelly Daniels	Direct Phone Number: 443-944-3889		Email Address: thesamaritanshelter@gmail.com
Program Director: Shelly Daniels	Direct Phone Number: 443-944-3889		Email Address: thesamaritanshelter@gmail.com
Primary Contact: Shelly Daniels	Direct Phone Number: 443-944-3889		Email Address: thesamaritanshelter@gmail.com

Program Demographics			
Program Type			
✓ Shelter ____ Food Bank	____ Senior Feeding ____ Residential Treatment	✓ Pantry ____ Other	✓ Soup Kitchen ____ Adult Daycare

Program Demographics
Days and hours of operation? Shelter 24/7 (3 meals a day plus snacks), Soup Kitchen Wed. 11-12:30 pm, Food Bank Tuesday & Saturday from 1-2 pm or as needed, hot meals as needed for anyone not in the shelter.
Program and the services provided and how long you have provided these services. Samaritan Shelter is a homeless shelter serving those in need for 37 years. We provide shelter, food, clothing, and many resources to the homeless. We have a food pantry and a soup kitchen where we provide to those in need in the community with food insecurities. We are governed by a dedicated group of 15 individual Board Members who diligently work to increase self-sufficiency for the homeless and those in need. Our board consists of a diverse group of individuals bringing various expertise to the table. The shelter is run by the Director who the Board hired 16 years ago and had previously worked at the shelter for 9 years before taking a 2-year break and 4 House managers who help run the day-to-day operations. All services are offered at no charge
Communities we serve. Samaritan serves the homeless, low income, seniors and those who are less fortunate and in need.

Number of individuals and families we serve annually by your program. We serve between 350 – 500 individuals annually in food pantries, soup kitchen and shelter. **The estimate of individuals that we will serve with this grant.** We estimate serving 510 individuals whose incomes are low to no income, homeless, doubled up, have food insecurities through the Shelter, Soup Kitchen and Food Pantry.
Grocery bags and meals provided annually by your program. FY 2022-2023 we served 11,106 Meals in the Shelter, 1,954 Meals in the Soup Kitchen and distributed 8,570 Grocery Bags in the Food Pantry.

Type	Quantity	Cost	Other Expenses	Total Cost (Cost + Other Expenses)	Grant Request	Estimate(s) Included
Fridge for Soup Kitchen Foods	1	709.00		709.00	709.00	1 Estimates
Fridge for Residents food	1	1,575.00		1,575.00	1,575.00	1 Estimates
LP Stove/Oven	1	1,249.00	242.49	1,491.49	1,491.49	1 Estimates
Microwave	1	193.00		193.00	193.00	1 Estimates
Freezer for Soup Kitchen Foods	1	709.00		709.00	709.00	1 Estimates
Food for our food pantry, soup kitchen and shelter		20,000.00		20,000.00	20,000.00	
Total:		24,435.00	242.49	24,677.49	24,677.49	5 Estimates

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: April 28, 2025

Subject: Request for over-expenditure to add seasonal Human Resources Intern

---

We are requesting an over expenditure to add a seasonal **Human Resources Intern** to the Human Resources department effective June 2, 2025, G16/S1, $4,322 annually. This expense will be offset by revenues from LGIT and Chesapeake refunds.

This seasonal HR Intern would work up to a maximum of 180 hours over the summer season starting on or around June 2, 2025, and ending on or around August 31, 2025.

We have multiple projects in the HR pipeline in addition to our daily work. Additional dedicated support to help move these projects forward and assist with our daily work would support completing them sooner. This position would assist with the following projects: finalizing and publishing recruiting metrics, automate new hire onboarding, automate new hire benefits enrollment, and gathering information to research Human Resources Information System options. Assistance with daily work includes supporting the processing of FY26 budgeted personnel changes, recruitment support, benefits enrollment, new hire onboarding, among other daily activities to not only support the HR team but provide exposure to multiple disciplines within Human Resources.

We are looking to fill this position with a student who lives in Worcester County and who is currently attending a college or university with an emphasis on human resources or business management. It is our goal that this position will meet their college graduation requirements for an internship in Human Resources.

Thank you for your consideration.

DEPARTMENT:	**HUMAN RESOURCES**
JOB TITLE:	**HUMAN RESOURCES INTERNSHIP (180 HOURS)**
COMPENSATION:	**GRADE 16 / STEP 1 $21.76 PER HOUR**
WORK LOCATION:	**WORCESTER COUNTY GOVERNMENT CENTER, SNOW HILL, MARYLAND**
WORK SCHEDULE:	**180 HOURS BETWEEN JUNE 2, 2025, TO AUGUST 31, 2025; APPROXIMATELY 10 TO 18 HOURS PER WEEK**

JOB SUMMARY: This entry level position will provide a broad learning experience to individuals seeking to advance their career in the human resources field. The individual will learn and assist with the functions of the Departments various programs which include but are not limited to recruitment, benefits administration, new hire onboarding, employee relations, worker's compensation, leave management and other human resources related functions. This position will report to the Deputy Director but is under the direct leadership of the Director of Human Resources.

GENERAL REQUIREMENTS:

- Pre-employment background check

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- Assists with and participates in all designated projects and activities with the Department
- Assists with day-to-day activities within the office which may include but not limited to answering the main phone lines, greeting guests, assisting employees or the public at the counter, filing, etc.
- Assists with departmental projects to include on-line researching, providing data, organizing information, preparing reports and other duties related to assigned tasks
- Assists with day-to-day recruitment activities which may including but not limited to posting new position openings, downloading applications, assisting with scheduling and pre-screening interviews, following up with candidates, participating in pre-screen and in person interviews on and off site, checking references, and assisting with other related activities.
- Assists with new hire orientation including preparing new hire orientation packages, assisting new employees with hire paperwork, assisting in the delivery of orientation, etc.
- Assists with benefits administration activities with may include but not limited to auditing monthly vendor benefit invoices and reports for medical related benefits and retirement benefits including pension and deferred compensation plans, family status benefit changes, retiree benefit premium processing, etc.
- Completes assigned tasks accurately and by established deadlines.
- Represents the county professionally with integrity
- Establishes and maintains harmonious working relationships with co-workers, elected or appointed officials, and the general public using tact, discretion, sound judgment, and professionalism.
- Communicates clearly, concisely, and professionally
- Complies with safety programs, procedures, training, fire drills, COOP plans, etc. and works safely
- Ensures confidentiality of information and records and complies with record retention schedule
- Adheres to Worcester County Government Personnel Rules & Regulations
- Able to cross train and back up other staff as needed
- Perform other related duties as assigned by the Deputy Director or Director of Department

QUALIFICATIONS AND SKILLS:

- High School Diploma or equivalent
- Currently reside in or are from Worcester County

- Current enrollment in a college or university with an emphasis in human resources or business management
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers. Ability to apply acquired knowledge to increasingly varied and complex tasks
- Computer literate (word processing, spreadsheets, email), with basic knowledge of Word, Excel, Outlook, and PowerPoint
- Ability to work in a fast-paced environment; be team orientated with the ability to collaborate
- Ability to express oneself accurately, clearly and effectively, both in writing and verbally
- Ability to follow verbal and written instructions; keep records and logs; complete written forms; and to communicate effectively with the public and coworkers
- Ability to apply acquired knowledge to increasingly varied and complex tasks, perform duties independently and as part of a team, and complete assigned tasks by established deadlines

SAFETY ANALYSIS:

(Rarely (<5% of the time), Occasional (5-25% of the time), Frequent (25-75% of the time); Constant (<75% of the time)

Sedentary work; Constant sitting, viewing; Frequent talking, hearing; Occasional pushing, pulling, carrying, lifting up to 20 lbs. No known significant hazard risk.

DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

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

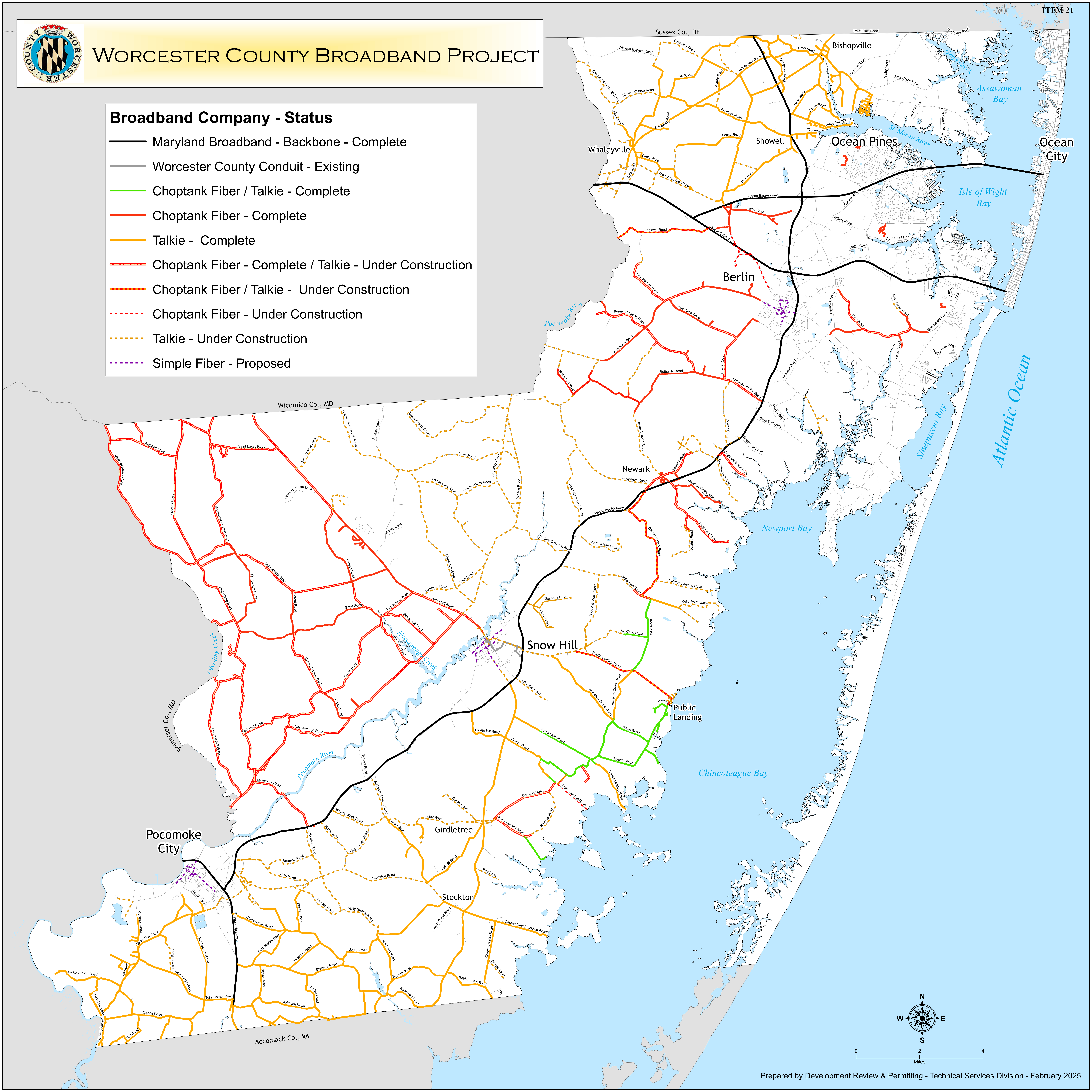
To: Weston Young, Chief Administrative Officer

From: Brian Jones, Director of IT

Re: Broadband Update

Date: March 11, 2025

It's been a little over a year since the last broadband update was done for the commissioners. I am requesting to meet during an open session to give a quick update on where our ISPs are working, what they have completed and suggestions for future expansion. I am also prepared to share an updated broadband map showing Worcester County ISP coverage.



WORCESTER COUNTY BROADBAND PROJECT
COUNTY WORCESTER
Broadband Company - Status
Maryland Broadband - Backbone - Complete
Worcester County Conduit - Existing
Choptank Fiber / Talkie - Complete
Choptank Fiber - Complete
Talkie - Complete
Choptank Fiber - Complete / Talkie - Under Construction
Choptank Fiber / Talkie - Under Construction
Choptank Fiber - Under Construction
Talkie - Under Construction
Simple Fiber - Proposed
Sussex Co., DE
Wicomico Co., MD
Somerset Co., MD
Accomack Co., VA
Bishopville
Whaleyville
Showell
Ocean Pines
Ocean City
Berlin
Newark
Snow Hill
Public Landing
Girdletree
Stockton
Pocomoke City
Atlantic Ocean
Assawoman Bay
Isle of Wight Bay
Sinepuxent Bay
Newport Bay
Chincoteague Bay
St. Martin River
Greys Creek
Pocomoke River
Dividing Creek
Nassawango Creek
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Miles
Prepared by Development Review & Permitting - Technical Services Division - February 2025

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: May 6, 2025
RE: Request to Purchase – Fire Training Tower

The Fire Marshal's Office is requesting approval to purchase a new four-story fire training tower at the Worcester County Fire Training Center in Newark. The new fire training tower will replace a 42-year-old, unsafe structure, eliminating the need for costly out-of-county training. It will provide realistic, multi-scenario training for over 700 fire and EMS personnel, law enforcement, and federal partners. The tower will also support community outreach, serve local high school fire science students, and promote regional collaboration through shared use with neighboring agencies.

The tower was quoted by WHP Trainingtowers through their cooperative contract with Sourcewell for a total of $1,441,351.21. The cooperative contract provides the County with a discount of $116,427.08.

A state grant of $250,000 has been awarded for this project. The additional funding has been approved in the FY24 Assigned Funds account, Fire Tower/Training Center Upgrades/Expansion in the amount of $1,850,000.

Sourcewell is a cooperative purchasing organization that competitively awards purchasing contracts on behalf of itself and its participating agencies. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services.

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

April 30th, 2025 Ref Number: 2025R41 (via email)

Robert Korb, Chief Deputy Fire Marshal
Worcester County Fire Marshal's Office
1 West Market Street, Room 1302
Snow Hill, MD 21863

443-614-0100
rkorb@co.worcester.md.us

Dear Chief Korb:

We are pleased to provide you with the following Sourcewell Quote utilizing our Sourcewell contract number 011822-JHK and Worcester County's Sourcewell contract number 21406 giving 10% off of materials and 5% off of labor and 5% off of freight for a **CUSTOM 5th ALARM FOUR-STORY** WHP training simulator. The simulator would consist of a structure that would approximate the following:

1. Section A will be a **Four-Story Tower** approximately 21'-11" W x 21'-11" L x 44'-0" H (to top of parapet).
    a. Three (3) interior floors (2nd, 3rd, 4th)
    b. One (1) flat roof with parapet roof guard system
    c. Four (4) 3'-0" chain gates, two (2) openings on front and rear of the tower
    d. Four (4) rappelling anchors on the roof
    e. One (1) 2'-6" x 3'-0" Bilco roof hatch with guard rail
    f. One (1) vertical ladder from 4th floor to roof hatch
    g. One (1) four-story interior intermediate landing stair with welded stair railing
    h. One (1) four story exterior scissor stair with three doors
    i. Two (2) 3' x 7' plate steel door and hardware
    j. Three (3) 3' x 4' window openings with latching shutters
    k. One (1) 4' x 7' cantilevered balcony with exterior plate door
    l. One (1) 4' x 10' inset balcony partially lined with a Padgenite Interlock HD™ liner system
    m. One (1) 2' x 2' burn crib anchored to the inset balcony
    n. One (1) 4'x 4' burn crib
    o. One (1) wireless smoke distribution system with 8 runs
    p. One (1) four story standpipe with Fire Department connection with one 2-head sprinkler run

q. One (1) 11’ x 21’ burn room protected with a Padgenite Interlock™ liner system
r. Three (3) eyebolts for ladder tie-offs at grade

2. Section B will be a **Two-Story Residential/Industrial** section approximately 21'-11" W x 35'-0" L x 24’-0” H.
    a. One-half (1/2) gable roof, 5/12 and 9/12 un-equal pitch with perimeter welded guardrail
    b. Two (2) 8’-0” chain gates, one (1) on each face of the residential gabled roof
    c. Two (2) chop outs on gabled roof, one (1) 48” x 48” chop out and one (1) 48” x 96” chop out
    d. One (1) attic space provided between the gabled roof and the second floor
    e. One-Half parapet roof
    f. Two (2) 3’-0” chain gates, two (2) openings on front and rear of the parapet
    g. One (1) 3’ x 3’ access hatch from flat roof to residential attic
    h. One (1) 3' x 3' framed window opening with latching shutter at exterior gabled end of the attic
    i. Seven (7) 3' x 4' framed window openings with latching shutters
    j. Two (2) exterior burn room 3' x 4' framed window openings with latching shutters
    k. One (1) 3' x 7' exterior plate steel door and hardware
    l. Three (3) 3’x 7’ interior plate steel doors and hardware from tower to residential
    m. One (1) 3' x 7' exterior burn room plate steel door and hardware
    n. One (1) forcible entry door insert
    o. One (1) 3' x 7' interior burn room plate steel door and hardware
    p. One (1) two-story interior straight stair with railing from residential 1st to 2nd floor
    q. One (1) 4’x 4’ floor/ceiling breach prop
    r. One (1) over window rappelling anchor
    s. One (1) maze panel with door
    t. Ten (10) maze wall panels
    u. One (1) 14’ x 14’ burn room protected with a Padgenite Interlock™ liner system
    v. One (1) 15’ x 15’ burn room protected with a Padgenite Interlock™ liner system
    w. Two (2) 4’x4’ burn cribs
    x. One (1) wireless recordable temperature monitoring system for all three burn rooms
    y. Five (5) eyebolts for ladder tie-offs at grade

3. Section C will be a **One-Story Annex** approximately 21'-11" W x 14'-6" L x 10'-0" H.
    a. One (1) two story exterior stair with door and bar grate on roof
    b. One (1) 3' x 4' framed window openings with latching shutters
    c. One (1) tactical forcible entry door
    d. One (1) 3' x 7' plate steel door and hardware
    e. One (1) 6’ x 7’ double plate steel doors and hardware

	MSRP	Sourcewell
Materials are:	$812,280.00	$731,052.00
Freight is:	$73,004.00	$69,353.80
Labor is:	$326,571.00	$310,242.45
Prevailing wages/Worcester County, MD are:	$223,492.00	$212,317.40
Foundation Design & Fill on Deck Concrete are:	$68,300.00	$68,300.00
Sub Total:	**$1,503,647.00**	**$1,391,265.65**
Performance and Payment Bonds at 3.6%:	$54,131.29	$50,085.56
Total:	**$1,557,778.29**	**$1,441,351.21**

Prevailing Wages: Prevailing wages have been included based on the Maryland Department of Labor Prevailing Wage Informational Rates for Worcester County Maryland via dllr.state.md.us. If the General Decision is updated or a job specific wage determination is performed wages will be adjusted accordingly and be the responsibility of the owner.

All pricing is in US Dollars and is valid for 30 days. It is the policy of WHP Trainingtowers™ to provide a reasonable cost estimate for your budgeting purposes. It is not uncommon in the construction industry to offer cost estimates that are for low end or stripped-down structures. WHP believes the cost estimate should reflect a training simulator that meets OSHA safety requirements, is of the highest quality, and will meet the expectations of the customer.

Schedule: We would require 4 weeks to prepare conceptual drawings after award of the contract or purchase order and 18-20 weeks for delivery after receipt of approved drawings. If the foundation is in place the erection would be complete approximately 13-15 weeks after delivery of building. Some optional items such as brick exteriors will require more time to complete erection.

Design Criteria: Pricing is based on the following structural design criteria per IBC 2021:

1. *Live Loads*- **(a)** Roof: 100 psf **(b)** Floor: 100 psf **(c)** Attic: 100 psf
2. *Wind Loads*- **(a)** Speed: 124 mph **(b)** Exposure: C
3. *Seismic Loads*- **(a)** Coefficient Ss [max]: 55 **(b)** Coefficient S1 [max]: 13
4. *Soil Capacity*- Minimum 1500 lbs/sq.ft.

*Requirements exceeding these loads may result in additional costs.

Terms & Conditions: The parties (WHP Training Towers and Customer as indicated on this Proposal) agree that supply chain issues, beyond our control, may impact both the timing of performance of the Work and costs of the Work. Performance will be excused, and the parties will not be liable for any failure to perform under this Agreement, when we are unable, despite reasonable and diligent efforts to do so, to obtain raw materials or equipment or supplies on commercially reasonable terms. The price for the Work in this Proposal is based on current materials or supply prices, but the market for the materials and equipment is currently considered to be volatile, and sudden price increases could occur which arise from tariffs or otherwise. As such, should there be an increase in the prices of specified materials that are

purchased *after execution of contract* for use in this Project, the Customer agrees to pay that cost increase to WHP Training Towers.

