WORCESTER COUNTY COMMISSIONERS

Worcester County Government Center
1 West Market Street, Room 1101
Snow Hill, MD 21863

Agenda for September 01, 2026

Streamed live at https://worcestercountymd.swagit.com/live

9:00 AM – Vote to meet in closed session in Commissioners' Conference Room – Room 1103 Government Center, One West Market Street, Snow Hill, Maryland

Closed Session

10:00 AM – Regular Session

Call to Order, Prayer and Pledge

Report on Closed Session

The meeting was closed to discuss a personnel summary, requests to hire an Emergency Communications Specialist Trainee, Roads Worker, Building Housing and Zoning Plan Reviewer, and Assistant Warden, to discuss the contents of a proposal, to receive legal advice, and perform administrative functions.

Approval of Minutes

a. Draft Closed Session Minutes August 18, 2026

b. Draft Open Session Minutes August 18, 2026

Proclamations and Commendations

1. Commendation and Proclamation

Public Comments

Consent Agenda

2. Out of State Travel Request (Emergency Services)

3. Out of State Travel Request (Sheriff's Office)

4. Request to Purchase Side by Side Utility Vehicle

5. Request to Award Utility Terrain Vehicle

6. Request to Award Mobile and Portable Radios
7. Request to Award Architectural Feasibility Study – New Public Safety Facility
8. Request to Award John Walter Smith Park Dugout Replacement
9. Request to Use State Procurement Health Department Vehicle Purchase
10. Tax Credit Ocean City Chamber of Commerce
11. Private Lane Name Request – Brian Keith Lane
12. School Resource Deputy Program MOU
13. Request to Award Assateague Point WWTP PFAS Testing

Administrative/Legislative Matters

14. Worcester County Public Schools Budget Transfers
15. Request to Award Microwave Radio Link
16. Request to Award Architectural Services – Courthouse
17. Ocean City Outlets Sewer Flow Agreement
18. Update to Retroactive Application of Utility Bill Adjustment Policy
19. Proposed Transfer of Pocomoke Welcome Center Property
20. Rezoning Moratorium 589
21. Medicare Advantage 2027 Renewal
22. Board Appointments

Public Hearings

23. 10:30am Public Hearing Critical Area Map Update
24. 10:35am Public Hearing Bill 26-03 Zoning Accessory Structure Size

Late Additions

25. Request to Accept EDA Grant

Press Questions and Commissioner Remarks

Adjournment

Hearing Assistance Units Available

Minutes of the County Commissioners of Worcester County, Maryland

August 18, 2026

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

Following a motion by Commissioner Bertino, seconded by Commissioner Mitrecic, with Commissioners Abbott, Elder, and Fiori absent, the commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Candace Savage, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton and Deputy Director Pat Walls. Topics discussed and actions taken included the following: a personnel update, hiring Allison Smullen as a license permit clerk I within Development Review and Permitting; transferring Roads Worker III Caleb Jackson to office assistant III within the Roads Division; receiving legal advice from counsel; and performing administrative functions.

Commissioners Abbott, Elder, and Fiori were absent from the open and closed session meetings.

Following a motion by Commissioner Mitrecic, seconded by Commissioner Bertino, the commissioners unanimously voted to adjourn their closed session at 9:28 a.m.

After the closed session, the commissioners reconvened in open session. Commissioner Elder called the meeting to order, and following a morning prayer by Pastor James Area of First Baptist Church in Pocomoke and pledge of allegiance, announced the topics discussed during the morning closed session.

Upon a motion by Commissioner Bertino, the commissioners unanimously agreed to remove agenda item 24 regarding a proposed one-year moratorium on rezoning applications for properties along the MD Rt. 589 corridor.

The commissioners reviewed and approved the open and closed session minutes of their August 4, 2026 meeting as presented.

Commissioner Bunting opened the floor to receive public comments.
Attorney Hugh Cropper, representing Turville Creek Farms and other property owners,

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spoke in response to the commissioners' action earlier that morning to remove from the agenda consideration of a proposed one-year moratorium on rezoning applications along the MD Rte. 589 corridor. He urged the commissioners to allow his clients' pending rezoning application to proceed, noting that they have invested tens of thousands of dollars in the process, including conducting a July 4 traffic count, meeting with Public Works, and participating in a sewer study involving the property. He stated that, regardless of the ultimate decision, the commissioners should allow the application to be heard.

There being no further public comments, Commissioner Elder closed the floor.

Upon a motion by Commissioner Mitrecic, the commissioners unanimously approved by consent agenda item numbers 1-15 as follows: a $100,000 State Bond Initiative grant to help fund design costs for the Recycling Facility Expansion Project; a 120-day extension through October 2026 to meet the 50% expenditure requirement for the $300,000 Maryland Affordable Housing Trust Plumbing Poverty Program Grant; letters to Maryland's federal delegation opposing legislation to increase truck size and weight because of potential impacts to infrastructure, traffic, and public safety; a Small Project Agreement with Coastal Square, LLC to extend public water and sewer service through the Riddle Farm Service Area to the Coastal Square commercial shopping center; grant-funded housing rehabilitation projects for three qualifying properties using Maryland Affordable Housing Trust and Community Development Block Grant funding, along with an $8,650 loan for one project; purchasing four Toro commercial mowers from Burke Equipment for $46,531.66; USDA financial documents for the Lewis Road sewer project associated with a $618,000 loan and $3.373 million grant; funding of $199,185.39 to upgrade Mystic Harbour Sewer Pump Station G; a three-year salt utilization agreement with State Highway Administration to obtain salt for winter storm operations; purchasing four roll-off containers from Mid-Atlantic Truck & Equipment for $45,797 for the Homeowner Convenience Centers; the sole-source procurement of the PatTrac Electronic Medical Record System for the Worcester County Health Department for $29,480, funded entirely with State funds; scheduling a public hearing on 11 proposed FY27/28 Maryland Agricultural Land Preservation Foundation easement applications; scheduling a public hearing on the proposed 2026 Worcester County Comprehensive Plan; the FY27 Tourism and Economic Development media plan and advertising expenditures, including vendors exceeding the County's $25,000 procurement threshold; and awarding the purchase and installation of a replacement intercom system at the Worcester County Jail to Absolute Security Group for $45,000.

Bill Early, Jr., CPA, principal for CliftonLarsonAllen LLP, presented the FY25 Annual Comprehensive Financial Report and audit results, issuing unmodified opinions on the County's financial statements and compliance for each major federal program. Following the presentation, Commissioner Bunting thanked Mr. Early for the presentation.

Pursuant to the request of Public Works Director Dallas Baker and upon a motion by Commissioner Bertino, the commissioners unanimously adopted a new Consolidated Public Works Agreement for future roads and water and wastewater development projects, including new escrow requirements and a two-year warranty period for road improvements. Mr. Baker said that projects already in the review process will remain subject to the requirements in effect when

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they were submitted.

Upon a motion by Commissioner Bunting, the commissioners unanimously approved a $365,915 contract with Modern Controls to replace the Government Center cooling tower before it reaches the end of its useful life.

Upon a motion by Commissioner Mitrecic, the commissioners unanimously approved a 60-month lease of a 2025 XL4100-V Gradall at $9,457.85 per month for use by the Roads Division.

Upon a motion by Commissioner Mitrecic, the commissioners unanimously agreed to schedule a public hearing on a $331,300 budget amendment to fund the installation of a water booster pump station connecting the Ocean Pines and Riddle Farm water systems. The project will improve the County's ability to maintain water storage and system pressure in Riddle Farm.

Enterprise Fund Controller Quinn Dittrich presented the estimated fiscal impact of retroactively applying Resolution No. 26-13 adopting policies and procedures for adjustments to water bills dating back to July 1, 2025. Mr. Dittrich advised that an analysis identified 2,406 potentially eligible accounts with an estimated net fiscal impact of approximately $142,000.

In response to a question from Commissioner Bertino, Mr. Baker estimated that approximately a dozen customers had appealed their high water bills through the Grievance Committee during the past year. Commissioner Bertino stated that any retroactive consideration should focus on those customers rather than potentially extending eligibility to more than 2,000 ratepayers.

Following some discussion and upon a motion by Commissioner Bunting, the commissioners unanimously tabled the matter and directed staff to return with a revised proposal limited to customers who had previously pursued their bills through the County's appeals process.

Pursuant to the request from Procurement Officer Ed Welch and upon a motion by Commissioner Mitrecic, the commissioners unanimously approved the $498,216 purchase of five Juniper core network devices and related equipment, software, and services from Skyline Technology Solutions to support the Worcester County Public Network.

Upon a motion by Commissioner Mitrecic, the commissioners unanimously approved an over-expenditure of approximately $50,000 to support instructors for the Worcester Technical High School Fire/EMS Program for the 2026–2027 school year. The funding will allow the Ocean City Fire Department to provide instructors needed to continue the program.

The commissioners answered questions from the press, after which they adjourned to meet again on September 1, 2026.

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

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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

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

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

COMMENDATION

WHEREAS, Michael Bradford has contributed 36 years of dedicated service to Worcester County Government where he began his career on March 27, 1990; and

WHEREAS, because of his expertise and experience as a plant operator III, Mr. Bradford was instrumental in the overall management of the Water and Wastewater Division of Public Works, where he responsibly operated, maintained, inspected, and safeguarded the County's water and wastewater infrastructure to ensure reliable service and protect public health and the environment.

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

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of September, in the Year of Our Lord Two Thousand and Twenty-Six.



Theodore J. Elder, President

Madison J. Bunting, Jr., Vice President

Caryn G. Abbott

Anthony W. Bertino, Jr.

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PROCLAMATION

WHEREAS, during September, Suicide Prevention Month, we join the Jesse Klump Memorial Fund, Worcester County Health Department, and Life Crisis Center to raise awareness that suicide is preventable, to encourage open and compassionate conversations about mental health, and to connect those who are struggling with the help, hope, and support they need; and

WHEREAS, suicide prevention is a shared community responsibility, and through education, outreach, crisis intervention, and events such as the 18th Annual Jesse's Paddle, each of us can learn to recognize when someone may be struggling, reach out, listen without judgment, and help connect them with lifesaving resources.

NOW, THEREFORE, we, the County Commissioners of Worcester County, Maryland, do hereby recognize September 2026 as **Suicide Prevention Month** and September 10, 2026, as **World Suicide Prevention Day**, and encourage all Worcester County residents to work with our community partners at the Jesse Klump Memorial Fund, Worcester County Health Department, and Life Crisis Center to build a community in which no one faces a crisis alone.

Executed under the Seal of the County of Worcester, State of Maryland, this 1st day of September, in the Year of Our Lord Two Thousand and Twenty-Six.



Theodore J. Elder, President

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

To: Weston Young, Chief Administrative Officer

From: Chris Shaffer, Director

Date: August 12th, 2026

RE: Out of State Travel Request – MGT 482, Disaster Recovery, Public Assistance Programs. September 23rd-24th 2026 Morris Town, New Jersy.

Out of State Travel Request

Emergency Services	1	100.1102.044.7000.100
Department	**# of Attendees**	**G/L Account Code**
Morristown, New Jersy	**09/21/26**	**09/23/2026**
Destination	**Depart**	**Return**

Purpose of Travel:

The Department of Emergency Services is requesting authorization to travel to Morristown, NJ to attend MGT 482, disaster Recovery Public Assistance Programs. This training is free of charge; however, we will need to provide lodging, meals, and a vehicle or mileage reimbursement. This training will enable our staff member to gain valuable skills that will assist with all phases of emergency management. Our staff has taken four other classes in this series to obtain the TEEX Infrastructure Disaster Management Program Certificate . Unfortunately, this class was canceled locally and these offerings in New Jersy are the closest available for our staff member to be able to obtain the TEEX Infrastructure Disaster Management Program Certificate.

Estimated Costs:

Airfare	$0.00	
Lodging	$331.15	
Meals	$200.00	
Registration Fees	$0.00	
Car Rental	$0.00	
Other Transportation	504 miles /$5.00 in tolls	Mileage/Parking
Other	24hrs	Salary
Total	**$536.15 + Salary**	

TEXAS A&M ENGINEERING TEEX EXTENSION SERVICE
National Emergency Response and Recovery Training Center

INFRASTRUCTURE DISASTER MANAGEMENT CERTIFICATE PROGRAM

This program provides the emergency management community with a deep dive into key sectors of Critical Infrastructure.

DISASTER MANAGEMENT FOR PUBLIC SERVICES AND PUBLIC WORKS — MGT-317

DISASTER PREPAREDNESS FOR HEALTHCARE ORGANIZATIONS WITHIN THE COMMUNITY INFRASTRUCTURE — MGT-341

DISASTER MANAGEMENT FOR ELECTRIC POWER SYSTEMS — MGT-345

DISASTER MANAGEMENT FOR WATER AND WASTEWATER UTILITIES — MGT-343

DISASTER RECOVERY PUBLIC ASSISTANCE PROGRAMS, AN INTRODUCTION — MGT-482

DHS/FEMA-funded courses



FEMA

TEXAS A&M ENGINEERING TEEX EXTENSION SERVICE

National Emergency Response and Recovery Training Center

INFRASTRUCTURE DISASTER MANAGEMENT CERTIFICATE PROGRAM

DISASTER MANAGEMENT FOR PUBLIC SERVICES AND PUBLIC WORKS — MGT-317 (16 hours-2 day)

With this training, public service stakeholders including those from the City Staff, Public Works, Utilities, and Emergency Management can extend their knowledge and skills for protecting their communities and critical infrastructure (CI) from potential or actual threats. During this course, participants work together in multidisciplinary teams to apply the course information with their professional experience in a variety of hands-on, small group activities, and disaster scenarios.

DISASTER PREPAREDNESS FOR HEALTHCARE ORGANIZATIONS WITHIN THE COMMUNITY INFRASTRUCTURE — MGT-341 (16 hours-2 day)

The National Infrastructure Protection Plan (NIPP) identified hospitals and healthcare organizations as CI. This course brings planning and management stakeholders from the hospital and healthcare sector together with supporting community leaders to ensure the resiliency of healthcare infrastructure services in the event of a high-consequence event. Participants will examine preparedness processes and activities, sector dependencies and interdependencies, and discuss resiliency strategies to ensure the sustainability of these facilities and organizations.

DISASTER MANAGEMENT FOR ELECTRIC POWER SYSTEMS — MGT-345 (16 hours-2 day)

Electric power systems provide an enabling function across all critical infrastructure sectors. In our connected world, interruptions in electric service threaten the whole community. This course brings together internal and external stakeholders from the electric power utility and emergency management community who are responsible for ensuring the resiliency of the Nation's electric power systems during a high consequence or catastrophic event within a jurisdiction.

DISASTER MANAGEMENT FOR WATER AND WASTEWATER UTILITIES — MGT-343 (16 hours-2 day)

The NIPP identified water and wastewater (WWW) systems as CI. These systems are vital to the communities' public health and economic development. The interdependencies between WWW, other CI sectors, and emergency management necessitate a common understanding by stakeholders of water sector impacts. This course guides participants through issues concerning preparing for, responding to, mitigating, and recovering from incidents affecting WWW facilities.

DISASTER RECOVERY PUBLIC ASSISTANCE PROGRAMS, AN INTRODUCTION — MGT-482 (12 hours-1.5 day)

This course will provide an introduction to the FEMA Public Assistance Programs to help local jurisdictions better understand recovery and improve preparedness for the next disaster. Front line jurisdiction leaders and staff members will learn information to better assist their communities and eligible Private Non-Profit partners to prepare for and recover from disasters. Instructors will facilitate an understanding of how to identify and navigate disaster recovery resources by guiding students through the FEMA Public Assistance Process, providing best practices while avoiding major pitfalls. Many local jurisdictions lack a robust understanding of these processes and thereby fail to obtain, and retain, all the recovery revenue the community is eligible for. This course helps prepare communities to maximize recovery resources in a compliant manner thereby ensuring effective long term recovery from disaster.

Participants completing all five Critical Infrastructural Disaster Management courses are eligible to apply for the Infrastructure Disaster Management Certificate. Recipients will receive a 10x13 certificate of Professional Recognition suitable for framing. There is no cost for the program. To schedule these courses to help your jurisdiction improve your CI preparedness and resiliency, please contact us.

For more information, contact:
TEXAS A&M ENGINEERING EXTENSION SERVICE
Infrastructure Training & Safety Institute
200 Technology Way
College Station, Texas 77845-3424
979.458.9188 or 800.723.3811 (toll-free)
itsi@teex.tamu.edu
teex.org/nerrtc

NDPC NATIONAL DOMESTIC PREPAREDNESS CONSORTIUM

N25.5044.12

Worcester County Sheriff's Office

Matthew Crisafulli
Sheriff

Nathaniel Passwaters
Chief Deputy

August 18, 2026

To: Worcester County Commissioners

From: Sheriff Matthew Crisafulli / Finance Admin Carrie Tingle

RE: FY27 Out-of-State Travel Request

Please accept this request for out-of-state travel:

Out of State Travel Request

WCSO	4	100.1101.030.7000.060
Department	# of Attendees	GL Account Code
Moyock NC	09/17/2026	09/17/2026
Destination	Depart	Return

Purpose of Travel: This request is to send 4 personnel to attend Tactical Expo 2026. This exposition showcases equipment, hand-on engagements and live demonstrations. Travel will occur on September 17th (same day depart and return).

Estimated costs – per attendee:

Airfare: n/a

Lodging: n/a

Meals: 68.00 (used full day per diem as it is ~2.5 hrs each way)

Registration: n/a

Car Rental: n/a

Other Transportation: n/a

Other: n/a

TOTAL: 272.00

Worcester County Sheriff's Office

Matthew Crisafulli
Sheriff

Nathaniel J. Passwaters
Chief Deputy

August 13, 2026

To: Worcester County Commissioners

From: Sheriff Matthew Crisafulli, Finance Administrator Carrie Tingle

RE: FY2027 Purchase Request, Side x Side Utility Vehicle

The Sheriff's Office respectfully requests approval to proceed with the FY2027 purchase of a side-by-side utility vehicle in the amount of $35,283.00. This purchase was included and approved in the FY2027 budget in the amount of $40,000, and sufficient funds are available in General Ledger Account 100.1101.030.9010.060 (Capital Equipment Other) to fully cover the purchase.

The Worcester County Sheriff's Office has provided Mr. Ed Welch, Worcester County Procurement Officer, with supporting documentation for the purchase of a Polaris utility vehicle from Delmarva Power Sports LLC. This vendor has provided a quote pursuant to the Sourcewell Contract, which requires a minimum discount of 3.2% off MSRP; however, the quote provides an 11% discount off MSRP. We respectfully request the savings on this purchase, $4,717.00, be added to the approved $1,000.00 for upfitting costs under General Ledger Account 100.1101.030.9010.020 (Capital Equipment Public Safety Equipment).

This utility vehicle will provide enhanced mobility and access in areas where standard patrol vehicles are not practical, including fields, wooded areas, trails, and other difficult terrain. It will be utilized for patrol, search and rescue, special events, emergency response, and other operational needs. Approval to proceed with this purchase will provide the Sheriff's Office with a versatile resource to enhance operational capabilities and support public safety.

Please advise if any additional information is needed for your review. Thank you for your consideration.

Respectfully submitted,

Matthew Crisafulli, Sheriff
Worcester County Sheriff's Office

Delmarva Power Sports, LLC

32237 Beaver Run Dr.
Salisbury MD 21804
410-749-2453

WORCESTER COUNTY COMMISSIONERS **Buyer's Order**

Date
Order No.
Salesman Devon Tucker

1 W. MARKET ST
SNOW HILL MD 21863 1196
H 410-632-1111 W C 410-632-1111

I hereby agree to purchase the following unit(s) from you under the terms and conditions specified. Delivery is to be made as soon as possible. It is agreed, however, that neither you nor the manufacturer will be liable for failure to make delivery.

Unit Information

New/U	Year	Make	Model	Serial No.	Stock No.	Dealer Retail Price
New	2027	POLARIS	RANGER CREW		POLARIS	$36,999.00

Options:

Manufacturer Base Price	$36,999.00
Manufacturer Options (M)	$0.00
Manufacturer Sugg Ret Price	$36,999.00
Dealer Retail Price	$36,999.00
MSRP Customer Discount Savings	$4,250.00 –
Customer Price	$32,749.00
Freight	$1,795.00
Dealer Added Options (D)	$0.00
Customer Added Options	$0.00
Dealer Prep / Rigging Fee	$420.00
Unit Subtotal	$34,964.00

Maryland Tire Fee $24.00

Title/License/Registration Fees	$0.00
Document or Administration Fees	$295.00
Sales Tax	$0.00
Cash Price	$35,283.00
Trade Allowance	$0.00
Payoff	$0.00
Net Trade	$0.00
Net Sale (Cash Price - Net Trade)	$35,283.00
Credit Life Insurance	$0.00
Accident & Disability	$0.00
Sub Total (Net Sale + Other Charges)	$35,283.00
Cash Down Payment	$0.00
Amount to Pay/Finance	$35,283.00

Notes:

Trade Information

Monthly Payment of $6,512.05 For 0 Months at 0.00% Interest

NOTICE TO BUYER: (1) Do not sign this agreement before you read it or if it contains any blank spaces to be filled in. (2) You are entitled to a completely filled in copy of this agreement. (3) If you default in the performance of your obligations under this agreement, the vehicle may be repossessed and you may be subject to suit and liability for the unpaid indebtedness evidenced by this agreement.
TRADE-IN NOTICE: Customer respresents that all trade in units described above are free of all liens and encumbrances except as noted
*With Approved Credit. Interest rates and monthly payment are approximate and may vary from those determined by the lendor.

Customer Signature _____ Dealer Signature _____

Thank You for You Business!

Law Enforcement Side-by-Side (UTV) with Utility Trailer

Purpose

- Acquire a law enforcement UTV with utility trailer to support operations in areas inaccessible to standard patrol vehicles.
- Enhance rapid response, transport, and operational capability in off-road, beach, rural, and special-event environments.

Operational Need

- Worcester County includes extensive beachfront, agricultural, wooded, and unimproved terrain.
- Traditional patrol vehicles cannot safely or effectively operate on sand, trails, fields, and uneven surfaces.
- Off-road incidents, missing persons, and event operations require specialized mobility.
- Reliance on foot patrols or borrowed equipment increases response time and operational risk.

Public Safety & Emergency Response

- Provides rapid access for search and rescue, medical response, and missing or vulnerable person incidents.
- Enables transport of personnel, first-aid supplies, and operational equipment into remote or congested areas.
- Improves officer safety by reducing fatigue and exposure during extended operations.

Special Events & Seasonal Operations

- Supports large community events, festivals, beach-adjacent activities, and seasonal population increases.
- Allows efficient movement through pedestrian-dense or vehicle-restricted areas.
- Utility trailer enables transport of barricades, cones, signage, hydration supplies, and event equipment.

Operational Efficiency

- Reduces the need for multiple patrol units or additional personnel to transport equipment.
- Allows one unit to deploy, stage, and retrieve equipment efficiently.
- Minimizes wear and damage to patrol vehicles not designed for off-road use.

Trailer Utility

- Expands transport capacity for gear, rescue equipment, evidence, and event materials.
- Supports temporary field operations, perimeter control, and staging without modifying the UTV.

Cost Effectiveness & Strategic Value

- Lower purchase, maintenance, and operating costs compared to other specialty vehicles.
- Extends the service life of standard patrol vehicles.
- Can be deployed with fire, EMS, emergency management, and public works for disaster response.
- Aligns with Worcester County public safety, emergency preparedness, and operational readiness goals.

Expense Budget Transaction Report

Report by Budget Transactions
Budget Year of 2027
Budget Level at Approved

G/L Account	Transaction	Number of Units	Cost per Unit	Total Amount
EXPENSES				
Fund 100 - General Fund				
Department 1101 - Sheriff's Office				
Location 030 - Sheriff				
Account 7000.125 - Travel, Training & Expense Transport Expenses				
100.1101.030.7000.125	EZPass charges	1.0000	4,500.00	4,500.00
Account 7000.125 - Travel, Training & Expense Transport Expenses Totals		Transactions 2		$24,500.00
Account 9010.010 - Capital Equipment New Vehicles				
100.1101.030.9010.010	N - Pickup PPV	2.0000	58,000.00	116,000.00
100.1101.030.9010.010	N - Tahoe 2x4 (3 to assign to new positions)	4.0000	58,000.00	232,000.00
100.1101.030.9010.010	R - Pickup 1/2 Ext Cab	1.0000	55,000.00	55,000.00
100.1101.030.9010.010	R - Pickup PPV	1.0000	58,000.00	58,000.00
100.1101.030.9010.010	R - Suburban	1.0000	65,000.00	65,000.00
100.1101.030.9010.010	R - Tahoe 2x2	2.0000	58,000.00	116,000.00
100.1101.030.9010.010	R - Tahoe 4x4	2.0000	63,000.00	126,000.00
Account 9010.010 - Capital Equipment New Vehicles Totals		Transactions 7		$768,000.00
Account 9010.020 - Capital Equipment Public Safety Equipment				
100.1101.030.9010.020	PS equipment & labor for pickups	4.0000	30,000.00	120,000.00
100.1101.030.9010.020	PS equipment & labor for recruit/comm event trailer	1.0000	7,500.00	7,500.00
100.1101.030.9010.020	PS equipment & labor for Suburban	1.0000	30,000.00	30,000.00
100.1101.030.9010.020	PS equipment & labor for Tahoe 4x2	6.0000	30,000.00	180,000.00
100.1101.030.9010.020	PS equipment & labor for Tahoe 4x4	2.0000	30,000.00	60,000.00
100.1101.030.9010.020	PS equipment & labor for utility vehicle side x side	1.0000	1,000.00	1,000.00
Account 9010.020 - Capital Equipment Public Safety Equipment Totals		Transactions 6		$398,500.00
Account 9010.060 - Capital Equipment Other				
100.1101.030.9010.060	Recruiting/Community Event Trailer	1.0000	10,500.00	10,500.00
100.1101.030.9010.060	Side x Side Utility Vehicle	1.0000	40,000.00	40,000.00
100.1101.030.9010.060	Trailer for Side x Side Utility Vehicle	1.0000	10,000.00	10,000.00
Account 9010.060 - Capital Equipment Other Totals		Transactions 3		$60,500.00
Location 030 - Sheriff Totals		Transactions 149		$3,858,490.00
Location 035 - Firearms Training Center				
Account 6110.340 - Supplies & Equipment Safety Program Equipment				
100.1101.035.6110.340	Water, ear/eye protection/bug spray/first aid supplies/signage	1.0000	1,500.00	1,500.00
Account 6110.340 - Supplies & Equipment Safety Program Equipment Totals		Transactions 1		$1,500.00
Account 6550.020 - Building Site Expenses Buildings & Grounds Maintenance				
100.1101.035.6550.020	Mower and golf cart fuel & repairs/berm upkeep	1.0000	3,000.00	3,000.00
Account 6550.020 - Building Site Expenses Buildings & Grounds Maintenance Totals		Transactions 1		$3,000.00

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: Ed Welch, Procurement Officer
DATE: August 20, 2026
RE: Request to Award – Polaris Ranger XP-1000 UTV and Trailer for Fire Marshals

The Fire Marshal's Office requests that the Commissioners review and approve awarding the purchase of a **Polaris Ranger XP-1000 Utility Terrain Vehicle (UTV)** to Delmarva Power Sports *(Salisbury, MD)* in the amount of $27,335.06. Additionally, it is requested to award the purchase of a trailer for hauling the UTV to Weller's in the amount of $2,067.00. **The total requested amount is $30,000.00** which includes a small contingency fund of $597.94.

This was initially sourced through a Sourcewell cooperative contract # 091024. The dealer also provided additional savings on an in-stock model resulting in a total discount of $4,107.00. This is a publicly solicited contract established through a Request for Proposal (RFP) process conducted by a lead public agency. This contract satisfies formal competitive bid requirements.

Polaris uses a dealer network that is assigned geographically with Delmarva Power Sports servicing our area.

There was $30,000 budgeted for the Polaris UTV and any accessories (trailer).
The G/L account for the purchase of the Polaris and the trailers is 100.1105.197.9010.010.

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

Ed Welch
Procurement Officer
Worcester County Government Center
1 W. Market Street
Snow Hill, MD 21863
Phone: 410-632-1194, ext. 1012
Email: eawelch@worcestermd.gov

Buyers Order

Delmarva Power Sports, LLC
32237 Beaver Run Dr.
Salisbury, MD 21804
410-749-2453

Salesperson Details
Name: Taylor McMahan Phone: 410-749-2453 Email: taylor7mcmahan@gmail.com

Buyer Information
FIRE MARSHALLS, WORCESTER CO. 4437830071
mowens@co.worcester.md.us

N/U	Year	Make	Model	Stock #	VIN	Width	Weight
New	2026	POLARIS	Ranger XP® 1000	NP004554-N	4XARRE995T8004554	5.21	1693

Options	
INSTALL POLARIS ACCESSOREIS (D)	$7,529.06

Pricing Details	
Manufacturer Base Price	**$21,699.00**
Options Price	$7,529.06
Freight & Dealer Prep	$1,895.00
Subtotal (Total Before Discount)	$31,123.06
Discount	**($4,107.00)**
Unit Subtotal	$27,016.06
Document Fee	$295.00
Other Extras & Fees	$24.00
Net Selling Price	**$27,335.06**
Amount Financed	**$27,335.06**

Payment Options Matrix

Down	**$0.00**	**$0.00**	**$1,000.00**
0 Term	($3,515.67)	($3,515.67)	($3,515.67)
0 Term	($3,515.67)	$3,515.67	($3,515.67)
6 Term	$3,349.00	$3,515.67	$3,515.67

Estimated APR

Customer **Date**

Dealer Representative #1 **Date**

Printed 08/12/2026

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: Ed Welch, Procurement Officer
DATE: August 25, 2026
RE: Request to Award – L3Harris (mobile & portable radios)

Emergency Services is requesting that the Commissioners approve awarding a purchase in the amount of $30,000.$\frac{00}{}$ ($28,857.$\frac{60}{}$ sale price plus a contingency fund of $1,142.$\frac{40}{}$) to **L3Harris Technologies Inc**. for mobile and portable radios. The County has been under contract with L3Harris as the sole source provider of all radio equipment since September 2015.

The attached quote is for the purchase of various mobile and portable radio equipment needed for Emergency Services operations in support of Girdletree.

Funding of $195,000 is available in G/L account # 100.1102.044.6110.325 for FY27.

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

Ed Welch

Procurement Officer
Worcester County Government Center
1 W. Market Street
Snow Hill, MD 21863
Phone: 410-632-1194, ext. 1012
Email: eawelch@worcestermd.gov

L3Harris Technologies, Inc.
Public Safety and Professional Communications
221 Jefferson Ridge Parkway
Lynchburg, Virginia 24501
Phone: 1-800-368-3277
Fax: 321-409-4393

Quote Name: Worcester Co_XL185M XL185P_SIT 1334629_08172026

Date: *8/17/2026* ***Valid for 30 days***
Sales POC: *Jim Magee*
Area Sales Manager
jim.magee@L3Harris.com
Mobile 609-841-4090

James Brown
Assistant Chief of Electronic Services
Worcester County Emergency Services
Worcester County Government Radio Shop
100 Belt Street
Snow Hill, MD 21863
Office-410-632-3080 Ext 1915 | Cell 443-880-2061
JPBrown@worcestermd.gov

L3Harris' Internal Use Only	
Quote by:	*J.Knox*
CRM #	
CCC Case #	*INC-000394045*

Item	Part Number	Description	Qty	List Price	Discount	Sale Price	Extended Sale Price
		XL-185 Mobile CH1					
1	XT-MPS1M	MOBILE, XL-185M, SINGLE-BAND	1	$ 3,815.00	26%	$ 2,823.10	$ 2,823.10
2	XT-PL8Y	FEATURE, ENCRYPTION LITE	1	$ 0.01	100%	$ -	$ -
3	XT-PL4F	FEATURE, PHASE 2 TDMA	1	$ 275.00	26%	$ 203.50	$ 203.50
4	XT-PL5K	FEATURE P25 OTAP PROFILE	1	$ 395.00	26%	$ 292.30	$ 292.30
5	XT-PL5L	FEATURE, OTAR	1	$ 700.00	26%	$ 518.00	$ 518.00
6	XT-PL9F	FEATURE, P25C FALLBACK/MS FAILSOFT	1	$ 300.00	26%	$ 222.00	$ 222.00
7	XT-LLA	FEATURE, LINK LAYER AUTHENTICATION	1	$ 140.00	26%	$ 103.60	$ 103.60
8	XT-PKG8F	FEATURE, 256-AES, 64-DES ENCRYPTION	1	$ 785.00	26%	$ 580.90	$ 580.90
9	XT-PL4L	FEATURE, SINGLE BAND, 7/800	1	$ 0.01	100%	$ -	$ -
10	XT-PKGPT	FEATURE PACKAGE, P25 TRUNKING	1	$ 1,800.00	26%	$ 1,332.00	$ 1,332.00
11	XT-MA4A	KIT, MOUNTING XL-MOBILE UNIVERSAL	1	$ 495.00	26%	$ 366.30	$ 366.30
12	XT-MC6A	MICROPHONE, XL, STANDARD MOBILE	1	$ 150.00	26%	$ 111.00	$ 111.00
13	XT-AN8D	ANTENNA, ELEMENT, 700/800 3DB	1	$ 108.00	26%	$ 79.92	$ 79.92
14	XT-AN6U	ANTENNA, BASE, STD ROOF MOUNT LOW LOSS	1	$ 96.00	26%	$ 71.04	$ 71.04
15	XT-AN5F	ANTENNA, GPS, ROOF MOUNT	1	$ 185.00	26%	$ 136.90	$ 136.90
16	XT-LS6A	SPEAKER, EXTERNAL, MOBILE	1	$ 78.00	26%	$ 57.72	$ 57.72
17	XT-CA6F	CABLE, XL-MOBILE, SPEAKER ACCY	1	$ 120.00	26%	$ 88.80	$ 88.80
18	XT-CP6A	CONTROL UNIT, XL-CH	1	$ 1,850.00	26%	$ 1,369.00	$ 1,369.00
19	YZ-SP2X	Customer Loyalty Discount	1	$ (3,274.68)	0%	$ (3,274.68)	$ (3,274.68)
						Subtotal	**$ 5,081.40**
		XL-185 Portable					
20	XS-PFS2M-NA	PORTABLE,XL-185P,7/8,FKP,BLK,NRB,NA	6	$ 2,750.00	26%	$ 2,035.00	$ 12,210.00
21	XS-PL9F	FEATURE, P25C FALLBACK/MS FAILSOFT	6	$ 300.00	26%	$ 222.00	$ 1,332.00
22	XS-PL5K	FEATURE,PROFILE OTAP OVER-THE-AIR PRGM	6	$ 395.00	26%	$ 292.30	$ 1,753.80
23	XS-FW2X	OPERATION,LOAD NIFOG PERSONALITY	6	$ 0.01	100%	$ -	$ -
24	XS-PL5L	FEATURE,P25 OTAR(OVER-THE-AIR-REKEYING)	6	$ 700.00	26%	$ 518.00	$ 3,108.00
25	XS-PL4F	FEATURE,P25 PHASE 2 TDMA	6	$ 275.00	26%	$ 203.50	$ 1,221.00
26	XS-PL6B	FEATURE, ADVANCED SAFETY	6	$ 200.00	26%	$ 148.00	$ 888.00
27	XS-PL8Y	FEATURE, ENCRYPTION LITE	6	$ 0.01	100%	$ -	$ -
28	XS-PKG8F	FEATURE,256-AES,64-DES ENCRYPTION	6	$ 785.00	26%	$ 580.90	$ 3,485.40
29	XS-LLA	FEATURE,LINK LAYER AUTHENTICATION	6	$ 140.00	26%	$ 103.60	$ 621.60
30	XS-PKGPT	FEATURE PACKAGE,P25 TRUNKING	6	$ 1,800.00	26%	$ 1,332.00	$ 7,992.00
31	XS-PL4L	FEATURE, SINGLE BAND 7/800	6	$ 0.01	100%	$ -	$ -
32	XS-PA4K	BATTERY,LI-ION,HI-CAPACITY,4800MAH	6	$ 250.00	26%	$ 185.00	$ 1,110.00
33	XS-NC8D	ANTENNA,WHIP,1/2 WAVE 762-870MHZ	6	$ 60.00	26%	$ 44.40	$ 266.40
34	XS-ZN7V	COVER,SIDE CONNECTOR,XL-185P	6	$ 6.00	26%	$ 4.44	$ 26.64
35	XS-HC3L	BELT CLIP,METAL	6	$ 35.00	26%	$ 25.90	$ 155.40
36	YZ-SP2X	Customer Loyalty Discount	6	$ (2,231.84)	0%	$ (2,231.84)	$ (13,391.04)
						Subtotal	**$ 20,779.20**
		Optional: Single Bay + Charger and 500F Speaker Mic for XL-185P					
37	XS-AE2W	SPEAKER MIC, 500F, XL-185P	6	$ 425.00	26%	$ 314.50	$ 1,887.00
38	XS-CH6F	CHARGER, SINGLE BAY +	6	$ 250.00	26%	$ 185.00	$ 1,110.00
						Subtotal	**$ 2,997.00**

Lead time is subject to material availability at time of order

Total Sale Price (EXCLUDING OPTIONS) **$ 25,860.60**
Total Sale Price (INCLUDING OPTIONS) **$ 28,857.60**

Terms and Conditions:

1. *Acceptance of this quote in the form of an order released to L3Harris constitutes acceptance of L3Harris Technologies Standard Terms of Sale. The most current version of L3Harris Technologies Standard Terms and Conditions of Sale (available at https://www.l3harris.com/all-capabilities/pspc-customer-care) are incorporated herein by reference.*

L3Harris Technologies, Inc.
Public Safety and Professional Communications
221 Jefferson Ridge Parkway
Lynchburg, Virginia 24501
Phone: 1-800-368-3277
Fax: 321-409-4393

James Brown
Assistant Chief of Electronic Services
Worcester County Emergency Services
Worcester County Government Radio Shop
100 Belt Street
Snow Hill, MD 21863
Office-410-632-3080 Ext 1915 | Cell 443-880-2061
JPBrown@worcestermd.gov

Sales POC: *Jim Magee*
Area Sales Manager
jim.magee@L3Harris.com
Mobile 609-841-4090

L3Harris' Internal Use Only	
Quote by:	*J.Knox*
CRM #	
CCC Case #	*INC-000394045*

Item	Part Number	Description	Qty	List Price	Discount	Sale Price	Extended Sale Price

2. *This document contains L3Harris Technologies proprietary information. All information provided shall not be disclosed nor duplicated for any purpose other than to evaluate this proposal. No further disclosure, reproduction, or use of any part thereof may be made except with L3Harris Technologies' prior written approval.*

3. *Pricing does not include installation, programming, taxes or shipping (If applicable), unless otherwise noted.*

4. *Please note that due to transportation regulations all Li-Ion batteries can take up to twelve (12) weeks for delivery. For specifics, please reference the IATA regulations, which may be found online at: http://www.iata.org/lithiumbatteries*

5. *These items/technical data are controlled by the United States government and cannot be exported from the United States or shared with a Foreign National without prior approval from the United States government. Delivery is dependent on receipt of an export license, when applicable.*

6. *Storing battery packs is not recommended because the chemicals in the battery degrade over time and this affects the functionality of the battery. Batteries that have been stored for longer than their warranty period (12 months) may become non-functional and will not be covered under L3Harris battery warranty.*

7. ***Also reference SIT# 1334629 | State of MD Radio 2025 Radio Special Pricing Rework (24CS04677)***

Purchase Order requirements:

Purchase Order issued to L3Harris Technologies - PSPC - 221 Jefferson Ridge Parkway - Lynchburg, VA 24501
The Purchase Order should include the following references:

Must include Quote Name and Date. If applicable, include MBP#.

All orders must contain valid model number, quantity, and price for each item.
Frequencies must be supplied with order if applicable.

Requested Delivery Date; If related to **Grant Funding**, important to provide Grant name, Agency, deadline and product receipt deadline, when applicable.

Shipping will default to Best Way ground, unless otherwise specific. Special shipping/delivery instructions (ex. Delivery lift gate required?) must be noted if applicable. Non Standard packing will be billed to the customer.

Bill to and Ship to addresses along with contact information must be included. Provide customer account number if readily available.

L3Harris DUNS#: 101474992; Cage Code: 1PNR4; Tax ID 34-0276860.

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: Ed Welch, Procurement Officer
Date: August 21, 2026
Re: **Request to Award – Architectural Feasibility Study - New Public Safety Facility**

Administration is requesting that the Commissioners approve awarding the contract for an **Architectural Feasibility Study of a New Public Safety Facility** to **Manns Woodward (MW) Studios *(Nottingham, MD).*** The total funds requested for this study are Ninety Thousand Five Hundred Dollars (**$90,500)**.

MW Studios is nationally recognized for designing public safety facilities and police stations. Their portfolio includes the Maryland State Police Barracks in Berlin, MD; Wicomico County Public Safety Building; and Ocean City Fire Department's Station #3. MW Studios has over fifteen years' experience exclusively working on public safety related projects, receiving national awards while designing over six million square feet of facilities.

The FY25 Assigned Funds included $213,000 for primary engineering on the Public Safety Facility (Project - PSFBLD 000 2544).

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

Ed Welch
Procurement Officer
Worcester County Government Center
1 W. Market Street
Snow Hill, MD 21863
Phone: 410-632-1194, ext. 1012
Email: eawelch@worcestermd.gov

MW STUDIOS
ARCHITECTURE
MASTER PLANNING

410.344.1460
8098 Sandpiper Circle, Suite H
Nottingham, MD 21236

Weston S. Young, P.E., ICMA-CM
Chief Administrative Officer
Worcester County Administration
One West Market Street
Room 1103 Government Center

Snow Hill, MD 21863

July 23, 2026

RE: WORCESTER COUNTY, PUBLIC SAFETY COMPLEX – ARCHITECTURAL FEASIBILITY STUDY SERVICES FEE PROPOSAL, REV. 1

Mr. Young:

On behalf of our entire team, I am pleased to submit this proposal to provide a professional architectural feasibility study for Worcester County's new Public Safety Facility.

MW Studios brings nationally recognized expertise in the planning and design of police stations and other public safety facilities. Over the past fifteen years, we have designed more than six million square feet of public safety facilities and have received multiple national awards recognizing excellence in public safety design. We are excited about the opportunity to partner with Worcester County and help launch this important project through a thoughtful, analytical, and collaborative planning process.

We believe the scope and approach outlined in this proposal will provide the County with the information needed to make informed, fiscally responsible decisions as the project moves forward. Our team has carefully developed this scope of work to deliver the analyses and recommendations necessary to evaluate options, establish priorities, and make value-driven decisions about the facility's future.

It has been a pleasure discussing this project with you, and I trust this proposal reflects the goals and expectations we have established together. We appreciate your consideration and look forward to the opportunity to work with Worcester County. If you have any questions or would like to discuss any aspect of this proposal, please feel free to contact me at any time.

EVAN GRAY
Principal Architect

E: egray@mwsarch.com
P: 443-421-5146 (direct)

A. SCOPE OF WORK

ROLES & RESPONSIBILITIES: For this proposal; the following definitions are applicable:

a. CLIENT: The County Commission of Worcester County
b. OWNER: The County Commission of Worcester County
c. PRIME ARCHITECT: MW Studios
d. USER / FOCUS GROUPS: Worcester County Sheriff's Office, Emergency Services, Fire Marshall's Office, and the State's Attorney's Office (SAO)

1. STANDARD FORM OF AGREEMENT: The form of agreement of this scope of work shall be administered through the attached AIA B101-2017, Standard Form of Agreement Between Owner and Architect.
2. PROJECT LOCATIONS & JURISDICTIONAL AUTHORITY: The exact project site has yet to be determined, however the project will be located within the vicinity of Worcester County Maryland. It is understood that Worcester County Maryland, shall be considered the Authority Having Jurisdiction regarding the project site.
3. MEETINGS: It is assumed that the goals and objectives associated with this scope of work can be satisfied within the quantity and types of meetings established within the listed meeting schedules included in this scope of work.
4. LIMITED SERVICES: The below scope of work shall be limited to needs assessment, programming and, feasibility study (concept design) services. Professional fees associated with final design, construction documentation, permitting, bidding and negotiations, and construction administration are not included within this scope of work. At the conclusion of the concept design phase, we will be in a position to provide a fixed price for future design services ensuring the project receives the best fee for work associated with this project.
5. CONCEPT DESIGN SERVICES: This proposal shall pertain to the feasibility study (concept design) phase only. Professional fees associated with schematic design, design development, construction documentation, permitting, bidding and negotiations, and construction administration are not included within this scope of work. Upon the completion of the Concept Design Phase the Owner shall have the option to directly solicit the remaining fees required for MW Studios to complete the design development, construction documentation, permitting, bidding and negotiations, and construction administration phases. The following scope of work shall be conducted during the feasibility study:
    a. TASK 1 - PROGRAMMING & FOCUS GROUP MEETINGS: MWS will meet with personnel designated by the Owner/End User to further review the specifics of the project and refine and categorize the project goals and program spaces. We will discuss in detail the specific needs and goals of the proposed facility. We will analyze and further refine gathered information to develop a written space program listing the types of spaces, their proposed sizes, specialized equipment, functionality, desired adjacencies, and other critical parameters. Our team will refine the raw data compiled from these meetings and develop a living program document that serves as the roadmap for master plan development, phasing, and site selection. We will work with the Owner/End User to identify unnecessary redundancies and strive to develop an efficient long-term solution. This document will also serve as the basis for the design of the project and preliminary budgeting. It will also be used to prioritize different areas/scopes of work. Programming documents shall be prepared and

delivered in a spreadsheet and bubbled diagrams in .pdf formats.

b. TASK 2 - PRELIMINARY SITE INVESTIGATIONS: The design team shall work with the Owner to review up to three (3) locations on the proposed site that the proposed facility may be located on. MW Studios will review each site position for logistics and functionality as it relates to the operations of personnel, CPTED, and maneuvering and access of maintenance equipment in and around the proposed facility. This proposal further includes the cost of work to conduct the geotechnical survey and topographical survey at this time as well.

c. TASK 2 - PRELIMINARY BUILDING UTILIZATION & SITE DIAGRAMS: Our team will begin to develop multiple preliminary site diagrams utilizing blocking and stacking diagrams of the critical programmatic elements, and ancillary site features identified during the programming phase. During this stage of development, the program elements will be in the form of "block" massing and be developed to a level that clearly identifies heights, major functions, clearances (both vehicle maneuvering and safety setbacks), and other major components. The diagrams shall identify driving lanes, security zones, stand-off distances, intersections, sidewalks and other similar circulation/pathway characteristics. Solutions shall be presented in a comparative manner that enables the stakeholders to understand the potential benefits and/or constraints/challenges of each associated site development and overall scheme.

d. TASK 2 – ROUTE 113 MODIFICATIONS: In the event the project site is located at Central Site Lane our team, in partner with State Highway Administration will review the requirements for the intended modifications and traffic light signaling at the intersection of Route 113 and Central Site Lane. At the end of this Task a scope of work will be prepared that will help guide the design team for further coordination of intersection modifications in partner with SHA.

e. TASK 2 - PRESENTATION: Our team will lead the Owner/End User through an in-person presentation of the preliminary site solutions and associated phasing delivery method. We will present the process utilized in evaluating and developing each site/solution.

f. TASK 3 - SITE PLANNING: Our team will meet with the Owner/End User stakeholders to discuss the selected site diagrams in detail and address comments generated during the previous meeting.

g. TASK 3 - CONCEPT SITE PLAN AND BUILDING FLOOR PLAN: MWS shall take previously developed massing and bubble diagrams to establish a working, saleable site and building floor plan for Owner review.

h. TASK 4 -PROJECT NARRATIVE: MWS will develop a project narrative outlining the technical requirements associated with the anticipated future scope of work. The report will include applicable information obtained during the study and outline the intended quality of work to take place during future design phases and construction. This program narrative will also include design goals regarding the following systems:

   i. Exterior Building Envelope Criteria

   ii. MEP/FP design criteria

   iii. Interior Finishes & Equipment

   iv. Jurisdictional Standard Requirements

v. Site Infrastructure and Utility Requirements

vi. Requirements of Route 113 modifications

i. TASK 4 - SITE RENDERINGS: Our team will issue final site diagrams and phasing diagrams of the project satisfying all previously agreed upon commentary. Plans will be colored and include diagrammatic language as necessary to explain the critical functionality of said spaces.

j. TASK 4 – FINAL DELIVERABLES: The following items shall be considered final deliverables upon the conclusion of the Schematic Design Phase:

i. Rendered Architectural Site Plans

ii. Rendered Architectural Floor Plan

iii. (2) Exterior Renderings

iv. Schematic Cost Estimate

v. Project Narrative w/ All Work Product & Final Recommendations

k. TASK 4 - PRESENTATION: MWS will lead the stakeholders through an in-person presentation of the final schematic materials and associated costs. We will present the processes utilized in developing the final solution and communicate as to why it is the most viable approach and its associated cost. This presentation will serve as the final scope of work associated with the schematic design phase.

6. IN-PERSON & VIRTUAL MEETINGS: This proposal covers the cost of work for the following in-person meetings during the Schematic Design Phase:

DISCIPLINE	IN PERSON	VIRTUAL	TOTAL
Architect	8	10	18

7. BUILDING INFORMATION MODELING & CLASH DETECTION: All design work for the building shall be completed utilizing the latest version of Autodesk Revit. Feasibility study documents shall be developed to LOD 200.

8. PRINTING: This proposal assumes that the project shall be bid utilizing electronic files and MW Studios will not be responsible for the development and tracking of hard copy bid sets. Therefore, the allowances included within this proposal are intended to cover expenses related to permit filing, and record progress sets between issued between the design team and Owner.

FEASIBILITY STUDY SCOPE OF WORK BASIS

1. SIZE ASSUMPTION: For the purpose of determining the magnitude of effort associated with this study, it is assumed that the program will not exceed 45,000 GSF in space and no greater than two stories, with surface level parking.

a. BASIS OF SCOPE & PROGRAM: The specific program has yet to be identified by the Owner/End User. The estimated fees assume the proposed public safety complex will be a singular building, built on a singular site, approximately 40,000-

45,000 GSF in size and no greater than two stories in height. The facility shall house components of the Worcester County Sheriff's Office, Emergency Services, Fire Marshall's Office, and the State's Attorney's Office (SAO)

b. PROJECT PHASING: The project is intended to delivered in a single phase.

c. PROJECT FUNDING & DELIVERY: It is understood that the project shall be executed in the Design, Bid, Build delivery method under a single prime agreement. Construction efforts associated with the project are not subject to MBE participation requirements or Prevailing Wages.

d. LEED CERTIFICATION: The building shall be designed in the spirit of sustainability and will be required to meet all applicable building codes and standards; however formal LEED certification is not required.

e. UTILITY DESIGN & ACCESS: This proposal assumes the following municipal utilities are readily accessible at the project site's property line and do not require improvements in order to support the tie in and operations of the proposed project. The assumed available utilities are: Natural Gas, Sewer, Water (for both fire suppression and domestic use), Electric, and Communications Fiber.

B. PROFESSIONAL FEES & REIMBURSABLE EXPENSES

Professional fees and invoicing procedures for this project have been established as outlined below.

1.) LUMP SUM FEES: Lump sum fees for professional services associated with the Schematic Design Phase shall be based upon the attached schedule. Defined fees within the schedule, not clearly identified as an allowance, shall serve as a lump sum guaranteed maximum price based upon the established scope and billed as percentage complete. Fees will be invoiced on a monthly basis as work is completed and is due within the established terms of the Contract. A summarization of the fee schedule has been provided below, see attached exhibits for additional detail.

SEE ATTACHED EXHIBIT –

- E1 - "PROPOSED CONCEPT DESIGN FEE SCHEDULE"

2.) ADDITIONAL SERVICES: Any future additional services shall be negotiated into a lump sum additional services agreement and agreed upon in writing prior to the execution of any additional work. Any authorized work to be completed on an hourly basis shall be invoiced against the rates established within the hourly rate schedule listed in the on-call agreement.

3.) ADDITIONAL IN-PERSON MEETINGS: Additional in-person meetings can be provided by MWS at the fixed fee of $1,250 per visit.

4.) REIMBURSABLE ESTIMATES: Reimbursable expenses have been estimated based upon the design teams experience with similar projects. Reimbursable costs shall be deducted from the established estimate utilizing the schedule established in Schedule E1 of this proposal.

5.) INVOICING & FORMAT: Invoices shall be issued every 30 days per the terms and conditions of this agreement. Project Managers shall issue summarized progress statements throughout the development of the project. Each invoice will be formatted to summarize the following:

a. LUMP SUM FEES: Lump Sum fees shall be invoiced based upon percentage of work complete for each phase, as summarized above.

b. REIMBURSABLES: Reimbursable fees shall be invoiced based upon actual costs incurred during the billing period along with any applicable receipts intended to serve as backup.

c. ADDITIONAL SERVICES: Any authorized additional services shall be invoiced in one or both of the following formats:

i. LUMP SUM ADDITIONAL SERVICE AGREEMENT: For approved lump sum tasks, each invoice shall include a separate line item for each approved additional service agreement. Work associated with this task shall be invoiced based upon percentage of work complete for the agreement.

ii. HOURLY ADDITIONAL SERVICE: For approved additional service agreements based upon hourly efforts a separate section within the invoice shall be defined detailing the personnel assigned to the project, their rate, and the total hours spent.

C. HOURLY & REIMBURSABLE RATE SCHEDULES

1.) HOURLY RATES: The following schedule shall serve as fully burdened hourly rates for staff members assigned to this project. These rates are intended to apply to any pre-authorized work to be completed on an hourly basis. Hourly rates defined below are subject to revision in accordance with the Supplemental Terms and Conditions defined in the Owner Architect Agreement.

HOURLY RATE SCHEDULE	
POSITION	RATE
Senior Principal	$269
Division/Studio Principal	$236
Senior Associate	$168
Project Manager	$155
Project Architect	$155
Project Designer/CADD Operator	$94
Senior Interior Designer	$135
Interior Designer	$94

2.) REIMBURSABLE RATES: The following schedule shall serve as an itemized list of common reimbursable items. These rates shall be applied against the reimbursable estimate based on actual costs incurred.

REIMBURSABLE RATE SCHEDULE	
COMMON ITEMS	RATE
8.5 x 11 Black & White	$0.15 Each
8.5 x 11 Color	$0.50 Each

12 x 18 Black & White	$0.50 Each
12 x 18 Color	$2.00 Each
24 x 36 Black & White	$2.00 Each
24 x 36 Color	$10.00 Each
Mounted Board – 24 x 36 Black & White	$22.00 Each
Mounted Board – 24 x 36 Color	$32.00 Each
Delivery & Postage	@ Carrier Rates
Mileage	Current IRS Rate for
Other Items	At Cost + 5%

D. PRELIMINARY MILESTONE SCHEDULE

The following schedule has been developed to complete and adopt the study associated with this Project. This milestone schedule is conceptual and is intended to establish a completion target date as defined below. The schedule is subject to adjustment and change and is dependent upon numerous factors, including but not necessarily limited to program complexity, site complexity, client review turnarounds, and availability of meetings.

TASK	*EST. DURATION (FROM NOTICE TO PROCEED)
Topo. Survey / Schematic Design	+ 90 Days From NTP
TOTAL CONCEPT DESIGN DURATION	120 DAYS*
**does not include owner review durations between Task completions*	

E. REFERENCED EXHIBIS

The following exhibits have been attached to this proposal and are included as part of the details associated with the scope of work.

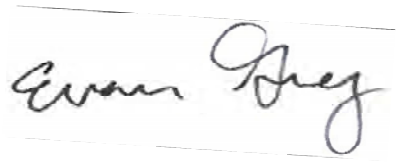
EXHIBIT	DESCRIPTION
Exhibit E1,E2,E3	Proposed Fee Schedule & Reimbursables

F. CLOSING

We have outlined the above scope of work in detail in hopes that you will agree that this approach is fiscally responsible and makes the most sense for the County. We desire to be your partner through the life of this Project and see it through completion. Through experience, we understand that this means our team will be required to get in the trenches with you to justify funding, explore cost-effective design alternatives, and deliver solid well-thought-out solutions.

Our scope and fee reflect the understanding of these special project requirements. If you have any concerns regarding the proposed fee, scope, or process, please do not hesitate to contact me – I welcome the chance to discuss this opportunity further to ensure a successful agreement can be reached.

Respectfully submitted,



Evan Gray
Principal Architect

E: egray@mwsarch.com
P: 443-421-5146 (direct)

EXHIBIT E 1

Fee Schedule

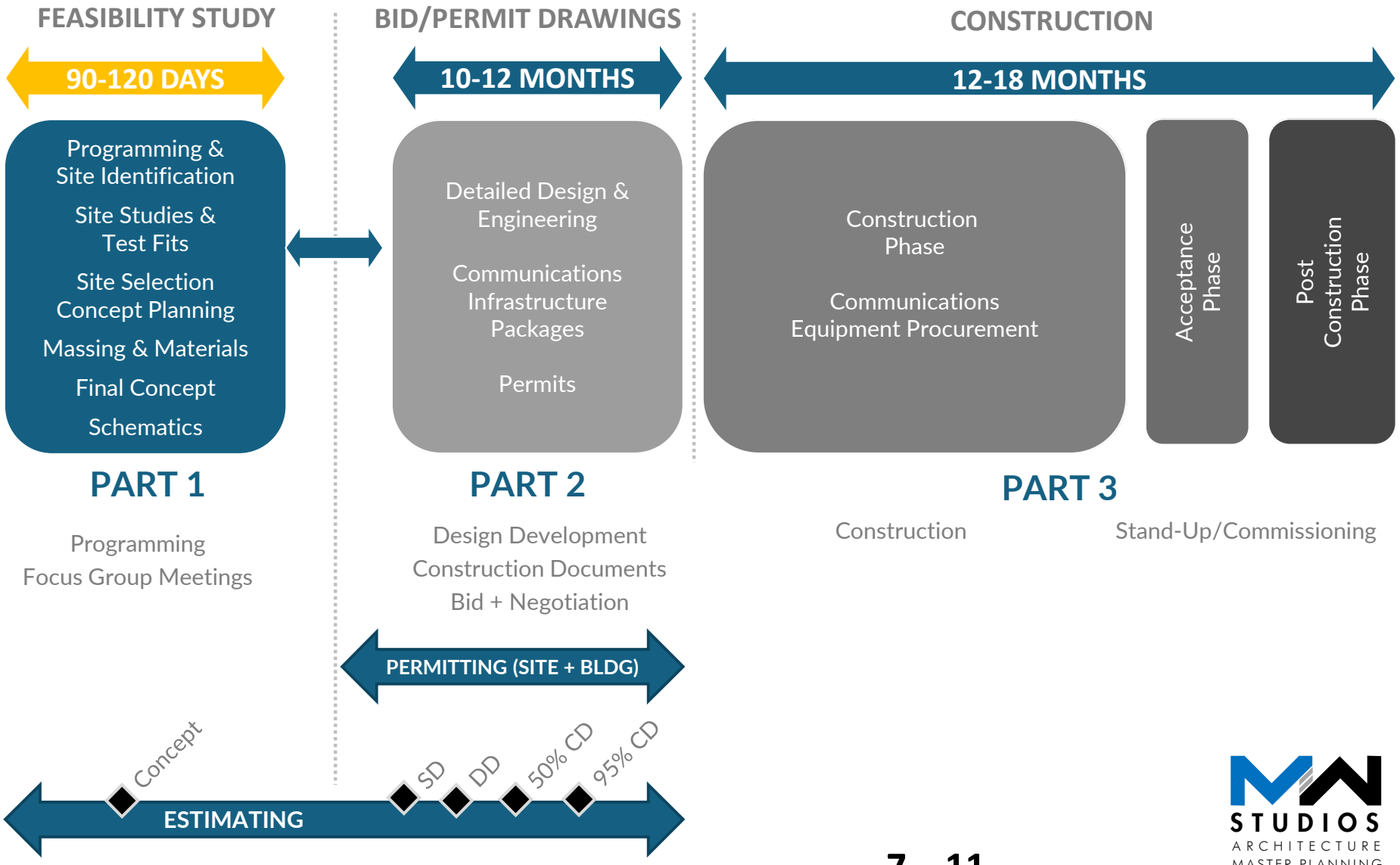
Worcester County Public Safety Complex - Concept Design Architectural/Engineering Services Fee Proposal

Worcester County, Maryland
17-Jul-26
Submitted by: Manns Woodward Studios, Inc.

SCHEMATIC DESIGN FEE - BASE SERVICES:

	PHASE:							
CONSULTANT:	**CONCEPT**	**SD**	**DD**	**CD**	**BID**	**CA**	**Reimbursables**	**TOTAL**
Architect (MWS)		Fee approval for above phases, only to occur after completion of Concept Phase.					$ 1,500.00	$ 1,500.00
Task One	$ 24,000.00							
Task Two	$ 18,000.00							
Task Three	$ 19,000.00							
Task Four	$ 14,000.00							
Task Sub Total								$ 75,000.00
Topography Survey Allowance								$ 14,000.00
TOTAL PROJECT FEE, BASE SERVICES:								**$ 90,500.00**

ESTIAMTED PROJECT TIME LINE



MN STUDIOS
ARCHITECTURE
MASTER PLANNING

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: Ed Welch, Procurement Officer
DATE: August 24, 2026
RE: Request to Award – John Walter Smith (JWS) Park - Dugout Replacement Project

Recreation & Parks is requesting that the Commissioners review and approve awarding the **John Walter Smith (JWS) Park - Dugout Replacement Project** to the lowest responsive and responsible vendor, **The Whayland Company *(Laurel, DE),*** in the amount of $173,900.

This site is located at south end of John Walter Smith Park Road in Snow Hill, Maryland. The project includes removal of six (6) old dugouts at ballfields #5-7 and replacing them with six (6) new manufactured dugouts.

This project is 90% reimbursable through Project Open Space and is budgeted in G/L account # 100.1602.500.6160.241- Grant Programs-New Park Development.

Bids were due and opened on August 12, 2026, at 2 p.m. Five (5) bids were received.
(see bid tabulation below)

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

John Walter Smith Dugout Replacement Project	
Wednesday, August 12, 2026, at 2:00 pm	
Bid Tabulation	
Vendor Name	**Base Bid**
Alden Inc *(Laurel, MD)*	$197,075.00
The Whayland Company *(Laurel, DE)*	$173,900.00
Harkins Contracting *(Salisbury, MD)*	$176,000.00
Delmarva Veteran Builders *(Salisbury, MD)*	$199,208.00
Bob Andrews Construction *(Abingdon, MD)*	$184,725.00

Ed Welch
Procurement Officer
Worcester County Government Center
1 W. Market Street
Snow Hill, MD 21863
Phone: 410-632-1194, ext. 1012
Email: eawelch@worcestermd.gov

JWS Dugout Replacement Project Specs

General Scope:

Dugout replacement at John Walter Smith Park in Snow Hill Maryland, on field 5,6, and 7.



Bid Specifications

1. All permits are to be obtained by contractor.
2. Contractor is responsible for demolishing and disposing of existing dugouts and concrete on Field 5,6,7.
3. (6) Dugouts should be installed according to manufactures specifications in existing locations on field 5,6, and 7 at John Walter Smith Park. Dugouts should be purchased through Dugouts USA, model number ST1030N. Dugouts should be black powder-coated frames with a green metal roof. 10’ by 30’.
4. New Concrete pads should be installed 4 inches thick, 12’ by 36’, 4000 PSI, broom finish.

5. Dugouts will need to be wrapped with 2” mesh, 9 gauge (.148 core), black thermally coated steel chain link fabric. Fabric should be attached directly to dugout posts using 4” by 4” fence clamps and wrap the entire dugout except for player access on the end closest to the pedestrian access gate and the front of the dugout.
6. Benches to furnish and be installed in each dugout should be (3) Elite dugout benches from Beacon Athletics. Colors should be gray/black.

Worcester County Administration
1 West Market Street, Room 1103
Snow Hill, Maryland 21863

INVITATION FOR BID

PROJECT:	**John Walter Smith (JWS) Park Dugout Replacement Project**
DEPARTMENT:	**Recreation & Parks**

VENDOR:

NAME:	The Whayland Company, LLC
ADDRESS:	100 West 10th Street
	Laurel, DE 19956

BID OPENING:

DATE:	**August 12, 2026**
TIME:	**2:00 p.m.**

WHAYLAND

August 12, 2026

Worcester County Administration
Recreation & Parks Division
1 West Market Street, Room 1103
Snow Hill, MD 21863

Dear Worcester County Administration,

We are pleased to submit our bid for the John Walter Smith (JWS) Park Dugout Replacement Project. Enclosed, you will find all required bid documents including our Certificate of Good Standing, W-9, Maryland Business License, and our current Certificate of Insurance showing current coverage.

Our team is committed to delivering high-quality work that meets the specifications outlined in the bidding documents. We have extensive experience on similar projects and are confident in our ability to complete the work efficiently and to the highest standards.

Thank you for considering our submission. We look forward to the opportunity to work with your team on this project.

Sincerely,

Steve Hentschel
President

100 West 10th Street Laurel, DE 19956
Phone 302-875-5445 Fax 302-875-5581

FORM OF BID

To whom it may concern:

We hereby submit our Bid Documents for "**JWS Dugout Replacement Project**" as indicated in the Bid Documents. Having carefully examined the Bid Documents and having received clarification on all items of conflict or upon which any doubt arose, the undersigned hereby requests consideration of our Vendor for award of the referenced Bid.

ITEM	DESCRIPTION	TOTAL PRICE
1	Provide labor, materials and equipment for the **JWS Dugout Replacement Project** as stated in the Bid Specifications.	$173,900.00

Vendor agrees to have the **Work performed between 11/01/26 - 02/27/27 with substantial completion by 02/28/27.** (Yes) ✓ (No) _____ Check One.

Have you included your certificate of good standing with the State of Maryland? (See Section I, Subsection H.1 for more information.) (Yes) ✓ (No) _____ Check One.

Is your company currently involved in any active litigation? (Yes)____ (No) ✓ Check One.

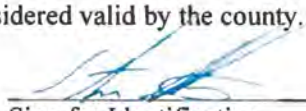
Is your company currently involved in any mergers or acquisitions? (Yes)____ (No) ✓ Check One.

The Vendor agrees that their bid will be good for at least sixty days unless otherwise indicated in the bid specifications.

NOTE: Addendum 4, Item 2 answers "no" to the question about thickened or turned down edges and states that "the edge will remain the same". Item 3 then says regarding the footing conditions that were asked about - "A detailed description is not available at this time. All dugouts should be installed per the manufacturer's recommendations".