Exclusions: We exclude from our proposal: taxes, permits, special insurance requirements if any, field painting of exterior handrails and stairs, mechanical, electrical, fire protection systems, gas fired simulators, winter conditions, concrete foundations, slab on grade, anchor bolts, site work, excavation, engineering layout and general condition items and any other miscellaneous fees.

Terms: For materials a deposit of 25% on the building package is due on receipt of order (signing of contract). Balance of payment on materials due on delivery to site. No retention on materials. Labor will be billed monthly. Invoices not in dispute over 30 days will be assessed 1 ½ % per month on balances in excess of 30 days. Financing is available through lease purchase programs.

We hope you find the proposal acceptable. If we can provide you with further information, please feel free to call.

Sincerely,



Capt. Rob Van Bibber (Ret.)
WHP Trainingtowers™

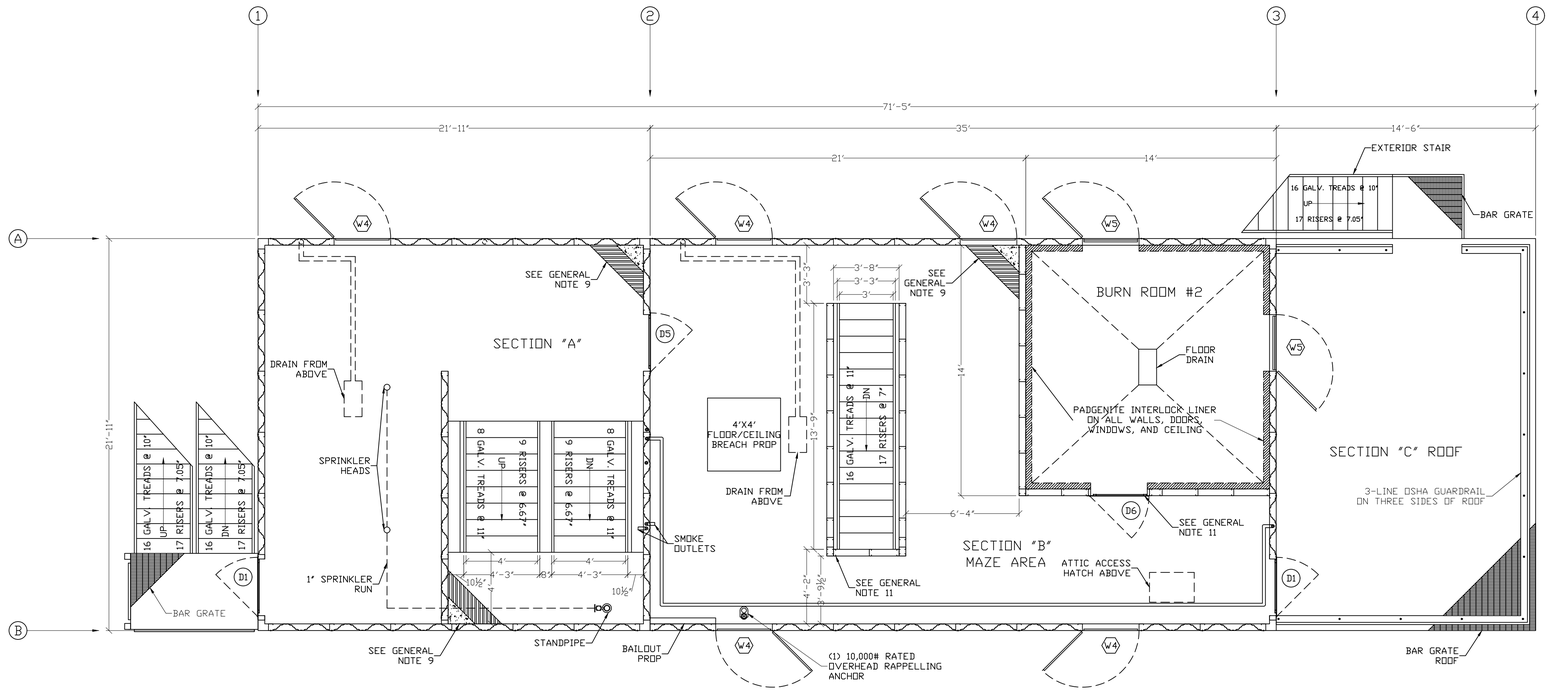
Approval

Print Name_____

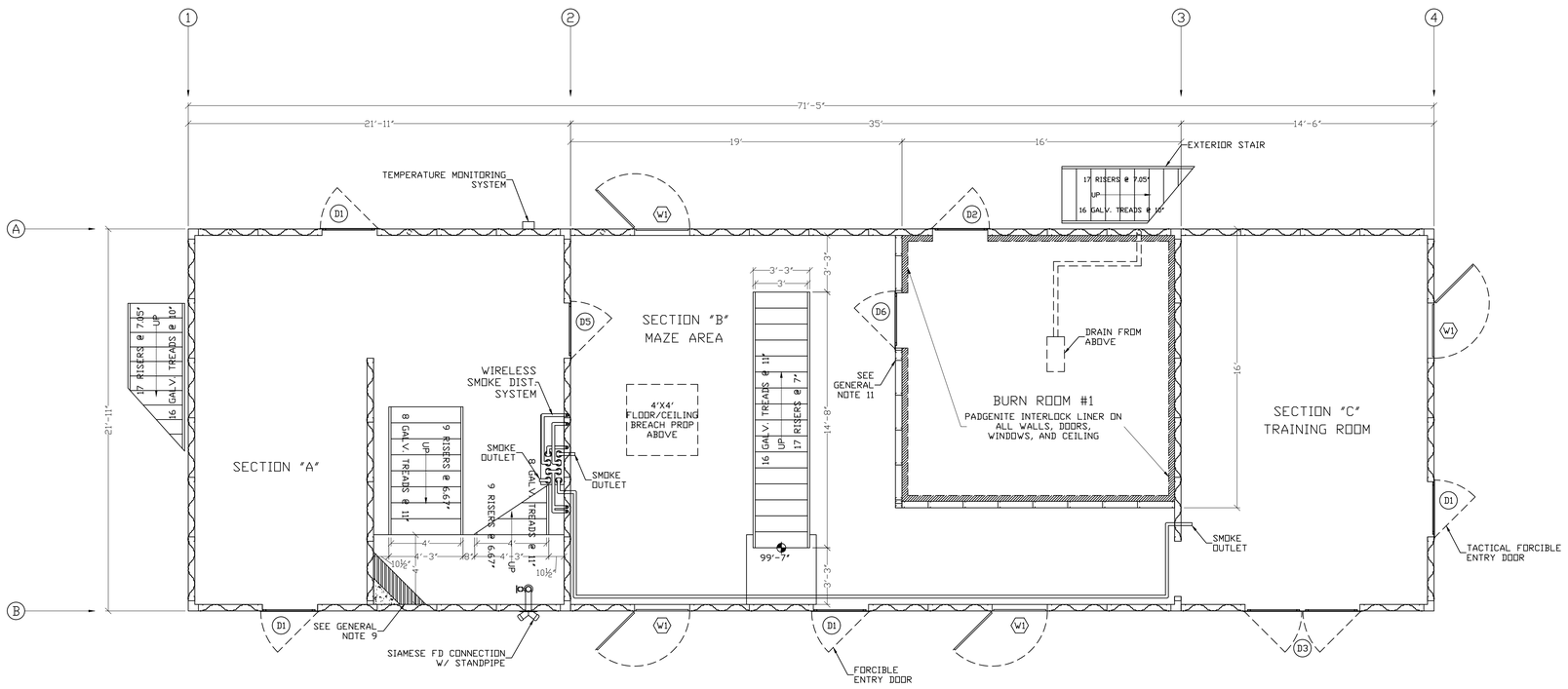
Signature_____

Date_____

Tax Exempt
Number_____



TOWER AND RESIDENTIAL 2ND FLOOR PLAN AND ANNEX ROOF PLAN



TOWER, RESIDENTIAL, AND ANNEX 1ST FLOOR PLAN

WHP
A DIV. OF JAHNKE AND SONS CONSTRUCTION, INC.
519 DUCK RD GRANDVIEW, MO 64030
TEL. 913-385-3663 info@trainingtowers.com
TOLL FREE 1-800-351-2525 www.trainingtowers.com

CUSTOM 5TH ALARM - FOUR STORY FIRE TRAINING SIMULATOR

WORCESTER COUNTY FIRE DEPARTMENT TRAINING SIMULATOR

THIS INFORMATION CONFORMS TO ALL APPLICABLE STANDARDS FOR FIRE TRAINING SIMULATORS AT THE TIME OF PREPARATION.

THE ERECTION CONTRACTOR ASSUMES RESPONSIBILITY FOR ALL MATERIALS AT THE TIME OF DELIVERY. THIS CONTRACTOR SHALL BE RESPONSIBLE FOR ACCOUNT FOR ALL MATERIAL AT THE TIME OF DELIVERY. IF THERE IS A DISCREPANCY IN THE MATERIAL DELIVERED, CONTACT WHP TRAININGTOWERS IMMEDIATELY IN ORDER TO MAKE PROPER ARRANGEMENTS TO PROVIDE THE NECESSARY MATERIAL.

THIS SET OF DRAWINGS IS INTENDED AS A CONCEPTUAL SET, PROVIDED FOR SECONDARY REFERENCE ONLY. REFER TO BOILER INDUSTRIES CONSTRUCTION DRAWINGS AND THE STAIR/RAILING DRAWINGS AS PRIMARY REFERENCE FOR EXACT MATERIAL, DIMENSIONS, ERECTION, AND PROCEDURES.

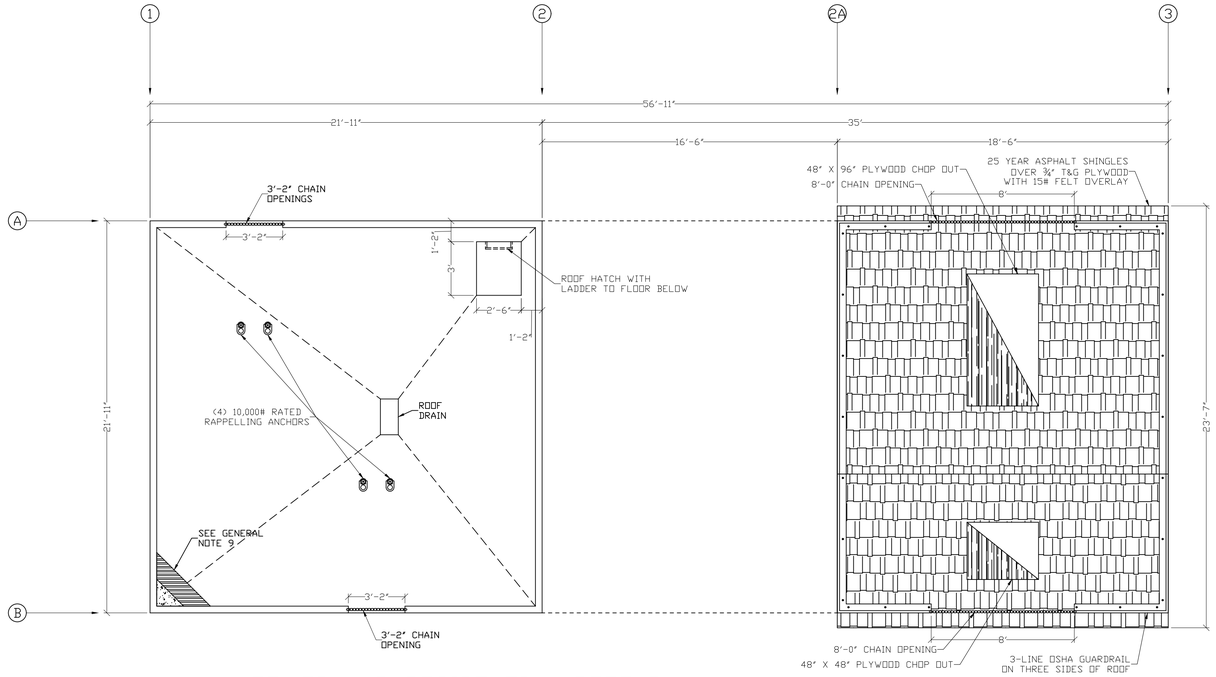
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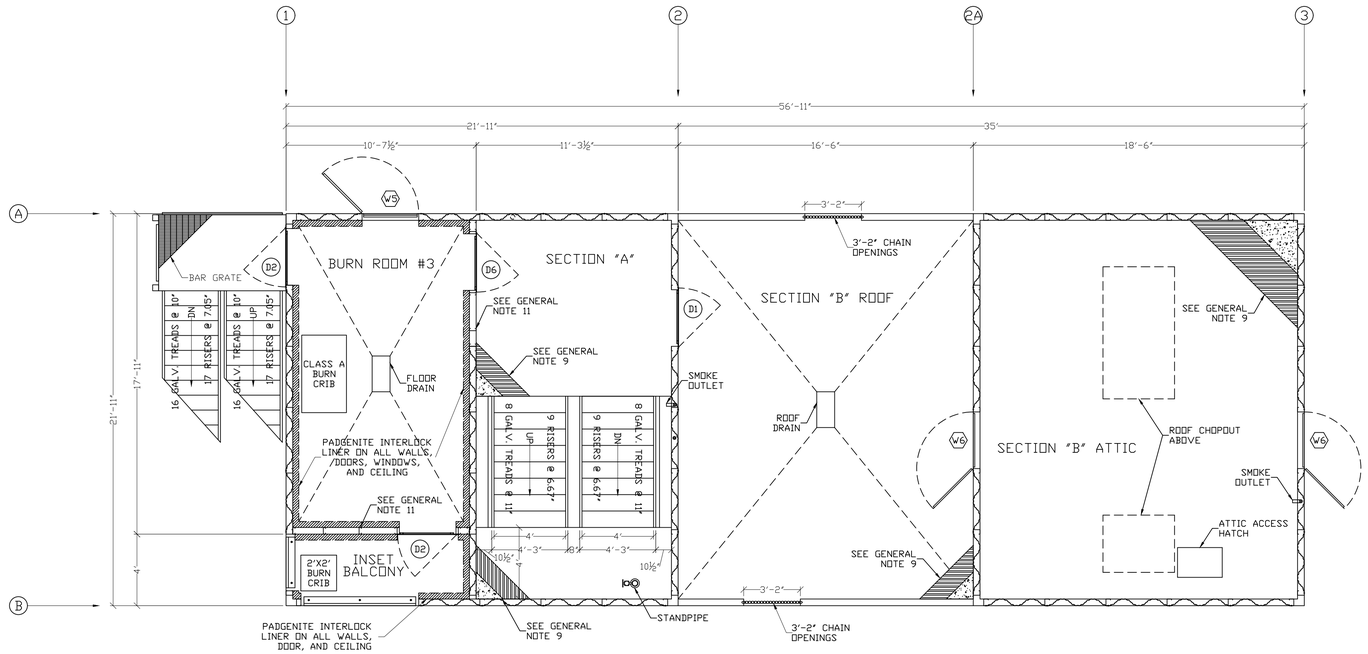
PROJECT NUMBER:	00-W-000
PROJECT DIRECTOR:	JCM
DRAWN BY:	JPK
REVIEWED BY:	
PRINT DATE:	02-28-24

FIRST FLOOR AND SECOND FLOOR PLANS

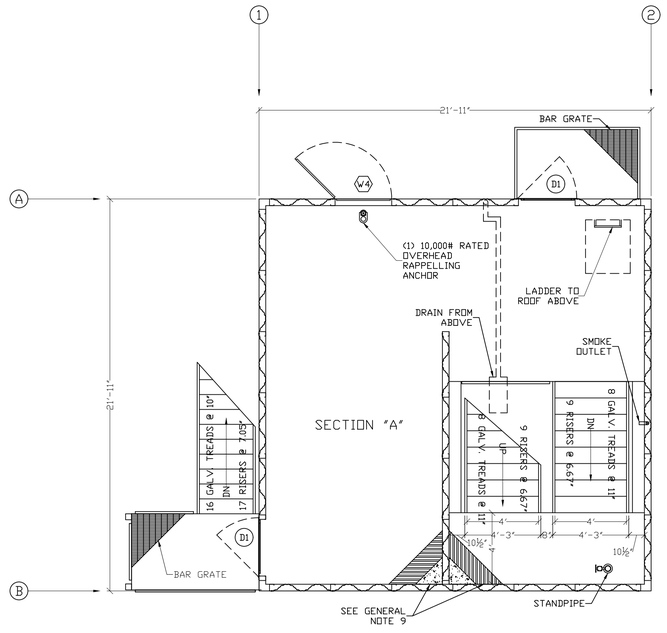
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TOWER AND RESIDENTIAL ROOF PLAN



TOWER 3RD FLOOR PLAN AND RESIDENTIAL ATTIC PLAN



TOWER 4TH FLOOR PLAN

WHP
A DIV. OF JAHNKE AND SONS CONSTRUCTION, INC.
519 DUCK RD GRANDVIEW, MO 64030
TEL. 913-385-3663 info@trainingtowers.com
TOLL FREE 1-800-351-2525 www.trainingtowers.com

CUSTOM 5TH ALARM - FOUR STORY FIRE TRAINING SIMULATOR

WORCESTER COUNTY FIRE DEPARTMENT TRAINING SIMULATOR

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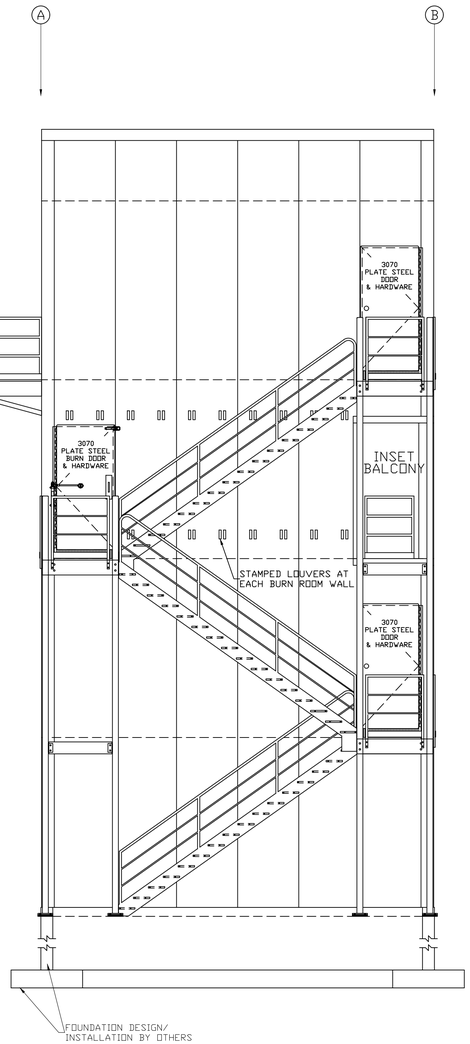
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PRINT DATE:	02-28-24