Upon study of the manufacturer's drawings included with their quote, we see 22" deep spread footings with either single, or in some cases double reinforced mats of rebar. The drawings also show 12" deep turned down edges with rebar at the bottom. This is more cost than a simple 4" slab with no thickened or turned down edges. We HAVE INCLUDED the turned down edges as well as the footings as detailed in the attached drawings.

Note: This bid form must be signed by an officer of your company or an authorized agent for this bid to be considered valid by the county.



Sign for Identification

Steve Hentschel
Printed Name

President
Title

steve@whayland.com
Email

REFERENCES

List three references for which the Vendor has provided Goods/Services similar to those requested in the Bid Document within the last 12-36 months. Include contact name, address, telephone number, email address and services provided.

Company Name:	Sussex County	Company Name:	The Globe Apartments - GJ Sakellis Investments, LLC
Type of Project:	EMS Building	Type of Project:	Apartment Bldg.
Address:	2 The Circle, P.O. Box 589	Address:	10403 County Grove Circle
Town, State, Zip Code:	Georgetown, DE 19947	Town, State, Zip Code:	Georgetown, DE 19940
Contact Person:	Mark Parker	Contact Person:	George Sakellis
Telephone Number:	302-855-7382	Telephone Number:	302-877-0660
Email:	mark.parker@sussexcountyde.gov	Email:	gjsakellis@yahoo.com
Date of Service:	2024-2025	Date of Service:	2024-2025
Company Name:	Process Integration		
Type of Project:	Building #3 and Offices		
Address:	11500 Progress Lane		
Town, State, Zip Code:	Princess Anne, MD 21853		
Contact Person:	Scott Wade		
Telephone Number:	443-397-9465		
Email:	swade@processintegrationinc.com		
Date of Service:	2025-2026		



Sign for Identification

Steve Hentschel

Printed Name

EXCEPTIONS

The undersigned hereby certifies that, except as listed below, or on separate sheets attached hereto, the enclosed Completed Bid Document covers all items as specified.

EXCEPTIONS:

(If none, write none) None

How did you hear about this solicitation?

- ☑ Worcester County's Website
- ☐ eMaryland Marketplace Advantage (eMMA)
- ☐ Newspaper Advertisement
- ☐ Direct email
- ☐ Other _____

The vendor hereby acknowledges receipt of the following addenda.

Number	Date	Initials
1	7/2/2026	SH
2	7/14/2026	SH
3	7/22/2026	SH
4	7/28/2026	SH

Sign for Identification

Steve Hentschel
Printed Name

INDIVIDUAL PRINCIPAL

Vendor Name: _____

Signed By: _____ In the presence of: _____

Address of Vendor: _____ Town, State, Zip _____

Telephone No.: _____ Fax: _____ Email: _____

****

CO-PARTNERSHIP PRINCIPAL

Name of Co-Partnership: _____

Address: _____ Town, State, Zip

_____

Telephone No.: _____ Fax: _____

Signed By: _____ In the presence of: _____
Partner Witness

Signed By: _____ In the presence of: _____
Partner Witness

Signed By: _____ In the presence of: _____
Partner Witness

****

CORPORATE PRINCIPAL

Name of Corporation: The Whayland Company, LLC

Address: 100 West 10th Street Town, State, Zip

Laurel, DE 19956

Telephone No.: 302-875-5445 Fax:

Signed By: _____ In the presence of: Vanessa Jones
President Witness

Attest: Wendy Blough
Corporate Secretary

Affix Corporate Seal

VENDOR'S AFFIDAVIT OF QUALIFICATION TO BID

I HEREBY AFFIRM THAT:

I, Steve Hentschel (Printed Name) am the President (title)
and the duly authorized representative of the Vendor of
The Whayland Company, LLC (name of corporation) whose address is
100 West 10th Street, Laurel, DE 19956

and that I possess the legal authority to make this affidavit on behalf of myself and the Vendor for which I am acting.

Except as described in paragraph 3 below, neither I nor the above Vendor, nor to the best of my knowledge and of its officers, directors or partners, or any of its employees directly involved in obtaining contracts with the State or any county, bi-county or multi-county agency, or subdivision of the State have been convicted of, or have pleaded nolo-contendere to a charge of, or have during the course of an official investigation or other proceeding admitted in writing or under oath acts or omissions which constitute, bribery, attempted bribery, or conspiracy to bribe under the provisions of Article 27 of the Annotated Code of Maryland or under the laws of any state or federal government (conduct prior to July 1, 1977 is not required to be reported).

(State "none" or, as appropriate, list any conviction, plea or admission described in paragraph 2 above, with the date, court, official or administrative body, the individuals involved and their position with the Vendor, and the sentence or disposition, if any.)

None

I acknowledge that this affidavit is to be furnished to the County, I acknowledge that, if the representations set forth in this affidavit are not true and correct, the County may terminate any Contract awarded and take any other appropriate action. I further acknowledge that I am executing this affidavit in compliance with section 16D of Article 78A of the Annotated Code of Maryland, which provides that certain persons who have been convicted of or have admitted to bribery, attempted bribery or conspiracy to bribe may be disqualified, either by operation of law or after a hearing, from entering into contracts with the State or any of its agencies or subdivisions.

I do solemnly declare and affirm under the penalties of perjury that the contents of this affidavit are true and correct.

Sign for Identification

Steve Hentschel
Printed Name

NON-COLLUSIVE AFFIDAVIT

Steve Hentschel being first duly sworn, deposes and says that:

1. He/she is the President, (Owner, Partner, Officer, Representative or Agent) of The Whayland Company, LLC, the Vendor that has submitted the attached Bid Documents;
2. He/she is fully informed respecting the preparation and contents of the attached Bid Document and of all pertinent circumstances respecting such Bid Documents;
3. Such Bid Document is genuine and is not a collusive or sham Bid Document;
4. Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Vendor, firm, or person to submit a collusive or sham Bid Document in connection with the Work for which the attached Bid Document has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Vendor, firm, or person to fix the price or prices in the attached Bid Document or of any other Vendor, or to fix any overhead, profit, or cost elements on the Bid Document price or the Bid Document price of any other Vendor, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any disadvantage against (Recipient), or any person interested in the Work;
5. The price or prices quoted in the attached Bid Document are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Vendor or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Signed, sealed and delivered in the presence of:

Witness

Witness

By: Signature

Steve Hentschel
Printed Name

President
Title

STATE OF MARYLAND
Department of Assessments and Taxation

I, BOB YEAGER OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF THE STATE OF MARYLAND, DO HEREBY CERTIFY THAT THE DEPARTMENT, BY LAWS OF THE STATE, IS THE CUSTODIAN OF THE RECORDS OF THIS STATE RELATING TO LIMITED LIABILITY COMPANIES , OR THE RIGHTS OF LIMITED LIABILITY COMPANIES TO TRANSACT BUSINESS IN THIS STATE, AND THAT I AM THE PROPER OFFICER TO EXECUTE THIS CERTIFICATE.

I FURTHER CERTIFY THAT THE WHAYLAND COMPANY, LLC (Z17091976) , REGISTERED JANUARY 11, 2016, IS A LIMITED LIABILITY COMPANY EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF DELAWARE, AND THAT THE LIMITED LIABILITY COMPANY IS AT THE TIME OF THIS CERTIFICATE IN GOOD STANDING TO TRANSACT BUSINESS.

IN WITNESS WHEREOF, I HAVE HEREUNTO SUBSCRIBED MY SIGNATURE AND AFFIXED THE SEAL OF THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION OF MARYLAND AT BALTIMORE ON THIS AUGUST 12, 2026.

Bob Yeager
Director

700 East Pratt Street, 2nd Flr, Ste 2700, Baltimore, Maryland 21202
Telephone Baltimore Metro (410) 767-1344 / Outside Baltimore Metro (888) 246-5941
MRS (Maryland Relay Service) (800) 735-2258 TT/Voice

Online Certificate Authentication Code: B2miKXWqe0aCNG_rXWZbfA
To verify the Authentication Code, visit http://dat.maryland.gov/verify

MASTER DRAWINGS FOR:
NEW DUGOUTS (NORTHERN CLIMATE)

(NORTHERN CLIMATE)

DESIGN PARAMETERS:

APPLICABLE CODES:
BUILDING CODES: - CURRENT ADOPTED EDITION - (FBC/IBC)
METHOD OF DESIGN:
DESIGN PURSUANT TO - CURRENT ADOPTED EDITION - (FBC/IBC)
BUILDING OCCUPANCY CLASSIFICATION: GROUP U - UTILITY - ACCESSORY BUILDING
RISK FACTOR CURRENT ADOPTED EDITION - (FBC/IBC) - TABLE 1604.5): CATEGORY 1
ROOF LIVE LOAD: 20 PSF
STRUCTURE DESIGNED IN ACCORDANCE WITH ASCE 7-16 CHAPTERS 26-30
BASIC WIND SPEED CURRENT ADOPTED EDITION - (FBC/IBC) - FIGURE 1609.3) SHALL BE BASED ON UP TO 170 MPH WIND SPEED DESIGN - CALCULATIONS PROVIDED BY GPI ENGINEERING
SNOW LOADS: (FBC) 2020 7th EDITION - FIGURE 1607 AND ASCE 7 CHAPTER 7 SHALL BE BASED ON UP TO 55 PSF GROUND SNOW LOAD FOR THIS EXAMPLE AND MUST BE VERIFIED FOR EACH PROPOSED LOCATION PRIOR TO FABRICATION - CALCULATIONS PROVIDED BY GREENMAN - PEDERSON, INC. (GPI ENGINEERING) - ADDRESS: 3423 OLNEY - LAYTONSVILLE RD. SUITE #6 OLNEY, MARYLAND 20832
LIVE LOAD: CURRENT ADOPTED EDITION - (FBC/IBC) - SECTION 1607 SHALL BE BASED ON 20 PSF
BUILDING CONSTRUCTION TYPE CURRENT ADOPTED EDITION - (FBC/IBC) - CHAPTER 6) TYPE IIB (UNPROTECTED UNSPRINKLED)
EXPOSURE CATEGORY CURRENT ADOPTED EDITION - (FBC/IBC) - 1609.4.3): PER SITE
INTERNAL PRESSURE COEFFICIENTS: OPEN
HEIGHT = PER SELECTED MODEL FOUNDATION HAS BEEN DESIGNED FOR AN ALLOWABLE SOIL BEARING PRESSURE OF A MIN. OF 2,000 PSF POUNDS PER SQUARE FOOT IN ACCORDANCE WITH PRESUMPTIVE LOAD BEARINGS VALUES.

STRUCTURAL FORCES:

ROOF DESIGN	LIVE LOAD	20 PSF
	DEAD LOAD	SELF WEIGHT
	SNOW LOAD	55 PSF EST.
	TOTAL LOAD	75 PSF
ROOF DEFLECTION	L/240 LIVE LOAD L/180 TOTAL LOAD	

ROOF DESIGN WIND PRESSURE (PSF): ASCE 7-16 CHAPTERS 26-30

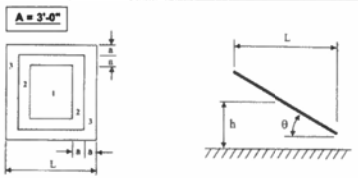
	AREA	ZONE 3		ZONE 2		ZONE 1	
Roof 9°-27°	≤9	17.5	-71.6	17.5	-48.4	17.5	-27.8
	9-36	13.9	-60.8	13.9	-39.4	13.9	-26.0
	>36	12.4	-56.2	12.4	-35.6	12.4	-25.2

ROOF FASTENERS

ZONE 1	#12 X 1" - 4" O.C HWH SD W/ SEALING WASHERS - SEE NOTE 3
ZONE 2	#12 X 1" - 4" O.C HWH SD W/ SEALING WASHERS - SEE NOTE 3
ZONE 3	#12 X 1" - 4" O.C HWH SD W/ SEALING WASHERS - SEE NOTE 3
TRIM FASTENED W/ 1/4 - #14 X 7/8" HWH SD STITCH SCREW W/ SEALING WASHER @ 18" O.C.	

MINIMUM DESIGN LOADS

Components and Cladding	0.25 ≤ h/L ≤ 1.0
Figure 30.8-1 — Net Pressure Coefficient, C_N	Monoslope Free Roofs
Open Buildings	θ ≤ 45°



Notes:
1. C_N denotes net pressure coefficients from top and bottom surfaces).
2. Clear wind flow denotes relatively unobstructed wind flow with blockage less than or equal to 50%. Obstructed wind flow denotes objects below roof inhibiting wind flow (>50% blockage).
3. For values of θ other than those shown, linear interpolation is permitted.
4. Plus and minus signs signify pressures acting towards and away from the top roof surface, respectively.
5. Components and cladding elements shall be designed for positive and negative pressure coefficients shown.
6. Notation:
   a : 10% of least horizontal dimension or 0.4h, whichever is smaller but not less than 4% of least horizontal dimension or 3 ft. (0.9 m).
   h : mean roof height, ft. (m)
   L : horizontal dimension of building, measured in along wind direction, ft. (m)
   θ : angle of plane of roof from horizontal, degrees

INDEX

GENERAL CONDITIONS
A100 GENERAL NOTES & SCHEDULES

ARCHITECTURAL PLANS
A101 PLAN VIEW, SECTIONS/DETAILS & ELEVATION
A102 TYPICAL SLAB PLAN VIEW & SECTIONS
A103 ALTERNATE SLAB PLAN VIEW & SECTIONS

FASTENER SCHEDULE

BOLT SIZE	LENGTH	WASHERS	QUANTITY	REMARKS
1/2"Ø	8-1/2"	YES	AS REQ'D	STEEL PLATE TO CONCRETE FOOTING
1"Ø	2"	YES	AS REQ'D	BEAMS TO COLUMN CONNECTION

COMPONENT SCHEDULE - FOR BAY SPACING UP TO 10'-0"

ITEM	THICKNESS	SIZE	MAX LENGTH	FASTENERS	REMARKS
COL. 1	1/8"	4" X 4"	11'-0"	SHOP WELD STEEL BASE	
COL. 2	1/8"	4" X 4"	11'-0"	SHOP WELD STEEL BASE	
BM-1	1/8"	4" X 4"	10'-0"	1" DIA. X 2" (2) REQUIRED	FRONT & REAR BEAM
BM-2	1/8"	4" X 4"	10'-0"	1" DIA. X 2" (2) REQUIRED	CENTER CROSS BEAM
BM-3	1/8"	4" X 4"	9'-0"	1" DIA. X 2" (2) REQUIRED	
BM-3	1/8"	4" X 4"	10'-0"	1" DIA. X 2" (2) REQUIRED	
BM-4	1/8"	4" X 4"	7'-0"	1" DIA. X 2" (2) REQUIRED	
BM-4	1/8"	4" X 4"	8'-0"	1" DIA. X 2" (2) REQUIRED	
BM-4	3/16"	4" X 4"	9'-0"	1" DIA. X 2" (2) REQUIRED	
BM-4	1/4"	4" X 4"	10'-0"	1" DIA. X 2" (2) REQUIRED	
BASE PLATE	5/8"	10" X 10"	N/A	(4)-1/2"Ø X 8-1/2" WEDGE ANCHORS	ANCHOR TO CONCRETE FOOTING
F1 SQUARE	22"	24" X 24"	N/A	SEE BASE PLATE ON SHT A101	(4) #5Ø ST REINF. RODS EA. WAY
F2 SQUARE	22"	32" X 32"	N/A	SEE BASE PLATE ON SHT A101	(4) #5Ø ST REINF. RODS EA. WAY TOP & BOTTOM
F1 ROUND	16"	36" DIA.	N/A	SEE BASE PLATE ON SHT A101	(4) #5Ø ST REINF. RODS EA. WAY
F2 ROUND	36"	36" DIA.	N/A	SEE BASE PLATE ON SHT A101	(4) #5Ø ST REINF. RODS EA. WAY TOP & BOTTOM

NOTES:

1. **SEE DETAILS FOR ATTACHMENT OF EACH SHOP WELDED BEAM CONNECTION.**
2. **FOUNDATION AND REINFORCING SIZES ARE SUGGESTIONS ONLY. CONTRACTOR MUST VERIFY WITH LOCAL BUILDING CODE REQUIREMENTS PRIOR TO CONSTRUCTION.**
3. **IF T1-11 OR PLYWOOD SHEATHING IS USED; USE ROOF FASTENERS #12 X 1-1/2" - 4" O.C. HWH SD METAL SCREWS W/ SEALING WASHERS**
4. **NOTE: RECOMMEND A MINIMUM OF 12" FROM CENTER OF BASE PLATE TO EDGE OF SLAB ON ALL SIDES**

CONCRETE NOTES:

1. FOOTINGS SHALL BEAR UPON UNDISTURBED TREATED SOIL OR SOIL COMPACTED TO AT LEAST 95% OF STANDARD PROCTOR MAXIMUM DRY DENSITY (ASTM D1557) FOR DEPTH OF AT LEAST THREE (3) FEET BELOW THE BOTTOM OF THE FOOTING.

2. REINFORCING STEEL SHALL BE ASTM-A-615 GRADE 60 DEFORMED NEW BULLIT STEEL CONFORMING TO ACI-360, ACI-301, ACI-315, ACI-318 AND CRSI MANUAL OF STANDARD PRACTICE LATEST EDITIONS. MINIMUM LAP SPLICE SHALL BE 48 BAR DIAMETERS UNLESS NOTED OTHERWISE.

3. ALL CONTINUOUS VERTICAL AND HORIZONTAL REINFORCING STEEL IN FOOTINGS. SHALL BE SPLICED A MINIMUM OF 48 BAR DIAMETERS OR 30" WHICHEVER IS GREATER.

4. CONCRETE COVER OF REINFORCING STEEL SHALL BE AS FOLLOWS:
   A. FOOTINGS: 3" BOTTOM AND SIDES, 2" TOP
   B. BEAMS: 1-1/2" BOTTOM, SIDES AND TOP
   C. COLUMNS: 1-1/2"
   D. SLABS ON GRADE" 2" BOTTOM, 1" TOP.
   E. OTHERS: PER ACTUAL

5. FOUNDATION: 3,500 PSI @ 28 DAYS, TYPE II CONCRETE, 6 BAG. (MIN.) STONE FILL.

6. FLOOR SLAB: 3,500 PSI @ 28 DAYS (4" THICK CONCRETE ON 6 MIL POLYETHYLENE VAPOR BARRIER ON 4" STONE FILL) MAX SLUMP = 5", TYPE II CONCRETE 6 BAG. (A) PROVIDE CUT JOINTS @ 100 SQ. FT. MAX IN SLABS

7. ALL CONCRETE SLABS ON GRADE SHALL BE THE THICKNESS INDICATED ON THE DRAWINGS, OVER A 6 MIL POLYETHYLENE VAPOR BARRIER. SUCH SLABS SHALL BE REINFORCED WITH 6X6 - W2.9/W2.9 WWM LAPPED 8" AT EDGES AND ENDS OR FIBER MESH REINFORCING.

8. FILL UNDER CONCRETE SLAB WITH 4" (MIN.) FREE DRAINING AGGREGATE STONE FILL OVER COMPACTED SUB GRADE. FILL SHALL BE COMPACTED TO A DENSITY OF AT LEAST 95% OF STANDARD PROCTOR MAXIMUM DRY DENSITY (ASTM D1557.)

9. WELDED WIRE MESH SHALL CONFORM TO ASTM-A-185, FREE FROM OIL, SCALE AND RUST AND PLACED IN ACCORDANCE WITH THE TYPICAL PLACE DETAILS OF ACI STANDARDS AND SPECIFICATIONS MINIMUM LAP SHALL BE ONE SPACE PLUS TWO (2) INCHES OR FIBERMESH.

10. ALL TRANSITIONS BETWEEN NEW AND EXISTING CONCRETE SHALL HAVE 1/2" REFLEX RUBBER EXPANSION JOINTS OR EQUAL.

SPECIFICATIONS:

STEEL DUGOUT FRAME:

1. HOLLOW STRUCTURAL SECTIONS (HSS) STEEL FRAMING SHALL BE FABRICATED FROM STEEL CONFORMING WITH ASTM A 500, GR. B.
Fy = 46ksi

2. STEEL PLATES SHALL CONFORM WITH ASTM A36. Fy = 36ksi

3. FRAMES, BASE, AND WELDS ARE FABRICATED AND POWDER COATED AT THE FACTORY. NO WELDING IS DONE IN THE FIELD.

4. STEEL FRAME MEMBERS SHALL BE BLASTED TO NEAR WHITE METAL, CLEANED WITH AN 8-STAGE PRETREATMENT SYSTEM, AND ZINC RICH PRIMER COATED PRIOR TO THE FINISHED POWDER COAT PROCESS. POWDER COAT FINISH SHALL BE TGIC ELECTROSTATICALLY APPLIED POLYESTER POWDER.

5. FASTENERS SHALL BE 1" DIAMETER GRADE 5 BOLTS WITH FLAT WASHERS AND LOCKNUTS. BOLTS MEET ASME B18.2.1 WITH A MINIMUM TENSILE STRENGTH OF 120,000 PSI. ALL FASTENERS SHALL BE CONCEALED INSIDE THE TUBING.

6.ANCHORS SHALL BE 1/2" DIAMETER X 8-1/2" ZINC PLATED CONCRETE WEDGE ANCHORS.

7. OVERALL DIMENSIONS "SEE ATTACHED DRAWING"

METAL ROOF PANELS:

GAUGE: ROOFING SHALL BE PRECUT 26 GA. MULTI RIB METAL ROOF PANEL UNLESS OTHERWISE NOTED

FASTENERS: FASTENERS SHALL BE COLOR MATCHED TO METAL ROOF COLOR AS SELECTED BY OWNER AND AS INDICATED ON PRODUCT APPROVAL

WARRANTY:

DUGOUTS SHALL BE GUARANTEED AGAINST DEFECTS IN WORKMANSHIP OR MATERIAL FOR A PERIOD OF ONE YEAR FROM DATE OF INVOICE BY MANUFACTURER.

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NOTE:
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JOSEPH A. RISPOLI
AR95439
REGISTERED ARCHITECT

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Date: 2024.10.11 10:16:09 -04'00'

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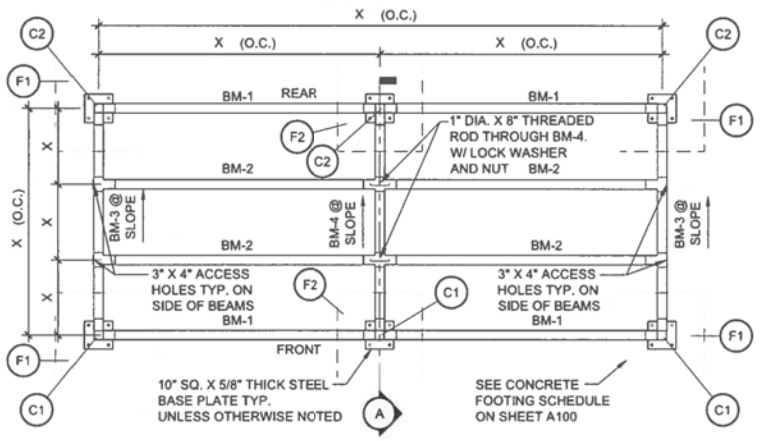
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PROJECT ADDRESS: _____

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RAA	2439
CHECKED	DATE
RAA	10-03-24

A100
SHEET NO.

ITEM: 8



COLUMN & BEAM PLAN

SCALE: 1/2" = 1'-0"



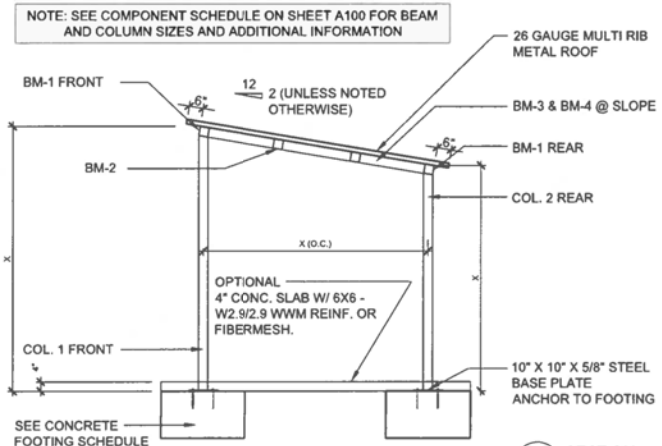
TYPICAL EDGE TRIM DETAIL

SCALE: NTS

OPTIONAL EDGE TRIM DETAIL

SCALE: NTS

NOTE: SEE COMPONENT SCHEDULE ON SHEET A100 FOR BEAM AND COLUMN SIZES AND ADDITIONAL INFORMATION



A SECTION

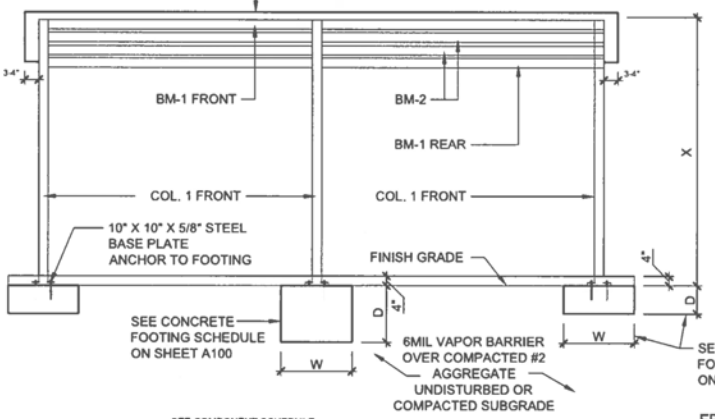
SCALE: 1/2" = 1'-0"

NOTES:

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2. FOUNDATION AND REINFORCING SIZES ARE SUGGESTIONS ONLY. CONTRACTOR MUST VERIFY WITH LOCAL BUILDING CODE REQUIREMENTS PRIOR TO CONSTRUCTION.
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4. NOTE: RECOMMEND A MINIMUM OF 12" FROM CENTER OF BASE PLATE TO EDGE OF SLAB ON ALL SIDES

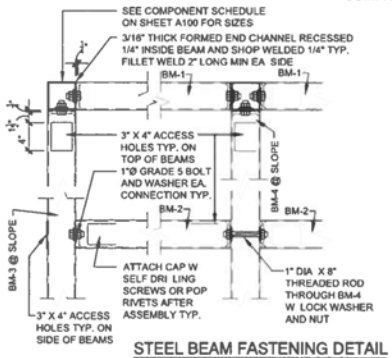
* NORTHERN CLIMATE DUGOUTS REQUIRE AN ADDITIONAL BM-2 FOR OVER 6'-0" DEPTH OR GREATER

X = AS PER SELECTED MODEL - REFERENCE COVER SHEET COMPONENT SCHEDULE AND VERIFY WITH SITE AND LOCAL CODE REQUIREMENTS.



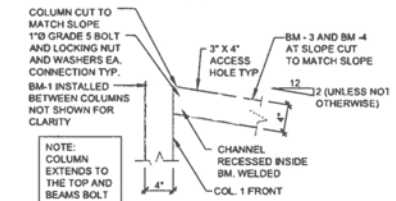
FRONT ELEVATION

SCALE: 1/2" = 1'-0"



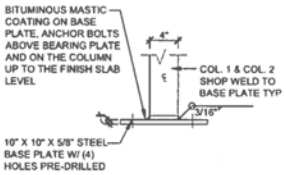
STEEL BEAM FASTENING DETAIL

SCALE: 1-1/2" = 1'-0"



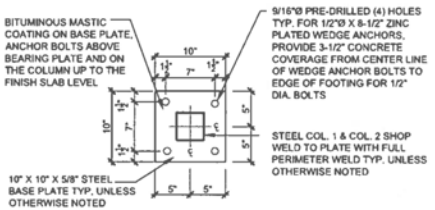
BEAM TO COLUMN CONNECTION DETAIL

SCALE: 1-1/2" = 1'-0"



BASE PLATE DETAIL SIDE VIEW

SCALE: 1-1/2" = 1'-0"



BASE PLATE DETAIL PLAN VIEW

SCALE: 1-1/2" = 1'-0"

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NOTE: REFER TO MODEL # ABOVE AND SEE ATTACHED CORRESPONDING DRAWING FOR ACTUAL DUGOUT FRAME DETAILS AND DIMENSIONS

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Date: 2024.10.11 10:16:38 -04'00'

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PROJECT ADDRESS: _____

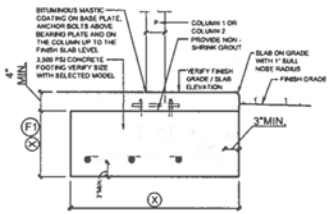
100% CONSTRUCTION DOCUMENTS

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CHECKED	DATE
RAA	10-03-24

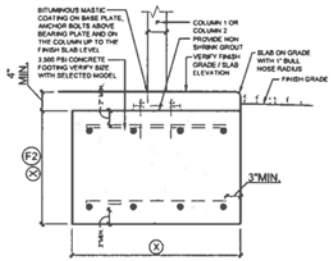
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SHEET NO.

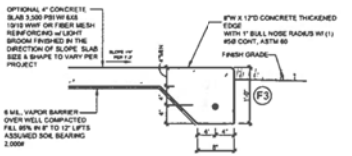
ITEM: 8



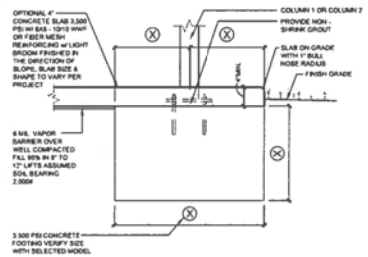
1 SQUARE COLUMN FOOTING AND SLAB SECTION
SCALE: 1" = 1'-0



2 SQUARE COLUMN FOOTING AND SLAB SECTION
SCALE: 1" = 1'-0"



3 THICKENED SLAB EDGE BETWEEN FOOTINGS
SCALE: 1" = 1'-0"

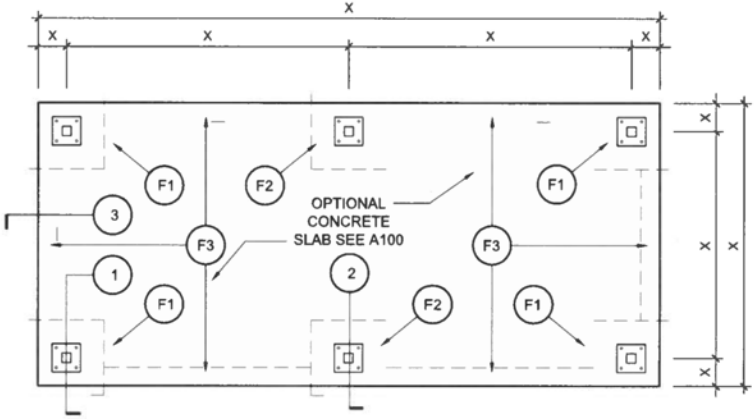


4 SLAB OVER FOOTING DETAIL
SCALE: NTS

NOTES:

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SQUARE COLUMN SLAB PLAN VIEW
SCALE: 1/2" = 1'-0"

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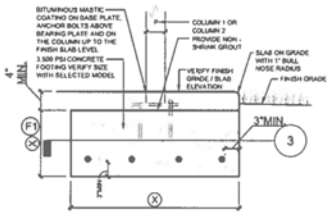
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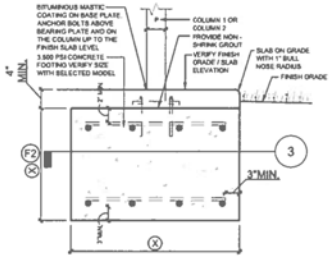
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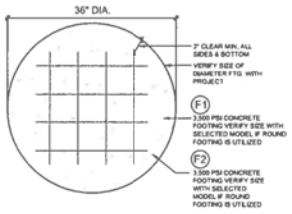
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SHEET NO.



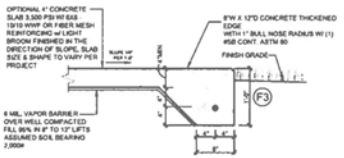
1 ROUND COLUMN FOOTING AND SLAB SECTION
SCALE: 1" = 1'-0"



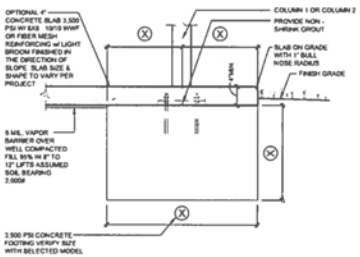
2 ROUND COLUMN FOOTING AND SLAB SECTION
SCALE: 1" = 1'-0"



3 ROUND COLUMN FOOTING AND SLAB SECTION
SCALE: 1" = 1'-0"



4 THICKENED SLAB EDGE BETWEEN FOOTINGS
SCALE: 1" = 1'-0"

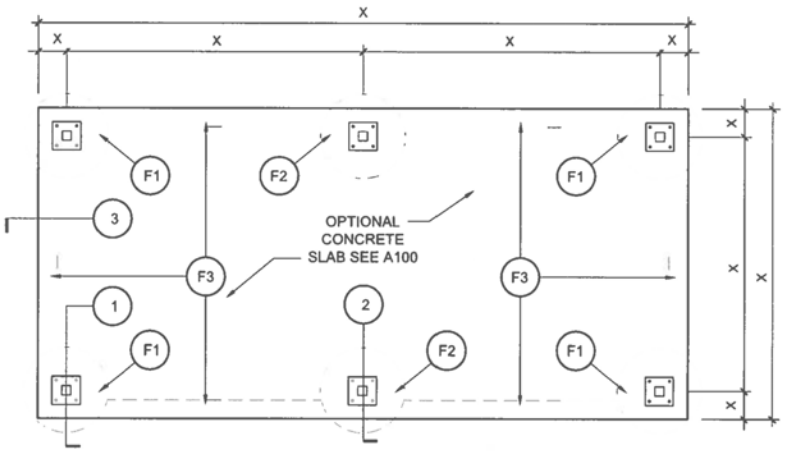


5 SLAB OVER FOOTING DETAIL
SCALE: NTS

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SQUARE COLUMN SLAB PLAN VIEW
SCALE: 1/2" = 1'-0"

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AR95439
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(352) 620-0909 WWW.RISPOLIARCHITECT.COM
JOE@RISPOLIARCHITECT.COM

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PROJECT ADDRESS: _____

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RAA	2439
CHECKED	DATE
RAA	10-03-24

A103
SHEET NO.