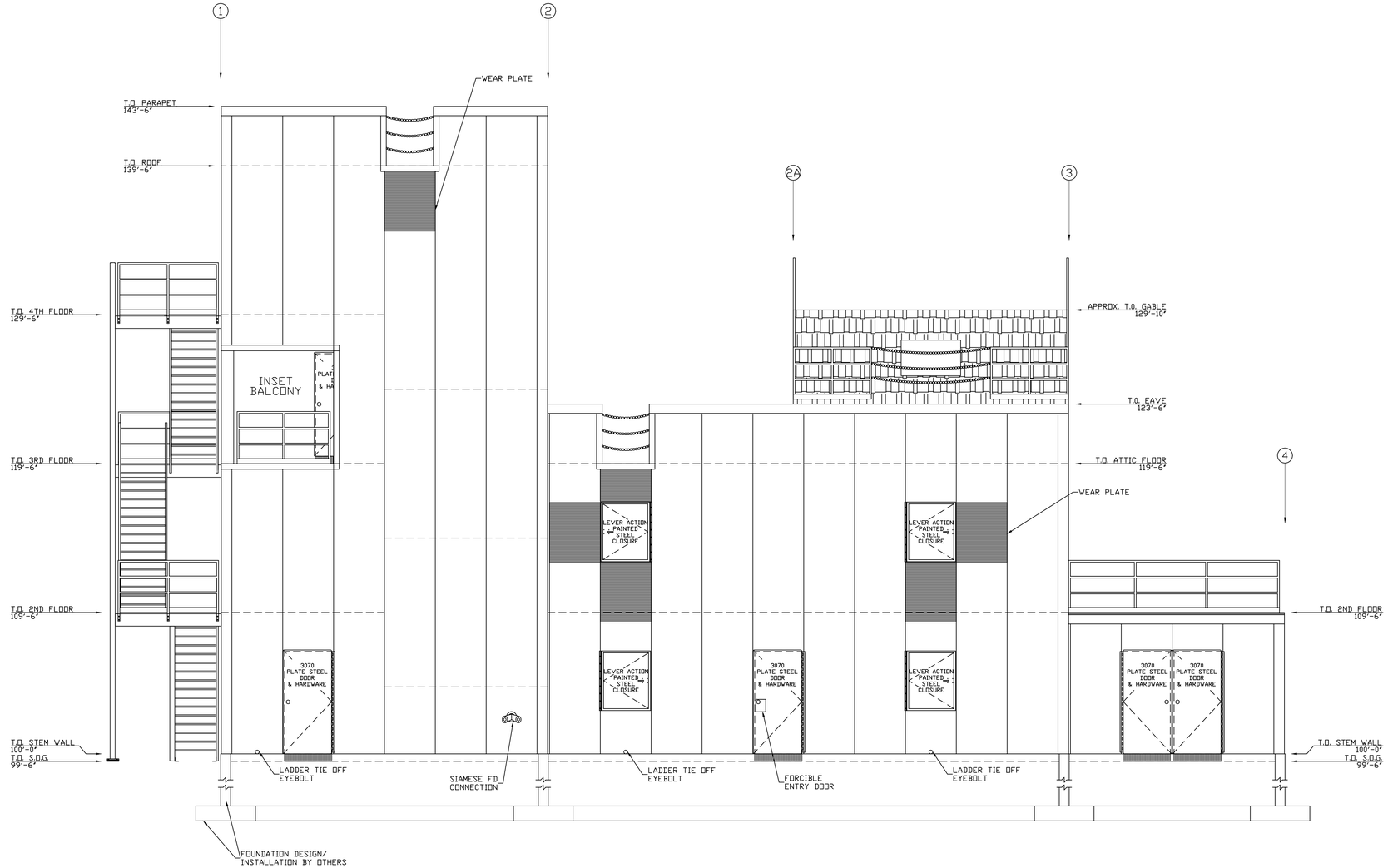
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THIRD FLOOR, FOURTH FLOOR, AND TOWER ROOF PLANS

2



LEFT SIDE ELEVATION



FRONT SIDE ELEVATION

WHP
A DIV. OF JAHNKE AND SONS CONSTRUCTION, INC.
519 DUCK RD GRANDVIEW, MO 64030
TEL. 913-385-3663 info@trainingtowers.com
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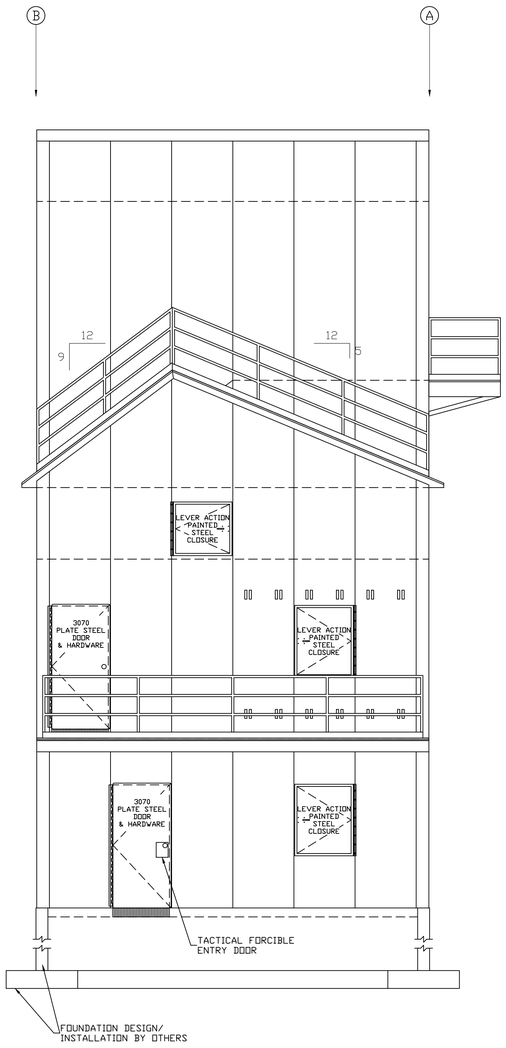
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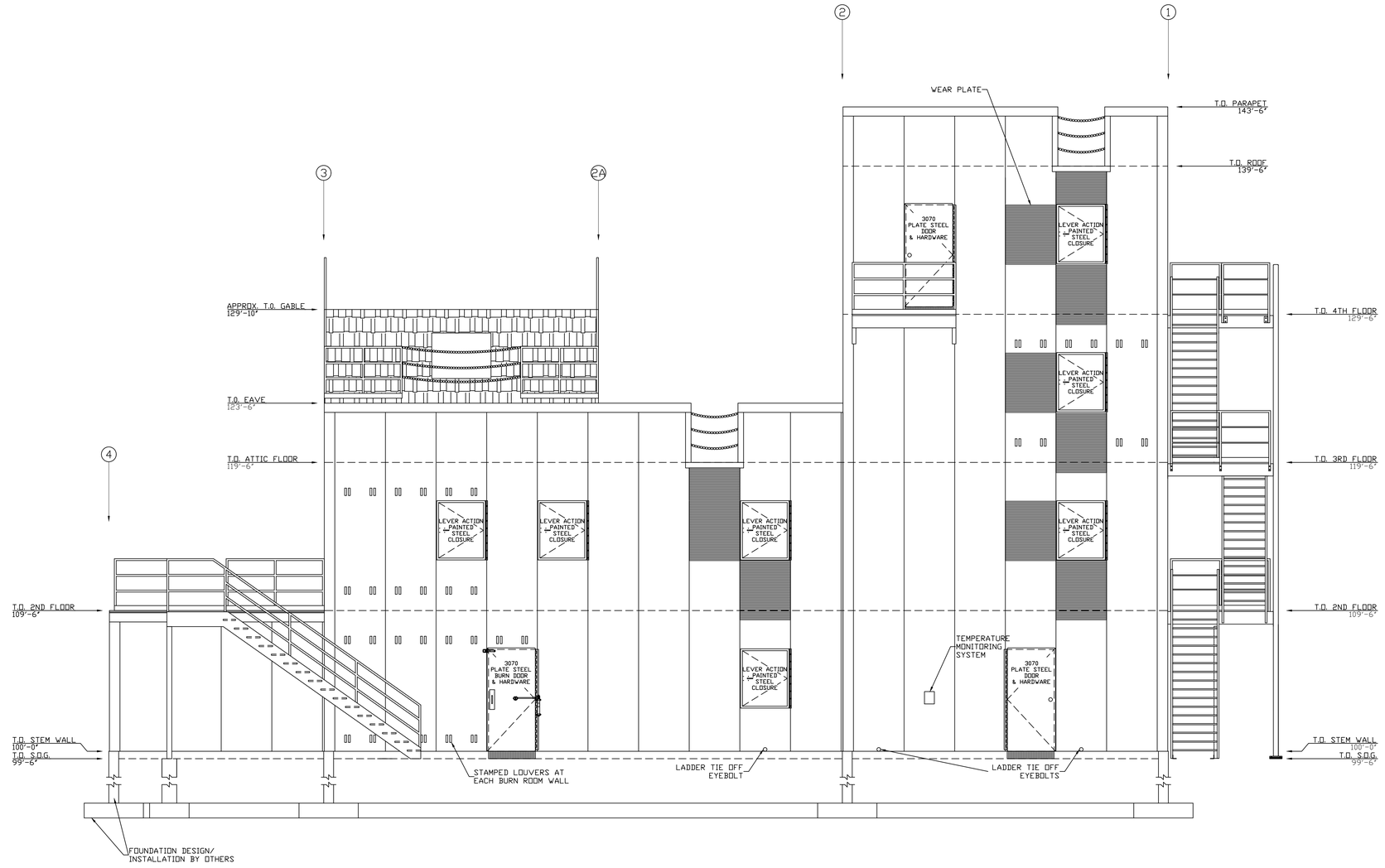
PROJECT NUMBER:	00-W-000
PROJECT DIRECTOR:	
DRAWN BY:	JCM
REVIEWED BY:	JPK
PRINT DATE:	02-28-24

FRONT SIDE AND LEFT SIDE ELEVATIONS

3



RIGHT SIDE ELEVATION



REAR SIDE ELEVATION

WHP
A DIV. OF JAHNKE AND SONS CONSTRUCTION, INC.
519 DUCK RD GRANDVIEW, MO 64030
TEL. 913-385-3663 info@trainingtowers.com
TOLL FREE 1-800-351-2525 www.trainingtowers.com

CUSTOM 5TH ALARM - FOUR STORY FIRE TRAINING SIMULATOR

WORCESTER COUNTY FIRE DEPARTMENT TRAINING SIMULATOR

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PROJECT NUMBER: 00-W-000
PROJECT ERECTOR:
DRAWN BY: JOM
REVIEWED BY: JPK
PRINT DATE: 02-28-24

REAR SIDE AND RIGHT SIDE ELEVATIONS

4

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

M E M O R A N D U M

TO: Weston S. Young, Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: April 28, 2025
RE: Proposed Private Lane Names – Connections to Samuel Bowen Boulevard

****

We are requesting the naming of several existing connection points between Samuel Bowen Boulevard and US Route 50 (Ocean Gateway). From east to west, they are as follows:

- **Zike Lane** – the existing private driveway at Ocean Landings I (adjacent to the Zoom car wash), as named/shown on Google Maps.

- **Brader Lane** – the existing private driveway at Ocean Landings II (adjacent to the McDonalds), as named/shown on Google Maps.

Attached please find a map and memo from Kelly Henry, Technical Services Manager, relative to this request. If approved, I have taken the liberty of drafting a resolution for the private road names to that effect which is attached. An electronic copy will be sent to your office as well.

As always, I will be available to discuss this matter with you and the County Commissioners at your convenience.

Attachment

cc: Roscoe Leslie, County Attorney
Dept. of Emergency Services
Dept. of Public Works/ County Roads
Kelly Henry, Technical Services Manager

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING
Worcester County

ZONING DIVISION
BUILDING DIVISION
LIQUOR LICENSE DIVISION

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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

To: Jennifer Keener, Director
From: Kelly Henry, Technical Services Division Manager
Date: April 4, 2025
Subject: Proposed Connector Name – Brader Lane and Zike Lane

****

As part of the development of Ocean Landing shopping complex (Home Depot and Walmart), there are two driveways connecting Samuel Bowen Boulevard to Ocean Gateway / US Route 50. These connectors are commercial driveways, not roads owned or maintained by the State Highway Administration or the County. Google map, which is used by Sheriff's Office, shows the connector at McDonalds as Brader Lane and the one at Zoom Car Wash as Zike Avenue and Kreiling Way. I have not been able to ascertain who named these connectors. Since the public and the Sheriff's Office utilize Google maps for navigation and accident reporting, the Department of Emergency Services requested that these connectors be named and added to the County's road centerline data for 911 CAD dispatch.

In keeping with the County's practice of using "Lane" as the road type for private roads, I would like to submit the following for consideration and approval by the County Commissioners: Brader Lane and Zike Lane. These names would be limited to the driveway connection between Ocean Gateway / US Route 50 and Samuel Bowen Boulevard.

For your reference I have attached both an excerpt from Google Maps along with the 2024 aerial. The location of the connectors is marked with a red arrow.

Cc: Matt Owens, Emergency Services Director
James Hamilton, Emergency Services Deputy Director
Kevin Lynch, DPW - Roads Superintendent


Grays Corner Road
Ocean Gateway
50
707
Samuel Bowen Boulevard


Ocean Gateway
50
Grays Corner Rd
McDonald's
Fast Food
Bradley Ln
Jersey Mike's Subs
Sandwich
Motto Clear Aligners
Samuel Bowen Blvd
Taylor Bank
Verizon
Cell phone store
Zoom Car Wash
Zike Ave
Krelling Wy
Google

RESOLUTION NO. 25-___

**RESOLUTION NAMING PRIVATE LANES
OFF OF SAMUEL BOWEN BOULEVARD
IN BERLIN AS
ZIKE LANE AND BRADER LANE**

WHEREAS, the Worcester County Commissioners have adopted an Inventory of Public Roads of Worcester County in accordance with § PW 1-202 of the Code of Public Local Laws of Worcester County, Maryland; and

WHEREAS, in accordance with the provisions of § PS 6-101(e) of the Code of Public Local Laws of Worcester County, Maryland, the Worcester County Commissioners are to name all private lanes which have three or more buildable lots or three or more inhabitable structures, including houses, mobile homes, businesses or other structures, selecting a name which is not the same or similar to another private lane or a public road listed in the Inventory of Public Roads of Worcester County, Maryland; and

WHEREAS, the County Commissioners have received a request by the Department of Emergency Services to name two private lanes in Berlin which serve as private driveway connections to various commercial businesses between US Route 50 and Samuel Bowen Boulevard;

WHEREAS, Zike Lane and Brader Lane are appropriate names which are not the same or similar to another private lane name or public road name in the Inventory of Public Roads of Worcester County, Maryland.

NOW, THEREFORE, BE IT RESOLVED that:

Section 1. The private lane located between US Route 50 (Ocean Gateway) and Samuel Bowen Boulevard in Berlin, in the Third Tax District of Worcester County, Maryland as shown on Worcester County Tax Map 26, Parcel 455, Lots 3B and 4; is hereby named **Zike Lane**, for which a sign will be erected by the Roads Division of the Worcester County Department of Public Works.

Section 2. The private lane located between US Route 50 (Ocean Gateway) and Samuel Bowen Boulevard in Berlin, in the Third Tax District of Worcester County, Maryland as shown on Worcester County Tax Map 26, Parcel 463, Outlot 1; is hereby named **Brader Lane**, for which a sign will be erected by the Roads Division of the Worcester County Department of Public Works.

Section 3. Executed this _____ day of _____, 2025. This Resolution shall be effective immediately.

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: April 28, 2025
SUBJECT: Isle of Wight Park special use request – Town of Ocean City

---

The Recreation & Parks Department has received a request from the Town of Ocean City for special use of Isle of Wight (IOW) Park during the 2025 Ocean City Air Show. The request includes utilizing the park as a landing zone for a military UH-72A Lakota helicopter to transport Navy pilots for the event. The helicopter would need to land at IOW twice per day for three days: June 14, 14 and 15, 2025. Exact times of use are to be determined based on the flight schedule and crew itinerary for the event.

Their request includes the following:

1. Advanced notice to the public of the park closure for safety reasons and military operational needs.
2. Closure of the Park on the days previously stated.
3. Creation of an identifiable 110' x 110' landing zone at the east end of the park.
4. Removal of obstructions in or near the landing zone (i.e. picnic tables or other equipment).
5. Space secured by County Sheriff unit.
6. Fire Department unit on site for active times of LZ use.

Our Department has reviewed this request, besides a few memorial benches and trees that are inside the landing zone area that are anchored and cannot be removed, we have no other issues with this request.

In addition, our Department has shared and communicated this request with the Sheriff's Department as well as Emergency Servies and Fire Marshalls Office. The Sheriff's Department is in contact with the Town of Ocean City directly to accommodate their request. In addition, Emergency Servies as spoken with the Ocean City Fire Department regarding providing an engine standby. OCFD has agreed to coordinate with the event holder and will handle this request.

If you approve, we are recommending the following information to be required by the Town of Ocean City:

1. Provide us with the scheduled times of the helicopter landings/transports.
2. TOC Staff will be required to relocate picnic tables and place them back at the end of their event.
3. On site Point of Contact name, telephone number, etc. to handle any unforeseen issues.
4. Acknowledges all the required permitting for the operation of the event.

Attachments – Town of Ocean City letter

cc: Jacob Stephens, Deputy Director of Recreation & Parks
Darcy Billetdeaux, Parks Superintendent
Matthew Crisafulli, Worcester County Sheriff
Matt Owens, Fire Marshall / Director of Emergency Services
Katy Vieira, Emergency Preparedness Manager

TOWN OF
OCEAN CITY
The White Marlin Capital of the World

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

DATE: April 14, 2025

TO: **Kelly Rados (krados@co.worcester.md.us)**

FROM: Frank C. Miller
Director, Special Events
Town of Ocean City, MD

RE: OC AIR SHOW – ISLE OF WIGHT PARK LANDING ZONE

The Town of Ocean City, in cooperation with the U.S. Navy Blue Angels and OC Air Show Coordinator, is respectfully requesting approval of a special exception for use of Isle of Wight. This request mirrors the previous 2023 request, approval and demonstrated safe use of the park that year for the air show.

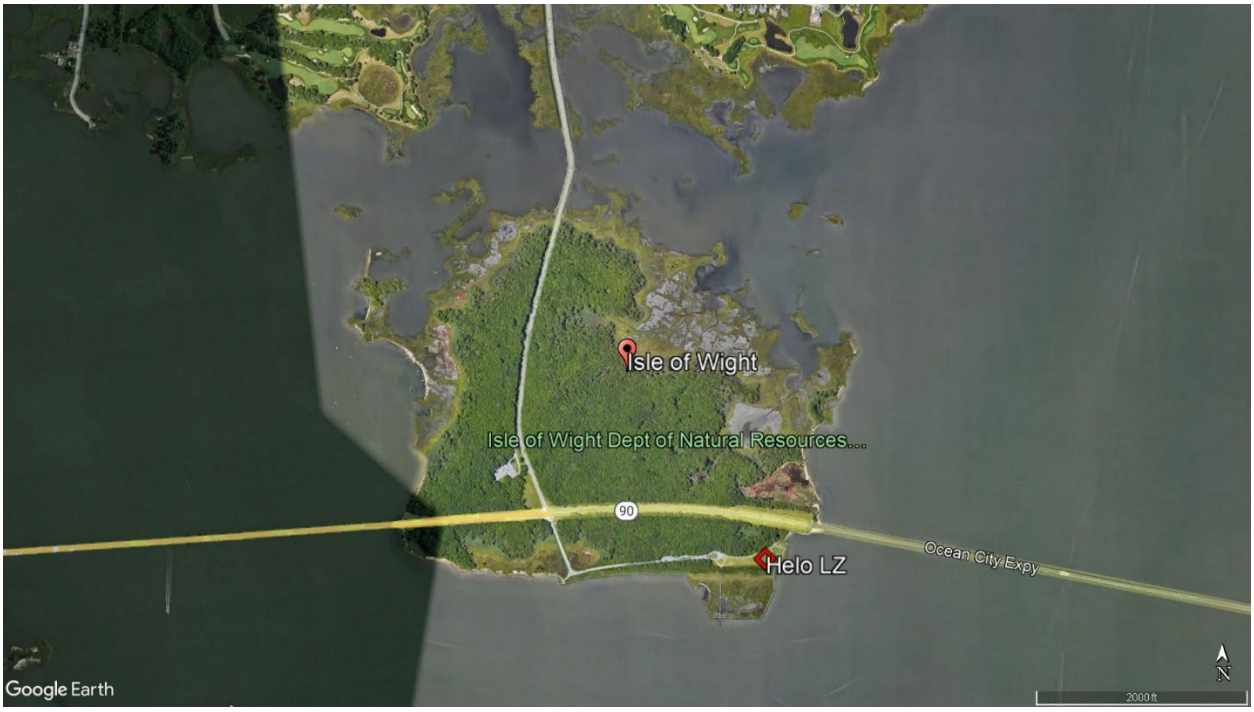
For the 2025 OC Air Show event, the U.S. Navy Demonstration Team requires direct and timely access to Wallops Flight Facility from Worcester County. In order to avoid delays caused by traffic or similar, a scenario has been designed to safely move the Navy pilots from their hotel at 67th Street to their aircraft and enlisted team using a military UH-72A Lakota helicopter piloted by military crew. Specifications on the helicopter are below. The plan includes the creation of a landing zone (LZ) at Isle of Wight with the helicopter would need to land at Isle of Wight twice per day for three days: June 13, 14 and 15, 2025. Exact times of use are to be determined upon release of the Blue Angels flight schedule and crew itinerary.

As part of the request, the following special exceptions and needs will apply:

1. Advanced notice to the public of the park closure for safety reasons and military operational needs.
2. Closure of the Park on the days previously stated.
3. Creation of an identifiable 110’ x 110’ landing zone at the east end of the park.
4. Removal of obstructions in or near the landing zone (i.e. picnic tables or other equipment).
5. Space secured by County Sheriff unit.
6. Fire Department unit on site for active times of LZ use.

Cont.

The coordinates for the LZ are as follows:
Lat: 38.389299
Long: -75.101994





Cont.



Service: Army National Guard; Crew: 2 pilots Capacity: 8 troops or 2 stretchers and medical crew; Propulsion: 2x Turbomeca Arriel 1E2 turboshafts; Maximum speed: 167 mph; Range: 426 mi

The UH-72A is a twin-engined light duty helicopter. It is equipped with a single 4-bladed main rotor and a single 2-bladed tail rotor mounted on the left-hand side of the tail assembly. Overall, the UH-72A helicopter has a length of 10.18 m (33.4 ft) and a height of 3.44 m (11.3 ft). This helicopter has a rotor system without hinges with a composite main rotor blades which are 11 m in diameter. Meanwhile, the diameter of the tail rotor is 1.95 m. The helicopters tail unit is mounted high with a pair of non-moving horizontal stabilizers mounted below the tail rotor. In addition, there are twin vertical stabilizers mounted on the outside edges of the horizontal stabilizers, thus effectively boxing in the tail rotor, enabling the safe loading and unloading of the cargo area. Basic crew consists of a pilot and co-pilot.

The UH-72A is capable of transporting eight passengers or two litters in the medical evacuation capacity. The aircraft body has access doors mounted on each side of the fuselage, as well as large clamshell doors on the rear of the airframe to allow access to the cargo area for the loading of bulk cargo or litters. The UH-72A is equipped with a rescue winch, which is mounted on the left-hand side above the crew compartment door. The UH-72A utilizes a twin skid landing gear system.

Cont.
Country of origin United States
Entered service 2007
Crew 2 men

Dimensions and weight
Length 13.03 m
Main rotor diameter 11 m
Height 3.45 m
Weight (empty) 1.79 t
Weight (maximum take off) 3.58 t

Engines and performance
Engines 2 x Turbomeca Arriel 1E2 turboshafts
Engine power 2 x 738 shp

Maximum speed 268 km/h
Service ceiling 5.48 km
Range 685 km

Payload
Passengers 8 troop or 2 stretchers plus medical attendants
Payload capacity (internal) 1 790 kg
Payload capacity (external) 1 500 kg

Town contacts:

Frank Miller, Special Events Director, 443-235-4432 c, fmiller@oceancitymd.gov
Lisa Mitchell, Private Events Coordinator, 443-235-5275, lmitchell@oceancitymd.gov
Amanda Schwartz, Emergency Management Coordinator, 443-235-0027, aschwartz@oceancitymd.gov

CC:
Terry McGean, City Manager
Joe Theobald, Director - Emergency Services

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: May 6, 2025
RE: Request to Award - Ocean Pines Wastewater Treatment Plant Treatment Unit 4 Tank Cleaning

Please see the attached bid tabulation for the Ocean Pines Wastewater Treatment Plant Treatment Unit 4 Tank Cleaning project. Public Works is requesting the Commissioner's approval to award this project to the lowest responsive and responsible vendor, Miller Environmental Group, in the amount of $124,157.97. Bids were due and opened on Monday, April 21, 2025 at 2:30pm. Five bids were received.

The County has $75,000 budgeted in Ocean Pines WWTP Capital Equipment Account # 555.8003.9010.090. Public Works is requesting approval of an over-expenditure on this account with the remaining funding available in the Ocean Pines reserve account. The purpose of this project is for cleaning of the Ocean Pines Wastewater Treatment Plant (WWTP) Treatment Unit 4 (FET4) of all wastewaters, sludge, sediment, vegetation, and debris. If the tank is not routinely cleaned, sludge will build inside the tank and impact flow/treatment. Over time this will cause a lack of treatment resulting in fines from the Maryland Department of the Environment.

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

Ocean Pines Wastewater Treatment Plant Treatment Unit 4 Tank Cleaning	
Monday, April 21, 2025, at 2:30pm	
Bid Tabulation	
Vendor Name	**Base Bid**
Spectraserv Inc.	$166,140.00
Miller Environmental Group	$124,157.97
ACE Environmental Holdings LLC	$245,553.75
Reliable Environmental Services, LLC	$235,000.00
Chesapeake Environmental Services LLC	$184,588.40

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

Weston Young
Chief Administrative Officer

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

CONTRACT

THIS CONTRACT, made on May 6, 2025, between the County Commissioners of Worcester County, Maryland ("County"); and Miller Environmental Group ("Successful Vendor").

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

1. Successful Vendor will commence and complete the OCEAN PINES WASTEWATER TREATMENT PLANT TREATMENT UNIT 4 TANK CLEANING.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of $124,157.97 (one hundred twenty-four thousand one hundred fifty-seven dollars and ninety-seven cents).
5. The term 'Contract Documents' means and includes the following:
    a. This Contract
    b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
    c. Advertisement
    d. Section I: Introduction
    e. Section II: General Information
    f. Section III: General Conditions
    g. Section IV: Bid Specifications
    h. Form of Bid
    i. References
    j. Exceptions
    k. Individual Principal
    l. Vendor's Affidavit of Qualification to Bid
    m. Non-Collusive Affidavit
    n. Addendums 1 & 2
    o. Successful Vendor's Completed Bid Documents
    p. Notice of Award

q. Notice to Proceed

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

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

ATTEST:	**COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND**
_____	_____
	Theodore J. Elder President Date:
WITNESS:	**CONTRACTOR**: MILLER ENVIRONMENAL GROUP
_____	_____
	By: Title: Date:

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: **April 28, 2025**
SUBJECT: **Ocean Pines WWTP Repairs**

Public Works is requesting Commissioner approval to overspend the Ocean Pines account System Maintenance Wastewater Treatment Plant Maint. – 555.8003.6500.030 by $127,000 in order to repair a bent rake arm on Clarifier 1, replace corroded metal components of the clarifier weir wall, repair a failed blower, and provide funding for wastewater plant maintenance for the remainder of FY 25. The total cost of all repairs is $107,084.40. The Treatment Plant Maintenance account currently has a balance of -$175.98 (as of 4/28/25). Funds are available in the Ocean Pines reserve account to cover the overage.

Clarifier 1

Clarifier 1 has a bent rake arm, staff solicited quotes to repair the arm and Twisted Steel Metal Designs provided the lowest quote at $18,237.76 (attached). When the clarifier was drained so that repairs could be made, it was discovered the weir wall around the top of the clarifier was significantly corroded (see images below). The weir wall is located below the water line and was not visible until the tank was drained.





The contractor provided a quote of $61,113.67 (attached) to remove and replace the corroded components. It is recommended to award the repair to Twisted Steel since they are already onsite, and the tank is already drained. If the clarifier is not placed back in service, the treatment capacity of the plant will be reduced by approximately 1/3 of its rated flow.

Moving forward, Public Works is recommending a rotating annual inspection of all tanks during the off season, whereby individual tanks will be drained, cleaned, inspected, and any repairs made, one tank each year (there are nine tanks at Ocean Pines WWTP). The inspection and cleaning process started this fiscal year with Treatment Unit No. 4

Blower

Ocean Pines WWTP is served by five (5) 100 HP blowers. Four of the five are necessary to operate the plant with the 5th blower serving as a back up. One of the five has recently stopped working. Hill's is the only local, authorized representative for Hoffman blowers (the manufacturer), as such this is a sole source request. Hill's estimate to repair the blower is $27,732.97 (quote attached). The cost to replace the blower with a new unit is $58,769.00 and the lead time on a replacement is unknown. The blower dates back to the 1970's and is original to the plant. While the plant continues to operate, if another blower malfunctions while the spare is not working, the plant will not be able to meet its discharge permit limits.

Please let me know if there are any questions.

Attachments

CC: Quinn Dittrich
Chris Clasing
Tony Fascelli

Twisting Steel Metal Designs, Inc.

29140 Waller Road
Delmar, MD 21875 US
+14436146770
Twistingsteel2@gmail.com

INVOICE

BILL TO
Tony Fascelli + Dominick Ross
Ocean Pines Waste Water
1000 Shore Lane
Berlin, MD 21811

INVOICE	4259
DATE	04/08/2025
TERMS	Net 15
DUE DATE	04/23/2025

DATE	SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
04/08/2025	Services	Start on Clarifier Drive Assembly 3/10 Mobilize + Set up for Refurbishment of Clarifier Shaft along with parts connected below 3/11 Remove gear box + drive assembly - weld in supports/brace drum along with other components needed to stay in place 3/12 Remove shaft + channel anchored to drum and drive assembly - turn buckles and truss rods on wiper arms 3/14 Fab new 3" Sch40 Pipe shaft from bottom of gear box to wiper arms (2 pcs welded together on site), pivot & bushing completely gone in bottom of 3" Reattach 10" channel to shaft that bolts to top drum and weld in new gussetts 3/17 Clean all of existing steel work pertaining to drive unit and paint with undercoat 4/2 Start to reassemble drive from bottom to bottom of drum. Weld in 2 pcs 3" drive shaft Materials: -New Drive Shaft from gear connection to drum assembly bent needed to go to machine shop -New 3" Sch40 pipe shaft from top to bottom with insert bushing -New galvanized turnbuckles -New 1/2" left hand threaded rod -New 1/2" round rod -New connecting plates -New 2" End Plate Bearing -All new hardware to connect all of the above -Undercoat to paint all	1	18,237.76	18,237.76

ATTN: Tony Fascelli & Dominick Ross
Start on Clarifier Drive Assembly
Week Ending 3-9-2025
Verbal Agreement

BALANCE DUE **$18,237.76**

PROPOSAL

Twisting Steel Metal Designs, Inc.
29140 Waller Road
Delmar, MD 21875

Weir Wall, Trough Bottom, & Gussetts

Attn: Tony Fascelli

1000 Shore Lane

Berlin MD 21811

REVISION
Job Name & Location:
Weir Wall, Trough Bottom, & Gussetts
Worcester County Public Works
Berlin, MD

4/8/2025

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: Replacement of existing Weir Wall, Trough Bottom, and Gussett Plates, that Weir Plate bolts to, in order to hold in place.

SCOPE OF WORK

- Take out existing weir plate (keep & reuse) New stainless steel bolts
- Cut out existing wall, bottom plate, and gussetts
- Grind & Clean up all areas at weld points
- Install gussetts & bottom, weld out continuous 360 degrees around tank wall
- Install upright wall for weir to bolt to & weld out solid 360 degrees
- Clean all welds + debris
- Prime all with epoxy primer and top coat of epoxy finish
- Clean up, remove all scrap, and scaffold
- Turn back over to customer
- Looking to work 21 days straight or less, whichever comes first
- This is a time + material, not to exceed price. Progress Payments Required.
- When cutting weir wall itself it will be kept in mind that if bottom & gussetts can be saved, they will, which will cut down the cost and time.
- Demo will take place before any steel is ordered – for the fact of, the bottom plating of the trough requires custom fabrication (including CAD design & a plasma table) for it's unique dimensions.

- **WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR – COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE SUM OF:**
  $61,113.67 Sixty One Thousand One Hundred Thirteen Dollars and 67/100 Cents

WITH PAYMENTS TO BE MADE AS FOLLOWS: Progress Payments & as Material is on Site

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

John Leonard_____

****this proposal may be withdrawn by Twisting Steel Metal Designs, Inc. if not accepted within 5 days on material**

ACCEPTANCE OF PROPOSAL

The above prices, specification & conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified: Payments will be made as outlined above.

Signature_____ Date: _____

MOTORS • PUMPS • CONTROLS • POWER TRANSMISSION
410-228-4447
3901 Vincent Road - Linkwood, MD 21835
Phone: (410)-228-4447 / Fax: (410)-228-2517
Email: sales@hillsindustrial.com

Job Estimate

Job No:	070621
Date:	4/3/2025
Page:	1 of 2

Sold To:	Customer Number: 000780 **WORCESTER CO. WATER & WASTEWAT** 1000 SHORE LANE BERLIN, MD 21811 Phone: 410-641-5251 Fax: 410-641-5185	**Ship To:**	Ship To Number: 000099 **WORCESTER CO. WATER & WASTEWAT** 1000 SHORE LANE BERLIN, MD 21811 Phone: 000-000-0000

Job Number	Estimate Date	Sales Code	Job Type	Ship Via	Terms
070621	11/11/24	004	BLOWER/VACUUM PUMP		NET 30 DAYS
Purchase Order:		**PO Release:**		**Misc Number:**	91766

QTY	Item Number	Description/Notes	Unit Price	Extended
		Nameplate Data:		
		Make:TOSHIBA / HOFFMAN, Model:38406A,		
		Info::GS-2080, HP:100,		
		RPM/Frame:3555/365 OFP		
		Special Instructions:		
		WWTP BLOWER #1		
1.0	RM100 36	100HP 3600 REWIND MATERIALS	1,540.14	1,540.14
2.0	BB6313	BALL BEARING	237.86	475.72
4.0	1000935020	IMPELLER 11 VANE	1,485.00	5,940.00
2.0	1000935022	IMPLLER 16 VANE	1,375.00	2,750.00
6.0	1000923001	SPACER	105.00	630.00
2.0	100935011	SLINGER	46.25	92.50
1.0	1001700074	REPAIR KIT 384 (CARBON RING)	3,615.00	3,615.00
1.0	1000935062	BAFFLE 741 INLET	250.00	250.00
5.0	1000935030	BAFFLE 741 INTERMEDIATE	250.00	1,250.00
14.0	1000944003	SHIM 810 IMPELLER	22.50	315.00
2.0	1000935009	SPACER	56.25	112.50
2.0	1000935004	FAN 741 SEALS	90.00	180.00
1.0	0704629	HUB 1.750" BORE	163.70	163.70
1.0	0775808	FALK 1060T10 COVER-GRID ASSEMBLY	243.68	243.68
1.0	0934511 LTG	COUPLING GREASE	44.60	44.60
4.0	54605K32	LOW PRESSURE HOSE 1/4"	3.18	12.72
2.0	53505K63	HOSE ADAPTER 1/8" PIPE S/S	21.08	42.16
2.0	53505K64	HOSE ADAPTER 1/4" PIPE S/S	27.60	55.20
1.0	44615K421	1/8" X 1.5" PIPE NIPPLE	3.41	3.41
6.0	9472K421	8" ANSI FLANGE CALSS 150 GASKET	23.60	141.60

Repair estimate valid for 30 calendar days from the above date.
Total is plus sales tax if applicable. Based Upon Our Standard Terms And Conditions.

Est. Total:	Continued...

Estimated By: _____ **Date:** _____

Based on our Terms and Conditions.

Customer Copy

MOTORS • PUMPS • CONTROLS • POWER TRANSMISSION
410-228-4447
3901 Vincent Road - Linkwood, MD 21835
Phone: (410)-228-4447 / Fax: (410)-228-2517
Email: sales@hillsindustrial.com

Job Estimate

Job No:	070621
Date:	4/3/2025
Page:	2 of 2

Sold To:	Customer Number: 000780 **WORCESTER CO. WATER & WASTEWAT** 1000 SHORE LANE BERLIN, MD 21811 Phone: 410-641-5251 Fax: 410-641-5185	**Ship To:**	Ship To Number: 000099 **WORCESTER CO. WATER & WASTEWAT** 1000 SHORE LANE BERLIN, MD 21811

Job Number	Estimate Date	Sales Code	Job Type	Ship Via	Terms
070621	11/11/24	004	BLOWER/VACUUM PUMP		NET 30 DAYS
Purchase Order:		**PO Release:**		**Misc Number:**	91766

QTY	Item Number	Description/Notes	Unit Price	Extended
1.0	MISC.1	3/8 KEY STOCK 12"	8.25	8.25
1.0	MISC.2	GASKET MATERIAL	15.00	15.00
2.0	MPND10W30	SAE 30 NON DETERGENT OIL	4.58	9.16
0.5	W-OIL	OIL DISPOSAL FEE, PER GALLON	4.18	2.09
1.0	EMI01-6958	QUICK SLEEVE	66.04	66.04
1.0	MACH.1	MATERIAL TO REPAIR SHAFT	87.50	87.50
2.0	MPSP1	SHOP SUPPLIES	6.00	12.00
		INBOUND FREIGHT		675.00
		MACHINE SHOP LABOR		1,000.00
		SHOP AND REWIND LABOR		8,000.00
		1-2 WEEK DELIVERY FOR PARTS		
		ANY TARIFFS IMPOSED ON THE PROCUREMENT		
		OF THESE PARTS WILL BE ADDITIONAL TO THE		
		QUOTED PRICE.		
		New Unit Replacement Price	58,769.00	
		******* Repair SAVINGS *******	31036.03	

Repair estimate valid for 30 calendar days from the above date.
Total is plus sales tax if applicable. Based Upon Our Standard Terms And Conditions.

Est. Total:	27732.97

Estimated By: _____ **Date:** _____

Based on our Terms and Conditions.

Customer Copy

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: May 6, 2025
RE: Recommendation to Award – Independent Auditing Services

Administration is recommending the County award the Independent Auditing Services contract to CliftonLarsonAllen LLP. Proposals were due and opened on Tuesday, March 25, 2025. Four proposals were received. I have attached the proposal tabulation and contract to this memo. An evaluation team consisting of three members reviewed each proposal individually prior to an overall group average being established. All three members of the committee agree that the highest scoring proposal, which was received from CliftonLarsonAllen LLP, represents the best value to Worcester County. The total value of the five-year contract is $485,450, covering the audit fees for the next five fiscal years and the preparation costs for the Annual Comprehensive Financial Report (ACFR).

Funding for these services will come from various general and enterprise funds.

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

Independent Auditing Services
Tuesday, March 25, 2025 @ 2:30pm
Request for Proposals Tabulation Sheet
Respondent's Name(s):
CliftonLarsonAllen LLP
SB & Company, LLC
UHY LLP
PKS & Company, P.A.

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

Weston Young
Chief Administrative Officer

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

CONTRACT

THIS CONTRACT, made on May 6, 2025, between the County Commissioners of Worcester County, Maryland ("County"); and CliftonLarsonAllen LLP ("Successful Vendor").

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

1. Successful Vendor will commence and complete the INDEPENDENT AUDITING SERVICES.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Proposal Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the amounts as shown in the Form of Proposal.
5. The term 'Contract Documents' means and includes the following:
    a. This Contract
    b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
    c. Advertisement
    d. Section I: Introduction
    e. Section II: General Information
    f. Section III: Proposal Specifications
    g. Section IV: Evaluation and Selection Process
    h. Form of Proposal
    i. References
    j. Exceptions
    k. Individual Principal
    l. Vendor's Affidavit of Qualification to Bid
    m. Non-Collusive Affidavit
    n. Addendums 1 & 2
    o. Successful Vendor's Completed Proposal Documents
    p. Notice of Award
    q. Notice to Proceed

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

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

ATTEST:	**COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND**
_____	_____ Theodore J. Elder President Date:
WITNESS:	**CONTRACTOR**: CLIFTONLARSONALLEN LLP
_____	_____ By: Title: Date:

COMMISSIONERS
JOSEPH M. MITRECIC, PRESIDENT
THEODORE J. ELDER, VICE PRESIDENT
ANTHONY W. BERTINO, JR.
MADISON J. BUNTING, JR.
JAMES C. CHURCH
JOSHUA C. NORDSTROM
DIANA PURNELL

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

WESTON S. YOUNG, P.E.
CHIEF ADMINISTRATIVE OFFICER
ROSCOE R. LESLIE
COUNTY ATTORNEY

April 29, 2025

To: Worcester County Commissioners
From: Karen Hammer, Administrative Assistant V
SUBJECT: Upcoming Board Appointments -Terms Beginning January 1, 2025

President Bertino – **You have Two (2) positions open:**

- George Solyak – Term Ending – Agricultural Reconciliation Bd.
- Maria C- Lawrence – Term Ending Dec. 2023 – Housing Review 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 Three (3) positions open:**

- Kathleen Palmer – **Resigned** – Commission for Women
- Kevin Holland – Term Ending – Building Code Appeals Bd.
- Keri-Ann Byrd – **Resigned –** Housing Review Board

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 Six (6) positions open:

- Joe Schanno – Term Ending – Economic Development
- David Dypsky – Term Ended Dec. 2024 – Water & Sewer Mystic Harbor - Retired
- Stan Cygam - Term Ended Dec. 2024 – Water & Sewer Mystic Harbor
- Keith Swanton -Term Ended Dec. 2021- Water & Sewer Advisory Council, West Ocean City
- Blake Haley – Term Ended Dec. 2024 - Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment

All Commissioners:

(5)-Adult Public Guardianship Board -
4– Terms Expiring Dec. 2023-attached summary in open session
1 - Term Expired - Ms. Wessels, (Roberta Baldwin will potentially help search for a viable replacement, if necessary).