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

The Whayland Company, LLC

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☑ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) C

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

5 Address (number, street, and apt. or suite no.). See instructions.

100 W 10th Street

Requester's name and address (optional)

6 City, state, and ZIP code

Laurel, DE 19956

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			-			-				

or

Employer identification number

4	6	-	1	7	8	3	7	4	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here **Signature of U.S. person** Steven Hentschel (Jan 12, 2026 12:03:23 EST) **Date** 1/12/2026

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

90 County

State of Maryland
License

22472418

22591838

THE WHAYLAND COMPANY LLC
ATTN STEVE
100 WEST 10TH STREET
LAUREL DE 19956

THE WHAYLAND COMPANY LLC
100 WEST 10TH STREET
LAUREL DE 19956

26

Business License Printed Online

Print Number: 1

CODE	UNIT	TYPE OF LICENSE	NO OF LIC	COST
66	015	OUT-OF-STATE CONTRACTOR (NOT FOR HOME IMPROVEMENT)	1	15.00

DATE OF ISSUE
MO DAY YR
03/31/2026

MONTHS PAID
12

ISSUING FEES	2.00		
TOTAL	17.00		AMOUNT PAID 17.00

THIS LICENSE MUST BE PUBLICLY DISPLAYED
AND EXPIRES ON **APRIL 30, 2027**

ISSUED BY
James B. McAllister, Clerk of Circuit Court
P.O. BOX 198
SALISBURY, MARYLAND 21803-0198 (410)543-1427

LWE

A valid Business License shall be printed in color.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/12/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Avery W. Hall Insurance Agency, LLC 308 E. Main Street Salisbury MD 21801 License#: 104	CONTACT NAME: Laura Ratcliff PHONE (A/C, No, Ext): 410-742-5111 FAX (A/C, No): 410-742-5182 E-MAIL ADDRESS: lratcliff@averyhall.com
INSURED The Whayland Co. LLC 100 West Tenth Street Laurel DE 19956 WHAYCOL-01	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Valley Forge Insurance Co — 20508 INSURER B : Natl Fire Ins Co of Hartford — 20478 INSURER C : Continental Casualty Company — 20443 INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 746086967 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY			7036581896	2/12/2026	2/12/2027	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 15,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 3,000,000
	POLICY X PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 3,000,000
	OTHER:							$
B	AUTOMOBILE LIABILITY			7036581879	2/12/2026	2/12/2027	COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
C	X UMBRELLA LIAB X OCCUR			7036581882	2/12/2026	2/12/2027	EACH OCCURRENCE	$ 5,000,000
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$ 5,000,000
	DED X RETENTION $ 10,000							$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N			7036581901	2/12/2026	2/12/2027	X PER STATUTE OTH-ER	
	ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N/A (Mandatory in NH)						E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Laura Ratcliff

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Preview

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

Weston Young
Chief Administrative Officer

Edward Welch
Procurement Officer

CONTRACT

THIS CONTRACT, made on **September 1, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and insert **The Whayland Company, LLC** ("Successful Vendor").

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

1. Successful Vendor will commence and complete the:
   John Walter Smith (JWS Park – Dugout Replacement Project.
2. Successful Vendor will furnish all the materials, supplies, tools, equipment, labor, and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of **$173,900.00** **(One Hundred Seventy-Three Thousand Nine Hundred Dollars and zero cents)** as shown on the Form of Bid.
5. The term 'Contract Documents' means and includes the following:
   a. This Contract
   b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
   c. Advertisement
   d. Section I: Introduction
   e. Section II: General Information
   f. Section III: General Conditions
   g. Section IV: Bid Specifications
   h. Form of Bid
   i. References
   j. Exceptions
   k. Individual Principal
   l. Vendor's Affidavit of Qualification to Bid

m. Non-Collusive Affidavit
n. Addenda
o. Successful Vendor's Completed Bid Documents
p. Notice of Award and/ or Notice to Proceed

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

IN WITNESS WHEREOF, the parties hereto have executed or caused 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.

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

_____
Theodore J. Elder
President
Date:

CONTRACTOR:

_____

_____
By:
Title:
Date:

WORCESTER COUNTY HEALTH DEPARTMENT
Main Office: 6040 Public Landing Rd. | P.O. Box 249 | Snow Hill, MD. 21863-0249 | 410-632-1100
REBECCA L. JONES, RN, BSN, MSN | HEALTH OFFICER

MEMORANDUM

Date: August 18, 2026

To: Weston Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
Edward Welch, Procurement Officer
Office of Worcester County Commissioners

From: Rebecca Jones, RN, BSN, MSN, Health Officer

Subject: FY27 Request to use State Procurement for Vehicle Purchase

The Worcester County Health Department respectfully requests approval to utilize State Procurement for the purchase of a vehicle for our fleet.

The vehicle purchase was approved as part of the FY2027 budget under GL Account **100.1301.200.9010.010**, with an approved budget amount of **$30,000**. The current State Contract price for the vehicle is **$28,444**, which is within the approved budget.

BPO #:001B4600253 Chevy Equinox.

We respectfully request approval to proceed with the purchase utilizing State Procurement.

BLANKET PURCHASE ORDER

STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B4600253 **PRINT DATE:** 02/12/26 **PAGE:** 01

SHIP TO:

AS SPECIFIED ON INDIVIDUAL ORDERS

VENDOR ID:
SPORT CHEVROLET CO INC
3101 AUTOMOBILE BLVD

SILVER SPRING, MD 20904-4999
(301)890-6000 EXT 204

REFER QUESTIONS TO:

TIERRA ALI-SAID
(410)767-0788
TIERRA.ALI-SAID1@MARYLAND.GOV

ITB:	**EXPR DATE:** 10/01/26 **POST DATE:** 03/05/24	**DISCOUNT TERMS:** . NET 30 DAY **CONTRACT AMOUNT:** .00

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

****

MARYLAND STATEWIDE CONTRACT
FOR
2023 VANS & SUVS
VEHICLE TYPES: 9, 13, 17 & 18

****

AMENDMENT# 1: PRICE INCREASE TO LINES 1, 2, 4 & 11

ONLY ONE (1) OPTION IS AVAILABLE, AND THIS IS THE FIRST AND FINAL OPTION.

05/20/24 THROUGH 05/20/25, WITH THE SAME CONTRACT TERMS, CONDITIONS, PROVISIONS AND PRICE.

MODIFICATION TO EXTEND THE CURRENT CONTRACT THROUGH 03/31/26.

MODIFICATION TO ADJUST PRICING ON LINES 002, 004, & 011, ONLY; THE PRICE ADJUSTMENT WILL BE EFFECTIVE AFTER 9/23/2025.

MODIFICATION TO EXTEND THE CURRENT CONTRACT UNTIL 10/1/2026 OR UNTIL THE MANUFACTURER'S CUTOFF DATE.
VENDOR CONTACT: TONY RHODES

VENDOR PHONE: 301-674-8206 (C) / 240-560-5375 (O)

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER
STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B4600253 **PRINT DATE:** 02/12/26 **PAGE:** 02

TERMS (cont'd):

VENDOR FAX: 301-234-6337

VENDOR EMAIL: OPERATIONS@SPORTAUTOMOTIVE.COM

TERM OF CONTRACT: MAY 20, 2023 - MAY 20, 2024
OPTION: MAY 20, 2024 - MAY 20, 2025

CONTRACT PERIOD: ONE (1) YEAR FROM DATE OF AWARD OR UNTIL PRODUCTION IS CUT OFF BY THE MANUFACTURER (WHICHEVER COMES FIRST). WITH ONE RENEWAL OPTION. SUCCESSFUL VENDOR MUST NOTIFY THE PROCUREMENT OFFICER FOR THE STATE OF MARYLAND, DEPARTMENT OF GENERAL SERVICES REGARDING PRODUCTION CUT-OFF DATES AS SOON AS THE DEALERSHIP IS NOTIFIED BY THE MANUFACTURER.

AT TIME OF DELIVERY FROM DEALER, EACH VEHICLE SHALL CONTAIN A MINIMUM OF FIVE (5) GALLONS OF GASOLINE.

DEALER MUST POSSESS A VALID STATE OF MARYLAND MOTOR VEHICLE ADMINISTRATION (MVA) DEALER'S LICENSE. DEALER MUST ALSO POSSESS A VALID STATE OF MARYLAND MOTOR VEHICLE ADMINISTRATION SALESMAN'S LICENSE. A COPY OF THE AFOREMENTIONED LICENSES MUST BE PROVIDED UPON REQUEST.

VEHICLE MUST BE DELIVERED WITH A CERTIFICATE OF ORIGIN.

DEALER WILL BE REQUIRED UPON DELIVERY TO SUBMIT A CERTIFICATE SHOWING THAT THE VEHICLE WAS SERVICED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED NEW MOTOR VEHICLE PREPARATION CHECK SHEET. THIS CERTIFICATION IS TO BE SIGNED BY THE PERSON WHO SERVICED THE VEHICLE, AS WELL AS THE OWNER AND/OR DESIGNATED REPRESENTATIVE OF MANAGEMENT. OF MANAGEMENT.

THERE IS TO BE NO DEALER IDENTIFICATION ATTACHED TO THE NEW VEHICLE.

TIRES: TIRES RECALLED BY ANY MANUFACTURER WILL NOT BE ACCEPTED. IF A MODEL TIRE IS RECALLED BETWEEN CONTRACT AWARD AND VEHICLE DELIVERY, IT WILL BE THE RESPONSIBILITY OF THE DEALER TO REPLACE ANY SUCH TIRES PRIOR TO DELIVERY OF THE VEHICLE

THERE SHALL BE ZERO (-0-) DEDUCTIBLE ON THE WARRANTY.

STANDARD AND/OR EXTENDED WARRANTY PAPERS MUST BE GIVEN AT TIME OF VEHICLE DELIVERY.

ANY REDUCTION OF PRICES DURING THE PERIOD OF THIS CONTRACT SHALL BE

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER
STATE OF MARYLAND

TERMS (cont'd):

PASSED ON TO THE STATE OF MARYLAND.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, RECYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

PROCESSING FEE
1.
CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.

B. THE ELECTRONIC TRANSACTION FEE SHALL BE SUBMITTED TO THE OFFICE OF STATE PROCUREMENT:

FISCAL SERVICES DIVISION, 301
W. PRESTON STREET, ROOM 1309
BALTIMORE, MD, 21201

NO LATER THAN FORTY-FIVE (45) CALENDAR DAYS AFTER THE END OF EACH REPORTING PERIOD ALONG WITH MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERION OF THE MONTHLY USAGE REPORT SHALL BE EMAILED TO DGS.STATEWIDECONTRACTSUSAGEREPORT@MARYLAND.GOV.

C. FAILURE TO REMIT TRANSACTION FEES IN A TIMELY MANNER OR REMITTANCE FEES INCONSISTANT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, THIRD PARTY ANALYSIS OF ALL CONTRACT ACTIVITY.

D. PRIOR TO AWARD, CONTRACTORS WILL BE ASKED TO CONFIRM IN WRITING THAT THEIR UNIT PRICES INCLUDE THE ONE PERCENT (1%) ELECTRONIC FEE.

PURCHASES BY OTHER ENTITIES - INDEFINITE QUANTITY CONTRACTS:
THIS PROVISION APPLIES TO INDEFINITE QUANTITY CONTRACTS.
PURSUANT TO THE STATE FINANCE AND PROCUREMENT ARTICLE, SECTION 13-110 OF THE ANNOTATED CODE OF MARYLAND, EXCEPT FOR ENTITIES DESCRIBED IN (6)(A) THE FOLLOWING ENTITIES MAY PURCHASE MATERIALS, SUPPLIES, AND EQUIPMENT UNDER THIS CONTRACT:

(1)A COUNTY OR BALTIMORE CITY;
(2)A MUNICIPAL CORPORATION;
(3)A GOVERNMENTAL AGENCY IN THE STATE;
(4)A PUBLIC OR QUASI-PUBLIC AGENCY THAT:

*** CONTINUED, NEXT PAGE ***

BLANKET PURCHASE ORDER
STATE OF MARYLAND

TERMS (cont'd):

(I) RECEIVES STATE MONEY; AND
(II) IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE;
(5) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL THAT:
(I) EITHER HAS BEEN ISSUED A CERTIFICATE OF APPROVAL FROM THE STATE BOARD OF EDUCATION OR IS ACCREDITED BY THE ASSOCIATION OF INDEPENDENT SCHOOLS; AND
(II) IS EXEMPT FROM TAXATION UNDER SECTION 501(C)(3) OF THE INTERNAL REVENUE CODE; OR
(6) A NON-PUBLIC INSTITUTION OF HIGHER EDUCATION UNDER SECTION 17-106 OF THE EDUCATION ARTICLE.
(B) A PRIVATE ELEMENTARY OR SECONDARY SCHOOL OR A NONPUBLIC INSTITUTIONOF HIGHER EDUCATION MAY NOT PURCHASE RELIGIOUS MATERIALS UNDER THIS CONTRACT.
(B) THE RIGHT TO PURCHASE UNDER THIS SECTION SHALL BE IN ADDITION TO, BUT NOT IN SUBSTITUTION FOR, THE APPLICABLE PURCHASING POWER GRANTED GRANTED TO ANY OF THE LISTED ENTITIES PURSUANT TO ANY STATUTORY OR CHARTER PROVISION.
(7) ANOTHER STATE OR AN AGENCY OR OTHER INSTRUMENTALITY OF ANOTHER STATE.

ALL PURCHASES UNDER THIS CONTRACT BY ANY SUCH ENTITY WHICH IS NOT A UNIT OR AGENCY OF THE STATE OF MARYLAND FOR WHICH THE STATE OF MARYLAND MAY BE HELD LIABLE IN CONTRACT (1) SHALL CONSTITUTE A PURCHASE OR CONTRACT BETWEEN THE CONTRACTOR AND THAT ENTITY ONLY; (2) SHALL NOT CONSTITUTE A PURCHASE OR CONTRACT OF THE STATE OF MARYLAND; (3) SHALL NOT BE BINDING OR ENFORCEABLE AGAINST THE STATE OF MARYLAND OR ANY OF ITS UNITS OR AGENCIES; AND MAY BE SUBJECT TO OTHER TERMS AND CONDITIONS AGREED TO BY THE CONTRACTOR AND THE PURCHASER.

CONTRACTOR BEARS THE RISK OF DETERMINING WHETHER OR NOT ANY ENTITY FROM WHICH THE CONTRACTOR RECEIVES AN ORDER UNDER THE CONTRACT IS A UNIT OR AGENCY OF THE STATE OF MARYLAND SUCH THAT THE CONTRACT MAY BE ENFORCED AGAINST THE STATE OF MARYLAND.

THE DEPARTMENT OF GENERAL SERVICES' "TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER $50,000" AND ALL SPECIFICATIONS, TERMS AND CONDITIONS OF SOLICITATION # BPM031735/001IT821341 INCORPORATED HEREIN BY REFERENCE.

BLANKET PURCHASE ORDER

STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B4600253 **PRINT DATE:** 02/12/26 **PAGE:** 05

LINE #	STATE ITEM ID	U/M	UNIT COST
0001	07006	EA	28,444.0000

AUTOMOBILES AND STATION WAGONS

TYPE 9 COMPACT UTILITY VEHICLE, AWD OR 4X4
MAKE & MODEL: CHEVROLET EQUINOX 1XX26

0002	07006	EA	43,610.0000

AUTOMOBILES AND STATION WAGONS

TYPE 13 FULL SIZE VAN/WAGON, TWELVE (12) PASSENGER
MAKE & MODEL: CHEVROLET 2500 PASSENGER VAN CG23406

0003	07006	EA	349.0000

AUTOMOBILES AND STATION WAGONS

TYPE 13 OPTION: SLIDING DOORS

0004	07006	EA	37,773.0000

AUTOMOBILES AND STATION WAGONS

TYPE 17 FULL SIZE 3/4 TON CARGO VAN/WAGON
MAKE & MODEL: CHEVROLET 2500 CARGO VAN CG23405

0005	07006	EA	1,988.0000

AUTOMOBILES AND STATION WAGONS

TYPE 17 OPTION: LONG WHEEL BASE OF 148"

BLANKET PURCHASE ORDER

STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B4600253 **PRINT DATE:** 02/12/26 **PAGE:** 06

LINE #	STATE ITEM ID	U/M	UNIT COST
0006	07006	EA	1,145.0000

AUTOMOBILES AND STATION WAGONS

TYPE 17 OPTION: REAR AIR CONDITIONING/HEAT

0007	07006	EA	120.0000

AUTOMOBILES AND STATION WAGONS

TYPE 17 OPTION: REAR GLASS

0008	07006	EA	250.0000

AUTOMOBILES AND STATION WAGONS

TYPE 17 OPTION: SIDE DOOR AND REAR GLASS

0009	07006	EA	783.0000

AUTOMOBILES AND STATION WAGONS

TYPE 17 OPTION: FACTORY TINTED GLASS ALL AROUND

0010	07006	EA	380.0000

AUTOMOBILES AND STATION WAGONS

TYPE 17 OPTION: TOW PACKAGE

BLANKET PURCHASE ORDER

STATE OF MARYLAND

********** STATE OF MARYLAND **********

BPO NO: 001B4600253 **PRINT DATE:** 02/12/26 **PAGE:** 07

LINE #	STATE ITEM ID	U/M	UNIT COST
0011	07006	EA	44,442.0000

AUTOMOBILES AND STATION WAGONS

TYPE 18 FULL SIZE ONE (1) TON CARGO VAN/WAGON
MAKE & MODEL: CHEVROLET 3500 CARGO VAN CG33405

0012	07006	EA	1,145.0000

AUTOMOBILES AND STATION WAGONS

TYPE 18 OPTION: REAR AIR CONDITIONING/HEAT

0013	07006	EA	120.0000

AUTOMOBILES AND STATION WAGONS

TYPE 18 OPTION: REAR GLASS

0014	07006	EA	250.0000

AUTOMOBILES AND STATION WAGONS

TYPE 18 OPTION: SIDE DOOR AND REAR GLASS

0015	07006	EA	380.0000

AUTOMOBILES AND STATION WAGONS

TYPE 18 OPTION: TOW PACKAGE

END OF ITEM LIST

BLANKET PURCHASE ORDER

STATE OF MARYLAND

********** STATE OF MARYLAND **********

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TERMS (cont'd):

******** LAST PAGE ********

AUTHORIZED BY: _____ **DATE:** _____

BUYER AUTHORIZED DESIGNEE

FMIS-5 (4/96)

TEL: 410-632-0686

OFFICE OF THE TREASURER
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
SNOW HILL, MARYLAND
21863

Ondrea Starzhevskiy
Finance Officer

Seth A. Place, CPA
Deputy Finance Officer

TO: Weston Young, P.E., Chief Administrative Officer
FROM: Ondrea Starzhevskiy, Finance Officer Ondrea N. Starzhevskiy
RE: Tax Credit
DATE: August 19, 2026

I would like to request the County Commissioners authorize 100% County tax credits totaling $13,269.28 for the three Ocean City Chamber of Commerce properties attached pursuant to Section 9-325 of the Tax Property Code. Included with this request is a copy of the letter from the Chamber requesting the credit.

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

Ocean City, Maryland
Chamber of Commerce
410-213-0144 info@oceancity.org
oceancity.org 12320 Ocean Gateway, Ocean City, MD 21842

August 17, 2026

Worcester County Board of County Commissioners
Theodore Elder, President
Room 1103 – Government Center
One West Market Street
Snow Hill, Maryland 21863

Dear President Elder:

I would like to request that the Board of County Commissioners grant property tax credits for the Greater Ocean City Chamber of Commerce for account numbers 10-012139, 10-011108, and 10-012147 pursuant to Tax-Property Article §9-325(a)(5) and reissue adjusted bills if necessary. We have not received our bills for this year and request that you forward to us for payment, whatever the outcome of your decision.

If you have any questions or require any additional information, please feel free to contact me at 410-213-0144 x102. Thank you for your assistance in this matter.

Sincerely,

Amy R. Thompson
Executive Director
Greater Ocean City, MD Chamber of Commerce

DETACH AND KEEP THIS PORTION

Worcester County
Office of the Treasurer

Principal Residence or Commercial

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	LEVY PERIOD	LIBER/FOLIO
10011108	2026	07/01/26 - 06/30/27	6234 / 329

MAP	GRID	PARCEL	BILL #	BILL DATE
0026	0006	0392	27847	07/01/26

IF CHECKED CALL (410) 632-0686 EXT. 3
PRIOR YEAR TAXES DUE
TAX SALE

CONSTANT YIELD RATE INFORMATION
COUNTY RATE - CONSTANT YIELD = DIFFERENCE
0

CHARGES	ASSESSMENT	RATE	AMOUNT
State Real Property	327,833	.112000	367.17
County Real Property	327,833	.815000	2,671.84
TOTAL TAXES			3,039.01

PROPERTY DESCRIPTION
LOTS 1 37 38 39 40
S SIDE R-50
PL C LEWIS FARM

OCEAN CITY MARYLAND CHAMBER OF COM

12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

MAKE CHECK PAYABLE TO **WORCESTER COUNTY**
P.O. BOX 64390
BALTIMORE, MD 21264-4390

ENCLOSE THIS PORTION WITH ANNUAL PAYMENT

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE
10011108	2026	27847	07/01/2026

LOTS 1 37 38 39 40
S SIDE R-50
PL C LEWIS FARM

LEVY PERIOD
07/01/26 - 06/30/27

IF CHECKED CALL (410) 632-0686 EXT. 3
PRIOR YEAR TAXES DUE
TAX SALE

IF PAID IN	DISC/INT	PAY THIS AMOUNT
Jul	-13.36	3,025.65
Aug	0.00	3,039.01
Sep	0.00	3,039.01
Oct	15.20	3,054.21
Nov	30.39	3,069.40
Dec	45.59	3,084.60
Jan	75.98	3,114.99
Feb	106.37	3,145.38

MAIL WITH FULL ANNUAL PAYMENT

Payment Enclosed

OCEAN CITY MARYLAND CHAMBER OF COM

12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

0240208202630002784730000302565 7

MAKE CHECK PAYABLE TO **WORCESTER COUNTY**
P.O. BOX 64390
BALTIMORE, MD 21264-4390

ENCLOSE THIS PORTION WITH SECOND SEMI-ANNUAL PAYMENT

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE
10011108	2026	27847	07/01/2026

LOTS 1 37 38 39 40
S SIDE R-50
PL C LEWIS FARM

LEVY PERIOD
07/01/26 - 06/30/27

IF CHECKED CALL (410) 632-0686 EXT. 3
PRIOR YEAR TAXES DUE
TAX SALE

IF PAID IN	DISC/INT	PAY THIS AMOUNT
Jul	-6.68	1,512.82
Aug	0.00	1,519.50
Sep	0.00	1,519.50
Oct	0.00	1,519.50
Nov	0.00	1,519.50
Dec	0.00	1,519.50

MAIL WITH SECOND SEMI-ANNUAL PAYMENT

Payment Enclosed

OCEAN CITY MARYLAND CHAMBER OF COM

12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

0240208202630002784730000151282 1

MAKE CHECK PAYABLE TO **WORCESTER COUNTY**
P.O. BOX 64390
BALTIMORE, MD 21264-4390

ENCLOSE THIS PORTION WITH FIRST SEMI-ANNUAL PAYMENT

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE
10011108	2026	27847	07/01/2026

LOTS 1 37 38 39 40
S SIDE R-50
PL C LEWIS FARM

LEVY PERIOD
07/01/26 - 06/30/27

IF CHECKED CALL (410) 632-0686 EXT. 3
PRIOR YEAR TAXES DUE
TAX SALE

IF PAID IN	DISC/INT	PAY THIS AMOUNT
Jul	-6.68	1,512.83
Aug	0.00	1,519.51
Sep	0.00	1,519.51
Oct	15.20	1,534.71
Nov	30.39	1,549.90
Dec	45.59	1,565.10

MAIL WITH FIRST SEMI-ANNUAL PAYMENT

Payment Enclosed

OCEAN CITY MARYLAND CHAMBER OF COM

12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

0240208202630002784730000151283 9

ITEM: 10

DETACH AND KEEP THIS PORTION

Worcester County
Office of the Treasurer

Principal Residence or Commercial

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	LEVY PERIOD	LIBER/FOLIO
10012147	2026	07/01/26 - 06/30/27	546 / 40

MAP	GRID	PARCEL	BILL #	BILL DATE
0026	0006	0392	27930	07/01/26

IF CHECKED CALL (410) 632-0686 EXT. 3
PRIOR YEAR TAXES DUE
TAX SALE

CONSTANT YIELD RATE INFORMATION
COUNTY RATE - CONSTANT YIELD = DIFFERENCE
0

CHARGES	ASSESSMENT	RATE	AMOUNT
State Real Property	14,367	.112000	16.09
County Real Property	14,367	.815000	117.09
TOTAL TAXES			133.18

PROPERTY DESCRIPTION
PARCEL B 833 SQ FT
LANDS OF OCEAN CITY
CHAM OF COMMERCE PR SUR

OCEAN CITY MD CHAMBER OF
COMMERCE INC THE
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

MAKE CHECK PAYABLE TO **WORCESTER COUNTY**
P.O. BOX 64390
BALTIMORE, MD 21264-4390

ENCLOSE THIS PORTION WITH ANNUAL PAYMENT

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE
10012147	2026	27930	07/01/2026

PARCEL B 833 SQ FT
LANDS OF OCEAN CITY
CHAM OF COMMERCE PR SUR

LEVY PERIOD: 07/01/26 - 06/30/27

IF CHECKED CALL (410) 632-0686 EXT. 3
PRIOR YEAR TAXES DUE
TAX SALE

IF PAID IN	DISC/INT	PAY THIS AMOUNT
Jul	-0.58	132.60
Aug	0.00	133.18
Sep	0.00	133.18
Oct	0.67	133.85
Nov	1.33	134.51
Dec	2.00	135.18
Jan	3.33	136.51
Feb	4.66	137.84

MAIL WITH FULL ANNUAL PAYMENT

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OCEAN CITY MD CHAMBER OF
COMMERCE INC THE
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

0240208202630002793070000132605

MAKE CHECK PAYABLE TO **WORCESTER COUNTY**
P.O. BOX 64390
BALTIMORE, MD 21264-4390

ENCLOSE THIS PORTION WITH SECOND SEMI-ANNUAL PAYMENT

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE
10012147	2026	27930	07/01/2026

PARCEL B 833 SQ FT
LANDS OF OCEAN CITY
CHAM OF COMMERCE PR SUR

LEVY PERIOD: 07/01/26 - 06/30/27

IF CHECKED CALL (410) 632-0686 EXT. 3
PRIOR YEAR TAXES DUE
TAX SALE

IF PAID IN	DISC/INT	PAY THIS AMOUNT
Jul	-0.29	66.29
Aug	0.00	66.58
Sep	0.00	66.58
Oct	0.00	66.58
Nov	0.00	66.58
Dec	0.00	66.58

MAIL WITH SECOND SEMI-ANNUAL PAYMENT

Payment Enclosed

OCEAN CITY MD CHAMBER OF
COMMERCE INC THE
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

0240208202630002793070000066290

MAKE CHECK PAYABLE TO **WORCESTER COUNTY**
P.O. BOX 64390
BALTIMORE, MD 21264-4390

ENCLOSE THIS PORTION WITH FIRST SEMI-ANNUAL PAYMENT

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE
10012147	2026	27930	07/01/2026

PARCEL B 833 SQ FT
LANDS OF OCEAN CITY
CHAM OF COMMERCE PR SUR

LEVY PERIOD: 07/01/26 - 06/30/27

IF CHECKED CALL (410) 632-0686 EXT. 3
PRIOR YEAR TAXES DUE
TAX SALE

IF PAID IN	DISC/INT	PAY THIS AMOUNT
Jul	-0.29	66.31
Aug	0.00	66.60
Sep	0.00	66.60
Oct	0.67	67.27
Nov	1.33	67.93
Dec	2.00	68.60

MAIL WITH FIRST SEMI-ANNUAL PAYMENT

Payment Enclosed

OCEAN CITY MD CHAMBER OF
COMMERCE INC THE
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

0240208202630002793070000066316

DETACH AND KEEP THIS PORTION

Worcester County
Office of the Treasurer

Principal Residence or Commercial

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	LEVY PERIOD	LIBER/FOLIO
10012139	2026	07/01/26 - 06/30/27	3471 / 564

MAP	GRID	PARCEL	BILL #	BILL DATE
0026	0006	0392	27929	07/01/26

IF CHECKED CALL (410) 632-0686 EXT. 3
PRIOR YEAR TAXES DUE
TAX SALE

CONSTANT YIELD RATE INFORMATION
COUNTY RATE - CONSTANT YIELD = DIFFERENCE
0

CHARGES	ASSESSMENT	RATE	AMOUNT
State Real Property	1,285,933	.112000	1,440.24
County Real Property	1,285,933	.815000	10,480.35
TOTAL TAXES			11,920.59

PROPERTY DESCRIPTION
PARCEL A 15965 SQ FT
LANDS OF OCEAN CITY
CHAM OF COMMERCE PR SUR

OCEAN CITY MARYLAND CHAMBER OF
COMMERCE INC
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

MAKE CHECK PAYABLE TO **WORCESTER COUNTY**
P.O. BOX 64390
BALTIMORE, MD 21264-4390

ENCLOSE THIS PORTION WITH ANNUAL PAYMENT

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE
10012139	2026	27929	07/01/2026

PARCEL A 15965 SQ FT
LANDS OF OCEAN CITY
CHAM OF COMMERCE PR SUR

LEVY PERIOD: 07/01/26 - 06/30/27

IF CHECKED CALL (410) 632-0686 EXT. 3
PRIOR YEAR TAXES DUE
TAX SALE

IF PAID IN	DISC/INT	PAY THIS AMOUNT
Jul	-52.40	11,868.19
Aug	0.00	11,920.59
Sep	0.00	11,920.59
Oct	59.60	11,980.19
Nov	119.20	12,039.79
Dec	178.81	12,099.40
Jan	298.01	12,218.60
Feb	417.22	12,337.81

MAIL WITH FULL ANNUAL PAYMENT

Payment Enclosed

OCEAN CITY MARYLAND CHAMBER OF
COMMERCE INC
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

0240208202630002792990001186819 7

MAKE CHECK PAYABLE TO **WORCESTER COUNTY**
P.O. BOX 64390
BALTIMORE, MD 21264-4390

ENCLOSE THIS PORTION WITH SECOND SEMI-ANNUAL PAYMENT

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE
10012139	2026	27929	07/01/2026

PARCEL A 15965 SQ FT
LANDS OF OCEAN CITY
CHAM OF COMMERCE PR SUR

LEVY PERIOD: 07/01/26 - 06/30/27

IF CHECKED CALL (410) 632-0686 EXT. 3
PRIOR YEAR TAXES DUE
TAX SALE

IF PAID IN	DISC/INT	PAY THIS AMOUNT
Jul	-26.20	5,934.09
Aug	0.00	5,960.29
Sep	0.00	5,960.29
Oct	0.00	5,960.29
Nov	0.00	5,960.29
Dec	0.00	5,960.29

MAIL WITH SECOND SEMI-ANNUAL PAYMENT

Payment Enclosed

OCEAN CITY MARYLAND CHAMBER OF
COMMERCE INC
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

0240208202630002792990000593409 6

MAKE CHECK PAYABLE TO **WORCESTER COUNTY**
P.O. BOX 64390
BALTIMORE, MD 21264-4390

ENCLOSE THIS PORTION WITH FIRST SEMI-ANNUAL PAYMENT

(410) 632-0686 Ext. 3
www.co.worcester.md.us

PROPERTY ID	BILL YEAR	BILL #	BILL DATE
10012139	2026	27929	07/01/2026

PARCEL A 15965 SQ FT
LANDS OF OCEAN CITY
CHAM OF COMMERCE PR SUR

LEVY PERIOD: 07/01/26 - 06/30/27

IF CHECKED CALL (410) 632-0686 EXT. 3
PRIOR YEAR TAXES DUE
TAX SALE

IF PAID IN	DISC/INT	PAY THIS AMOUNT
Jul	-26.20	5,934.10
Aug	0.00	5,960.30
Sep	0.00	5,960.30
Oct	59.60	6,019.90
Nov	119.20	6,079.50
Dec	178.81	6,139.11

MAIL WITH FIRST SEMI-ANNUAL PAYMENT

Payment Enclosed

OCEAN CITY MARYLAND CHAMBER OF
COMMERCE INC
12320 OCEAN GATEWAY
OCEAN CITY, MD 21842

0240208202630002792990000593410 4

WORCESTER COUNTY

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

M E M O R A N D U M

TO: Weston S. Young, Chief Administrative Officer
FROM: Jennifer K. Keener, AICP, Director
DATE: August 20, 2026
RE: Proposed Private Lane Names – Brian Keith Lane & Slavin Lane
****

Attached please find a memo from Kelly Henry, GIS Supervisor, Dept of IT, relative to a request that was received for the naming of a currently unnamed private lane/ access easement which serves three existing buildable lots off a currently unnamed service road that leads to Langmaid Road in Newark. We are working with MDOT SHA to name the service road that was developed as part of the US Route 113 dualization project.