(1) -Drug and Alcohol Abuse Council –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)

(2)- Water and Sewer Advisory Council - Mystic Harbour 2- Terms Ended – David Dypsky and 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:**
(2) Resigned -Elizabeth Rodier - (Fiori), Kathleen Palmer (Abbott)

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

Updated: December 17, 2024
Printed: December 18, 2024

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
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

TO: *The Salisbury Daily Times* and *OC Today Dispatch Group*
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: May 1, 2025
SUBJECT: Worcester County Public Hearing Notice

Please print the below Public Hearing Notice in *The Salisbury Daily Times* and *Ocean City Digest/OC Today Dispatch* on April 10, 2025. Thank you.

Notice of Public Hearing
Worcester County
Parking Restrictions Snug Harbor and Bayside Landings

The Worcester County Commissioners will conduct a public hearing to receive comments on parking restrictions in Snug Harbor and Bayside Landings on:

Tuesday, May 6, 2025 at 10:30 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The County Commissioners of Worcester County Maryland will consider making modifications to current parking restrictions that were approved on November 19, 2024 and December 3, 2024 for the communities of Snug Harbor and Bayside Landings.

ITEM 29

APPROVED

WSY 02/18/25

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**
DATE: **February 4, 2025**
SUBJECT: **No On-Street Parking – Public Hearing Request**

Public Works is requesting the Commissioners schedule public hearings to solicit input regarding the recent approvals of no on-street parking for Snug Harbor and Bayside Landings. Several citizens have reached out indicating the groups that spearheaded the no-parking efforts were not authorized representatives of the HOA/community-at-large. Other citizens have expressed their general displeasure at the changes and indicated they were unaware the issue was being considered. Public Works has not installed signs in either community yet.

There is no formal County policy regarding the creation of no-parking areas. Given the recent feedback, Public Works suggests the Commissioners revisit the issue and schedule a public hearing for both communities so they have the opportunity to comment.

Please let me know if there are any questions.

CC: Roscoe Leslie
Chris Clasing
Kevin Lynch

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: May 1, 2025
SUBJECT: Parking Comments

The following presentation and parking comments were received and requested to be included in the public hearing documentation.

No Parking On Snug Harbor Road is Vital



Snug Harbor Community



Agenda

- **Snug Harbor Road Community Demographics**
- **Public Safety Hazard**
- **Community Petition**
- **PS Code 3-201, subsection B #27**
- **Snug Harbor Rd. and Bayside are not the same**
- **Dangerous conditions due to vehicle congestion and blocked visual paths; concerns for pedestrians, especially children and pets**

Snug Harbor Road Community Demographics

Currently 141 Homes and 44 Lots on Snug Harbor Rd. and Meadow Dr.

- 83 Homes + 44 Lots in the Snug Harbor Community
- Plus 22 Independent Homes on Snug Harbor Rd.
- Plus 36 Homes Landings at Bayside Residents on Snug Harbor Rd.

Snug Harbor Rd. is the only access to the Community

Zero Fire hydrants East of Meadow Dr.

No Sidewalks

No Curbs

No Shoulders

Snug Harbor Rd. is less than 19’ wide

Lined with Mailboxes on both sides

Public Safety Hazard

Emergency Vehicles cannot access the community and preform their functions unimpeded.

Fire Truck Access is a significant concern. Snug Harbor Road is very narrow, has NO sidewalks, very soft earth and deep ditches on the south side, and mailboxes very close to the road on either side.

Lack of Sidewalks Endanger Pedestrians, Bicyclists, Pets & even Mailboxes

Lack of Shoulders force vehicles to Park in Lanes of Traffic

Why is this a new Concern?

Recent and ongoing building of new homes in addition to multiple short term rental properties have added to the street volume of Vehicle and Pedestrian traffic. Additionally, many people have started parking on Snug Harbor Rd. blocking the normal flow of traffic. This has created dangerous conditions for both vehicles and Pedestrians.

- In the past two years, The Landings at Bayside has added 18 homes along Snug Harbor Road. In addition, other new homes have been added on Snug Harbor. While increasing population alone has increased the number of parked cars on the narrow street. Additionally, a significant number of these homes are short term rentals. Many do not realize that the Snug Harbor community homes are on wells and have no fire hydrants to provide water for firefighting, thus needing the street clear for emergency vehicles. No Parking signs will make sure everyone is informed.

In the Fall of 2018, there was a house fire at 12355 Snug Harbor Road that massively damaged the home. In March of 2019 there was a second fire that destroyed the home at 12332 Snug Harbor Road and killed the owner's pet. Berlin Fire Chief JD Rhodes addressed the community about the fires in 2019. He made it very clear that any vehicle parked on our roads would be a hazard due to the narrow street width. In the case of the 2018 fire, emergency tanker vehicles drove back and forth to fill from the fire hydrant halfway down Snug Harbor Road (hoses could not reach from the fire hydrant to the house). The 2019 fire was a two-alarm fire, and trucks came from several companies serving our larger community. Bethany Church on the corner of 611 and Snug Harbor Road was the staging area. Fire trucks were arriving at the church at different times and had to be directed the full length of Snug Harbor Road to get to the fire. In both cases the roads had to be clear of parked cars.

- Additionally, regarding Fire Truck Access: The Snug Harbor Community (83 homes) has no fire hydrants and is dependent on well water. Fire trucks much arrive in a short time and require tankers or a hookup to a Bayside hydrant that will be a significant distance away.


Snug Harbor Rd
Less than 19 Feet Wide
Google





Less Than 18’ Wide Here





Just Over 18’ Wide Here

29 - 14



Less Than 23’ Between Mailboxes!




BAYSIDE

ITEM 29



29 - 17

ITEM 29



29 - 18

ITEM 29



29 - 19



ITEM 29

17

29 - 20

Damaged Mailbox's





Community Petition

A Community Petition was Circulated During April 2025

This Resulted in the Majority of the Community Supporting No Parking On Snug Harbor Road

54% of the Community was able to be reached with the petition.

96% of the Respondents Overwhelmingly Supported the No Parking Petition

That Represents Over 53% of the Total Number of Possible Respondents in the community.

Copy of Petition

Petition for No Parking on Snug Harbor Road

We, the owners of properties along Snug Harbor Road and Meadow Drive, have signed this petition to have the Worcester County government enforce No Parking on Snug Harbor Rd because vehicles parking on Snug Harbor Road have created unsafe conditions as described below.

A "YES" response with name, address, and/or lot number(s) indicates support of this petition.

1. **Roads are narrow and emergency vehicles are unable to get to the scene if the cars are blocking their path**
   People owning homes in this community consist of 83 residents with 127 lots in the Snug Harbor Community on the canals, 22 owners along the South side of Snug Harbor Rd, and 36 owners in the Landings at Bayside community. The first Public Safety issue is that the Snug Harbor community of 83 homes has no fire hydrants and is dependent upon well water; therefore, fire trucks must arrive in the shortest amount of time possible because the need for water must be met with tankers or hooking up to a Bayside fire hydrant that is a significant distance away. The narrow streets are 19 feet wide, some sides of the street have steep embankments, often with several feet of water, making them unusable for cars or emergency vehicles. Therefore, any parked vehicle turns the roads into "One-Way" traffic and significantly slows the time it takes a rescue vehicle to reach the Snug Harbor community.

   In the Fall of 2018, there was a house fire at 12355 Snug Harbor Road that massively damaged the home. In March of 2019 there was a second fire that destroyed the home at 12332 Snug Harbor Road and killed the owner's pet. Berlin Fire Chief JD Rhodes addressed the community about the fires in 2019. He made it very clear that any vehicle parked on our roads would be a hazard due to street width. In the case of the 2018 fire, emergency tanker vehicles drove back and forth to fill from the fire hydrant halfway down Snug Harbor Road (hoses could not reach from the fire hydrant to the house). The 2019 fire was a two-alarm fire, and trucks came from several companies serving our larger community. Bethany Church on the corner of 611 and Snug Harbor Road was the staging area. Fire trucks were arriving at the church at different times and had to be directed the full length of Snug Harbor Road to get to the fire. In both cases the roads had to be clear of parked cars and No Parking signs are essential for doing so.

2. **Parking on the road is a violation of PS Code 3-201, subsection B #27. Literally and in Spirit.**
   "27 Impeding traffic. A person may not park a vehicle in a way as to impede vehicular or pedestrian traffic."
   . Because Snug Harbor Road is less than 19' wide, when a vehicle is parked on the road it completely blocks an entire lane of traffic interrupting the normal flow of traffic. In effect Snug Harbor Road is turned into a one lane road when this occurs, and traffic backs up. In addition, because Snug Harbor Road has no sidewalks, Pedestrian traffic is also impeded and endangered.

3. **Recent and ongoing building of new homes in addition to multiple short term rental properties have added to the street volume of Vehicle and Pedestrian traffic. Additionally, many people have started parking on Snug Harbor Rd. blocking the normal flow of traffic. This has created dangerous conditions for both vehicles and Pedestrians.**
   In the past two years, The Landings at Bayside has added 18 homes along Snug Harbor Road. In addition, other new homes have been added on Snug Harbor. While increasing population alone has increased the number of parked cars on the narrow street. Additionally, a significant number of these homes are short term rentals. Many do not realize that the Snug Harbor community homes are on wells and have no fire hydrants to provide water for firefighting, thus needing the street clear for emergency vehicles. No Parking signs will make sure everyone is informed.

4. **Dangerous conditions due to vehicle congestion and blocked visual paths: concerns for pedestrians, especially children and pets**
   Again, Snug Harbor Road has no sidewalks and poor lighting. The number of pedestrians walking our streets to enjoy the water views, children looking to bike in a safe neighborhood, and dog walkers have all increased significantly. In the past month one of our neighbors reported almost hitting an adult walking into the street from behind a parked car. Thankfully the person was not hurt but again the probability of a child or pet running out from behind a parked car on our narrow streets is now fearfully great. Drivers turning off 611 onto Snug Harbor Rd take a few minutes to slow to 30 mph and with the density of new Bayside homes at that end of Snug Harbor Rd there is an even greater risk to pedestrians. No Parking signs will keep the streets safer for the community. Vehicles parking in the road significantly increase the risk of accident, injury and even death for the community. Something that we all wish to avoid and something that is avoidable.

PS Code 3-201, subsection B #27

- **Parking on the road is a violation of PS Code 3-201, subsection B #27. Literally and in Spirit.**
  - 27 – "Impeding traffic. A person may not park a vehicle in a way as to impede vehicular or pedestrian traffic."
  - Because Snug Harbor Road is less than 19' wide, when a vehicle is parked on the road it completely blocks an entire lane of traffic interrupting the normal flow of traffic. In effect Snug Harbor Road is turned into a one lane road when this occurs, and traffic backs up. In addition, because Snug Harbor Road has no sidewalks, Pedestrian traffic is also impeded and endangered.


BAY SIDE

Snug Harbor Rd. and Bayside are not the same



Snug Harbor Road is less Than 19’ Wide, Bayside is over 24’ Wide

The Average Car Width is 5.8’ & Bayside is over 5’ Wider



Snug Harbor Road has no Sidewalks/Bayside has Many Sidewalks



Snug Harbor Road Has no Curbs/Bayside has many Curbs



Bayside Homes were Built with a Minimum of 6 Parking Spots



Bayside Has Overflow Parking Available at the Club/Pool Center

- Bayside Streets Are 25’ Wide
- Many Bayside Streets Have Sidewalks
- Many Bayside Streets Have Curbs
- No Mailboxes on sides



25

- Bayside Streets Are 25’ Wide
- Many Bayside Streets Have Sidewalks
- Many Bayside Streets Have Curbs
- No Mailboxes on sides



- Bayside Streets Are 25’ Wide
- Many Bayside Streets Have Sidewalks
- Many Bayside Streets Have Curbs
- No Mailboxes on sides

- Landings at Bayside Road
- Much More Space for 2 Vehicles to Pass even When a Car is Parked on the Road
- Sidewalks for Pedestrian Safety
- Mailboxes only on one side of the road



Compared to Snug Harbor Road

- Impossible for 2 Vehicles to pass when a car is parked in the road
- Totally Impedes Traffic.
- Forces Pedestrians to Walk in the middle of the road



Why is Eliminating Road Parking so Important

Snug Harbor Road is the only access to the Community and is a dead-end road.

Fire Truck Access is a significant concern. Snug Harbor Road is very narrow, has NO sidewalks, very soft earth and deep ditches on the south side, and mailboxes very close to the road on either side.

Snug Harbor Road has Limited lighting.

Snug Harbor Road is used by many families walking through the community to enjoy the water view, children riding bikes and dog walkers. These pedestrians often can not see around parked cars.

There should not be a need for on Street Parking on Snug Harbor Road

Each Bayside home was designed with at least 6 parking spaces and some may have more.

The Bayside Community has Overflow parking areas (at the Community Center), accessible by road or sidewalks.

Bayside Additional Parking Area



What's at Stake?

- 5 Months ago, a Pedestrian was struck and killed at the intersection of Route 611 and Landings Blvd.
- This is located between Snug Harbor Rd. and Landings Blvd.(the entrance to the Landings at Bayside.)
- This can and will happen again in our community, if we do not take action now.
- Let's Improve Safety by eliminating Parking on Snug Harbor Road.

NEWS RELEASE

MARYLAND STATE POLICE

Headquarters | 1201 Reisterstown Road | Pikesville, Maryland | 410.486.3101 / 800.525.5555 | TTY 410.486.0677

November 4, 2024(BERLIN, MD) – Maryland State Police are investigating a fatal pedestrian crash in Worcester County.

Troopers from the Berlin Barrack responded at about 10:15 p.m. on Nov. 2, 2024, to a report of a crash on northbound Maryland 611 and Landing Blvd. in Berlin.

Conclusion

ANY QUESTIONS?



November 12, 2024

Dear County Commissioners:

I am writing on behalf of the Parking Solutions Committee in the Bayside Neighborhood that has been convened by our Homeowner's Association to assess and address parking concerns throughout the community.

A Committee of The Landings at Bayside Residents have convened multiple times over the past 6 months to deliberate upon prevailing parking challenges and to collaborate toward effective solutions in conjunction with the management company, developer, board, and County representatives. On Friday, November 8th we met with the HOA Board and many members of the community, where everyone was positively encouraged by our efforts to date and supports pursuing our request with the County.

Of primary concern is that emergency vehicles cannot easily access homes and townhomes due to over-parking on both sides of the streets; parking on both sides of the street makes it difficult for homeowners and visitors to navigate, as well as making it dangerous for children, pets, and pedestrians to traverse the neighborhood.

I would be remiss not to mention here that there is significant community - wide concern regarding the overall number of vehicles related to the influx of short term rentals with new construction; while we are eager to address parking specifically, many of the issues arising from the neighborhood's growth are directly attributable to unchecked rental allowances and would like the HOA Board to address this moving forward, in concert with County guidance as well.

We have asked Mr. Dallas Baker and Mr. Kevin Lynch to please review this request with Emergency Services so that you all can properly evaluate the feasibility of allowing parking on "one side of the street only" throughout the neighborhood, ensuring compliance with emergency management guidelines and regulations.

Our formal request is accompanied here by the areas shown on the sketch and map attached requesting no parking on one side of the street throughout Bayside. Two other points to note, we have suggested to our management company that this should apply to the private roadways, the alleys behind homes and townhomes as well; we have been working closely with the Snug Harbor Civic Association so that our two neighborhoods are approaching you with similar concerns and solutions.

Please be in touch with any questions.

Thank You,

Sara Gorfinkel
Parking Committee Chair, The Landings at Bayside
CC: HOA Board Members, Legum & Norman

MARYLAND'S Coast WORCESTER COUNTY

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

TO: *The Salisbury Daily Times* and *OC Today Dispatch Group*
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: May 1, 2025
SUBJECT: Worcester County Public Hearing Notice

Please print the below Public Hearing Notice in *The Salisbury Daily Times* and *Ocean City Digest/OC Today Dispatch* on April 10, 2025 and April 17, 2025. Thank you.

NOTICE OF PUBLIC HEARING
FOR
ESTABLISHMENT OF A
RESIDENTIAL PLANNED COMMUNITY (RPC)

CREPE MYRTLE COURT RPC
SOUTHERLY SIDE OF MD ROUTE 707
WEST OF GREENRIDGE LANE

TENTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND

Pursuant to Sections 1-114 and 1-315 of the Worcester County Zoning Ordinance, an application has been filed with the Worcester County Commissioners by Keith Iott on behalf of Kathleen Clark to establish a Residential Planned Community (RPC) on property located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane. Located in the Tenth Tax District of Worcester County, Maryland, the property is designated on Tax Map 26 as Parcel 157. The Worcester County Planning Commission has reviewed the Crepe Myrtle Court Residential Planned Community application at its meeting of February 6, 2025, and granted a favorable recommendation to the Worcester County Commissioners that the Residential Planned Community floating zone be established subject to certain conditions.

Pursuant to Sections 1-114 and 1-315 of the Worcester County Zoning Ordinance, the County Commissioners will hold a
PUBLIC HEARING
on
TUESDAY, MAY 6, 2025
AT 10:35 A.M.
IN THE COUNTY COMMISSIONERS' MEETING ROOM
WORCETER COUNTY GOVERNMENT CENTER – ROOM 1101
ONE WEST MARKET STREET
SNOW HILL, MARYLAND 21863

At said public hearing the County Commissioners will consider the Residential Planned Community and the recommendation of the Planning Commission, any proposed restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being developed, and the advisability of reserving the power and authority to approve or disapprove the design of building, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

A map of the proposed area, the staff file on the Residential Planned Community application and the Planning Commission's file, which will be entered into record at the public hearing, are on file and available for inspection at the

Department of Development, Review and Permitting, Government Center - Room 1201 (2nd Floor), One West Market Street, Snow Hill, Maryland 21863 between the hours of 8:00A.M. and 4:30 P.M., Monday through Friday (except holidays). Interested parties may also call (410) 632-1200.

THE WORCESTER COUNTY COMMISSIONERS

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

NOTICE OF PUBLIC HEARING
FOR
ESTABLISHMENT OF A
RESIDENTIAL PLANNED COMMUNITY (RPC)

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SOUTHERLY SIDE OF MD ROUTE 707
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A map of the proposed area, the staff file on the Residential Planned Community application and the Planning Commission's file, which will be entered into record at the public hearing, are on file and available for inspection at the Department of Development, Review and Permitting, Government Center - Room 1201 (2nd Floor), One West Market Street, Snow Hill, Maryland 21863 between the hours of 8:00A.M. and 4:30 P.M., Monday through Friday (except holidays). Interested parties may also call (410) 632-1200.

THE WORCESTER COUNTY COMMISSIONERS

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

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ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

M E M O R A N D U M

TO: County Commissioners
FROM: Kristen M. Tremblay, AICP, Zoning Administrator
DATE: April 25, 2025
RE: Crepe Myrtle Court Residential Planned Community (RPC) Step I – Changes to Site Plans from Planning Commission Meeting

****

The County Commissioners will see in the attached site plans that sidewalks have been added per the Planning Commission's conditions of approval. The sidewalks are proposed along the exterior of a loop drive and are four (4) feet in width.

The plans have also been adjusted to remove extraneous road spurs and have a more holistic design with a loop road instead of spurs that end at the property lines. Additionally, the applicants have amended the site plan to accommodate the parking spaces near the pool amenity as discussed at the meeting.

A more comprehensive review of the development proposal will be undertaken during subsequent Step II and Step III review of the Residential Planned Community if the project receives a favorable recommendation from the Commissioners.

Yours,



Kristen M. Tremblay

WORCESTER COUNTY

PLANNING COMMISSION

FINDINGS OF FACT

AND

RECOMMENDATION

CREPE MYRTLE COURT

RESIDENTIAL PLANNED COMMUNITY

STEP I

April 23, 2025

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I. GENERAL INFORMATION:

Date of Planning Commission Review: February 6, 2025

Date of TRC Review: January 8, 2025

Approval requested: Step I Residential Planned Community – Establishment of the RPC Floating Zone – Crepe Myrtle Court.

Project Description: Proposed construction of 24 two-family dwellings and one single-family dwelling.

Location: South side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District

Owner: Kathleen Clark
12319 Ocean Gateway, Suite 304
Ocean City, MD 21842

Land Planner: Iott Architecture & Engineering, Inc.
310 Hammond St., Suite 100
Salisbury, MD 21804

Existing Conditions: The 4.82 acre site area is comprised of approximately 4.51 acres of uplands, 0.18 acres of non-tidal wetlands, and 0.06 acres of tidal wetlands. The majority of the property is cleared, with some existing forested areas to the rear.

Proposed Project: The Crepe Myrtle Court RPC as shown on the Step I plan is proposed to be a residential community comprised of 24 two-family dwellings and one single-family dwelling. Proposed open space totals approximately 2.23 acres. 0.14 acres of active recreation spaces is provided, and 0.30 acres of passive recreation space is provided. The Step I plan indicates there will be one (1) point of access to the community from Old Bridge Road (MD. Route 707). Previously, the Planning Commission reviewed a similar project on the same property known as Shadyside Village (which consisted of Townhome Units).

II. COMMENTS RELATIVE TO COMPLIANCE WITH BASIC RPC REQUIREMENTS:

Zoning: A development is required to meet the major RPC standards when consisting of greater than 20 proposed units. RPC's are permitted in the R-4 General Residential District.

Permitted Uses: Single-family and two-family dwellings are permitted uses in the R-4 General Residential District.

Density: In the R-4 District, a maximum of eight (8) units per net acre are allowed. The total lot area is 4.82 acres. The net lot area is 4.67 acres (after deducting wetlands and road widening requirements along Old Bridge Road). The total permitted density is 33.9 units (6.85 units per acre) and the applicant is proposing 25 units. Thus, the proposed density is 5.18 units per acre.

Maximum limitation of 70% for residential uses: The project proposes 2.44 acres of its land area (50.6%) for residential uses including building footprints, roads, and sidewalks.

Minimum limitation of 20% of retail and service uses: The project does not propose any commercial uses.

Minimum requirement of 30% for common use open space and recreational areas: Given the project's net acreage of 4.67 acres, a total of 1.4 acres is required to be provided for open space. A total of 2.23 acres of open space is provided.

Open space is required to have a certain amount of active and passive recreational features, as well as lands preserved in their natural state. The requirements are as follows:

- **Minimum of 50% of required open space shall be retained in its natural state:** The project is proposing 1.81 acres of the total open space in a natural state- therefore, this requirement has been met.
- **Minimum of 10% of required open space shall be for active recreation:** The project is proposing to provide 0.14 acres (10%) of open space for active recreation. A minimum of 10% is required - therefore this requirement has been met. Active recreation is defined as uses, areas or activities that are oriented towards potential competition and involving special equipment. Special equipment was provided with a community swimming pool.
- **Minimum of 20% of required open space shall be for passive recreation:** The project is proposing to provide 0.30 acres (21.4%) of the total open space in

passive recreation. A minimum of 20% is required - therefore this requirement has been met. Passive recreation is defined as uses, areas or activities oriented to noncompetitive activities which typically require no special equipment.

III. FINDINGS AND RECOMMENDATIONS OF THE PLANNING COMMISSION

1. The relationship of the RPC with the Comprehensive Plan, zoning regulations, and other established policy guidelines:

The subject property is currently in the "Existing Developed Areas" land use category of the Comprehensive Plan. The EDA category recognizes the importance of maintaining the neighborhood character and strongly encourages mixed-use developments.

The Comprehensive Plan encourages the use of low impact development and cluster techniques to reduce overall impervious surface and maintain wildlife habitat.

Relative to consistency with the zoning regulations, the Planning Commission finds that the project site is zoned R-4 General Residential with the R-4 District being a zoning classification in which RPC's are permitted. It also finds that the project as proposed complies with those requirements cited in §ZS 1-315 relative to maximum density, maximum limitation for residential uses, minimum requirement for common use open space and recreational areas, and types of permitted uses. Furthermore, the Planning Commission finds that the submittals relative to the proposed project comply with the requirements cited in §ZS 1-315(k)(2)A1. For individual structures, there shall be no minimum lot area, setback, bulk, lot width, or road frontage requirements. Such standards shall be approved by the Planning Commission during the Step II (Master Plan) review.

2. The general location of the site and its relationship to existing land uses in the immediate vicinity:

The subject properties are located on the easterly side of MD Route 611 (Stephen Decatur Highway), just north of the Mystic Harbor Subdivision. The Planning Commission finds that this area can best be characterized as a mix of residential and commercial land uses. The neighboring developments of Whispering Woods, Mystic Harbor, Deer Point, and Ocean Reef all consist of primarily single-family dwellings, and the Salt Life Community consists of manufactured homes. While

this development will consist of blocks of two-family dwelling buildings, the development is situated more towards Stephen Decatur. The R-4 General Residential District encourages infill development and higher densities to encourage traditional neighborhood development while still utilizing conservation features in its design. Additionally, this district is intended to accommodate the most diverse types of housing and ranges of affordability.

Relative to the commercial uses, there are many commercial developments along MD Route 611 (Stephen Decatur Highway) to serve the needs of this development. The proposal does not include a commercial component; however, the Planning Commission finds that the proposed use as a two-family dwelling development is consistent with existing land uses in the vicinity.

'*Screening'* as defined by the code, will need to be provided along Old Bridge Road as it is considered a collector road per ZS1-322(e)(6). A landscaping plan will need to be provided for Step II review.

3. **The availability and adequacy of public facilities, services, and utilities to meet the needs of the RPC and the long-term implications the project would have on subsequent local development patterns and demand for public facilities and services:**

The Planning Commission finds that the property proposed to be developed into the Crepe Myrtle Court RPC are presently zoned R-4 General Residential District. The surrounding developed lands are similarly zoned for residential (R-1 Rural Residential) and commercial uses (C-2 General Commercial). According to the General Residential District (R-4) zoning classification, two-family (duplex) residential development at a density of eight (8) dwelling units per net acre is permitted by zoning. Furthermore, residential planned communities of the same density are permitted by that zoning district. Thus, the proposed density of 6.85 dwelling units per acre is allowable under the zoning ordinance. The two-family dwelling units are consistent with the surrounding residential and commercial developments located within this area.

Therefore, the Planning Commission concludes that the proposed Crepe Myrtle Court RPC will not have an adverse long-term implication on development patterns in the area.

All private roads within the development shall be constructed to one of the RPC road standards and must be reviewed and approved by the County Roads Division

of the Department of Public Works. Should the applicant propose approved private roads, they should include the RPC Approved Private Road Standard (WO 200-06) on future plans. Approved private roads will require review and approval by the County Commissioners under the provisions of §ZS 1-123 - 'Approved Private Roads.' The applicant should ensure that the preliminary layout of the travelways as shown on the plan will be able to accommodate one of the road standards.

Relative to certain public facilities, according to the applicants' written narrative, the developer is requesting that the dwelling units be served by public water from the Mystic Harbor service area and sewer via connection to the West Ocean City service area. The applicants have acknowledged that there is a total of 25 EDU's of public sewer capacity currently available currently but will need to obtain additional water EDU's.

In consideration of their review, the Planning Commission finds that there will be no negative impacts to public facilities and services resulting from the proposed RPC.

4. The consistency of the RPC with the general design standards as contained in Subsections (j)(1) through (j)(5):

Relative to the protection of key environmental features, the Planning Commission finds that the open space provided exceeds or meets the minimum required under the RPC regulations.

This project is not required to comply with the Worcester County Forest Conservation Law. Further, the project is located within the Atlantic Coastal Bays Critical Area (ACBCA) program boundary and is designated Intensely Developed Area (IDA) and non-waterfront. A Critical Area Report as defined within §NR3-109(d)(2) will need to be provided.

Additionally, Joy S. Birch, Natural Resources Planner III, stated in her Planning Commission staff report that all items required within a Critical Area site plan (§NR3-109(d)(1)) will need to be provided if not done so already including, but not limited to: identifying Habitat Protection areas, locating (of stating the lack there of) tributary streams and associated buffers, tidal wetlands, soils, lot coverage calculations, limits of disturbance, proposed clearing, etc. Documents proving the 10% pollution reduction requirements will also need to be submitted

along with documentation that the 15% afforestation requirement will be accomplished.
Relative to the general layout and clustering of the development, the Planning Commission finds that the proposed RPC minimizes land impacts, while maximizing contiguous open spaces.

The traffic circulation patterns promote connectivity within the proposed development, and limit access to the public road system to one commercial entrance that will be designed to meet the State Highway Administration (SHA) standards. Subsection (j)(4) of the design standards encourages limiting the number of dead-end streets. This development will not have any dead-end streets, but will have two (2) stubs for access to four (4) of the units (two on each side).

A sidewalk is proposed to be provided along MD Route 707 road frontage for future connections. Internal pedestrian sidewalks were not originally proposed, but the Planning Commission, as a condition of their approval during the Step I process, required the installation of sidewalks as required under Design Guidelines Section 16(b)(2).

The Fire Marshal's Office has stated in their comments letter that the turning radius shall meet the most restrictive fire apparatus turning radius which is 33 feet inside and 55 feet outside. Approved turnarounds or cul-de-sacs shall be provided on roadways exceeding 150 feet in length. Additionally, the Planning Commission, during its Step I review, deferred to the Fire Marshal's Office to determine whether the requirement for vehicular travelways at the rear of all structures, as outlined in §ZS1-319(c)(5), was necessary.

No traffic study was submitted along with this application. The Planning Commission "may require such additional copies, information, studies, surveys, impact statements or other data, including third-party verification or additional studies as it may deem necessary and appropriate at any stage of the [subdivision] process, at the applicant's expense" – §ZS2-401(d) (A subdivision will be required if the RPC is approved). During its Step I review, the Planning Commission did not require a traffic impact study.

Overall, the Planning Commission finds that the RPC has demonstrated consistency with the general design standards contained in §ZS 1-315(j)(1) through (j)(5).

5. **The relationship of the RPC's proposed construction schedule, including any phasing, and the demand for and timely provision of public facilities, services and utilities necessary to serve the project:**

   Within the narrative, the applicant states that the property has a total of 25 existing sewer EDU's within the Mystic Harbour Sanitary Service Area. Additional water EDU's will need to be acquired to provide service for the remainder of the proposed development. The project and its associated infrastructure, including water, sewer, recreation areas, stormwater management, and roadways are proposed to be completed in one phase. Both water and sewer infrastructure are already located within the project boundary. Construction of these facilities will be undertaken by the Owner and dedicated to Worcester County when completed.

   The Planning Commission finds that if all EDU's are able to be acquired and a concrete timeline for when improvements will be provided prior to any subdivision action including preliminary plat, the project would meet this metric.

6. **The capacity of the existing road network to provide suitable vehicular access for the RPC, the appropriateness of any existing or proposed improvements to the transportation network, the adequacy of the pedestrian and bicycle circulation, and the proposed means of connectivity of the project to surrounding residential, commercial and recreational development and uses:**

   Connectivity to main transportation networks is another feature of the proposed development that is consistent with the Comprehensive Plan.

   Access will be via one (1) commercial entrance onto MD Route 707 (Old Bridge Road) for the residential uses. Inter-parcel connectors are not provided, although the narrative states that the private road that will serve the community has a western spur that could be connected to the adjacent western parcel in the future.

   The private roads are proposed to be constructed in accordance with Worcester County Road Standards and dedicated to the Homeowners Association. For Step II, the site plan will need to indicate that the roads are proposed to be private.

   Regarding pedestrian and bicycle circulation, a sidewalk is proposed to be provided along MD Route 707 road frontage for future connections. Internal pedestrian sidewalks were not originally proposed, but the Planning Commission,

as a condition of their approval during the Step I process, required the installation of sidewalks as required under Design Guidelines Section 16(b)(2). Bicycle racks are also provided as part of the development.

The Planning Commission finds that the access points to MD Route 707 (Old Bridge Road), will not have a significantly adverse impact on traffic patterns in the area, provided they meet all standards. The committee also concludes that the State Highway Administration will need to ensure that all entrance design requirements are being met.

7. **The relationship of the proposed method of wastewater disposal and provision of potable water service with the goals, objectives and recommendations of the Comprehensive Plan, Comprehensive Water and Sewer Plan, and other established policy guidelines:**

The Comprehensive Plan notes that "[s]ewer service…is one of the county's most powerful growth management tools" (Chapter 6). The Water and Wastewater Division of the Department of Public Works has not noted in their TRC comments any concerns with the proposal and that perfunctory comments such as requiring plumbing permits for each residence is required was provided.

The Planning Commission finds that the project is aligned with this standard of the Residential Planned Community provisions.

IV. THE RECOMMENDATION OF THE PLANNING COMMISSION

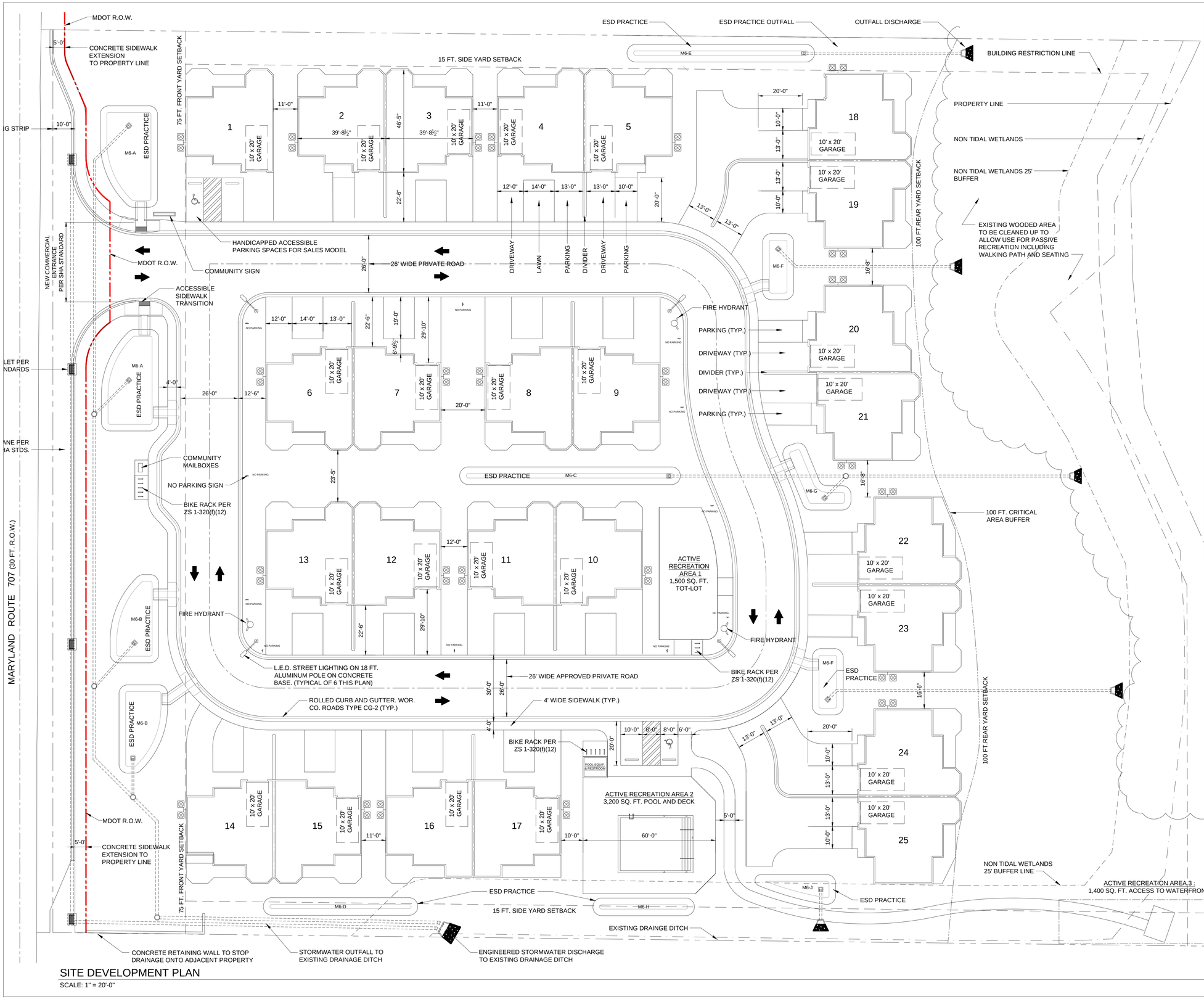
Based upon its findings, the Planning Commission finds that the area in which the subject property is located is currently in the "Existing Developed Areas" land use category of the Comprehensive Plan. The R-4 General Residential District as well as the Existing Developed Area recommends infill development and higher densities to encourage a diverse range of housing types and affordability within a traditional neighborhood development while still utilizing conservation features in its design. The R-4 General Residential District has a recommended density of eight units per one acre and therefore the Planning Commission concludes that the proposed Crepe Myrtle Court RPC, which has a density of 5.2 units per acre, is thus in accordance with the Comprehensive Plan.

Additionally, the proposed project as submitted complies with the regulations as set forth in §ZS 1-315 relative to residential planned communities. The Planning Commission notes that the proposed project maintains sensitive non-tidal wetlands and existing wooded areas to the maximum extent practicable. The

Planning Commission also concludes that the project will not have an adverse impact on local traffic and transportation patterns, and that it has an adequate number of water and sewer EDU's.

***Therefore, based upon its review, the Planning Commission favorably recommends that the request for establishment of the residential planned community floating zone for Crepe Myrtle Court RPC be approved subject to the following conditions**:

1. Sidewalks shall be provided throughout the development, including along Old Bridge Road;
2. The Planning Commission will defer to the Fire Marshal's office regarding vehicular travelway access to the rear of all structures to provide access for fire-fighting equipment, as further outlined in §ZS1-319(c)(5);
3. A third parking space for each unit shall not be required, as it was confirmed that no units will be short-term rentals and will be included in the covenants and bylaws of the community;
4. No traffic study shall be required;
5. A landscaping plan shall be required for the entire site and not just the frontage along Old Bridge Road;
6. A minimum of two (2) parking spaces, and an additional drop-off space, shall be required for the proposed pool amenity.



SITE DEVELOPMENT PLAN

SCALE: 1" = 20'-0"

SITE DEVELOPMENT SUMMARY

PARCEL DESCRIPTION
TAX MAP 26, PARCEL 157
10TH TAX DISTRICT
WORCESTER COUNTY,
MARYLAND

PROPERTY OWNERS
KATHLEEN M. CLARK
12319-201 OCEAN GATEWAY
OCEAN CITY MARYLAND, 21842
(410) 213-1633

SITE AREA EXISTING
± 4.82 ACRES GROSS SITE AREA (± 4.51 ACRES UPLAND & ± 0.18 ACRES NON TIDAL WETLAND)
± 0.06 ACRES TIDAL WETLAND
± 0.09 ACRES ROAD WIDENING
± 4.67 ACRES NET SITE AREA

NET SITE AREA BREAKDOWN
± 0.96 ACRES BUILDING FOOTPRINTS AND PATIOS
± 0.39 ACRES DRIVEWAYS AND PARKING
± 0.17 SIDEWALK
± 0.92 ACRES ROADWAY
SUBTOTAL NON-OPEN SPACE : ± 2.44 ACRES
OPEN SPACE PROVIDED : ± 2.23 ACRES
PERCENTAGE OF OPEN SPACE PROVIDED : ± 48% NET SITE ACRE

OPEN SPACE REQUIRED : 30% OF NET SITE AREA : 1.40 ACRES

OPEN SPACE TO BE IN A NATURAL STATE : 1.81 ACRES

ACTIVE RECREATION SPACE
REQUIRED: 0.14 ACRES (10% OF REQUIRED OPEN SPACE)
PROVIDED: 0.14 ACRES (10% OF REQUIRED OPEN SPACE)

PASSIVE RECREATION SPACE
REQUIRED: 0.28 ACRES (20% OF REQUIRED OPEN SPACE)
PROVIDED: 0.30 ACRES (28% OF REQUIRED OPEN SPACE)

EXISTING AND PROPOSED ZONING
R-4, GENERAL RESIDENTIAL

PROPOSED USE AND DENSITY
RESIDENTIAL PLANNED COMMUNITY
ALLOWABLE DENSITY: 8 UNITS PER ACRE
PROPOSED DENSITY: 33 UNITS ÷ 4.82 ACRES = 6.85 UNITS/ ACRES

FLOOD ZONE
THIS SITE IS LOCATED IN FLOOD ZONE A-E (ELEV.5) AND ZONE X PER FEMA COMMUNITY PANEL 24047C0160H DATED 7-16-15

CRITICAL AREA
THIS SITE IS LOCATED ENTIRELY WITHIN THE INTENSIVE DEVELOPMENT AREA (IDA) OF THE ATLANTIC COASTAL BAYS CRITICAL AREA.