The property owners are proposing to name the private lanes “Brian Keith Lane” and “Slavin Lane”. We are requesting your approval of the private road names so that we may assign the addresses to the properties along these lanes, including the proposed new home currently under review for permitting.

If approved, I have taken the liberty of drafting a resolution 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
Chris Shaffer, Director, Dept. of Emergency Services
Kevin Lynch, County Roads Superintendent, DPW
Kelly Henry, GIS Supervisor

RESOLUTION NO. 26-___

**RESOLUTION NAMING PRIVATE LANES
OFF OF LANGMAID ROAD
IN NEWARK AS
BRIAN KEITH LANE & SLAVIN 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 to name two private lanes off of Langmaid Road in Newark which has a pending permit application for a new dwelling on these previously unnamed lanes; and

WHEREAS, the applicant has suggested that Brian Keith Lane and Slavin Lane are an appropriate name which is 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 lanes located on the northeasterly side of Langmaid Road in Newark in the Tenth Tax District of Worcester County, Maryland as shown on Worcester County Tax Map 49, Parcel 157, as Lots 3, 4, and 5 is hereby named **Brian Keith Lane** and **Slavin Lane**, for which signs will be erected by the Roads Division of the Worcester County Department of Public Works.

Section 2. Executed this __ day of ___, 2026. This Resolution shall be effective immediately.

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: Jennifer K. Keener; Director
From: Kelly L. Henry, GIS Supervisor
Date: August 20, 2026
RE: Public Safety Article – Uniform Property Numbering System
Naming of A Private Lane

****

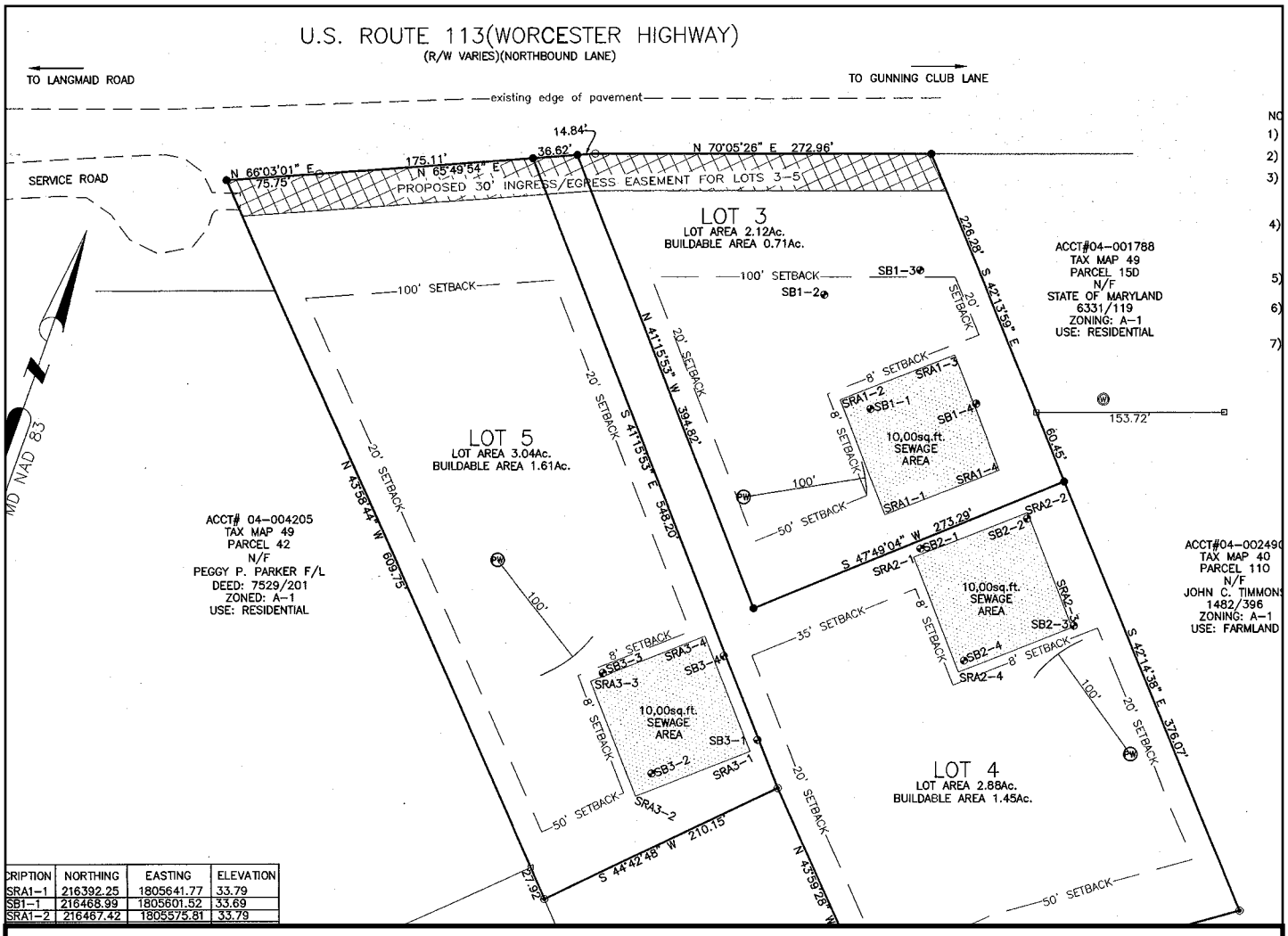
In early August, the Department received a building permit application for lot on a private lane off Langmaid Road. The site plan indicates that the existing private lane will be a shared access easement for Lots 3-5 on Parcel 157, Tax Map 49. All three (3) lots are currently vacant and owned by the same party, Newark Parc, LLC. In accordance with the County's Uniform Property Numbering System "All private lanes which have three or more inhabitable structures, including houses, mobile homes, businesses or other structures, or three or more buildable lots will be named by the County Commissioners. A sign will be erected which is compatible with the public road signs currently in use by the Department of Public Works - Roads Division but of a contrasting color. It will be the responsibility of the Department of Public Works - Roads Division to erect said sign according to its specifications.

Newark Parc LLC, Marc Slavin; has submitted three (3) names for consideration in order of preference: Brian Keith Lane, Slavin Lane or Keith Brian Lane. None of the names are duplicate or in conflict with an existing road name in the County. Since this is a private lane, the street type will be "Lane", not Road. Based on the property owner's preference I recommend Brian Keith Lane and Slavin Lane.

For your reference I have attached the Private Lane Name application, along with an exhibit which features the aerial of the area and subdivision plat noting the common access easement. The aerial shows two (2) private lanes: one being parallel and adjacent to Worcester Highway and the other being perpendicular to the same. As always please do not hesitate to contact me if you need to discuss this matter in greater detail.

Attachments
Cc: Christopher Shaffer, Emergency Services Director
Marc Slavin, Newark Parc LLC
Kevin Lynch, County Roads Superintendent





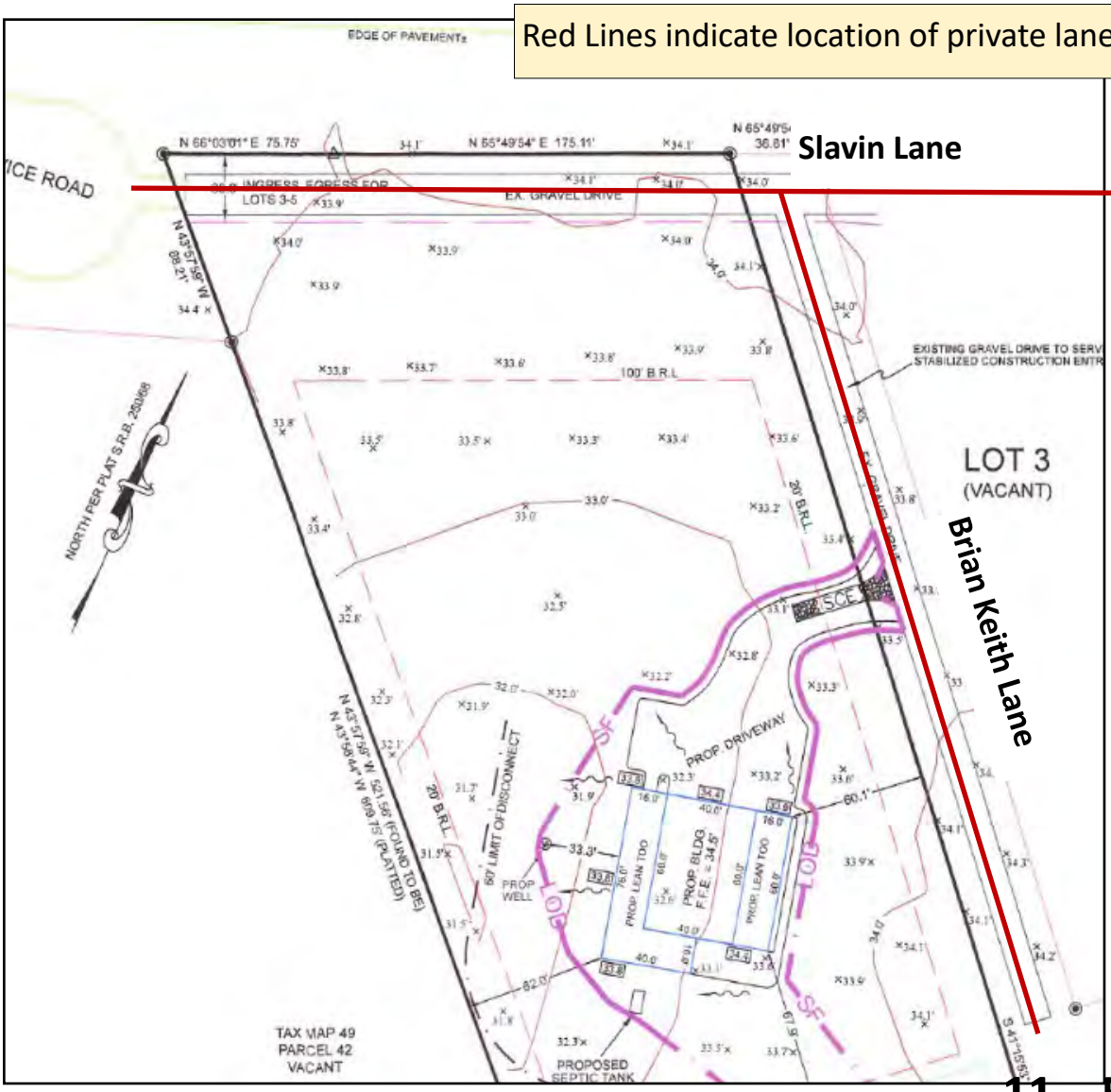
CRIPTION	NORTHING	EASTING	ELEVATION
SRA1-1	216392.25	1805641.77	33.79
SB1-1	216468.99	1805601.52	33.69
SRA1-2	216467.42	1805575.81	33.79

Minor Subdivision of the Lands of Hilton P. Bradford Credit Shelter Trust

Worcester County Land Records: SRB 250 / 68—Recorded September 21, 2021



Red Lines indicate location of private lanes (2).



Worcester County Sheriff's Office

Matthew Crisafulli
Sheriff

Nathaniel Passwaters
Chief Deputy

TO: Mr. Weston Young
Chief Administrative Officer

FROM: Lt. Robert Trautman
Commander - School Resource Division

DATE: August 18, 2026

SUBJECT: School Resource Deputy MOU

The Sheriff's Office and the Board of Education are seeking the renewal of the Memorandum of Understanding (MOU) for the School Resource Deputy Program. Attached you'll find the MOU signed by Sheriff Crisafulli, Superintendent Wallace and School Board President Mr. Farrante.

Should you find everything in order, we are requesting Commissioner Present Elder's signature to execute the agreement for the 2026 – 2027 Worcester County Public Schools session.

We'd appreciate your consideration and adding this item to the next Commissioner's Meeting.

2026-2027

MEMORANDUM OF UNDERSTANDING
SCHOOL RESOURCE DEPUTY (SRD) PROGRAM

THIS MEMORANDUM OF UNDERSTANDING (MOU) is between the Worcester County Board of Education, Worcester County Public Schools, (hereinafter WCPS), Worcester County Sheriff's Office, (hereinafter WCSO) and the Worcester County Commissioners; collectively the "Parties".

WHEREAS the Parties have agreed to work collaboratively to provide a School Resource Deputy program for the benefit of WCPS, its students, staff, parents, and citizens of Worcester County, and in compliance with the Maryland Safe to Learn Act of 2018. NOW, THEREFORE, the Parties agree as follows:

I. MISSION STATEMENT

The School Resource Deputy (SRD) program provides the WCPS with valuable law enforcement resources to ensure the safety and security of students, staff, and visitors in schools and on school premises. The partnership between WCPS and WCSO promotes an environment where education, student and staff well-being are the primary focus every day.

II. INNOVATIVE APPROACHES TO CHANGING SCHOOL ENVIRONMENTS

The experience of SRDs as Deputy Sheriffs, combined with their specialized training focused on working in a school setting, puts them in a unique position to enhance safety and security of WCPS by engaging with students and staff on a regular basis. As sworn law enforcement officers, SRDs serve as mentors for students and a resource for school staff.

The WCPS Student Code of Conduct is the primary means for addressing student conduct, and it is the responsibility of the School Administrator to administratively resolve any violations of the Student Code of Conduct of the WCPS.

The WCSO and its SRD's retain lawful authority to investigate crimes and delinquent acts, effect arrests and employ other alternative interventions for criminal violations and delinquent acts.

III DEFINITIONS

A. WCPS Staff: Any individual(s) working on a full-time, part-time, or contractual basis for the WCPS to contribute to the functioning of its school system. These individuals include but are not limited to administrators, principals, teachers, counselors, nurses, support staff, bus drivers, coaches, and maintenance personnel.

B. School Resource Deputy: A Deputy Sheriff of the Worcester County Sheriff's Office who has received specialized training in school resource duties and has been assigned to those duties by the WCSO. SRD may also include other Deputy Sheriffs of the WCSO who respond to calls for service and become involved in investigations arising out of events at WCPS.

IV. SRD SELECTION & ASSIGNMENT

A. SRDs are employees of the WCSO, and the selection of the SRD's by the Sheriff is a critical aspect of the program. The WCSO shall determine SRD assignments taking into consideration the unique needs of each school. The WCSO shall have sole discretion in the selection and assignment of SRD's and shall attempt, to the extent possible, to select Deputy Sheriffs who have demonstrated the skills necessary to work with youth, school staff and the public.

B. SRDs shall be assigned to all Worcester County public schools while in session and during WCSO approved after-hours school activities and events. In the event an SRD cannot be at his/her assigned school due to vacation, training, illness, etc., reasonable efforts shall be made by the WCSO to staff that school for that day.

C. All SRDs must be certified through the Maryland Center for School Safety (MCSS) training program as required by Maryland law.

V. ROLES & RESPONSIBILITIES

A. School Resource Deputy (SRD)

1. Collaborate with WCPS staff working in WCPS facilities.
2. Facilitate positive interactions with students and staff.
3. Serve as the liaison between the WCSO and students, parents, staff, and the school community.
4. Set a positive example for acceptable behavior by showing respect and consideration of others and modeling methods for handling stressful situations and resolving conflicts.
5. Develop positive, mentoring relationships with students to help reduce the risk of criminal behavior.
6. Serve as a resource for classroom instruction and school activities, e.g., event planning, law enforcement education.
7. Maintain competency in assigned duties by attending training relevant to his/her assignment as an SRD.

8. Engage in proactive law enforcement measures designed to deter and prevent crime and delinquent acts committed by students.
9. Attend meetings with WCPS Staff concerning matters of safety, to include, but not be limited to:
    a. Threat Assessments to include both initial and return to school assessments
    b. Safety Plans
    c. Reports of code of conduct violations per the "required external notifications" as outlined in the WCPS Administrator's Guide to Offense Codes.
    d. Daily Check-Ins
    e. Matter(s) involving referrals to outside services such as Departments of Social Services or Juvenile Services
    f. Matters that have impacted or could potentially impact school and student safety.
10. Participate in the planning process for all large events at the school.
11. Participate in the planning and administration of emergency drills at the school.
12. Respond to health and safety emergencies on school premises.
13. Investigate all crime and delinquent acts occurring on school premises or committed by a student and serve as the main point of contact for calls for law enforcement service that originate from WCPS.
14. Witness unscheduled administrative searches conducted by WCPS staff.
15. Perform searches and seizures only as permitted by Maryland law.
16. Participate in all WCPS threat assessments.
17. Appear in court when notified.
18. Act as an advisor to WCPS staff in matters of safety, violence reduction strategies, legal aspects of student activities and facilities physical security matters.
19. Maintain high visibility by actively patrolling Worcester County public schools.
20. Provide training to WCPS staff on matters of law enforcement and safety.
21. Confer with WCPS staff a minimum of two (2) times per day to share information and discuss any issues that have occurred as described in this memorandum of understanding.

B. WCPS Staff

1. Provide a safe, supportive learning environment where students are encouraged to grow emotionally, socially, and intellectually.
2. Ensure that the WCPS Student Code of Conduct is disseminated to students and parents at the start of every school year.

3. Promptly report to SRD's all crimes, delinquent acts, and violations of the WCPS Code of Conduct as outlined in the WCPS Administrator's Guide to Offense Codes "required external notifications" coming to their attention whether occurring on or away from the school premises.
4. Communicate the role and responsibilities of the SRD to all WCPS staff, and students.
5. Confer with SRD's a minimum of two (2) times per day to share information and discuss any issues that have occurred as described in this memorandum of understanding.
6. As needed, meet with the SRD Supervisor to facilitate communications between WCPS staff and the WCSO.
7. Provide feedback to the SRD Supervisor(s) regarding the SRD's performance.
8. Lead all WCPS threat assessments.
9. Request the presence of an SRD to act as a witness during all unscheduled administrative searches.
10. Provide the SRD with appropriate workspace, furniture, telephone, computer equipment, printer, and location for secure firearms storage at each school, and when possible, in a secure area to maintain confidentiality.
11. Appear in court when notified.
12. Provide statements as requested and cooperate with law enforcement during investigations.

C. SRD Supervisor(s)

1. Assign, schedule, train, supervise, and evaluate SRD performance.
2. Ensure that each SRD completes mandated School Resource Officer training as prescribed by Maryland law.
3. Implement and enforce WCSO policies and procedures.
4. Meet with their SRDs regularly at schools to observe their performance of duty.
5. Ensure that appropriate staffing for each school is provided, when possible, if an assigned SRD is absent.
6. Assist in resolving conflicts between the SRD and WCPS Administration in circumstances where there is disagreement regarding policy, procedures, or terms of this memorandum of understanding.

VI. PERSONNEL COMPLAINTS

A. All complaints concerning SRD job performance shall be directed to the Commander of the WCSO School Resource Division. The WCSO shall investigate all complaints made against an SRD in accordance with WCSO policy and Maryland law.

B. All complaints concerning WCPS staff job performance shall be directed to the WCPS Chief Safety Officer. The WCPS Chief Safety Officer shall investigate all complaints made against WCPS staff in accordance with WCPS policy and Maryland law.

C. All personnel complaints shall be submitted in writing.

VII. STUDENT DATA ACCESS

The Family Education Rights and Privacy Act (FERPA) allows schools to disclose "directory" information as defined in 34 CFR Part 99 without parental consent and allows schools to disclose information without parental consent in cases where it has been determined that disclosing that information is necessary to address health and safety emergencies in accordance with FERPA.

A. WCPS shall provide student information without parental permission and consent to SRD's if:

1. The information is considered "directory information"
2. Access to that information is necessary to protect the health or safety of a student or other person in an emergency situation, or
3. The WCSO presents WCPS with a search warrant, subpoena, or other valid court order requiring the release of student records.

B. WCPS shall NOT make notification to parents/guardians when student information is shared with law enforcement if:

1. Law enforcement determines it necessary to protect children in cases of alleged child abuse or neglect, or
2. When dictated by a judicial order.

VIII. LAW ENFORCEMENT ACCESS TO WCPS SECURITY CAMERAS

A. WCPS shall grant SRD's access to the security cameras, stored video images and recordings through computer systems maintained by the WCPS with the ability to view live streaming from cameras.

B. WCPS shall grant law enforcement access to stored video images and recordings through computer systems maintained by the WCPS.

C. All video images and recordings are the property of WCPS, and only WCPS personnel may download images and recordings or make copies of the images and recordings.

D. Whenever law enforcement requires a copy of the images/recordings, a request must be made to the WCPS Coordinator of Safety. The WCPS Coordinator of Safety shall fulfill the request in a timely manner or as required by law..

IX. BODY WORN CAMERAS (BWC)

A. Maryland law requires the WCSO to deploy body-worn cameras to be worn by Deputy Sheriffs who regularly interact with citizens. SRDs shall utilize issued BWCs as required by, and in compliance with Maryland law and applicable WCSO policies.

B. Upon request from the WCPS School Safety Manager, WCSO shall allow WCPS staff, for administrative purposes, to view audio/video recordings of incidents/events that occurred in WCPS facilities or on WCPS property.

X. QUESTIONING of STUDENTS

A. SRD's shall conduct questioning of students in accordance with Maryland law. A school official should be present during any questioning of students when the questioning by law enforcement is being conducted on WCPS property.

B. Questioning of students shall not be conducted on school premises unless:

1. In connection with a crime or delinquent act committed on the premises, or
2. In connection with a law enforcement investigation which, if not immediately permitted, would compromise the success of that investigation, as determined by law enforcement or
3. In connection with a law enforcement investigation which, if not immediately permitted, would endanger the lives or safety of the students or other persons as determined by law enforcement.
4. In connection with an investigation involving suspected child neglect or suspected child abuse under Maryland law, in which case WCPS shall permit personnel from the local department of social services and/or law enforcement to question a student on school premises during the school day.

C. Except as provided in "D" below in this section, whenever investigative questioning of students is permitted on the premises, WCPS staff shall promptly advise the parent or guardians and the Superintendent of the nature of the investigation and such other details as may be required.

D. WCPS staff shall NOT notify parent(s) or guardian(s) of investigations or questioning of students:

1. When the parent(s) / guardian(s) are suspects in allegations of child neglect and/or child abuse of a student, or
2. When the parent(s) / guardian(s) are suspects in any criminal investigation.

E. In the absence of an arrest, WCPS staff may not authorize the removal of a student from school for the purpose of investigative questioning without the consent of the parent or guardians, except as provided below:

1. A student may be removed from school premises if that student is a suspected victim of child abuse or neglect and the local department of social services has guardianship of the child or a court order to remove the child;
2. The Superintendent or the Superintendent's designee shall ensure that prompt notification of a student's removal from school under this section is made to the student's parent(s) or guardian(s).

XI. SRD INTERVENTIONS

As a result of a criminal investigation, the SRD shall utilize appropriate law enforcement interventions to include custodial arrest, non-custodial interventions, and referrals to outside resources, and mental health services. SRD's shall comply with the criminal charging guidelines found within the WCSO policies and procedures.

A. Non-Custodial Intervention

SRD's have the ability to use other resources for juveniles below the age of criminality. These intervention options may be used at any age level, or in combination with custodial arrest situations and include:

1. CINS referral
2. Emergency Petition
3. Peace Order
4. Extreme Risk Protective Order
5. Juvenile Referral to Department of Juvenile Services (WCSO Form 87 - Request for Juvenile Charges)
6. Referral to the Worcester County Bureau of Investigation (WCBI)
7. Referral to Children's Advocacy Center (CAC)
8. Referral to Office of the State's Attorney

B. Custodial Arrest(s)

1. Arrests on school premises for offenses that did not occur on school grounds or during school hours must be coordinated with the WCPS Coordinator of Safety. Arrests shall be made consistent with WCSO policy and Maryland law.

2. When possible and appropriate, arrests should be made during non-school hours and away from the school premises. Arrests on school premises during school hours shall be effectuated in such a manner as to avoid both embarrassment to the student being arrested and without jeopardizing the safety and welfare of other students.

3. School Administrators may not permit questioning of a student under arrest on the school premises and shall request the arresting SRD to remove the student from the premises as soon as practicable after the arrest is made. This excludes matters of exigency or threats to public safety as determined by the SRD.

4. When an arrest on school premises during school hours is necessary, the School Administrator shall ascertain the facts from the arresting SRD which will enable the School Administrator to fully advise the parent or guardians and other school officials of the nature of the charge, the identity of the arresting SRD, and the location of the student.

5. When an arrest has taken place on school premises or during school hours, every effort shall be made by school officials to inform the parent(s) or guardian(s) immediately and thereafter promptly to advise the WCPS Superintendent.

XII. K-9 SCANS

WCSO shall perform no less than monthly K-9 scans of the school buildings and parking lot areas. WCPS shall rely solely on the WCSO for scheduling the appropriate K-9 teams and allied agency requests for assistance. All scans shall be coordinated through the WCPS Coordinator of School Safety and Security. To maintain operational integrity, knowledge of time, date, and location of K-9 scans shall be only distributed to senior administrative individuals for the purpose of preventing scheduling conflicts.

XIII. REPORTS

A. The WCSO shall submit reports to the Board of Education detailing statistics of all SRD Investigations, arrests, referrals for charges, and citations. These reports shall be submitted annually or upon request. Reports redacted of personal identifying information shall be distributed to the County Commissioners.

B. The WCPS shall submit the "Monthly Board Report" as required. The monthly board reports shall be forwarded to the County Commissioners with necessary personal identifying information redacted.

XIV. INDEMNIFICATION

A. Subject to the provisions of the Local Government Tort Claims Act and the Maryland Tort Claims Act as applicable, and the provisions of the Maryland Education Article, with its limitations and immunities, all parties to this Agreement shall mutually defend, indemnify, and hold harmless the other for negligence claims, which may arise out of the negligent acts of their respective employees or agents, including those brought by third parties. The County's indemnification is also subject to the County's appropriation of funds.

B. Additionally, all parties shall cooperate, consistent with law, with the other in the defense against third party claims or suits arising out of any activities undertaken under the authority of this MOU. Nothing in this agreement shall be read to in any way to waive or alter the obligations, liabilities, privileges, immunities, or defenses of either party.

C. Nothing in this Agreement is intended to in any way impact or minimize any immunities, privileges, or exemptions from liability that police officers of this State are entitled to under applicable federal, state, or local law.

XV. TERM OF MEMORANDUM

This memorandum shall continue from the date of the final authorized signature of this MOU for a period of two (2) years. This agreement may be reopened based on circumstances or changes in legal requirements at the request of any of the parties.

XVI. TERMINATION

Any party may terminate this Memorandum by serving written notice upon the other parties at least sixty (60) days in advance of such termination.

XVII. COMPLETE AGREEMENT

This memorandum is the complete agreement of all parties; it may be amended or modified only in writing, and supersedes, cancels, and terminates any and all prior agreements or understandings of the parties, whether written or oral, concerning the subject matter hereof.

XVIII. SIGNATURES

President of the Worcester County Commissioners

_____ ____/____/____
Theodore J. Elder Date

Sheriff of Worcester County

_____ 08/18/26
Matthew Crisafulli Date

Superintendent of the Worcester County Public Schools

_____ 8/18/26
Annette Wallace Date

President of the Worcester County Board of Education

_____ 8/18/26
Todd A. Ferrante Date

TEL: 410-632-5623
FAX: 410-632-1753
WEB: worcestermd.gov

DALLAS BAKER JR., P.E.
DIRECTOR

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

JANA POTVIN
DEPUTY DIRECTOR

MEMORANDUM

TO: **Weston Young P.E., Chief Administrative Officer**
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: **Dallas Baker Jr., P.E., Director** Dallas Baker Jr
DATE: **August 25, 2026**
SUBJECT: **Assateague Point WWTP FY 27 PFAS Testing**

Public Works is requesting Commissioner approval to directly award the FY 27 PFAS sampling and testing for the Assateague Pointe Wastewater Treatment Plant to EA Engineering, Science, and Technology, Inc., PBC (EA) for $31,500.00. Funding for the sampling is available through a FY 26 encumbrance and the approved FY 27 budget account number 520.6200.010 – Other Supplies & Material Lab Testing. The direct award to EA is requested because they were selected through competitive procurement to perform PFAS testing for the County's solid waste landfill facilities. This task will use those same testing rates. In addition, EA is also currently conducting PFAS sampling and testing for other County service areas and is familiar with the County's facilities, sampling protocols, and reporting requirements. Using the same qualified consultant will provide continuity in sampling, laboratory coordination, data quality, and regulatory reporting while avoiding duplicated startup efforts.

The renewed Assateague Pointe wastewater discharge permit, NPDES Permit No. 24-DP-2608, includes expanded PFAS monitoring requirements. The work includes three sampling events, collection of influent and effluent samples, sampling of four groundwater monitoring wells during the semiannual events, and associated project coordination and reporting support. Approval will allow the County to complete the required FY27 PFAS monitoring and maintain compliance with the renewed Assateague Pointe discharge permit.

Please let me know if there are any questions.

Attachment

CC: Quinn Dittrich
Ed Welch
Jana Potvin
Lee Beauchamp

EA Engineering, Science,
and Technology, Inc., PBC

11200 Racetrack Road, Unit 101A
Ocean Pines, MD 21811
Telephone: 410-641-5341
www.eaest.com

August 28, 2026

Mr. Dominic Ross
Water & Wastewater Superintendent
Worcester County Department of Public Works
1000 Shore Lane
Berlin, Maryland 21811

Subject: Assateague Pointe Wastewater Treatment Plant
FY 27 - PFAS Sampling Support
Proposal No. 0792081

Dear Mr. Ross:

EA Engineering, Science, and Technology, Inc., PBC (EA) is pleased to provide this proposal for PFAS Sampling at the Assateague Pointe Wastewater Treatment Plant (WWTP). This compliance sampling event is required at the WWTP as referenced in the NPDES Permit 24-DP-2608 (Final Permit). As outlined in the Final Permit sampling will need to occur in the Fall dry season (two events) 2026 and spring wet season (one event) of 2027.

Sampling will adhere to the Maryland Department of the Environment's (MDE's) most recent "Per- and polyfluoroalkyl substances (PFAS) Sampling Guidance Document for Wastewater Analysis".

SCOPE OF WORK

This section of the proposal includes EA's approach for performing the scope of work for each sampling event based on the Final Permit associated with the WWTP provided by MDE, and EA's understanding of the scope of work for this project.

The requirements listed in the County's Final Permit outline the need for PFAS Testing at Assateague Pointe WWTP. PFAS testing will be scheduled three times in the county's FY 2027 and conducted at the WWTP. Sampling will include the triennial sampling of one (1) influent source and one (1) effluent sample, and the biannual sampling of four (4) groundwater monitoring well locations, as outlined in the approved State Groundwater Discharge Permit (24-DP-2608). Additionally, one (1) field blank and one (1) rinse blank will also be collected per event.

Task 1 – Project Management and Coordination

EA will provide FY 27 project management, coordination, and support services to the County for the two Fall 2026 semi-annual events (October 2026 and November 2026) and one Spring (April 2027) event(s) during the planning, sampling, analysis, and data acquisition for the County to input into NetDMR and otherwise report to MDE. It is assumed that management and coordination would be provided via phone and/or email (i.e., no travel).

Task 2 – October 2026 and April 2027 Sampling

The October 2026 and April 2027 sampling effort (each) will include a total of eight (8) samples: one (1) influent, one (1) effluent, four (4) monitoring wells, one (1) field blank, and one (1) rinsate blank. It is assumed that the sampling will take one (1) day to complete.

Prior to each sampling event, EA will prepare the bottleware request to the subcontracted laboratory. The requirement for the samples collected at the influent and effluent location dictate that a grab composite sample is to be collected four (4) times, equally spaced, during a one-day normal shift period. EA will collect the composite grab manually, without the use of an ISCO composite sampling unit or similar.

Monitoring well samples will be collected as single grabs. EA will supply all sampling equipment and use sampling methods in accordance with acceptable MDE-approved field sampling practices. Sampling will include purging of two upgradient groundwater monitoring wells (MW-1, MW-4) and two downgradient groundwater monitoring wells (MW-2, MW-3). Prior to taking the sample, a volume of water equal to 300% of the wetted volume of the casing and screen will be removed. EA assumes that purge water will be discharged onsite and not containerized. The purge rate and total volume purged will be recorded on the field log.

Sampling personnel will document field activities during the semiannual sampling events. The field records that are maintained will include all pertinent information, including but not limited to the following:

- Time and date of purging and sampling activities
- Weather conditions
- Access problems
- Field observations that may affect data quality
- Sample designations
- Evidence of physical tampering
- Well condition and any necessary repairs
- Depth to water
- Volume of water purged
- Chain of custody forms

All the wells will be purged with a 2-inch diameter submersible pump utilizing a pump controller box and portable generator. The upgradient well will be purged first followed by the downgradient wells.

PFAS samples will be analyzed with the EPA draft method 1633 (EPA 821-R-24-0011 or the most updated version) and for the forty (40) PFAS Compounds covered by the protocol and report all analytes identified by the method and its future updates. The sample collection procedures, method-specified holding times, sample preservation, and QA/QC procedures that are consistent with MDE's "Per- and Polyfluoroalkyl Substances Sampling Guidance Document, 2022 Update)" for the PFAS during FY 27 sampling event. Following sampling, chain-of-custody documents will be prepared and reviewed for accuracy.

Deliverables:

- Field forms, chain-of-custody documentation, and lab reports from the October 2026, November 2026, and April 2027 sampling efforts.
- Email Summary Letter Report identifying the results from the October 2026, November 2026, and April 2027 sampling event.

Task 3 – November 2026 Sampling

The April 2026 sampling effort will include a total of four (4) samples: one (1) influent, one (1) effluent, one (1) field blank, and one (1) rinsate blank. It is assumed that the sampling will take one (1) day to complete.

Prior to each sampling event, EA will prepare the bottleware request to the subcontracted laboratory. The requirement for the samples collected at the Influent and Effluent location dictate that a grab composite sample is to be collected four (4) times, equally spaced, during a one-day normal shift period. EA will collect the composite grab manually, without the use of an ISCO composite sampling unit or similar.

Sampling personnel will document field activities during the semiannual sampling events. The field records that are maintained will include all pertinent information, including but not limited to the following:

- Time and date of purging and sampling activities
- Weather conditions
- Access problems
- Field observations that may affect data quality
- Sample designations
- Evidence of physical tampering
- Well condition and any necessary repairs
- Depth to water
- Volume of water purged
- Chain of custody forms

PFAS samples will be analyzed with the EPA draft method 1633 (EPA 821-R-24-0011 or the most updated version) and for the forty (40) PFAS Compounds covered by the protocol and report all analytes identified by the method and its future updates. The sample collection procedures, method-specified holding times, sample preservation, and QA/QC procedures that are consistent with MDE's "Per- and Polyfluoroalkyl Substances Sampling Guidance Document, 2022 Update)" for the PFAS during the spring 2026 semi-annual sampling event. Following sampling, chain-of-custody documents will be prepared and reviewed for accuracy.

Deliverables:

- Field forms, chain-of-custody documentation, and lab reports from the April 2026 sampling efforts.
- Email Summary Letter Report identifying the results from April 2026 sampling event.

Assumptions:

- Samples will be analyzed for PFAS only and at the time of writing this proposal EA estimates $7,300 for laboratory services, if laboratory costs are different upon receipt of the quote a contract modification may be needed.
- This proposal does not include efforts associated with preparing an action plan.
- EA assumes that the reporting of results (Summary Letter Report) will be conducted by the County via NetDMR and/or mailing to the address listed on the Final Permit.
- EA will provide PFAS related support to the County in preparing a DRAFT Annual Groundwater Monitoring Report Form (for EA tested analytes) for the County to Submit MDE. EA assumes a total of 4 hours of support services for this.
- EA will collect (1) influent (composite), (1) effluent (composite), and (4) groundwater monitoring wells (grab) from the locations identified in the Final Permit, for the October 2026 and April 2027 sampling effort.
- EA will collect (1) influent (composite), and (1) effluent (composite) from the locations identified in the Final Permit, for the November 2026 sampling effort.
- EA will perform coordination and management activities to support each event during the planning, sampling, analysis, and reporting processes.
- EA will provide required equipment and supplies to perform the sampling.
- The County will accompany field staff and provide a 4x4 ATV to assist with access throughout the WWTP.
- EA will coordinate with a courier service or via a parcel service to ship the water samples to the laboratory in accordance with applicable MDE, EPA, and ASTM requirements for sample preparation, preservation, and holding time limits.
- EA will provide advance notification prior to the event to coordinate a date for performing each sampling event.
- This proposal doesn't include any resampling effort. Additional sampling required for any reason will require a contract modification.
- EA assumes all wells have sufficient water and will not go dry. Any extended delays for waiting for well recharges will require a contract modification.

- Upon the completion of the events, based on the data collected and the action levels set by the MDE at the time, MDE may notify the permittee to prepare and submit an Action Plan to track and mitigate the source of PFAS entering the treatment works. Preparation of the Action Plan is not included in this proposal.

PROPOSED FEE

EA proposes to perform the scope of work on a fixed lump sum price of **$31,500.00** in accordance with the contract terms and conditions consisting of Worcester County's Standard Terms and Conditions and previously County approved modifications to the Terms and Conditions. Costs associated with the labor, materials, and expenses will be invoiced on a monthly basis.

TASK	ESTIMATED COST
Task 1 - Project Management and Coordination	$7,950
Task 2 - FY 27 (October and April 2026) Spring Semi-Annual Sampling	$16,950
Task 3 – FY 27 (November 2026) Influent and Effluent Sampling	$6,600
TOTAL :	**$31,500**

EA appreciates the opportunity to continue our working history and partnership with Worcester County in this endeavor and intends, throughout the course of this project, to act as a valuable and reliable extension of your staff. Feel free to contact me directly at 443.614.4144 should you have any questions regarding this proposal.

Respectfully yours,

EA ENGINEERING, SCIENCE,
AND TECHNOLOGY, INC., PBC

Neil W. Hallowell Jr
Project Manager

cc: Lee Beauchamp, P.E. – Worcester County
Laura Oakes, P.E. – EA
Steven Lemasters, P.E. - EA

EXHIBIT A

Worcester County Maryland
Standard Terms

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

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

10. **Independent Contractor**.

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

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

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

11. **Insurance Requirements**.

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

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

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

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

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

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

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

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

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

property.

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

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

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

16. **Remedies**.

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

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

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

17. **Responsibility of Contractor**.

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

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

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

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

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

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

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

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

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

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

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

Administration

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

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

JENNIFER L. SILLS
Interim Chief Academic Officer, Gr. PK-8

VINCENT E. TOLBERT, CPA
Chief Financial Officer

WORCESTER
COUNTY PUBLIC SCHOOLS

The Board of Education of Worcester County
6270 Worcester Highway | Newark, Maryland 21841
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DONALD C. SMACK, SR.

August 25, 2026

Mr. Theodore J. Elder
Worcester County Commissioners
Worcester County Government Center
One W. Market Street, Room 1103
Snow Hill, Maryland 21863-1195

Dear President Elder:

As a result of several factors including the additional cost of the special financial/forensic audit, computer software, higher than budgeted dual enrollment fees, the refresh of our student and teacher iPads, higher than budgeted special education expenditures and increased transportation and operating costs several of our FY26 budget categories had actual expenditures that exceeded the original budgeted allocations. To address these increased costs, the Board of Education is requesting your approval of the categorical budget transfers described in the attached Inter-category Budget Transfers and Budget Amendment for the year ended June 30, 2026. Included in the attached document under each category is a brief description explaining the primary items driving the higher than budgeted costs. As shown in the attachment, the categorical increases will be offset by reductions in the categories of Instructional Salaries and Fixed Charges as well as the recognition of additional revenue from the buyback of the existing iPads by a third party. After reviewing, the Board of Education approved these transfers at their meeting on August 18, 2026.

These budgetary transfers are necessary to align our budget with actual FY 2026 categorical expenditures as we complete our year-end closeout process. We deeply appreciate your continued support of the Worcester County Public School System. Should you have any questions or concerns, please contact me.

Sincerely,

Annette E Wallace

Annette E. Wallace, Ed.D.

Superintendent of Schools
pc: Members of the Board of Education
Mr. Vince Tolbert

BOARD OF EDUCATION OF WORCESTER COUNTY

INTER-CATEGORY BUDGET TRANSFERS and BUDGET AMENDMENT

FY 2026 - JUNE 30, 2026

Several categories of the FY 2026 Unrestricted Operating Budget have actual expenditures that exceed the original amount allocated. In order to properly account for this variance, the following transfers are being submitted to the Board of Education at their meeting on August 18, 2026. In compliance with Maryland law, these transfers will also be submitted to the Worcester County Commissioners for approval.

REDUCE THE FOLLOWING EXPENDITURE CATEGORIES:

	APPROVED AMOUNT	AMENDED AMOUNT	CHANGE
INSTRUCTIONAL SALARIES	**55,710,590**	**54,645,474**	**-1,065,116**
FIXED CHARGES	**32,693,411**	**32,143,411**	**-550,000**
TOTAL OPERATING BUDGET REDUCTIONS			**-$1,615,116**

INCREASE IN TOTAL OPERATING BUDGET - Additional Revenues

In FY26, the Board of Education approved a system-wide refresh of our student and teacher devices. This involved the sale of our current student and teacher devices to a third party. The proceeds from the sale were applied to the last year payment of the existing lease. The combination of paying the last payment on the existing lease and paying the first year payment on the new lease resulted in an overage in the budget category of Textbooks & Classroom Supplies The proceeds from the sale of the iPads sold were used to help offset this overage. The Board of Education is requesting to approve an increase in the total operating budget revenues of $880,996 in FY26 to recognize the proceeds from this sale.

FY26 SUPPLEMENTAL APPROPRIATION	**$0**
ADDITIONAL REVENUES	**880,996**
TOTAL OPERATING BUDGET INCREASE	**880,996**
ORIGINAL APPROVED OPERATING BUDGET	**140,485,350**
REVISED TOTAL OPERATING BUDGET	**$141,366,346**

INCREASE THE FOLLOWING EXPENDITURE CATEGORIES:

	ORIGINAL AMOUNT	AMENDED AMOUNT	CHANGE
ADMINISTRATION	**$2,282,886**	**$2,407,101**	**$124,215**
Costs in the area of Administration were higher than budgeted due to the cost of the special financial/forensic audit.			
INSTRUCTIONAL SUPPORT	**$9,831,427**	**$9,911,965**	**$80,538**
The overages in this category were related to higher than budgeted software costs.			
TEXTBOOKS & CLASSROOM SUPPLIES	**$3,091,214**	**$4,027,075**	**$935,861**
This transfer is necessary as a result of the refresh of our Apple iPads and having both the last payment on the existing lease and the first payment on the new lease both being paid in FY26.			
OTHER INSTRUCTIONAL COSTS	**$1,145,941**	**$1,240,716**	**$94,775**
This transfer is necessary as a result of higher than budgeted expenditures in student dual enrollment costs.			
SPECIAL EDUCATION	**$14,289,373**	**$14,669,123**	**$379,750**
The costs of providing the required services for our Special Education students continue to increase. Higher than budgeted costs were experienced in both salaries and contracted services.			
STUDENT TRANSPORTATION	**$7,958,809**	**$8,272,328**	**$313,519**
Areas in this category experiencing increased costs include the fuel supplement paid to our bus contractors due to rising fuel prices, higher cost in bus aides and part-time van drivers to transport our Families in Transition (FIT) and some Special Education students .			
OPERATION OF PLANT	**$9,842,843**	**$10,410,297**	**$567,454**
This transfer is necessary due to higher than budgeted costs in areas including contracted services (trash removal, environmental, hvac, etc) and custodial supplies.			

SUMMARY OF TOTAL INCREASES IN EXPENDITURE CATEGORIES:

TOTAL OPERATING BUDGET CATEGORY INCREASES	**$2,496,112**
LESS TRANSFERS FROM OTHER CATEGORIES	**-1,615,116**
INCREASE IN OPERATING BUDGET	**$880,996**
ORIGINAL APPROVED OPERATING BUDGET FY 2026	**140,485,350**
TOTAL REVISED OPERATING BUDGET FY 2026	**$141,366,346**

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: Ed Welch, Procurement Officer
DATE: August 24, 2026
RE: Request to Award – Eastern Communications (Nokia)

Emergency Services is requesting that the Commissioners approve a "Not-to-Exceed" award to Eastern Communications in the amount of $110,000.

The attached quote is for the purchase, installation, and commissioning of a Nokia 9500 MPR Microwave Radio link between the County's Mystic Harbour radio tower and the Town of Ocean City's 65th Street radio tower. This microwave link will be used as a redundant connection path for the WCPN MPLS Network into the Town of Ocean City. The vendor, Eastern Communications, has the associated contract for public safety communications and networking for the Town of Ocean City. They will be extending Ocean City's contract terms for this project.

Ocean City exclusively uses Nokia 9500 MPR radios and they directly connect to the Town's Nokia MPLS routers. The Town of Ocean City will lead this project. Both sides of the link should use the same vendor for engineering and consistency. This award will be a piggyback contract utilizing the terms of the existing Town of Ocean City.

We have budgeted and will be paying 50% of the total project cost with the Town of Ocean City paying the remainder. Funding is available in G/L account # 100.1090.020.6130.020.

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

Ed Welch
Procurement Officer
Worcester County Government Center
1 W. Market Street
Snow Hill, MD 21863
Phone: 410-632-1194, ext. 1012
Email: eawelch@worcestermd.gov

EASTERN COMMUNICATIONS, LTD.

Quote

To: Michael Keiser
Electronic Services
Town of Ocean City, MD
6501 Coastal Highway
Ocean City MD 21842

Quote Date 8/4/2026
Quote # ECLQ326-1281
Revision 0
Quote Validity 60 Days
Estimated Lead-Time TBD
Payment Terms Net 30
Freight INCLUDED

Project	Quoted By
11GHz 1+1 Microwave Link from Mystic Water Tower to 65th Street Tower	Phil Schram / Ali Rami

Item	Description	Ext Price
1	**9500MPR Radio Link** • (4) 9500 MPR Microwave Packet Transceiver (MPT) • (4) RTU 200Mbps • (2) 9500 MPR Microwave Switching Shelf (MSS) • (2) Racks and Accessories • (2) Manuals and Documentation • (1) Spares (shelf kit, ethernet access module, transceiver)	$ 58,200.54
2	**Warranty / Maintenance** • 5 Years Nokia Warranty & Maintennce	$ 11,125.24
	Equipment Sub-Total	**$ 69,325.78**
3	**Project Services** • Path Survey and Path Design • Frequency Coordination • FCC Licensing and Regulatory Services • Installation of Cabinets and Racks • Radio Testing and Turnup • Installation of Antennas/Waveguides • Site Delivery • Vendor (Nokia) Project Management • Eastern Communications Onsite Management	$ 135,401.25
4	**Structural Analysis Estimate** Eastern has included a budget of up to $5,000 per site for Structural Analysis. The actual costs will be determined upon finalization of the design. The total estimated cost for Structural Analysis will be $10,000.	$ 10,000.00
	Services Sub-Total	**$ 145,401.25**
	Freight	**INCLUDED**
	TOTAL	**$ 214,727.03**

Thank you for your business!
www.easterncommunications.com
48-14 36th Street, Long Island City, NY 11101, 718-729-2044

Proprietary and Confidential

Project	Quoted By
11GHz 1+1 Microwave Link from Mystic Water Tower to 65th Street Tower	Phil Schram / Ali Rami

Item	Description	Ext Price

Notes / Assumptions

1) This quote is for an 11GHz 1+1 split-mount Microwave hop between Mystic Water Tower and the 65th Street tower in Worcester County.

2) Each site has an equipment load of 281Watts and 6 Amps @ 48VDC. This quote does not include power systems. Power systems can be quoted separately upon request.

3) This quote assumes the tower equipment can be installed using tower climbers. The use of bucket trucks or lifts has not been included in this quote.

4) Equipment and parts pricing is as of 8/4/26 and is subject to change due to the current U.S. tariff environment. Accordingly, Eastern Communications Ltd. reserves the right to revise its pricing and will provide you with updated pricing at the time of your order. All orders placed for equipment and parts will be fulfilled at the pricing in effect at the time you place your order and by placing your order you are agreeing to the updated pricing.

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: Ed Welch, Procurement Officer
Date: August 21, 2026
Re: **Request to Award – Architectural Services - Courthouse, Washington St. Entrance and Court Room #4**

Public Works - Maintenance Division is requesting the Commissioners' approval to continue architectural services with Davis, Bowen & Friedel Inc. (DBF) for two (2) ongoing courthouse projects:

- Courthouse Courtroom #4 Expansion and First Floor Interior Renovation, $160,850.00
- Washington Street Entrance Expansion, $126,800.00

The proposed architectural services will advance both projects through the design process and bring them to the bidding phase, including the preparation of complete construction drawings and specifications. We request approval of both proposals in their entirety.

Davis, Bowen & Friedel Inc. has been involved with the planning and design efforts associated with these courthouse improvements thus far and has developed familiarity with the existing facility, current conditions, project requirements, and the County's objectives for the improvements. Continuing with the current architect will provide consistency and continuity as the projects move from the planning and design stages toward construction procurement. Retaining the architect already familiar with the projects will also reduce the potential for duplication of effort, minimize the time required for another firm to become familiar with the existing conditions and project history, and help maintain consistency in the final design documents.

The proposed architectural services will be obtained by utilizing contracts previously solicited and competitively procured by the City of Salisbury. Utilizing the City of Salisbury's existing solicited contracts provides an efficient means of obtaining the required professional services while taking advantage of an established procurement process.
This approach allows the County to continue utilizing Davis, Bowen & Friedel Inc. for these specific projects without undertaking a separate solicitation for architectural services. It also provides continuity with the design work already completed and allows the projects to progress toward bidding in a timely and efficient manner.

The funding for each project will be paid from separate assigned project accounts with adequate funding in each.

- GENIMP 002 2530 – Courtroom 4 Renovation
- GENIMP 002 2528 – Courthouse Washington St Entrance Evaluation

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

Ed Welch
Procurement Officer
Worcester County Government Center
1 W. Market Street
Snow Hill, MD 21863
Email: eawelch@worcestermd.gov

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

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

September 2, 2025
Updated 8/7/2026

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

Attn: Mr. Michael Hutchinson
Maintenance Superintendent

Re: Architectural and Engineering Services
Design and Construction Documents
New Vestibule – Worcester County Courthouse
DBF #: 0085B051.A01

Dear Mr. Hutchinson:

Pursuant to your request, we are pleased to present this proposal to provide architectural and engineering services for the above-referenced project. This includes architectural, structural, civil, mechanical, and electrical engineering design. Our team will develop construction documents suitable for receiving agency approvals and public bids. Below is a breakdown of the scope of work we are anticipating for this project.

A. BOUNDARY AND TOPOGRAPHIC SURVEY

Our office will perform the necessary field and office work to compile a boundary, topographic, and utility survey of the project site, including the area from the side of the courthouse to Washington Street. We will also perform the field survey work necessary to locate all aboveground features including buildings, sidewalks, landscaping, etc., as well as above ground and accessible below grade utilities. Also included, we will subcontract a private utility locator company to locate utilities within the project area.

Lump Sum Fee: $7,900.00

B. GEOTECHNICAL INVESTIGATION

We will perform survey services for locating soil borings which will be needed to determine soil types and groundwater depths for design of the building's foundation. We will also coordinate the performance of these borings with a geotechnical subconsultant of your choice. The following fee includes the performance of the geotechnical services by the subconsultant.

Lump Sum Fee: $5,800.00

C. UTILITY SURVEY

We will work with the County and a consultant to locate underground utilities in this area. We will produce a utility survey for this area of the site.

Lump Sum Fee: $6,000.00

D. CIVIL DESIGN DEVELOPMENT & CONSTRUCTION DOCUMENTS

Following the concept approval of the site plan by the County, we will prepare construction documents which will include revised sidewalk layouts, site grading and drainage, landscaping, erosion and sediment control, and demolition. We anticipate the total limit of disturbance to be below 5,000 SF. Therefore, no stormwater management will be required. A separate proposal will be provided if the County determines stormwater management is required.

Lump Sum Fee: $29,000.00

E. ARCHITECTURAL/STRUCTURAL DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS

We will prepare preliminary plans, elevations, and details based on the approved plan and 3D rendering. These will include all dimensions and building materials and will be submitted to the County for review. Upon approval of these we will distribute to our structural and MEP teams. Our team will develop the necessary plans, details, and specifications needed for public bid and agency approval.

Lump Sum Fee: $34,500.00

F. MECHANICAL AND ELECTRICAL DESIGN & CONSTRUCTION DOCUMENTS

The scope of work will include mechanical (including heating, ventilation, and air conditioning), electrical (including general power, metal detector, interior lighting, site lighting, fire alarm), and fire protection system design. Design phase services shall include the following:

1. Air conditioning that is served from the existing chilled water system.
2. Field investigations which may be necessary for the mechanical and electrical phases of work. Investigations will be based on visual observations and review of existing building drawings provided by the Owner.
3. Preparation of the design plans and specifications for the mechanical and electrical phases of work. Specifications will be prepared utilizing Gipe standard office specifications and format.

4. Demolition and new work drawings in AutoCAD format.
5. Preparation of an estimate of probable cost associated with the work we design.

Lump Sum Fee: $16,500.00

Note: This fee assumes that the existing chilled water plant can support air conditioning in this area.

G. BID PHASE SERVICES

We will assist the County with the following during this phase:

1. Assist procurement office with bid set-up
2. Attend a pre-bid meeting with interested contractors.
3. Prepare addenda items as needed prior to bidding.
4. Assist with the bid opening and review of bids.

Lump Sum Fee: $7,500.00

H. CONSTRUCTION ADMINISTRATION SERVICES

We will assist the County with the following during this phase:

1. Review selected shop drawing submittals
2. Respond to Contractor questions
3. Attend pre-construction meeting and six (6) progress meetings
4. Review applications for payment from the Contractor.
5. Perform punch list walkthrough
6. Perform final inspection of the mechanical/electrical work
7. Review of close-out documents, test/balance reports and O&M manuals.

Note: This scope of work will be revisited prior to construction.

Estimated Fee: $19,600.00

I. EXCLUSIONS

1. Redesign of the approved addition
2. Audio/visual systems
3. BIM/Revit modeling
4. LEED tracking or certification
5. Public presentations
6. Design or re-routing of underground utilities
7. I.T./Communications design
8. Fire Pump design

J. FEE SUMMARY

A. Boundary and Topographic Survey	$7,900.00
B. Geotechnical Investigation	$5,800.00
C. Utility Survey	$6,000.00
D. Civil Design Development & Construction Documents	$29,000.00
E. Architectural/Structural Design Development & Construction Documents	$34,500.00
F. Mechanical/Electrical Design & Construction Documents	$16,500.00
G. Bid Phase Services	$7,500.00
H. Construction Administration Services	$19,600.00
Total Lump Sum Fees Items A-G:	**$126,800.00**

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

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

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

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.



Michael Wheedleton, AIA
Principal/Sr. Architect

Enclosures: Schedule of Rates No. 50A
City of Salisbury On-Call Agreement
Worcester County Terms and Conditions

_____

Client Signature Date

_____

Printed Name

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES
SCHEDULE NO. 50A
Effective September 1, 2025

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

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

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

September 5, 2025
Updated 8/6/2026

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

Attn: Mr. Michael Hutchinson
Maintenance Superintendent

Re: Worcester Co. Courthouse
Courtroom No. 4 Expansion/Interior Renovations
Design and Construction Documents
Snow Hill, Maryland
DBF #: P0085B25.041

Dear Mr. Hutchinson:

Pursuant to your request, we are pleased to present this proposal for architectural, structural, mechanical, electrical, and plumbing services for the above-referenced project. We understand this project will be phased to construct the office area first and Courtroom 4 second. These areas are depicted in the attached floor plan diagram. Below is a description of our services for both phases of the design:

A. FIELD WORK/EXISTING DOCUMENTATION

Our team will gather existing drawing information provided by the County and visit the site to verify and add to our existing information, mostly in the area across the hall from Courtroom 4. Gipe will also be verifying existing systems to evaluate what they are currently handling and if they can handle what is being proposed.

Lump Sum Fee: $8,500.00

B. DESIGN DEVELOPMENT WORK

Our team will provide a design for the two phases of work. Below is a list of tasks in the scope for these phases:

- Develop design options for each area
- Meet to discuss options
- Develop agreed upon option

- Meet to discuss developed option
- Provide cost estimate and schedule based on phasing

Lump Sum Fee: $24,750.00

C. ARCHITECTURAL/STRUCTURAL CONSTRUCTION DOCUMENTS

Our team will develop the approved design for each phase. This includes details, schedules, and specifications needed to create a set of bid documents (drawings and specifications) with which we can receive public bids and agency approvals. We ill update the cost estimate and provide a pre-final set, that includes all disciplines, to the County for review.

Lump Sum Fee: $49,000.00

D. MECHANICAL/ELECTRICAL/PLUMBING DESIGN & CONSTRUCTION DOCUMENTS

The scope of work will include mechanical (including heating, ventilation, and air conditioning), electrical (including general power, metal detector, interior lighting, site lighting, fire alarm), fire protection design, and plumbing (including new restrooms tied into existing plumbing). Design phase services shall include the following:

1. Review of air, hot water, and cold-water survey provided by the County.
2. Review meeting to discuss existing systems and proposed new work options.
3. Preparation of design plans and specifications for the mechanical, electrical, and plumbing phases of work. Specifications will be prepared utilizing Gipe's standard office specifications and format. These will be detailed for public bid and agency approval.
4. Demolition and new work drawings will be in AutoCAD format.
5. Preparation of an estimate of probable cost associated with the MEP work.

Lump Sum Fee: $42,500.00

E. BID PHASE SERVICES

We will assist the County with the following during this phase:

- Attend a pre-bid meeting with interested contractors.
- Prepare addenda items prior to forwarding to County procurement.
- Assist with the bid opening and review of bids.

Lump Sum Fee: $6,500.00

F. CONSTRUCTION PHASE SERVICES

We will assist the County with the following during this phase:

- Assist with contract work.
- Review selected shop drawing submittals
- Respond to Contractor questions
- Attend pre-construction meeting and six (6) progress meetings
- Review applications for payment from the Contractor
- Perform punch list walkthrough for each phase
- Perform final inspection of the mechanical/electrical work
- Review of closeout documents, test/balance reports, and O&M manuals

Note: This scope of work will be revisited prior to construction.

Estimated Fee: $29,600.00

G. EXCLUSIONS

- Audio/Visual – IT and Communications Design
- BIM/Revit Modeling
- Public presentations
- Commissioning services
- More than one bid phase
- Air/Hot Water/Chilled Water Survey
- Alternate designs in the bid set
- Emergency generator design
- Energy modeling
- Fire pump design
- Security System design
- Value Engineering

G. FEE SUMMARY

A. Field Work/Existing Documentation	$8,500.00
B. Design Development Work	$24,750.00
C. Construction Documents	$49,000.00
D. MEP Design & Construction Documents	$42,500.00
E. Bid Phase Services	$6,500.00
F. Construction Phase Services	$29,600.00
Total Lump Sum and Estimated Fees Items A-F:	**$160,850.00**

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

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

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

Sincerely,
DAVIS, BOWEN AND FRIEDEL, INC.



Michael Wheedleton, AIA
Principal/Sr. Architect

Enclosures: Phasing Plan Area Designations
Schedule of Rates No. 50A
City of Salisbury On-Call Agreement
Worcester Co. Terms and Conditions

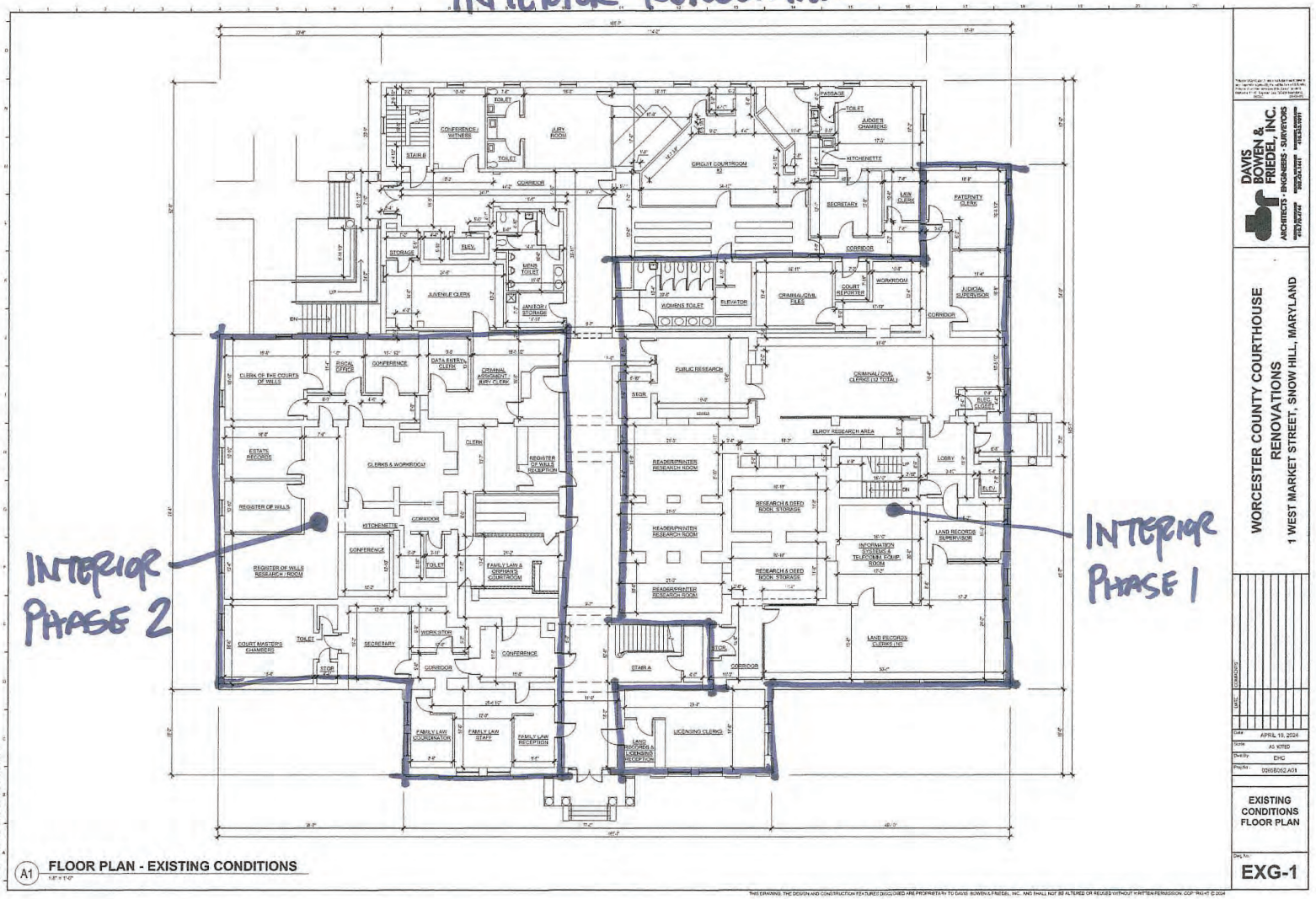
_____

Client Signature Date

_____

Printed Name

INTERIOR RENOVATIONS



A1 FLOOR PLAN - EXISTING CONDITIONS

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

WORCESTER COUNTY COURTHOUSE
RENOVATIONS
1 WEST MARKET STREET, SNOW HILL, MARYLAND

DATE APRIL 10, 2024
SCALE AS NOTED
DRAWN BY EHC
PROJECT NO. 0265B052.A01

EXISTING CONDITIONS FLOOR PLAN

DRAWING NO. EXG-1

THIS DRAWING, THE DESIGN AND CONSTRUCTION FEATURES DISCLOSED ARE PROPRIETARY TO DAVIS, BOWEN & FRIEDEL, INC., AND SHALL NOT BE ALTERED OR REUSED WITHOUT WRITTEN PERMISSION. COPYRIGHT © 2024

DAVIS, BOWEN & FRIEDEL, INC. ("DBF")
SCHEDULE OF RATES
SCHEDULE NO. 50A
Effective September 1, 2025

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

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

Weston Young
Chief Administrative Officer

Edward Welch
Procurement Officer

CONTRACT

THIS CONTRACT, made on **September 1, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **Davis Bowen & Friedel, Inc.** ("Successful Vendor").

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

1. Successful Vendor will commence and complete the following:
   - Architectural and Engineering Services
     Design and Construction Documents
     New Entrance Vestibule – Worcester County Courthouse
   - Courtroom No. 4 Expansion/Interior Renovations
     Design and Construction Documents

2. Successful Vendor will furnish all the materials, supplies, tools, equipment, labor, and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of **$287,650.00**
   (Two Hundred Eighty-Seven Thousand, Six Hundred Fifty Dollars and zero cents)
   as shown on the proposals (Vestibule = $160,850 + Courtroom #4 = $160,850).
5. The term 'Contract Documents' means and includes the following:
   a. This Contract
   b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
   c. Successful Vendor's Completed Proposals(s)
   d. Notice of Award and/ or Notice to Proceed
6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.

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

IN WITNESS WHEREOF, the parties hereto have executed or caused 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.

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

_____

Theodore J. Elder
President
Date:

CONTRACTOR:

_____

_____

By:
Title:
Date:

MARYLAND'S Coast WORCESTER COUNTY

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

Memorandum

To: Weston S. Young, P.E., ICMA-CM, Chief Administrative Officer
Candace Savage, CGFM, Deputy Chief Administrative Officer

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

Subject: **Flow Agreement**
OC Outlets

Date: 8/24/26

This is a flow agreement for the Ocean City Outlets for a sewer flow that is under the flows for the use within County Sewer Flow Tables. The Ocean City Outlets, like the adjacent White Marling Mall property, are allocated West Ocean City Sewer EDUs, and have a private water system with pressurized public water fire flow backup. Under Paragraph 2.B of County Commissioner Resolution No. 19-37, the procedure for disputed allocations which are adequately addressed in the Flow Tables. The ownership group representing the commercial center have installed individual submeters on individual tenant units within the outlet property. They have also done over 12 months of flow totals, including holiday weekends. This particular tenant unit, the Outback restaurant, was originally allocated 6,163 gallons per day. Their extended flow examinations have proved that a flow figure far lower than that allocation is merited. In accordance with the approved policy, I have consulted with the Departments of Public Works and Finance to review this data. They are both in agreement with the lower flow figure, so we would submit this finding that the lower allocation for this unit is justified. The unallocated EDUs for the commercial center will be charged an accessibility charge until they are reassigned to other units in accordance with Resolution 19-37.