PARKING SUMMARY

NUMBER OF RESIDENTIAL UNITS	25 UNITS
MINIMUM REQUIRED PARKING	50 SPACES
MAXIMUM PROVIDED PARKING	63 SPACES
PARKING PROVIDED	63 SPACES
(13 SPACES TO BE PERVIOUS PAVEMENT)	

ROADWAY AND SIDEWALK NOTES

THE INTERNAL ROADWAY IS TO BE CONSTRUCTED AS AN APPROVED PRIVATE ROAD. THE APPROVED PRIVATE ROAD SHALL BE MAINTAINED BY THE CONDOMINIUM ASSOCIATION.

WATER AND SEWER SUMMARY

THIS PROJECT REQUIRES 25 WATER AND SEWER EDUs. THE PROJECT CURRENTLY HAS 28 SEWER EDUs FROM THE WEST OCEAN CITY SANITARY SERVICE.

25 WATER EDUs WILL BE ACQUIRED FROM THE MYSTIC HARBOR SERVICE AREA.

IF LAWN IRRIGATION IS TO BE PROVIDED BACKFLOW PREVENTION DEVICES SHALL BE INSTALLED AT ALL CONNECTIONS TO THE WATER SERVICE.

LINE TYPE LEGEND

- PROPERTY LINE
- BUILDING RESTRICTION LINE
- NON TIDAL WETLAND
- NON TIDAL WETLANDS 25' BUFFER
- 100 FT. CRITICAL AREA BUFFER

REVISIONS

NO.	DATE	REMARKS

I CERTIFY THAT THESE DOCUMENTS WERE PREPARED OR APPROVED BY ME A DULY LICENSED PROFESSIONAL ENGINEER, LICENSED UNDER THE LAWS OF THE STATE OF MARYLAND

KEITH IOTT, LICENSE NO. 17951
EXPIRATION DATE 9/13/2025

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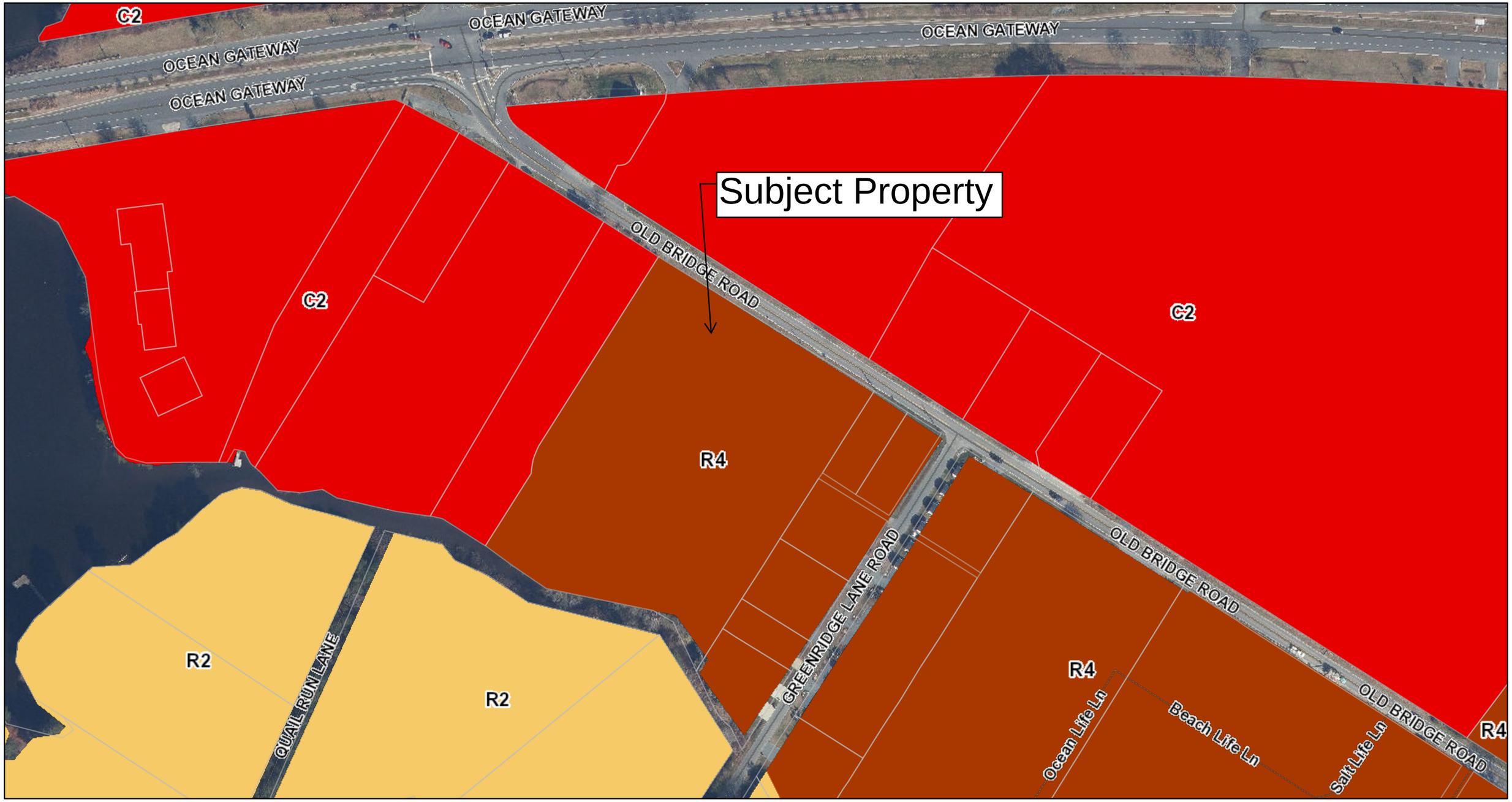
RESIDENTIAL PLANNED COMMUNITY
CREPE MYRTLE COURT (FKA SHADYSIDE)
TAX MAP 26, PARCEL 157
WORCESTER COUNTY, MARYLAND

SITE DEVELOPMENT PLAN

DATE: APRIL 22, 2025
IOTT PROJ. NO.: 19-055B
DESIGN BY: KI
DRAWN BY: KI
SCALE: 1" = 20'-0"
PLANNING COMM. APPR:
DWG. FILE: 19-055

C 200

Crepe Myrtle Court RPC



2/26/2025, 10:47:37 AM

1:2,257

0 0.02 0.04 0.08 mi

0 0.04 0.07 0.14 km

Centerlines

Zoning

- A1 - Agricultural
- A2 - Agricultural
- CA - Commercial Airport
- RP - Resource Protection
- E1 - Estate
- R1 - Rural Residential
- R2 - Suburban Residential
- R3 - Multi-family Residential
- R4 - General Residential
- I1 - Light Industrial
- I2 - Heavy Industrial
- CM - Commercial Marine
- C1 - Neighborhood Commercial
- C2 - General Commercial
- C3 - Highway Commercial
- V1 - Village
- MUN - Municipality

2024_Worcester_MG4_20to1_Mosaic_Feet.sid

- Red: Band_1
- Green: Band_2
- Blue: Band_3

DRP ArcGIS Web Map

This map is intended for planning purposed only and not for regulatory application.

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING
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ZONING DIVISION
BUILDING DIVISION
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ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

WORCESTER COUNTY TECHNICAL REVIEW COMMITTEE MEETING
January 8, 2025

Project: **Step I Concept Plan –Crepe Myrtle Court Residential Planned Community (RPC).** Proposed construction of 25 Two-Family Dwelling Units. Located on the southerly side of MD Rt. 707 (Old Bridge Road) west of Keyser Point Road, Tax Map 26, Parcel 157, Tax District 10, R-4 General Residential District, Kathleen Schardt C/O Kathleen Marie Clark, owner/ Iott Architecture & Engineering, Inc., engineer.

Prepared by: Ben Zito, DRP Specialist
Contact: bmzito@worcestermd.gov or (410) 632-1200, extension 1134

The Technical Review Committee shall consider the items listed below. The Technical Review Committee Report is required to be prepared within 90 days of the review for an upcoming Planning Commission meeting.

(i) The plans for the development fulfill the goals and objectives and comply with the recommendations of the Comprehensive Plan and are compatible with and complement the character and nature of existing and anticipated development in the vicinity of the proposed development.

(ii) The design of the development will, as its first priority, protect to the greatest extent feasible existing forested areas and greenways, floodplains, the Critical Area, where applicable, tidal and nontidal wetlands, sensitive areas or special habitats, and source water and aquifer recharge areas.

(iii) The residential planned community's design lends itself to a clustered, pedestrian scaled development, providing mixed uses where appropriate, and is in keeping with the scale, layout, uses, architectural style and landscape design of existing County towns and villages and blends the natural and built environments.

(iv) The residential planned community's design minimizes impervious surfaces and the consumption of vacant lands while maximizing open space.

(v) The project's layout and design promote street, trail and sidewalk connectivity within the project and to and through adjoining properties and neighborhoods.

(vi) The types and extent of uses and structures in the project will not adversely affect the future development or value of undeveloped neighboring areas or the use, maintenance and value of neighboring areas already developed.

(vii) The development will secure for the residents of the County a development which is consistent with the Comprehensive Plan and which is compatible with and complementary to established development in the County.

Project Specific Comments: This project is subject to, but not limited to, the following sections of the Zoning and Subdivision Control Article:

§ZS1-208	R-4 General Residential District
§ZS1-305	Lot Requirements Generally
§ZS1-306	Access to Structures
§ZS1-312	Two-family and Multi-family Development
§ZS1-315	RPC Residential Planned Communities
§ZS1-319	Access and Traffic Circulation Requirements
§ZS1-320	Off-Street Parking Areas
§ZS1-321	Off-Street Loading Spaces
§ZS1-322	Landscaping and Buffering Requirements
§ZS1-323	Exterior Lighting
§ZS1-324	Signs
§ZS1-325	Site Plan Review
§ZS1-326	Classification of Highways

*The proposed project is also subject to the *Design Guidelines and Standards for Commercial Uses* as revised and adopted on January 17, 2017. Under Section 2 of the Design Guidelines, the Planning Commission is able to grant a waiver to the requirements contained within, as long as the applicant can meet the provisions described. Please keep in mind that if a similar standard is listed in the Zoning Code and does not allow for a waiver, that standard cannot be waived. "These guidelines and standards apply to all projects other than multi-family and townhouse development which are subject to site plan review under ZS1-325 of the Zoning and Subdivision Control Article and which cumulatively total ten thousand square feet in gross floor area or more." – Page 5 of Design Guidelines and Standards. Multi-family is defined by the Zoning Ordinance as a building containing three (3) or more dwellings. https://ecode360.com/14018289

***Please provide a detailed listing of all site plan changes along with any resubmission.**

Site Plan and General Comments:

(1) Please provide a written narrative addressing the seven (7) required standards per §ZS1-315 before the item may be placed on the Planning Commission agenda.

https://ecode360.com/14020765

(2) Previously, the townhomes planned for Shadyside Village were not subject to the Design Guidelines. Due to the change in the type of development, it is now subject to the Design Guidelines.

(3) The proposed pool at active recreation area # 2 will require approval from the Worcester County Health Department. Please reach out to Ryan Hayward for more information.

(4) Please note that parking spaces for each unit will need to measure 10' x 20' and will need to be demarcated on the plans. Two (2) parking spaces will be required for each unit. Please note that parking spaces need to be situated in such a way that any automobile may be parked or unparked without moving another. This may impact the design widths of the driveways. https://ecode360.com/14018289 and https://ecode360.com/14021038

(5) Vehicular travelways for firefighting equipment will need to be accessible to the rear of all structures. Please discuss with the Fire Marshal on how best to accomplish this. §ZS1-319(c)(5). https://ecode360.com/14021023

(6) Please provide a note on the site plan that the bike rack near recreation space #1 will hold five (5) bicycles. §ZS1-320(f)(12). https://ecode360.com/14021060

(7) Please provide a landscaping plan. §ZS1-322(d). https://ecode360.com/14021093

(8) Landscaped screening is required to be installed along Old Bridge Road (MD. Route 707). §ZS1-322(e)(6). https://ecode360.com/14021130

(9) A maintenance and replacement bond for required landscaping is mandatory for a period not to exceed two (2) years in an amount not to exceed one hundred and twenty-five percent (125%) of the installation cost. A landscape estimate for a nursery will be required to be provided at permit stage to accurately determine the bond amount. §ZS1-322(g). https://ecode360.com/14021139

(10) Provide additional details about the proposed site lighting. §ZS1-323. https://ecode360.com/14021143

(11) Please indicate if there is any signage proposed. If so, please show the proposed location on the site plan and please account for traffic visibility at the entrance. §ZS1-324. https://ecode360.com/14021154

(12) An additional zoning permit for all site improvements including but not limited to the model's ADA parking, any additional parking spaces, signage, recreation areas and landscaping will be needed at the time of building permits.

(13) "Buttercup Lane" was approved for the previously proposed development at this location: 'Shadyside Village.' It will be necessary to submit two (2) additional road names for consideration and approval.

(14) Please provide a separate narrative that explains how the development will relate to the architectural style and landscape design in the existing County towns, villages and surrounding development. https://ecode360.com/14020787

(15) Please also provide a detailed time schedule for the implementation and construction of the development, and if appropriate, a plan for phasing the construction of the residential planned community, showing the general geographical coverage of future plats or plans,

their approximate sequence of submission, each of which must meet pertinent requirements either on their own or in conjunction with prior phases. https://ecode360.com/14020791

(16) Please show dumpster locations if planned.

(17) As this project is subject to the Design Guidelines, sidewalks at least five (5) feet in width shall be provided along all sides of the lot that abut a public or private right-of-way. Sidewalks shall be provided with human-scale lighting to create a safe and attractive pedestrian atmosphere. (Design Guidelines - Section 16 (b)(2)). A waiver may be requested of the Planning Commission during Step III review, but is not guaranteed to be granted.

Next Steps for Step I Concenpt Plan Approval. §ZS1-315(k)(2)

1) The written statement outlined in §ZS1-315(k)(2)(A)(1)(ix) will need to be provided by the applicant. Upon the receiving the written statement, the Technical Review Committee shall write a report known as the "Technical Review Committee Report," which will be issued to the applicant and the Planning Commission.
2) The Planning Commission shall then meet with the applicant to review the submission and the Technical Review Committee Report and may as a group visit the site of the proposed project. The Planning Commission shall produce findings based on the items considered under Subsections (k)(2)A1(ix)a through (k)(2)A1(ix)g hereof. The Planning Commission shall also produce a recommendation to the County Commissioners as to approval or disapproval of the residential planned community application, which may address the areas identified in the Technical Review Committee Report and such other areas of concern and such requirements as the Planning Commission may deem necessary and appropriate to advise the County Commissioners. The Planning Commission shall submit its recommendation within ninety days after receipt of the Technical Review Committee Report, unless extended by the County Commissioners.
3) The County Commissioners shall consider the application and recommendation and hold a public hearing within ninety days of receipt of the Planning Commission's recommendation, unless extended by the County Commissioners. The hearing shall have the same procedural formalities as a map amendment as described in § ZS 1-113(c) hereof. Notice of such public hearing shall be as required in § ZS 1-114 hereof. The County Commissioners shall review the application, Technical Review Committee Report and Planning Commission's recommendation and shall, following the public hearing, approve or disapprove the application and, if approved, establish the residential planned community floating zone. Failure of the County Commissioners to reach a formal decision to approve or disapprove the application within six months of the public hearing shall constitute a denial of the application. In granting an approval, the County Commissioners may impose conditions which shall become a part of the approval regulating the residential planned community. In addition, the County Commissioners may require independent reports of consultants, at the expense of the developer, prior to Step I concept plan approval. Any residential planned community approved by the County Commissioners must be

unconditionally accepted as approved, in writing, by the applicant requesting such use within ninety days after approval by the County Commissioners. Failure to so accept, in writing, any such residential planned community so approved by the County Commissioners shall be considered a rejection and abandonment by the applicant of the approval, and thereafter any such residential planned community so approved shall be null and void and of no effect whatsoever. Any transfers of the property shall be subject to the approved plan. Step I concept plan approval by the County Commissioners shall be considered a reclassification and subject to appeal as such.

4) Step I approval shall automatically expire and terminate unless the Step II approval is obtained within one year from the date of Step I approval. The County Commissioners may extend the Step I approval for a maximum of one additional year, provided the one-year extension is requested not less than sixty days prior to the expiration of the Step I approval and granted prior to expiration as well.

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1302
SNOW HILL, MARYLAND 21863-1294
TEL: 410-632-5666
FAX: 410-632-5664

TECHNICAL REVIEW COMMITTEE COMMENTS

PROJECT: **Crepe Myrtle Court** TRC #: **202400782**
LOCATION: **Tax Map 26, Parcel 157, South side of MD route 707 west of Greenridge Lane**
CONTACT: **New England Dev Inc**
MEETING DATE: **January 8, 2025** COMMENTS BY: **Robert Korb, Jr.**
Chief Deputy Fire Marshal

As you requested, this office has reviewed plans for the above project. Construction shall be in accordance with applicable Worcester County and State of Maryland fire codes. This review is based upon information contained in the submitted TRC plans only, and does not cover unsatisfactory conditions resulting from errors, omissions, or failure to clearly indicate conditions. A full plan review by this office is required prior to the issuance of a building permit. The following comments are noted from a fire protection and life safety standpoint.

Scope of Project:

Site development consisting of a 25 unit residential development.

General Comments

1. A water supply for fire protection shall be identified indicating the following:
    a. Water Source
    b. Engineering study for reliability of water source
    c. Size (in gallons) of water source
    d. Replenishment of water supply
    e. Diameter of in ground pipe
    f. Number of hydrants
    g. Location of hydrants
    h. Roadway width and surface types
    i. Distance from hydrant to roadway
2. If public water source, approved plans by the public works department.
3. Water source plans must be approved prior to recording of plat.

4. Fire hydrants shall be located within 3 ft. of curb line. Placement of fire hydrants shall be coordinated with this office prior to installation.

5. Obstructions shall not be placed or kept near fire hydrants, fire department inlet connections, or fire protection system control valves in a manner that would prevent such equipment or fire hydrants from being immediately visible and accessible.

6. All underground water mains and hydrants **shall be installed, completed, and in service** prior to construction work or as soon as combustible material accumulates, whichever comes first. A stop work order will be issued if fire hydrants are not in service prior to construction work start.

7. Fire Lanes shall be provided at the start of a project and shall be maintained throughout construction. Fire lanes shall be not less than 20 ft. in unobstructed width, able to withstand live loads of fire apparatus, and have a minimum of 13 ft. 6 in. of vertical clearance. Fire lane access roadways must be established prior to construction start of any structure in the project. Failure to maintain roadways throughout the project will be grounds to issue stop work orders until the roadway access is corrected.

8. Coordinate 9-1-1 addressing with Worcester County Department of Emergency Services (410) 632-1311.

Specific Comments

1. The proposed homes shall be protected by an automatic sprinkler system. Plans shall be submitted and approved by this office prior to the installation of such system.

2. The turning radius shall meet the most restrictive Ocean City Fire Department apparatus turning radius which is 33 feet inside and 55 feet outside. Approved turnarounds or cul-de-sacs shall be provided on roadways exceeding 150 ft. in length.

3. All fire hydrant locations shall be approved by this office.

4. A complete set of building plans shall be submitted and approved prior to the start of construction.

5. No further comments at this time.

Worcester County
Department of Environmental Programs
Natural Resources Division

Memorandum

To: Technical Review Committee

From: Joy S. Birch, Natural Resources Planner III JB

Subject: January 8, 2025 – Technical Review Committee Meeting

Date: January 3, 2025

Crepe Myrtle Court (Previously Shadyside) – Residential Planned Community – Step I - Proposed 25-unit residential development. Located on the south side of MD Route 707(Old Bridge Road), west of Greenridge Lane, Tax Map 26 Parcel 157, Tax District 10, R-4 General Residential District, Kathleen Clark, owner/developer - Iott Architecture, surveyor/engineer.

Critical Area:

This project is located in the Atlantic Coastal Bays Critical Area (ACBCA) program boundary designated Intensely Developed Area (IDA) with a 100' buffer. Please see following comments:

1. Ensure all items required within a Critical Area site plan NR 3-109(d)(1) have been provided. This includes, but is not limited to, identifying Habitat Protection areas, locating (or stating the lack there of) tributary streams and associated buffers, tidal wetlands, soils, lot coverage calculations, limits of disturbance, proposed clearing, etc.