Attached is a flow agreement for this unit reflecting that lowered allocation. The unit's meter will be monitored for 24 months, and they will remit a monitoring fee as well. We would respectfully request the Commissioners concurrence with this finding and signoff of the President on the flow agreement.

Please let me know if you have any questions regarding this item.

Attachment

cc: Roscoe Leslie
Dallas Baker
Quinn Dittrich

ALLOCATION AGREEMENT

This Agreement, is dated this _____day of _____, 2026, and is between the **County Commissioners of Worcester County, Maryland** ("County") and **OCO SPE, LLC** and **State Street Station SPE, LLC** (collectively the, "Owner").

Recitals

A. Owner owns property known as 12741 Ocean Gateway, Ocean City, Maryland 21842, Account Identifier 10-358892 being all that property known as the Ocean City Outlets, as follows:

ALL that property lying and being situated in the Tenth Election District of Worcester County, Maryland, ALL that property lying and being in Worcester County, Maryland, being known and designated as "Parcel C-2" containing 21.153 acres, more or less, as shown on a plat entitled "Resubdivision of Parcel 'C' of Lands of Charles E. and Doris M. Elliott," which plat was prepared by John M. Plummer and Associates, Inc., Professional Engineers and Reg. Land Surveyors and recorded among the Plat Records of Worcester County, Maryland in Plat Cabinet No. 143, Folio 15 ("Property").

B. Owner currently utilizes the Property as a mixed-use shopping center.

C. The EDUs assigned to the Property are an appurtenance of the Property and are for the exclusive use and benefit of the Leaseholder under the terms of the Lease. Landowner hereby delegates its authority to negotiate the terms and conditions of the re-allocation procedure under this Allocation Agreement with the County, and its responsibilities to the County under this Allocation Agreement, to Leaseholder/Buyer, subject to Landowner's final approval of the re-allocation results, which approval shall not be unreasonably withheld.

D. On December 3, 2019, the County adopted Resolution 19-37 establishing standard sewer flow calculations ("Flow Table") for residential and non-residential land uses to be served by public sewer systems in the County.

E. Resolution 19-37 requires that an allocation agreement be entered into if a project or use is not adequately addressed in the Flow Table or if the Owner disputes the projected sewer flows in the Flow Table.

F. This allocation agreement will document how many equivalent dwelling units ("EDUs") are required and will provide for monitoring of the daily sewer flows for 24 months after the effective date of this Agreement.

G. The County has determined that an allocation agreement is required for the Project under Resolution 19-37.

Terms

The County and Owner agree as follows:

1. The Project is currently allocated one hundred and seven (107) EDU's of wastewater treatment allocation in the West Ocean City Sanitary Service Area.

   The County has determined that a tenant of the Project has much lower flows than their original allocation. This was done after a staff review of a sewer flow analysis submitted by the customer's management company, which installed and monitored individual flow meters for the tenant. This was done in accordance with the procedures for reviewing non-listed or typical flows under Resolution 19-37.

   The subject tenant is a food service establishment, Outback Steakhouse ("Outback") (Unit #920, Emergency 911 Address #920, 12741 Ocean Gateway). Outback was originally allocated 6,163 gpd or 22.01 EDUs. Their long-term monitoring supports an allocation of 6 EDUs or 1,500 gpd.

   It is anticipated that the new flow supports the re-allocation of the extra capacity assigned to this tenant for reassignment to fit out other tenants within the Project. Any reassignment of this capacity to new uses will be in accordance with Resolution 19-37.

2. The Project's daily sewer flow will be monitored for 24 continuous months. This will necessitate the payment of one (1) $500.00 monitoring fee, for Outback.

3. If in the 24 months, the daily sewer flow over any three consecutive days or any ten individual days exceeds the EDU allocation specified in the allocation agreement, then all flows must be reduced to the allocated flows within 90 days of notice of the results of the 24-month monitoring period. If the allocated flows are not reduced within the 90-day notice period, then the Owner is required to immediately purchase in full the additional EDUs being used. Owner must pay any usage charges that may have escaped since the account was placed in service. If additional EDUs are not available as determined by the County, the Owner must take all necessary steps to reduce their flow below the allocated limits.

4. If in the 24 months, the highest daily sewer flow over any three consecutive days or the highest daily sewer flow for any ten individual days is less than the EDU allocation specified in the allocation agreement, then the excess EDU's shall remain the property of Owner which, at Owner's option, Owner shall have the right to expand its uses at the Project, and/or sell the EDU's in accordance with Resolution 97-1.

5. This Agreement is governed by Maryland law. The Circuit Court for Worcester County, Maryland is the exclusive jurisdiction for any action arising from this Agreement.

6. This Agreement is an encumbrance on the Property and runs with the land. The Parties agree to this Agreement on the date stated above.

Attest:

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

Witness

County Commissioners of
Worcester County, Maryland

Theodore J. Elder
President

Owner: OCO SPE, LLC

By_____(Seal)
Maurice Khawam
Manager

Owner: State Street Station SPE, LLC

By_____(Seal)
Maurice Khawam
Manager

RESOLUTION NO. 19 - 37

RESOLUTION ESTABLISHING STANDARD SEWER FLOW CALCULATIONS FOR DETERMINING REQUIRED CAPACITY TO SERVE RESIDENTIAL AND NON-RESIDENTIAL LAND USES TO BE SERVED BY PUBLIC SEWER SYSTEMS IN WORCESTER COUNTY, MARYLAND

WHEREAS, the County Commissioners of Worcester County, Maryland (the "Commissioners") have determined that it is desirable to provide for adequate water and sewage capacity for the residents of the County and to allocate water and sewage capacity among current and future developments in a fair and equitable manner in its effort to maintain water and sewerage allocation availability to the community; and

WHEREAS, Title 9, Subtitle 5, of the Environment Article of the Annotated Code of Maryland, enables County comprehensive water and sewerage plans to provide for the orderly expansion of community and multi-use water supply and sewerage system in a manner consistent with applicable County and local comprehensive plans, and the statutory authority and regulatory requirements, as codified in the Code of Maryland Regulations (COMAR) 26.03.03, as from time to time amended, provides the basis for the establishment of allocation policies for water supply and sewerage services; and

WHEREAS, the Commissioners have determined the treatment capacity necessary to serve a single-family residential dwelling unit in each Sanitary Service Area on an Equivalent Dwelling Unit (EDU) basis as established by the Commissioners for each individual Sanitary Service Area; and

WHEREAS, standard sewer flow calculations for proposed residential and non-residential developments assist the County in determining the number of EDUs required to serve the proposed development and ensure that the sale and allocation of EDUs will not exceed the rated capacity of the wastewater treatment plant serving the proposed development; and

WHEREAS, the Commissioners, as the governing body of the Sanitary Service Areas of Worcester County, have determined that the flows for certain specific uses as reflected in Tables I-IV of the Design Guidelines for Wastewater Facilities document authored by the Maryland Department of the Environment (MDE), closely resemble the discharge produced by specific land uses in Worcester County, subject to local amendments; and

WHEREAS, the Commissioners have determined it necessary and appropriate to amend these flow tables to reflect local conditions including referencing established design flows for various land uses in other Maryland jurisdictions, and local experience of actual flows generated by similar existing land uses in Worcester County in order to establish the Standard Sewer Flow Calculations in Worcester County, Maryland;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following Policy which includes the attached Standard Sewer Flow Calculations in Worcester County, Maryland is hereby adopted by the Commissioners and shall guide the sale and allocation of EDUs so as not to exceed the rated capacity of the wastewater treatment plant serving the proposed development.

1. **CALCULATION OF REQUIRED EDUs**

A. The water and sewer allocation for a single family residential unit shall require one EDU.

B. For non-residential Uses proposed after January 1, 2020, the number of EDU's required for a project shall be based on the specific use and scope as determined and approved by County staff, in accordance with the provisions of this Resolution. The EDU calculations referenced in this resolution shall not apply to existing non-residential uses for which EDUs have already been assigned.

(1) Unless otherwise provided in this Resolution, the calculation of the number of EDUs required for a project shall be based on the Standard Sewer Flow Calculations in Worcester County, Maryland (Flow Table) attached hereto as Attachment A.

(2) The calculation of the required EDU's shall result in a whole number. Calculations resulting in a fraction shall be rounded up to the next whole number.

2. **OTHER USES AND DISPUTED ALLOCATIONS**

A. If a project or use is not adequately addressed in the Flow Table, County staff from the Departments of Environmental Programs, Public Works, and the Treasurer's Office shall collectively review the use and estimate the capacity required based on available data from MDE, neighboring jurisdictions, local experience, or other similar sources which staff determines to be reputable and acceptable. For any project that has a use that must follow this procedure, the property owner shall be required to enter into an allocation agreement with the County, as specified in Section 3 hereof, that will monitor the EDU usage for a period of twenty-four months following completion of the project, connection to County sanitary services, and commencement of operations.

B. If a project or use is adequately addressed in the flow table, but the property owner disputes the projected sewer flows per unit of measure as shown in the flow table for the proposed use, the property owner may request a review of the projected sewer flows. Property owner must submit data to support a lower projected sewer flow. Relevant data may include but is not limited to official water bills and meter readings from verifiable sources for the same use in a different jurisdiction with the same demographic profile as Worcester County, manufacturer's equipment data sheets and specifications, engineering reports and studies for specific processes and equipment unique to the particular applicant's use or business model. County staff from the Departments of Environmental Programs, Public Works, and the Treasurer's Office shall collectively review the use, available data from MDE, neighboring jurisdictions, local experience, and the supplied data to determine if a lower EDU allocation is acceptable.

1. If a lower EDU allocation is agreeable to the County, the property owner can accept the lower allocation contingent upon the conditions of the allocation agreement as specified in Section 3 hereof.

2. If a lower EDU allocation cannot be agreed to as requested by the property owner, the property owner is still able to enter into an allocation agreement if desired, however, the EDU allocation listed in the agreement will be the EDU allocation that the County determined to be appropriate and shall be contingent upon the conditions of the allocation agreement as specified in Section 3 hereof.

3. **ALLOCATION AGREEMENTS**

A. Allocation agreements shall be required where a project or use is not adequately addressed in the flow table or where a project or use is adequately addressed in the flow table, but the property owner disputes the projected sewer flows per unit of measure as shown in the flow table for the proposed use. An allocation agreement shall be subject to the following:

1. The property owner shall enter into an allocation agreement with the County that will document the number of EDUs agreed to and monitor the sewer flows daily for a period of twenty-four months following completion of the project, connection to County sanitary services, and commencement of operations.

2. The relevant project must be operating at no less than 95% of its permitted occupancy.

3. A meter shall be installed at the property at the property owner's expense.

4. The property owner shall pay a non-refundable five hundred ($500) meter monitoring fee.

5. The property owner shall pay in full for the number of EDUs in the agreement.

6. If in the 24 months, the daily sewer flow over any three consecutive days or any ten individual days exceeds the EDU allocation specified in the allocation agreement, then the property owner is required to immediately purchase in full the additional EDUs being used. Property owner shall pay any usage charges that may have escaped since the account was placed in service. If additional EDUs are not available as determined by the County, the property owner shall take all necessary steps to reduce their flow below the allocated limits. All flows must be reduced to the allocated flows within 90 days of notice of the results of the 24-month monitoring period.

7. If in the 24 months, the highest daily sewer flow over any three consecutive days or the highest daily sewer flow for any ten individual days is less than the EDU allocation specified in the allocation agreement, then the County shall be required to refund the initial purchase price of the additional EDUs to the property owner and the property owner forfeits said EDUs to the County. The calculation of the required EDUs to be refunded shall result in a whole number. Calculations resulting in a fraction shall be rounded up to the next whole number. No other costs or fees associated with the EDUs shall be refunded.

B. The allocation agreement shall include all terms and conditions deemed necessary by the County.

4. **PROCEDURE**

The initial determination of required EDUs will be made by the Department of Environmental Programs in their review of either a permit for construction of improvements or in conjunction with site plan review. Requirements will be determined utilizing the attached Flow Table and recorded by the department on a Flow Calculation Worksheet to be distributed to the Worcester County Sewer Committee and placed in the property/project file. No County building permit shall be issued for the project until the required EDUs have been purchased as confirmed by the County Treasurer's Office.

5. **RECORD-KEEPING AND DOCUMENTATION**

The Department of Environmental Programs shall maintain Flow Calculation Worksheet showing the calculations and project title which shall be maintained in the property/project file. These records shall also include any special determinations and decisions reached for flows not specifically listed in the attached Flow Table.

6. **AMENDMENTS TO THE FLOW TABLE**

The Commissioners reserve the right to periodically review the Flow Table to determine if additions or modifications are necessary. Such additions or modifications shall be adopted by resolution of the Commissioners following a public hearing and shall be in effect for future developments thereafter, but shall not apply to any allocations for existing development.

7. **NATURE OF ALLOCATION**

Nothing herein or action taken hereunder shall constitute a commitment for sewer service by the County which shall at all times be subject to the available capacity and conditions at the time of application for service.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED AND ADOPTED this 3rd day of December, 2019.

ATTEST:

Harold L. Higgins
Chief Administrative Officer

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

Anthony W. Bertino, Jr.

Madison J. Bunting, Jr.

James C. Church

Theodore J. Elder

Joseph M. Mitrecic

Joshua C. Nordstrom

Diana Purnell

Standard Sewer Flow Calculations
in Worcester County, Maryland

Attachment A

Table A Flow Projection Based Upon Gallons Per Day (gpd) Per Person	
Type of Establishment	**Gallons Per Day (gpd) Per Person** (Unless otherwise noted)
Airports (per passenger + 15 gpd per employee)	5
Auditorium or Assembly Hall (per seat)	3
Boarding houses (per room)	100
Camps: Campground with central comfort stations (per campsite)	70
Camps: Luxury camps with water/sewer hook-ups (per campsite)	100
Country clubs (based on rated capacity)	50
Church (per seat) + additional flow for accessory uses	3
Daycare (per student and teacher)	15
Factories (gallons per person, per shift, exclusive of industrial wastes)	25
Golf Course - 18 holes with limited service snack bar (per course)	3,500
Golf Course - 9 holes with limited service snack bar (per course)	1,500
Hospitals (per bed space)	350
Institutions other than hospitals (per bed space)	130
Marina pump out (per slip)	35
Mobile home parks (1 EDU per space)	1 EDU
Schools: Boarding	100
Schools: Day, without gyms, cafeterias or showers	15
Schools: Day, with gyms, cafeterias and showers	30
Schools: Day, with cafeterias, but without gyms or showers	20
Stable, Commercial Riding (per horse)	8
Tasting Room - for winery, brewery - no food service - (minimum)	400
Theaters: Indoor (per auditorium seat)	3
Footnote: Number of persons is calculated by the occupant load as determined by the County Building Code.	

Standard Sewer Flow Calculations
in Worcester County, Maryland

Attachment A

Table B	
Flow Projections for Specific Uses	
Based on Building Area in Gross Square Feet	
Type of Establishment	**Projected Flow by Area**
Accupuncture/massage	Gross Sq. Ft. x 0.10 = gpd
Amusement Park	Gross Sq. Ft. of site x 0.008 = gpd
Arcades	Gross Sq. Ft. x 0.10 = gpd
Banks	Gross Sq. Ft. x 0.05 = gpd
Barber Shops	Gross Sq. Ft. x 0.20 = gpd
Beauty Salons	Gross Sq. Ft. x 0.35 = gpd
Conference Room/Meeting Room	Gross Sq. Ft. x 0.50 = gpd
Contractor's Shop	Gross Sq. Ft. x 0.04 = gpd
Convenience Store	Gross Sq. Ft. x 0.05 = gpd
Day Spa	Gross Sq. Ft. x 0.35 = gpd
Department Store with food service	Gross Sq. Ft. x 0.08 = gpd
Drug Stores (with pharmacy, no food service)	Gross Sq. Ft. x 0.13 = gpd
Funeral Homes	Gross Sq. Ft. x 0.45 = gpd
Gym - with Showers	Gross Sq. Ft. x 0.20 = gpd
Gym - no Showers	Gross Sq. Ft. x 0.10 = gpd
Hotels and Motels	Gross Sq. Ft. x 0.25 = gpd
Laundries & Cleaners	Gross Sq. Ft. x 0.31 = gpd
Medical Dialysis Centers	Gross Sq. Ft. x 1.00 = gpd
Medical Office Buildings - offices only	Gross Sq. Ft. x 0.10 = gpd
Medical Surgery Centers	Gross Sq. Ft. x 0.60 = gpd
Office Buildings	Gross Sq. Ft. x 0.09 = gpd
Swimming pools: 3 to 5-feet deep	Gross Sq. Ft. x 0.83 = gpd
Swimming pools: greater than 5-feet deep	Gross Sq. Ft. x 0.67 = gpd
Retail Stores	Gross Sq. Ft. x 0.05 = gpd
Restaurants, Bars and Lounges	Gross Sq. Ft. x 1.00 = gpd
- Restaurants - Carry-out only	Gross Sq. Ft. x 0.50 = gpd
Service Stations - full service garage	Gross Sq. Ft. x 0.18 = gpd
Supermarkets	Gross Sq. Ft. x 0.20 = gpd
Warehouses	Gross Sq. Ft. x 0.03 = gpd

Standard Sewer Flow Calculations in Worcester County, Maryland

Table C

Flow Projection for Country Clubs

Type of Fixture	Gallons Per Day Per Fixture
Baths	300
Showers	500
Sinks	50
Toilets	150
Urinals	100

Table D

Flow Projection for Public Parks

(During hours when park is open)

Type of Fixture	Gallons Per Day (gpd) Per Fixture
Faucets	15
Flush toilets	35
Showers	100
Urinals	10

Adapted from flow tables provided in "MDE Guidance Document, Wastewater Capacity Management Plans, 2006" with local amendments, from "Design Guidelines for Wastewater Facilities," Maryland Department of the Environment – Engineering and Capital Projects Program, 2012 and "Design Guidelines for Sewerage Facilities; Technical Bulletin M-DHMH-EHA-S-001," Environmental Health Administration, Department of Health and Mental Hygiene, State of Maryland, 1978 Edition.

EDU Allocation Worksheet

Project:
Tax Map:
Parcel:
Lot:
Tax ID:

Use Description	Allocation Rate	Estimated Quantity (sf)	EDU Flow per Gal	EDU Total
Common uses:				
General Office	0.09	0.00	300	0
Retail	0.05	0.00	300	0
Contractors Shops	0.04	0.00	300	0
Medical and Dental Offices	0.10	0.00	300	0
Carry Out (non-public food prep area)	0.50	0.00	300	0
Restaurants	1.00	0.00	300	0
Additional use (not listed above)	0.00	0.00	300	0
Total EDU Projection				**0**

Notes:

1. Enter building size in quantity.

Date Approved: _____

Approved By: _____

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Worcester County
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ONE WEST MARKET STREET, ROOM 1105
SNOW HILL, MARYLAND
21863

Ondrea Starzhevskiy
Finance Officer

Seth Place, CPA
Deputy Finance Officer

MEMORANDUM

TO: Worcester County Commissioners
FROM: Quinn M. Dittrich, CPA, Enterprise Fund Controller
DATE: August 25, 2026
SUBJECT: Update to Retroactive Application of Utility Bill Adjustment Policy

---

At the August 18, 2026, Commissioner Meeting, staff were directed to investigate which customers appealed to the Grievance Committee for utility billing, according to the policy at the time, and ultimately did not receive an adjustment. It should be noted that our current system does not track utility billing disputes, so the ability to identify all customers who have gone through this process is limited.

Our research concluded that only one customer who appealed to the Grievance Committee did not receive an adjustment. An adjustment based on the new policy for this instance would result in a $51.19 adjustment to their 9/30/2025 utility bill. Also, according to this new policy, this customer would not be eligible for another Unexplained High Water Adjustment for 60 months.

This information is being provided to guide Commissioner discussion to decide whether to offer this retroactive implementation of the most recent adjustment policy to the customer described above.

Attached: Memorandum submitted by the Treasurer's Office on August 18, 2026
Memorandum submitted by Public Works on June 9, 2026
Resolution 26-13 Water Leak Adjustment Policy

CC: Ondrea Starzhevskiy
Seth Place
Dallas Baker
Jana Potvin
Lee Beauchamp

TEL: 410-632-0686
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Ondrea Starzhevskiy
Finance Officer

Seth Place, CPA
Deputy Finance Officer

MEMORANDUM

TO:	**Weston Young P.E., Chief Administrative Officer**
	Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM:	**Quinn Dittrich, CPA, Enterprise Funds Controller**
	Seth Place, CPA, Deputy Finance Officer
DATE:	**August 11, 2026**
SUBJECT:	**Estimated Fiscal Impact of Applying Resolution No. 26-13 to Bills Issued Prior to Adoption**

Resolution No. 26-13 was adopted on June 2, 2026. The purpose of this resolution was to update the water leak adjustment policy, which was last updated in 2010. The new policy clarifies qualifications for each adjustment type available and established restrictions on when adjustments can be applied for and how frequently they can be requested.

After adoption of Resolution No. 26-13, we received several requests from water service customers for retroactive implementation of the policy. The leading reasons for these requests were that these customers were either denied adjustments or did not have an avenue for requesting an adjustment under the former policy, but would be granted an adjustment under the new policy.

Attached is an analytical examination of billing data to estimate the fiscal impact of retroactive adoption of the new leak adjustment policy to be effective for billing periods on or after July 1, 2025. This information is being provided to guide commissioner discussion to decide whether to grant retroactive implementation.

Attached: Analytic Examination of Billing Data
Memorandum submitted by Public Works on June 9, 2026
Resolution 26-13 Water Leak Adjustment Policy

CC: Ondrea Starzhevskiy
Dallas Baker
Jana Potvin
Lee Beauchamp

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Ondrea Starzhevskiy
Finance Officer

Seth Place, CPA
Deputy Finance Officer

Estimated Fiscal Impact of Applying Resolution No. 26-13 to Bills Issued Prior to Adoption

August 11, 2026

Purpose

This report presents a preliminary approximation of the fiscal impact of extending relief under Resolution No. 26-13 to water bills issued during the twelve months preceding its adoption. It is provided for information and discussion to decide whether to proceed with retroactive of Resolution No. 26-13. The figures provided in this report are estimates developed from billing data; they are not a budget request, an appropriation estimate, or a representation that any particular account would qualify for relief.

The methodology, assumptions, and known limitations are stated in full so that the Commissioners can weigh the estimate against its underlying uncertainty.

This report is a follow-up to the attached memorandum submitted by Public Works on June 9, 2026.

Background

Resolution No. 26-13, adopted June 2, 2026 and effective upon passage, established a revised Water Leak Adjustment Policy superseding the policy adopted in 2010. The revised policy provides three forms of relief: a Relief Adjustment for documented leaks, theft, vandalism, or other documented unintended water use; an Outdoor Leak Adjustment reducing sewer charges where a non-sewer-contributing leak is confirmed; and an Unexplained High-Water Usage Adjustment where the cause of high consumption cannot be determined.

This analysis addresses the Unexplained High-Water Usage Adjustment only, as this is the primary change that could provide a path for adjustments that the previous policy did not fully offer. Under Section IV.1.b, a customer qualifies where the usage in question equals or exceeds three times the customer's usage for the preceding twelve months of reliable readings, water use has returned to pre-event levels, and the customer submits a completed application within thirty days of the billing date. Under Section IV.5, the adjustment is calculated using the customer's average metered consumption for the preceding twelve months, sewer charges are not adjusted, and relief may apply to no more than two sequential quarterly bills. Under Section IV.2.b, a customer is eligible once within a sixty-month period, which resets on a change of property ownership but not on a change of tenants.

Effects of retroactive application

Every customer billed before adoption is time-restricted by the thirty-day application deadline in Section IV.1.b.i. Extending relief backward is therefore, in substance, a decision to waive that deadline for bills issued during a defined prior period and to reopen an application window. The substantive eligibility tests — the three-times threshold, the return to normal usage, and the sixty-month limitation — would continue to apply.

Please note that the policy as adopted already contemplates limited retroactivity: Section III.3.b permits adjustments for confirmed billing errors to be applied retroactively for up to six months. That provision is confined to Department-attributable errors and does not extend to the unexplained high water use adjustment category addressed here.

Methodology

Our methodology for estimating the fiscal impact of retroactive implementation consists of analyzing billing activity to identify accounts whose consumption pattern meets the policy threshold, then deducting relief the County has already granted on those accounts under the prior policy.

The results of the analysis are computed from billing amounts as originally charged. Where an account received an adjustment during the same period under the 2010 policy, our analysis reflects exposure the County has already absorbed. Those amounts are deducted.

It is important to note that there are not readily available reports to perform this type of analysis; therefore, significant data structuring is required (time-intensive). For this reason, the analysis has some variances from the policy.

Assumptions

1. The retroactive period is defined as July 1, 2025 through June 30, 2026, measured on the County's quarterly billing cycle. A different period definition would change the population.
2. Quarters with zero reads are considered valid and included in the average calculations.

3. The return-to-normal usage test required by Section IV.1.b.ii has not been applied. This likely overstates the flagged population.

4. Sewer charges are excluded, consistent with Section IV.5.a. The estimate reflects water consumption charges only.
    a. An exception exists with Mystic Harbour which has both water-only and water/sewer accounts. All accounts in Mystic Harbour were considered to be water/sewer accounts. This inflates potential fiscal impact slightly.

5. Properties with multiple EDU's were not identified. Therefore, the eligibility threshold is lower than it should be for multi-EDU properties. This may overstate the flagged population.

6. The adjustments already granted during the retroactive period were not deducted individually from the flagged accounts, but rather applied to an entire service area.

7. High reads could be "catch-up" for missed reads in a prior period. These have not been accounted for and could cause the flagged population to be overstated.

8. The results reflect 100% application rate of the approximated eligible accounts. Actual application rate would likely be much less.

Results

Results of the analysis are shown on the last page of this report due to size of the data table presented.

The total estimated potential fiscal impact of a retroactive implementation of the new water adjustment policy is $142,348.

Aside from the fiscal impact, the large number of potential applications submitted in response to retroactive application could put significant administrative burdens on staff. Delays in adjustments should be expected.

Action Item

A motion should be made to either approve or disapprove the allowance of a retroactive period allowing adjustments to be applied for under the new adjustment policy for water bills during service periods dated back to July 1, 2025. The commissioners may provide questions to staff or requests for further analysis.

Results of Analysis

Service Area	Active Accounts	Accounts Flagged	% Flagged	Est. Gross Adjustment Value	Adjustments Made 7/1/2025 - 6/30/26	Est. Net Adjustment	Average Adjustment Per Account
Edgewater Acres	122	47	38.52%	$ 2,588	$ (541)	**$ 2,047**	$ 44
The Landings	350	125	35.71%	$ 3,266	$ -	**$ 3,266**	$ 26
Mystic Harbour	1,691	363	21.47%	$ 38,505	$ (10,033)	**$ 28,472**	$ 78
Newark	142	13	9.15%	$ 263	$ (263)	**$ -**	$ -
Ocean Pines	8,230	1,751	21.28%	$ 150,707	$ (60,701)	**$ 90,006**	$ 51
Riddle Farms	638	76	11.91%	$ 5,078	$ (592)	**$ 4,486**	$ 59
River Run	263	31	11.79%	$ 19,198	$ (5,128)	**$ 14,070**	$ 454
Totals	11,436	2,406	21.04%	$ 219,605	$ (77,258)	**$ 142,347**	$ 712

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DALLAS BAKER JR., P.E.
DIRECTOR

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

JANA POTVIN
DEPUTY DIRECTOR

MEMORANDUM

TO: **Weston Young P.E., Chief Administrative Officer**
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: **Dallas Baker Jr., P.E., Director**
DATE: **June 9, 2026**
SUBJECT: **Water Bill Adjustment Policy Grandfathering**

Public Works is requesting Commissioner approval to apply a "grandfather" period to the approved Resolution 26-13, adopting policies and procedures for adjustments to water bills. The Commissioners approved the resolution at the June 2, 2026 meeting. Since the passing, Public Works has received requests and inquiries regarding if the resolution would be applied to high water bills over the last year, when the new rate structure went into effect. The resolution did not account for a grandfather period but Public Works recommends making water bills from July 1, 2025 through the present eligible for consideration under the new policy to address the rate payers concerns. Please let me know if there are any questions.

Attachment

CC: Ondrea Starzhevskiy
Quinn Dittrich
Jana Potvin
Lee Beauchamp

RESOLUTION NO. 26-13

RESOLUTION ADOPTING POLICIES AND PROCEDURES FOR ADJUSTMENTS TO WATER BILLS

RECITALS

WHEREAS, in accordance with the provisions of Section PW 5-310 of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland ("the Code"), the County Commissioners of Worcester County, Maryland ("the Commissioners") annually adopt Sanitary Service Area budgets, assessments and charges for each sanitary service area in Worcester County, Maryland ("the County"); and

WHEREAS, Subsection PW 5-3 I0(c) of the Code provides that user charges shall be assessed based upon the best available determination of the volume of water used or wastewater discharged; and

WHEREAS, the Commissioners recognize the need to protect the financial integrity of the utility enterprise fund while providing reasonable relief to customers experiencing unusual or unintended water loss;

WHEREAS, water conservation rates have been established in all sanitary service areas which provide a tiered rate structure with the lowest rate for a basic level of water usage and progressively higher tiered rate for water usage in excess of the basic level of use; and

WHEREAS, the County previously adopted a Water Leak Adjustment Policy in 2010 to provide relief to customers experiencing unusual or unintended water loss, and it has become necessary to review and update that policy to reflect current utility practices, advances in metering technology, and evolving standards for equitable and consistent billing adjustments; and

WHEREAS, the Commissioners find it necessary and proper to establish a uniform, fair, and transparent policy governing the adjustment of water and sewer utility charges in cases of billing error, leaks, extraordinary circumstances, and other qualifying events;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following policy is hereby adopted to address billing issues that arise during the financial management of the service areas,

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.
PASSED AND ADOPTED this 2nd day of June, 2026.

ATTEST:

Weston S. Young
Chief Administrative Officer

Worcester County Commissioners

Theodore J. Elder
President

Madison J. Bunting, Jr.
Vice President

Caryn G. Abbott
Commissioner

Anthony W. Bertino, Jr.
Commissioner

Eric J. Fiori
Commissioner

Joseph M. Mitrecic
Commissioner

Diane Purnell
Commissioner

Policy Name	Water Leak Adjustment Policy
Adopted	[Date of Adoption]
Effective	[Effective Date]
Administered by	Department of Public Works, Water and Wastewater Division
Supersedes	2010
Review Cycle	Every three (3) years, or as directed by the Board of County Commissioners

I. PURPOSE/OBJECTIVE

The purpose of this policy is to establish a fair, consistent, and transparent framework for adjusting water and sewer utility bills when a customer experiences unusually high consumption due to a leak on the customer's side of the meter. The policy aims to:

1. Provide Relief to Customers: Reduce financial burden caused by unforeseen water loss due to leaks, pipe breaks, or other mechanical failures.
2. Promote Timely Repairs: Encourage customers to promptly identify and repair leaks, helping conserve water and protect the utility infrastructure.
3. Ensure Consistency: Apply adjustments uniformly across all customers to maintain fairness in billing practices.
4. Protect Utility Revenue: Balance customer relief with the financial sustainability of the water and sewer system.
5. Enhance Customer Service: Offer a transparent and easily understandable process for requesting adjustments, including clear eligibility, documentation, and limitation criteria.

II. DEFINITIONS

1. **Billing Error:** An incorrect charge applied to a customer's account due to meter misreading, data entry mistake, or other administrative or technical error.
2. **Customer:** Any person, property owner, tenant, or entity that receives water and/or sewer service from the utility and is responsible for payment of the associated charges.
3. **Department:** Worcester County Department of Public Works
4. **Non-Sewer Contributing Leak:** A water loss from a customer's plumbing, fixtures, or pipes that escapes externally (e.g., landscaping, outdoor irrigation, yard flooding, or runoff) and does not enter the sewer system.
5. **Meter:** A device that measures and records the volume of water consumed on a property for billing purposes, with readings collected by County personnel at regular intervals (e.g., quarterly).
6. **Relief Adjustment:** Reduction of the water consumption charges available to domestic and commercial customers.
7. **Sewer Contributing Leak:** A water loss from a customer's plumbing, fixtures, or pipes that flows into the sewer system.
8. **Usage:** The total volume of water measured by the customer's meter during a specific

billing period, including all water supplied for domestic, commercial, or other authorized purposes, and recorded in gallons.

9. **Outdoor Leak Adjustment:** Reduction in sewer charges available to domestic and commercial customers for non-sewer contributing leaks that have not entered the sewer system.
10. **Unexplained High-Water Usage Adjustment:** Reduction of the water consumption charges available to domestic and commercial customers where the cause for the high-water usage cannot be determined.