2. Provide us with a Critical Area Report as defined within NR 3-109(d)(2).

3. Need the Stormwater Plan to match the overall site development plan.

4. Provide documents that the site will meet the 10% pollution reduction requirements. The Department can provide you with a copy of the worksheet if needed.

5. Illustrate and/or provide documentation that the 15% afforestation requirement will be accomplished. If plantings are to be completed to achieve the 15 percent afforestation requirement, a Critical Area planting bond (and calculations) will be required.

6. This project meets the requirement for the Maryland Critical Area Commission Project Notification parameters, therefore provide additional copies of the plan, Critical Area Report, 10% rule compliance details, and all other pertinent documents when submitted, will be forwarded to Commission Staff for review and comment.

7. Please submit the Critical Area review fee of $366.75. Additional review fees will be collected at each step of the RPC process.

Storm Water Management & Erosion and Sediment Control:

Storm Water Management & Erosion and Sediment Control:

Stormwater Management Concept Plan approval has been received.

General Provisions:

- All Erosion and Sediment controls should comply with the 2011 Maryland Standards and Specifications for Erosion and Sediment Control.

- All Storm water Management practices shall be designed to meet the requirements of the 2007 Maryland Storm water Management Act.

- All projects over one (1) acre shall be required to file for a General Permit / Notice of Intent (NOI) for construction activity through Maryland Department of Environment. This is mandated through the Environmental Protection Agency's (EPA) National Pollutant Discharge Elimination System (NPDES). Any permits to be issued by Worcester County for disturbance that exceeds one acre will not be issued without NOI authorization being obtained prior to.

cc: File;
Brian Soper, NR Administrator (via email);
Kristen Tremblay, Zoning Administrator (via email).

Worcester County
Department of Environmental Programs
Environmental Programs Division

Memorandum

To: Technical Review Committee (TRC) for a December 11, 2024 Meeting

From: Environmental Programs Staff

Subject: **RPC Step 1 Review: Crepe Myrtle Court – proposed 25-unit residential development**
Tax Map 26, Parcel 157

Date: December 6, 2024

Environmental Programs comments are based on the plans submitted. These comments are subject to change every time a change is made to the plans that affect water and/or sewage for this site.

1. Environmental Programs requires a $200 fee for any Technical Review Committee projects submitted that contain 6 lots or more on public water & sewer. This fee will need to be submitted prior to Signature Approval being given on this project.

2. All fees associated with water & sewer EDUs must be paid prior to building permits & stormwater permits being signed.

3. Plumbing permits will also need to be obtained for the interior work for each residence and a separate one for the site utility work will also be required.

4. Lawn irrigation systems must have backflow prevention installed and permitted under the plumbing permit pulled by a Master Plumber.

5. Plumbing Code is the 2021 International Plumbing Code (IPC) Illustrated (National). The Gas Code is the 2021 International Fuel Gas Code (IFGC), for natural gas.

Worcester County
Department of Environmental Programs
Natural Resources Division

Memorandum

To:	Technical Review Committee
From:	David Mathers, Natural Resources Planner DM
Subject:	Forest Conservation Review
Date:	December 16, 2024
Date of Meeting:	January 8, 2025
Project:	Crepe Myrtle Court – Step 1 RPC
Location:	Old Bridge Road, Tax Map: 26, Parcel: 157
Owner/Developer:	Kathleen Clark
Surveyor/Engineer:	Iott Architecture

This project is not required to comply with the Worcester County Forest Conservation Law. This request is located within the landward limits of the Atlantic Coastal Bays Critical Area and therefore exempt from the Forest Conservation Act. No comment.

WORCESTER COUNTY
DEPARTMENT OF PUBLIC WORKS
INTEROFFICE MEMORANDUM

TO: Kristen M. Tremblay, AICP
Zoning Administrator
FROM: Christopher S. Clasing, P.E., Deputy Director
DATE: December 31, 2024

SUBJECT: TRC Meeting – January 2025 –Roads & Water/Wastewater Comments

Frank Lynch Jr. Warehousing/Contractor Shops

1. No comments from DPW.

Mark & Maureen Broderick Commercial Kennel

1. No comments from DPW.

Crepe Myrtle Court

1. On Sheet C-600, Please relocate water meter pits out of the driveways for ease of maintenance.
2. On Sheet C-600, Please show/provide a sprinkler water line and valve details.
3. On Sheet C-600, Please note all water meters are to be at least 1" Neptune T-10 meters with R900i radios with 6' antenna's and procoder registers.
4. On Sheet C-600, Please show detail for manhole doghouse.
5. On Sheet C-600, Please show water valves on 8" water mains at each intersection for isolation.
6. On Sheet C-600, Please show sewer laterals to be 6" to property line cleanout.
7. On Sheet C-600, Please remove sewer line between MH S5W & MH S4W.
8. On Sheet C-600, Hydrant near MH-S2W needs to show connection and valve on plan view.
9. On Sheet C-600, Please eliminate water/sewer crossing near recreation area 1.
10. On Sheet C-600, Please shift light pole and adjust water main near MH – S5E to eliminate additional fittings.
11. General, Please specify material of sewer and water pipes on the plan view and profile view.
12. General, Please provide water and sewer profiles for the mains.
13. General, Please add station markings for both water and sewer.
14. General, Maryland Rt 707 is SHA right of way, work within the right of way will require an SHA utility permit.
15. General, Please note electrical conduits to maintain at least 3' separation from public water and sewer.
16. General, Please provide a detail sheet and show a copy of the standards for ease of reference to the contractor.
17. General, Please show hydrant valves not in curbing, paved or grassed areas are permitted.
18. Please include road, curb/gutter, and storm drain specs on the plans and reference resolution 21-25 for approved private roads.
19. Roadways will need to be bonded, and a road construction agreement must be signed before any work takes place.

20. A Geotech will need to be on-site anytime road construction work is taking place and a copy of all reports emailed to the Worcester County Road's Division.
21. Make a note on the plans that state the roadways are private and not maintained by Worcester County.
22. A pre-construction meeting will be required with Worcester County Road's Division 24-48 hours before work can begin.

cc: Tony Fascelli, W/WW Superintendent
Kevin Lynch, Roads Superintendent

DEPARTMENT OF
ENVIRONMENTAL PROGRAMS
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1306
SNOW HILL, MARYLAND 21863
TEL:410.632.1220 / FAX: 410.632.2012

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

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

MEMORANDUM

DATE: 10/3/2024

TO: Applicant

FROM: Brian Soper, Natural Resources Administrator

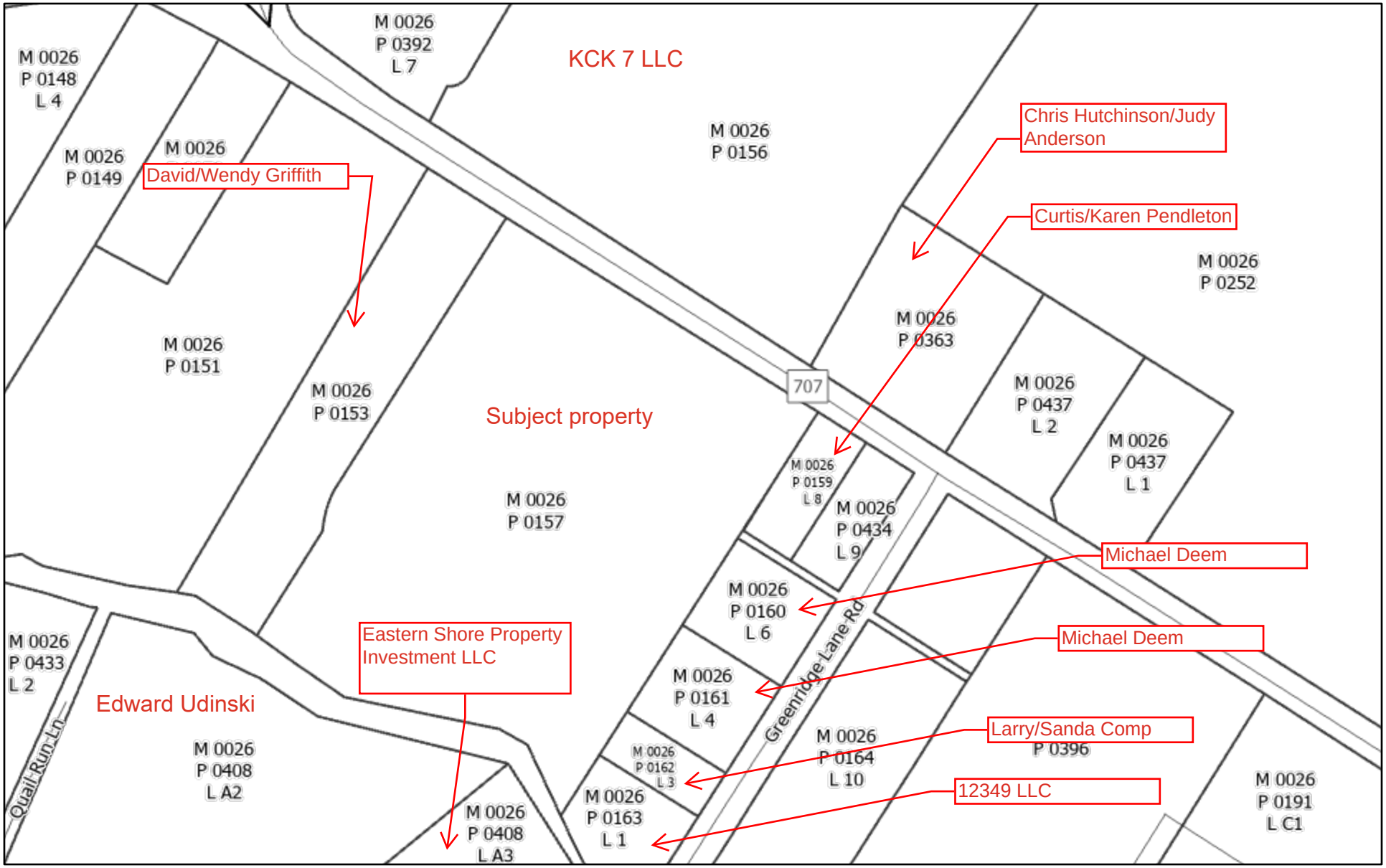
SUBJECT: Stormwater/Sediment Erosion Control Plan/Permit

Please note, if a Stormwater plan is approved by this office and does not include phasing, the corresponding permit can only receive Stormwater Final approval once all improvements are completed and the entire site is stabilized. This includes properties which have multiple Building or Zoning permits associated with the Stormwater plans. If a Stormwater Bond is required per the permit, the bond will only be released once a Stormwater Final approval takes place.

Additionally, if pervious pavement (i.e. asphalt, concrete) is proposed as a Stormwater Best Management Practice (BMP), an engineer will be required to ensure that this BMP is installed per the approved plan and the correct sequence is detailed on approved plans. Furthermore, all site disturbance must be stabilized prior to beginning the BMP installation process to avoid any contamination or performance issues. If components of the BMP become contaminated, excavation may be required. A detail/schematic must be site specific and reflect how associated sub drains are connected to piping and also illustrate all material being used in subgrade when using this BMP.

If you have any questions, please feel free to contact the Natural Resources Administrator, Brian Soper, at (410) 632-1220, ext. 1147.

DRP ArcGIS Web Map



4/2/2025, 11:25:39 AM

Worcester Roads

Local

Minor

Parcel Boundaries

1:2,257

0 0.01 0.03 0.06 mi

0 0.02 0.04 0.09 km

Spatial Systems Associates, Inc.

DRP ArcGIS Web Map

This map is intended for planning purposed only and not for regulatory application.

DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING
Worcester County

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

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

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

M E M O R A N D U M

TO: Weston S. Young, Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: February 7, 2025
RE: Request to Schedule Public Hearing – Crepe Myrtle Court Residential Planned Community (RPC) Step I

****

At this time, I am requesting that the County Commissioners schedule a public hearing for the establishment of a floating zone associated with the proposed Crepe Myrtle Court Residential Planned Community. A draft of the public hearing notice is attached.

The application seeks to establish a residential planned community (RPC) floating zone on the property known as Crepe Myrtle Court (formerly Shady Side Village), located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane, Tax Map 26, Parcel 157. The proposed RPC consists of 24 duplex units and one single-family dwelling. It was reviewed by the Planning Commission at its meeting on Thursday, February 6, 2025, and given a favorable recommendation subject to certain conditions. The Findings of Fact and Recommendation of the Planning Commission are being prepared; however, a copy of the site plan sheet is attached for your consideration.

As always, I will be available to discuss this matter with you and the County Commissioners at your convenience.

Attachment

cc: Kristen Tremblay, AICP, Zoning Administrator

NOTICE OF PUBLIC HEARING
FOR
ESTABLISHMENT OF A
RESIDENTIAL PLANNED COMMUNITY (RPC)

CREPE MYRTLE COURT RPC
SOUTHERLY SIDE OF MD ROUTE 707
WEST OF GREENRIDGE LANE

TENTH TAX DISTRICT
WORCESTER COUNTY, MARYLAND

Pursuant to Sections 1-114 and 1-315 of the Worcester County Zoning Ordinance, an application has been filed with the Worcester County Commissioners by Keith Iott on behalf of Kathleen Clark to establish a Residential Planned Community (RPC) on property located on the southerly side of MD Route 707 (Old Bridge Road), west of Greenridge Lane. Located in the Tenth Tax District of Worcester County, Maryland, the property is designated on Tax Map 26 as Parcel 157. The Worcester County Planning Commission has reviewed the Crepe Myrtle Court Residential Planned Community application at its meeting of February 6, 2025, and granted a favorable recommendation to the Worcester County Commissioners that the Residential Planned Community floating zone be established subject to certain conditions.

Pursuant to Sections 1-114 and 1-315 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

PUBLIC HEARING
on
TUESDAY, _____
AT _____
IN THE COUNTY COMMISSIONERS' MEETING ROOM
WORCETER COUNTY GOVERNMENT CENTER – ROOM 1101
ONE WEST MARKET STREET
SNOW HILL, MARYLAND 21863

At said public hearing the County Commissioners will consider the Residential Planned Community and the recommendation of the Planning Commission, any proposed restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being developed, and the advisability of reserving the power and authority to approve or disapprove the design of building, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

A map of the proposed area, the staff file on the Residential Planned Community application and the Planning Commission's file, which will be entered into record at the public hearing, are on file and available for inspection at the Department of Development, Review and Permitting, Government Center - Room 1201 (2nd Floor), One West Market Street, Snow Hill, Maryland 21863 between the hours of 8:00A.M. and 4:30 P.M., Monday through Friday (except holidays). Interested parties may also call (410) 632-1200.

THE WORCESTER COUNTY COMMISSIONERS

MARYLAND'S Coast WORCESTER COUNTY

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

TO: *The Salisbury Daily Times* and *OC Today Dispatch Group*
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: May 1, 2025
SUBJECT: Worcester County Public Hearing Notice

Please print the below Public Hearing Notice in *The Salisbury Daily Times* and *Ocean City Digest/OC Today Dispatch* on April 3, April 10, and April 17, 2025. Thank you.

Notice of Public Hearing
Worcester County
Disposal of Surplus Real Estate

The County Commissioners of Worcester County, Maryland propose to quitclaim a 7,211 square foot parcel and a 2,437 square foot parcel of land located in the Town of Snow Hill on the northeasterly side of Bank Street and the southwesterly side of Bank Street, shown as a portions of Lot 61 and Lot 95, respectively, on a plan entitled "Subdivision of the Lands of the County Commissioners of Worcester County, Maryland" to the Town of Snow Hill for zero consideration.

The Public Hearing on this disposal of surplus real estate will be held on
Tuesday, May 6, 2025 at 10:40 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

Questions may be directed to Candace Savage, Deputy Chief Administrative Officer, by calling 410-632-1194, or by email at csavage@co.worcester.md.us.

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

APPROVED
WSY 03/18/25

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.

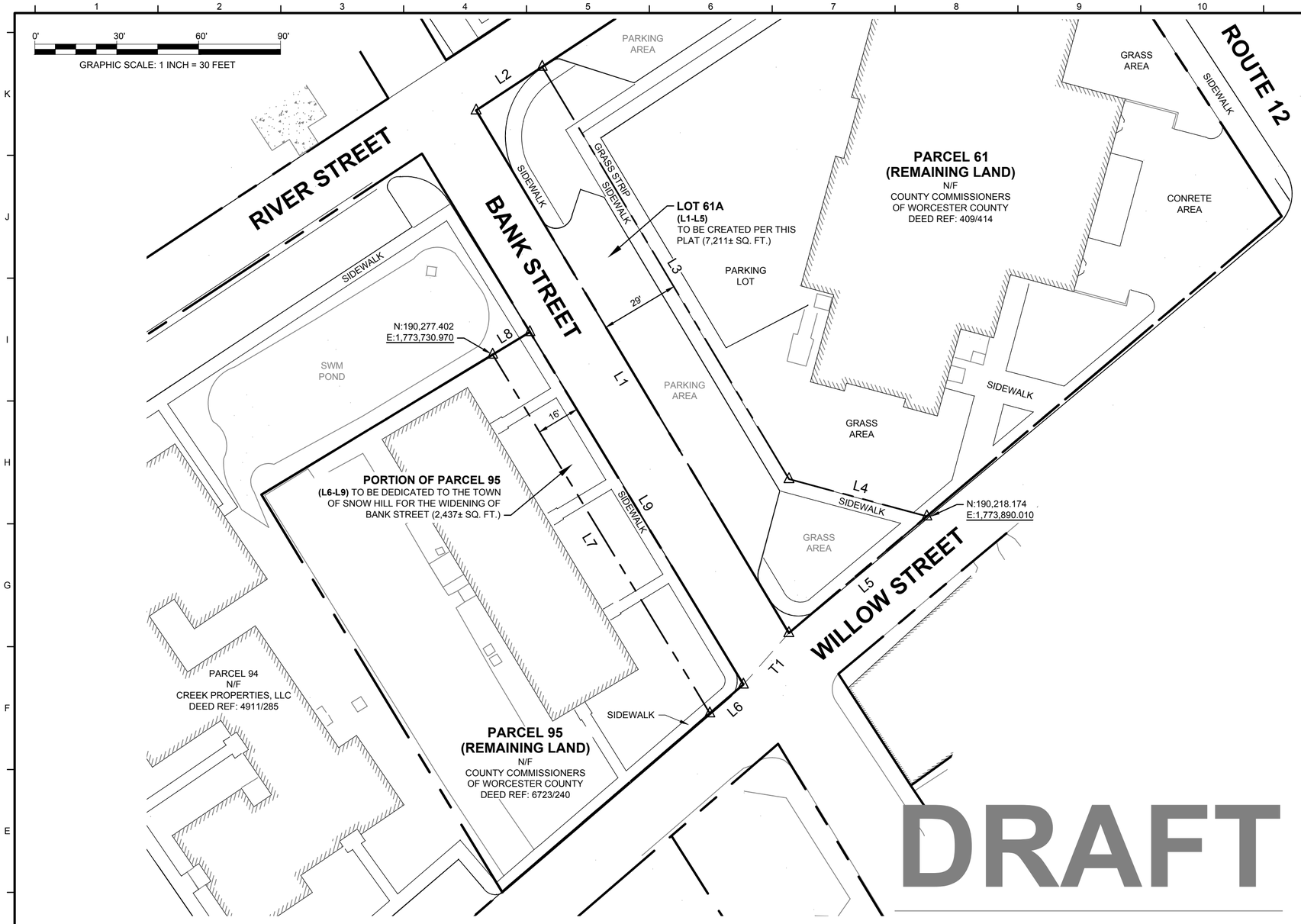
On behalf of the Mayor, Council, staff and citizens of the Town of Snow Hill, we thank you for your generosity and partnership in this exciting project that will add so much to the quality of life of our county seat.

Best wishes,

Sincerely,

Richard M. Pollitt, Jr.
Town Manager

Cc: Mayor & Council
Lorissa McAllister



DRAFT

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.

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:

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'

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

S:\0118\0118A069-Sturgis Park\SUBDIVISION.dwg Dec 10 , 2024 - 9:15am TRAM

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

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:_____

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

APPROVED
WSY 03/18/25

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

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**

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%**

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*

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

ITEM 33

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

APPROVED

WSY 03/18/25

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.

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.

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%

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

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%

Landings

	FY 26 Requested Budget	FY25 Adopted Budget	$ Difference	% Difference
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%

Riddle Farm

	FY 26 Requested Budget	FY25 Adopted Budget	$ Difference	% Difference
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%