III. GENERAL INFORMATION

1. **Billing**
    a. Bills are sent quarterly and are due 30 days after they are invoiced. The due date will be indicated on the bill.
2. **Fees**
    a. Accounts that are delinquent over 30 days from the date of billing shall be assessed a $5.00 penalty, plus 3% interest per quarter.
    b. Late fees and interest will be waived for billing errors.
    c. A one-time waiver of late fees and interest will be granted upon request for customers with no history of late payments.
3. **Billing Errors**
    a. In the event of a confirmed billing error attributable to the Department, the County shall correct the error and issue a revised bill.
    b. Adjustments for billing errors may be applied retroactively for up to six (6) months from the date the error is discovered.
    c. Where a meter is determined to be inaccurate, consumption shall be estimated using the customer's average metered consumption for the preceding twelve (12) months of reliable readings.
4. **Financial Responsibility of Customer**
    a. While a leak adjustment is under consideration, the customer shall pay consumption-related water and sewer charges equal to the average metered consumption for the preceding twelve (12) months of reliable readings for the account in addition to all other fees and charges on the bill under consideration.
    b. The remaining consumption-related water and sewer charges will be suspended until a determination is made on the pending leak adjustment request. If an adjustment is made, the customer shall be required to pay the remaining account balance within 30 days.

IV. LEAK ADJUSTMENTS

1. **Eligibility**
    a. Relief Adjustments and Outdoor Leak Adjustments are offered to domestic and commercial customers upon their request when there is valid high-water use such as leaks, theft, vandalism, or other documented unintended water use. To qualify:
        i. The customer must submit a completed application form within thirty (30) days of the billing date.

ii. The leak must have been repaired within thirty (30) days of discovery or notification by the Department.
iii. The usage in question is equal to or exceeds three (3) times the customer's usage for the preceding twelve (12) months of reliable readings. Water use by the customer has returned to pre-leak levels.
iv. The customer must provide documentation demonstrating repair, which may include a paid invoice from a licensed plumber, contractor affidavit, or photographic evidence.
v. No adjustments will be made available for construction water accounts.

b. Unexplained High-Water Use Adjustments are offered to domestic and commercial customers upon their request when there is unexplained high-water use. To qualify:
i. The customer must submit a completed application form within thirty (30) days of the billing date.
ii. The usage in question is equal to or exceeds three (3) times the customer's usage for the preceding twelve (12) months of reliable readings. Water use by the customer has returned to pre-leak levels.
iii. The customer may request that the meter be pulled and tested by the County for accuracy at the customer's cost. If the meter is found to be accurate, the bill will be eligible for an Unexplained High-Water Use Adjustment. If the meter is found to be inaccurate, the testing fee will be waived, and the high-water use will be treated as a billing error.

2. **Limitations**
a. Customers will be eligible for a Relief Adjustment, or for a combination of a Relief Adjustment and an Outdoor Leak Adjustment, once within a 36-month period. This 36-month eligibility period will reset upon a change in property ownership, but will not reset with a change in tenants.
b. Customers will be eligible for an Unexplained High-Water Use Adjustment once within a 60-month period. This period will reset with a change in property ownership, but not with a change in tenants.
c. Adjustments will not apply to irrigation systems unless the customer demonstrates that the leak was sudden, accidental, and not due to lack of maintenance.
d. No adjustment shall be granted for negligence, willful damage, or failure to repair known plumbing deficiencies.
e. Any adjustment granted under this policy may be voided and reversed by the County if the County determines that the customer obtained the adjustment through the submission of false or fraudulent information. In such cases, the full original charges shall be reinstated, and the customer shall be liable for any outstanding balance.

3. **Relief Adjustment**
a. A Relief Adjustment is calculated by charging a domestic customer for high-water use at the current adopted rate using the customer's average metered consumption for the preceding twelve (12) months of reliable readings. The sewer charges will not be adjusted.
b. The Relief Adjustment applies to domestic and commercial customers and may

apply to no more than two sequential quarterly bills.

4. **Outdoor Leak Adjustment**
    a. When a non-sewer contributing leak is found, an Outdoor Leak Adjustment will be applied. This adjustment is calculated by setting the sewer usage to the same water usage as the customer Relief Adjustment. Proof that the leak has been repaired must be provided before an adjustment will be granted.
    b. The Outdoor Leak Adjustment is for domestic and commercial customers and may apply to no more than two sequential quarterly bills.
5. **Unexplained High-Water Usage Adjustment**
    a. When there is unexplained high-water usage, the adjustment will be calculated using the customer's average metered consumption for the preceding twelve (12) months of reliable readings. The sewer charges will not be adjusted.
    b. The Unexplained High-Water Leak Adjustment is for domestic and commercial customers and may apply to no more than two sequential quarterly bills.

V. APPEALS

If the property owner is still disputing the bill, they may request in writing to have it reviewed by the Grievance Committee, consisting of the Director of Public Works, Deputy Director of Public Works, Enterprise Fund Controller and County Finance Officer, or their designated representative.

The written appeal must be submitted within 14 days of receipt of the denial notification or the final adjusted bill, whichever is applicable. Appeals not received within 14 days will be considered waived.

MARYLAND'S Coast WORCESTER COUNTY

Maryland's Coast, Worcester County
Office of Tourism & Economic Development
107 West Green St. | Snow Hill MD 21863 410-632-3110 | VisitMarylandsCoast.org

MEMORANDUM

TO: Worcester County Commissioners

CC: Weston Young CAO; Candace Savage, Deputy CAO

FROM: Melanie Pursel, Director, Office of Tourism and Economic Development

DATE: August 21, 2026

RE: Proposed Transfer of Pocomoke Welcome Center Property from MDOT/SHA to Worcester County

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Purpose

The Office of Tourism and Economic Development, in coordination with the Department of Public Works and Environmental Programs Department, has been evaluating the costs and benefits of Worcester County assuming ownership and full responsibility for the Pocomoke Welcome Center property, which is currently owned by the State of Maryland through the Maryland Department of Transportation/State Highway Administration (MDOT/SHA).

Background

Several years ago, when the State was considering closure of a number of welcome centers due to budget constraints, Worcester County entered into an agreement with the State to assume responsibility for operation of the Pocomoke Welcome Center.

Under the current arrangement, the County is responsible for operation of the Welcome Center itself, including:

- Welcome Center personnel;
- Interior custodial and routine maintenance;
- Electricity, internet and telephone service; and
- Interior improvements.

MDOT/SHA has retained responsibility for the remainder of the property, including the public restrooms, building exterior, grounds, parking areas, pavilions and other exterior facilities. The State also provides personnel for restroom and grounds maintenance.

The County agreed to this arrangement because of the importance of the Welcome Center as a gateway to Worcester County and Maryland's Coast. The facility serves hundreds of

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thousands of travelers and provides an important opportunity to promote local businesses, attractions, accommodations, communities and events.

Current Conditions

Over time, the property has experienced increasing maintenance and infrastructure issues, including aging pavilions and picnic facilities, inoperable vending equipment, parking lot maintenance needs and other deferred improvements.

Most recently, failure of the property's existing well and septic infrastructure has resulted in closures and interruptions to Welcome Center and restroom operations.

These issues have highlighted the limitations of the current split-responsibility arrangement. Although the County operates the Welcome Center and relies on the facility as a major visitor-services asset, it does not currently control or maintain the entire property.

Tourism and Economic Development and the Public Works Office of Maintenance believe that consolidating ownership and maintenance responsibility under Worcester County would allow the property to be managed more efficiently and provide the County greater ability to make necessary improvements. It would also allow the County to develop the site into a more welcoming and attractive gateway reflective of Worcester County and Maryland's Coast.

Proposed Transfer

Staff has had several discussions with the MDOT/SHA District 1 Engineer regarding the potential transfer of the property to Worcester County. MDOT/SHA has indicated a willingness to pursue the process.

Staff has also developed a preliminary first-year budget identifying necessary repairs and improvements, many of which would be one-time capital expenses. These costs would be in addition to the FY27 Welcome Center operating budget already approved within the Tourism and Economic Development Department budget.

MDOT/SHA has advised that the next step is for Worcester County to provide a formal letter indicating the County's interest in acquiring the property and assuming responsibility for its operation and maintenance. SHA recommends that the letter be directed to the SHA Administrator, who can then initiate review by the appropriate facilities, property, agreements and funding personnel.

Following that review, SHA would initiate development of a Memorandum of Understanding and any other documents necessary to complete the transfer.

Requested Action

Staff respectfully requests that the County Commissioners:

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1. Approve proceeding with the proposed transfer of the Pocomoke Welcome Center property from MDOT/SHA to Worcester County;
2. Authorize the President of the County Commissioners to transmit a letter to the SHA Administrator formally expressing the County's interest in acquiring the property and assuming responsibility for its operation, maintenance and future improvements; and
3. Authorize County staff to work with MDOT/SHA and the County Attorney to negotiate a Memorandum of Understanding and any additional agreements or property-transfer documents necessary to complete the conveyance, subject to final County approval as required.

A preliminary draft Memorandum of Understanding is attached for reference.

attachments

Tourism - Welcome Center

GL Account #	Description	Budget Requested	One-Time	Recurring
100.1803.420.6550.020	Building & Grounds Maintenance - Update landscaping around building	$1,500		x
100.1803.420.6550.020	Building & Grounds Maintenance - Power wash building exterior	$1,250	x	
100.1803.420.6550.020	Building & Grounds Maintenance - Parking lot striping	$1,000	x	
100.1803.420.6550.050	Building Site Expenses & Custodial Supplies (Exterior/Restrooms added)	$5,500		x
100.1803.420.9010.050	Capital Equipment Building Improvements - Replace rotten fascia, new gutters, flashing etc.	$15,000	x	
100.1803.420.9010.050	Captial Equipment Building Improvements - Restroom dehumidifiers	$12,500	x	
100.1803.420.9010.050	Capital Equipment Building Improvements - Toilets and flushometers 14x $750 each	$10,500	x	
100.1803.420.9010.050	Capital Equipment Building Improvements - Restroom doors	$4,000	x	
100.1803.420.9010.050	Capital Equipment Building Improvements - Window in side office	$750	x	
100.1803.420.9010.050	Capital Equipment Building Improvements - Sinks and faucets 10 x $650 each	$6,500	x	
100.1803.420.9010.050	Capital Equipment Building Improvements - HVAC/Plumbing repair/replacement	$17,000	x	
100.1803.420.9010.050	Capital Equipment Building Improvements - Well Drilling & Hook Up	$25,000	x	
100.1803.420.9010.050	Capital Equipment Building Improvements- New 5hp pump	$10,000	x	
100.1803.420.9010.050	Capital Equipment Building Improvements- Water softener and chlorinator	$15,000	x	
100.1803.420.6550.090	Building Site Expenses General Maintenance Repairs - Restroom exhaust fans	$1,000	x	
100.1803.420.6550.090	Building Site Expenses General Maintenance Repairs - Restroom dispensers	$250	x	
100.1803.420.6550.090	Building Site Expenses General Maintenance Repairs - Water fountain/bottle filler repairs	$500	x	
100.1803.420.6550.180	Building Expense Pest Control/Termite Insp	$800		x
100.1803.420.6550.240	Building Site Expenses Sewer Pump/Septic Well Maintenance	$1,500		x
100.1803.420.6550.100	Building Site Expenses - Generator Services and Fuel	$1,000		x
	FY 27 Additional Welcome Center Budget Allocation	$130,550		

Letter to MDOT State Highway Administrator

August

William Pines
Administrator
Maryland Department of Transportation
State Highway Administration
707 North Calvert Street
Baltimore, Maryland 21202

RE: Pocomoke Welcome Center – Request to Initiate Property Transfer to Worcester County

Dear Administrator Pines:

On behalf of the County Commissioners of Worcester County, Maryland, we are writing to formally express the County's interest in acquiring the State-owned Pocomoke Welcome Center property located along U.S. Route 13 and to request that the Maryland Department of Transportation State Highway Administration (MDOT SHA) initiate the process necessary to transfer the property to Worcester County.

For several years, Worcester County has operated the Pocomoke Welcome Center under an agreement with the State established at a time when Maryland was considering closure of several welcome center facilities. Recognizing the importance of maintaining this gateway to Worcester County and the State of Maryland, the County agreed to assume responsibility for staffing and operation of the Welcome Center, while MDOT SHA retained responsibility for the public restrooms, exterior building and grounds, parking areas and certain other site maintenance.

The Pocomoke Welcome Center continues to serve as an important visitor-services facility and gateway for travelers entering Maryland and Worcester County along the U.S. Route 13 corridor. The County has made a significant investment in its operation and believes there is an opportunity to further improve the property and enhance the experience it provides to residents and visitors.

As the facility and its infrastructure have aged, the division of responsibilities between the County and State has also presented operational and maintenance challenges. Recent issues involving the property's well and septic systems, along with other needed site and facility improvements, have reinforced the benefits of consolidating ownership, operation and maintenance under a single entity.

Following discussions among Worcester County Tourism and Economic Development, Worcester County Public Works and MDOT SHA District 1 representatives, the County Commissioners believe that transferring the property to Worcester County would provide the most effective long-term approach for management of the facility.

Accordingly, the County Commissioners respectfully request that MDOT SHA begin the appropriate internal review and property disposition process necessary to transfer the Pocomoke Welcome Center property to Worcester County. Subject to completion of the required State and County processes and mutually acceptable transfer terms, Worcester County is prepared to assume ownership and full responsibility for the operation, maintenance and future improvement of the property.

We understand that this request will require coordination among MDOT SHA's facilities, real estate, agreements and other appropriate offices and that a Memorandum of Understanding and additional conveyance documents may be necessary to complete the transfer. County staff is prepared to work closely with MDOT SHA throughout that process.

We appreciate MDOT SHA's longstanding partnership with Worcester County and its willingness to explore this transfer. We look forward to working together to ensure that the Pocomoke Welcome Center remains an attractive and welcoming gateway to Worcester County and the State of Maryland.

Sincerely,

Ted Elder

President
County Commissioners of Worcester County, Maryland

cc: County Commissioners of Worcester County
Worcester County Chief Administrative Officer
Worcester County Tourism and Economic Development
Worcester County Public Works
MDOT SHA District 1- Mark Crampton, District Engineer

DRAFT MEMORANDUM OF UNDERSTANDING

Transfer of the Pocomoke Welcome Center Property

This Memorandum of Understanding ("MOU") is entered into by and between the **Maryland Department of Transportation, State Highway Administration ("MDOT/SHA")** and the **County Commissioners of Worcester County, Maryland ("County")**, collectively referred to as the "Parties."

1. Purpose

The purpose of this MOU is to establish the terms and responsibilities associated with the proposed transfer of the Pocomoke Welcome Center property from MDOT/SHA to Worcester County and the County's assumption of responsibility for the operation, maintenance and improvement of the property.

The property is located along U.S. Route 13 in the Pocomoke City area of Worcester County, Maryland, and includes the Welcome Center building, public restroom facilities, parking areas, grounds, pavilions, picnic areas, utilities and associated improvements ("Property").

A legal description and/or property plat may be incorporated as **Exhibit A**.

2. Background

MDOT/SHA currently owns the Property. Under a previous agreement between the Parties, Worcester County assumed responsibility for operation of the Welcome Center while MDOT/SHA retained responsibility for certain exterior facilities, public restrooms, grounds, parking areas and related maintenance.

The Parties now desire to consolidate responsibility for the Property under Worcester County in order to provide for more efficient operation, maintenance and future improvement of the facility.

3. Transfer of Property

Subject to all applicable State and local requirements governing the disposition and conveyance of publicly owned real property, MDOT/SHA agrees to take the necessary steps to transfer the Property to Worcester County.

Worcester County agrees to accept the Property and, upon completion of the transfer, assume ownership and responsibility for the Property as provided herein.

The Parties acknowledge that this MOU may be supplemented by a deed, property transfer agreement, surplus property documentation, easements or other instruments required by MDOT/SHA, the Maryland Department of Transportation, the State of Maryland or Worcester County to legally complete the conveyance.

4. Condition of Property

Unless otherwise agreed to in writing, Worcester County shall accept the Property and existing improvements in their then-current, **as-is condition**, subject to any environmental, title, property or infrastructure review deemed necessary by the County prior to conveyance.

Known existing or anticipated maintenance and infrastructure needs may include, but are not limited to:

- Well and water infrastructure;
- Septic and wastewater infrastructure;
- Parking areas and pavement;
- Public restroom facilities;
- Pavilions and picnic facilities;
- Exterior building maintenance;
- Landscaping and grounds;
- Signage;
- Vending facilities; and
- Other site and building improvements.

Acceptance of the Property shall constitute the County's assumption of responsibility for future repair, replacement and maintenance of these facilities unless otherwise expressly provided in the final conveyance documents.

5. County Responsibilities

Upon completion of the transfer, Worcester County shall assume responsibility for the operation, maintenance and management of the Property, including, but not limited to:

- Operation and staffing of the Welcome Center;
- Custodial services;
- Maintenance of the Welcome Center and public restroom facilities;
- Maintenance of the building exterior;
- Maintenance of parking areas and internal site circulation;
- Grounds maintenance and landscaping;
- Maintenance and replacement of pavilions, picnic tables and other visitor amenities;
- Maintenance, repair and replacement of well, water, septic and wastewater infrastructure;
- Electricity, telecommunications, internet, water and other utilities;
- Snow and ice removal, as applicable;
- Trash and waste removal;
- Signage located within the Property;

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- Capital repairs and improvements;
- Compliance with applicable building, accessibility, environmental, health and safety requirements; and
- Other routine and capital expenses associated with ownership and operation of the Property.

Except as otherwise expressly agreed in writing, MDOT/SHA shall have no continuing financial obligation for the operation, maintenance, repair or improvement of the Property following conveyance.

6. MDOT/SHA Responsibilities

MDOT/SHA shall:

1. Coordinate the State review and approval process necessary to authorize disposition and conveyance of the Property;
2. Provide available surveys, plats, property records, utility information, environmental documentation and other relevant records concerning the Property to the County;
3. Coordinate preparation of the appropriate conveyance documents;
4. Identify any easements, rights-of-way, access rights or other interests that MDOT/SHA or the State must retain; and
5. Coordinate with Worcester County regarding the timing of the transfer to minimize disruption to Welcome Center operations.

7. Highway Right-of-Way and Access

Nothing in this MOU shall transfer or otherwise affect any State highway right-of-way unless specifically identified in the final conveyance documents.

MDOT/SHA may retain any easements, rights of access, drainage rights, utility rights or other interests reasonably necessary for the continued operation and maintenance of U.S. Route 13 or other State transportation infrastructure.

The Parties shall cooperate to maintain safe and appropriate public access between U.S. Route 13 and the Welcome Center Property.

8. Existing Utilities and Infrastructure

Prior to final conveyance, the Parties shall identify, to the extent practicable, existing water, wastewater, electrical, telecommunications and other utility infrastructure serving the Property.

Following conveyance, Worcester County shall be responsible for the maintenance, repair, replacement and operation of utilities located on and serving the Property, except for infrastructure specifically retained by MDOT/SHA or another utility or governmental entity.

9. Improvements

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Following conveyance, Worcester County may renovate, repair, replace or improve facilities located on the Property consistent with applicable laws, regulations, permitting requirements and any easements or restrictions contained within the final conveyance documents.

The County intends to maintain the Property as a visitor-services facility and gateway to Worcester County and the State of Maryland.

10. Liability and Insurance

Upon transfer of ownership, each Party shall be responsible for its respective acts and omissions associated with the Property to the extent provided by applicable law.

Worcester County shall maintain such insurance or self-insurance coverage for the Property as it maintains for comparable County-owned facilities.

Nothing contained in this MOU shall be construed as a waiver of any governmental, sovereign or other immunity available to either Party under Maryland law.

11. Environmental and Property Review

Prior to accepting title, Worcester County may conduct such environmental, structural, utility, title, survey or other due diligence as the County considers appropriate.

MDOT/SHA shall provide the County with existing records in its possession concerning environmental conditions, underground storage tanks, wells, septic systems, easements, rights-of-way and other material conditions affecting the Property, to the extent such records are available and may legally be disclosed.

12. Costs

Unless otherwise agreed in writing, each Party shall bear its own administrative and legal costs associated with negotiating this MOU and completing the transfer.

Following conveyance, Worcester County shall be responsible for all costs associated with ownership, operation, maintenance and improvement of the Property.

13. Existing Agreement

Upon completion of the transfer of the Property to Worcester County, the Parties' existing agreement governing County operation of the Pocomoke Welcome Center shall terminate or be superseded by this MOU and the final property conveyance documents, as appropriate.

14. Effective Date and Transfer Date

This MOU shall become effective upon execution by authorized representatives of both Parties.

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The County's assumption of full ownership responsibility shall occur on the date title to the Property is formally conveyed to Worcester County ("Transfer Date"), unless the Parties establish another date in writing.

15. Entire Understanding

This MOU reflects the Parties' present understanding regarding the proposed transfer. Any modification shall be made in writing and approved by authorized representatives of both Parties.

Nothing herein shall supersede any requirements of Maryland law governing the disposition or conveyance of State-owned real property.

SIGNATURES

MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

By: _____
Name: _____
Title: _____
Date: _____

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND

By: _____
President, County Commissioners
Date: _____

Approved for Form and Legal Sufficiency:

Worcester County Attorney
Date: _____

MDOT/SHA Legal Counsel
Date: _____

DRAFT

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

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director
Date: August 25, 2026
Re: Rezoning/ Map Amendment Moratorium Resolution

As directed at the August 4, 2026, County Commissioners meeting, attached please find a draft resolution establishing a one-year moratorium on map amendment applications, also known as rezonings, for properties on or near the MD Route 589 transportation corridor. Exhibit No. 1 provides an outline of the proposed area subject to the moratorium.

Rezoning applications are accepted three times per year, with the month of September being the next submittal window (followed by January and May). There are currently two applications in process (received in May 2026) that may be affected by this moratorium.

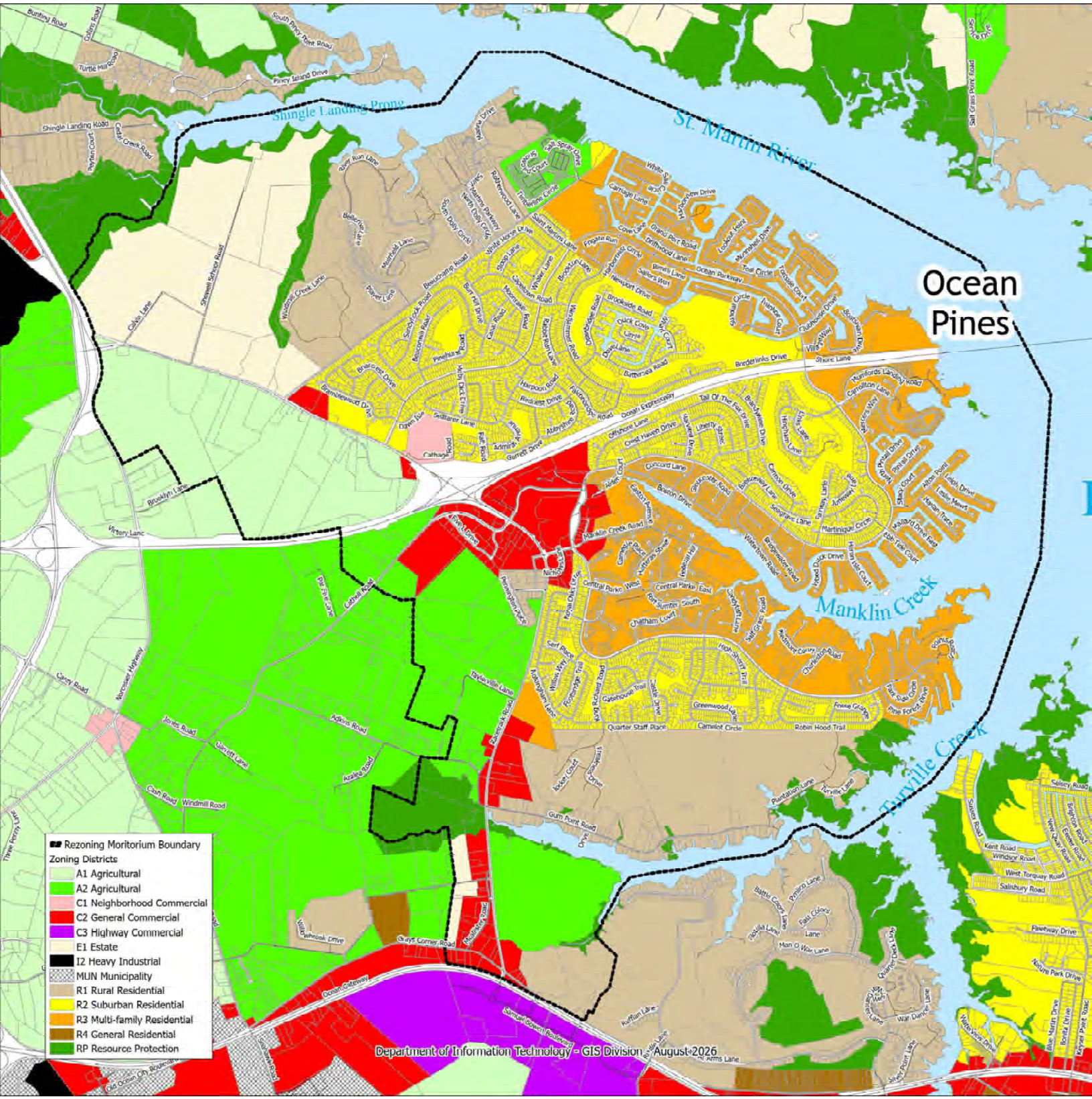
Attached you will find two draft resolutions:

1. The first resolution would temporarily halt the review of all active rezoning applications as well as postpone the acceptance and processing of any new applications while the moratorium is in effect. If the moratorium is approved, the active cases will be put on hold pending the lifting of the moratorium.

2. The second resolution would allow the continuance of the two active rezoning applications but temporarily halt the acceptance and processing of any new applications while the moratorium is in effect.

Please note that this will **not** affect site plan review, Board of Zoning Appeals, building permit or other similar applications for development projects within this corridor that are consistent with the existing zoning classification.

Resolution No. 26-___
Exhibit No. 1



RESOLUTION NO. 26 -

RESOLUTION TO IMPOSE A MORATORIUM ON MAP AMENDMENT APPLICATIONS FOR PARCELS ON MD ROUTE 589 (RACETRACK ROAD) IN WORCESTER COUNTY, MARYLAND

Recitals

A. For the purposes of implementing this Moratorium, a map amendment or rezoning shall refer to any application pursuant to § ZS 1-113(c) of the Worcester County Zoning and Subdivision Control Article.

B. The County Commissioners of Worcester County, Maryland, find that the Worcester County 2006 Comprehensive Plan specifically identifies MD Route 589 (Racetrack Road), a state-owned and - maintained major collector highway, finding it to be "considered impacted from a traffic standpoint. This implies that land use should not intensify in this area. Infill development of existing platted lots should be the extent of new development. This policy shall remain until road capacity is suitably improved" (Page 80). Additionally, this roadway has been included in Worcester County's requested Maryland Department of Transportation's Consolidated Transportation Program (CTP) list as a transportation priority.

C. The County Commissioners of Worcester County, Maryland, have determined that it is in the public interest for the Commissioners to have adequate time to fully consider, deliberate, and address the present and future transportation patterns of MD Route 589 (Racetrack Road), the potential impacts of existing and potential zoning classifications on the network and establish appropriate measures to mitigate such impacts;

D. In order to lessen and control the aforementioned impacts and to provide appropriate and fitting zoning classifications, a period of study must be taken so that the County Commissioners can adequately evaluate the MD Route 589 corridor; and

E. Section 1-118(b)(6) of the Worcester County Zoning Ordinance establishes that the County Commissioners have the power and duty to impose moratoria by resolution in order to accomplish the purposes of the Comprehensive Plan and the intent of the Worcester County Zoning Ordinance and to safeguard the planning processes and provide for smooth transitions and protect the health, safety and general welfare of the population.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that there shall be a moratorium on the acceptance, processing and review of map amendments for parcels or lots within the MD Route 589 (Racetrack Road) transportation corridor as outlined on Exhibit No. 1, for a period of twelve months, or until such time as the County Commissioners rescind this Resolution.

RESOLUTION NO. 26 -

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A. For the purposes of implementing this Moratorium, a map amendment or rezoning shall refer to any application pursuant to § ZS 1-113(c) of the Worcester County Zoning and Subdivision Control Article.

B. The County Commissioners of Worcester County, Maryland, find that the Worcester County 2006 Comprehensive Plan specifically identifies MD Route 589 (Racetrack Road), a state-owned and - maintained major collector highway, finding it to be "considered impacted from a traffic standpoint. This implies that land use should not intensify in this area. Infill development of existing platted lots should be the extent of new development. This policy shall remain until road capacity is suitably improved" (Page 80). Additionally, this roadway has been included in Worcester County's requested Maryland Department of Transportation's Consolidated Transportation Program (CTP) list as a transportation priority.

C. The County Commissioners of Worcester County, Maryland, have determined that it is in the public interest for the Commissioners to have adequate time to fully consider, deliberate, and address the present and future transportation patterns of MD Route 589 (Racetrack Road), the potential impacts of existing and potential zoning classifications on the network and establish appropriate measures to mitigate such impacts;

D. In order to lessen and control the aforementioned impacts and to provide appropriate and fitting zoning classifications, a period of study must be taken so that the County Commissioners can adequately evaluate the MD Route 589 corridor; and

E. Section 1-118(b)(6) of the Worcester County Zoning Ordinance establishes that the County Commissioners have the power and duty to impose moratoria by resolution in order to accomplish the purposes of the Comprehensive Plan and the intent of the Worcester County Zoning Ordinance and to safeguard the planning processes and provide for smooth transitions and protect the health, safety and general welfare of the population.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that there shall be a moratorium on the acceptance, processing and review of map amendment applications submitted on or after the effective date of this moratorium, for parcels or lots within the MD Route 589 (Racetrack Road) transportation corridor as outlined on Exhibit No. 1, for a period of twelve months, or until such time as the County Commissioners rescind this Resolution.

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
Candace Savage, Deputy Chief Administrative Officer

From: Stacey Norton, Human Resources Director

Date: August 25, 2026

Subject: Medicare Advantage 2027 Renewal

The Medicare Advantage plan with CareFirst (medical/pharmacy) for retirees over 65 runs on a calendar basis. The federal Medicare plan pays first and then the county plan acts as a secondary plan. Below is the history of the monthly premium rates per person. Retirees also pay for Medicare Part B (rates are dependent on salary and are at least $203 a month).

Calendar Year	Monthly Rate	Member Monthly Premium Rate 10% cost share	Annual Premium Rate	Annual Premium Rate Increase
2022	$325	$32.50	$390	0
2023	$325	$32.50	$390	0
2024	$325	$32.50	$390	0
2025	$375	$37.50	$450	$60
2026	$375	$37.50	$450	$60
2027 *if no plan changes	$517.50	$51.75	$621	$171

An active employee or retiree under 65 pays $88 a month or $1,056 annually.

The Hilb Group (Benefit Brokers/Consultants) and Retire First have finalized negotiations and below are options for 2027 rates. Their negotiations resulted in a 7% decrease of the proposed premium rates.

OPTION #1 - Rate increase and no plan changes

- Monthly premium rate increases from $375 to $517.50
- **Member monthly cost share increases from $37.50 to $51.75, or an increase of $14.25/month or $171 per year.**
- 1/1/27-6/30/27 cost based on 1243 members
  - County: $987,998
  - BOE: $2,340,135
- Total cost breakdown for calendar year 2027
  - County $1,818,248
  - BOE: $4,306,635

OPTION #2 - Rate increase and plan design changes

- Plan changes include:
  - Increase specialist copay from $10 to $35
  - Add inpatient copay of $250 per admission
  - Add outpatient Surgery copay of $100 in Outpatient Hospital and Ambulatory Surgery Center (currently copay only for observation)
  - Add copay to Part B Drugs: insulin -$35, chemotherapy -$25, other drugs-$50
- Rate increases from $375/month to $451.52/month
- **Member monthly increase from $37.50 to $45.15, or an increase of $7.65/month or $91.82 per year.**
- 1/1/27-6/30/27 cost based on 1243 members
  - County: $914,958
  - BOE: $2,167,135
- Total Cost breakdown for 2027 based on 1243 members
  - County: $1,745,208
  - BOE: $4,133,635

CareFirst has asked for a decision by 9/1/26.

Attached are the FY 27 benefit rates for active employees and retirees under 65.

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

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

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

August 21, 2026

To: Worcester County Commissioners
From: Karen Hammer, Executive Administrative Assistant
Subject: Upcoming Board Appointments – Terms Beginning January 1, 2026

Commissioner Bertino – You have Two (2) positions open:

- George Solyak – **Term Ended** – Agricultural Reconciliation Bd.
- Missy Denault – **Moved Out of State** – Recreation Advisory Board
- John Collins – **Term Ending** – W & S Advisory Board – Ocean Pines

Commissioner Purnell – You have Two (2) positions open:

- Nancy Howard – **Termed Out** – Social Services Advisory Board
- Darlene Jackson Bowen – **Resigned** - Commission for Women

Commissioner Bunting - You have Two (2) positions open:

- Mike Poole – **Term Ending –** Building Code Appeals Board
- Harry Hammond – **Term Ended** – Social Services Advisory Bd.

Commissioner Abbott – You have Two (2) position open:

- Dr. Lynn Duffy – **Resigned –** Housing Review Board
- Michelle Goad – **Term Ended –** Commission for Women

Commissioner Mitrecic – You have Three (3) positions open:

- Bill Paul – **Resigned** – Building Code Appeals Board
- Kimberly List – **Termed Out** – Commission for Women
- Rebecca Ferguson – **Resigned** – Social Services Advisory Board

Commissioner Elder – <u>All of your positions are fulfilled. Thank you!</u>

Commissioner Fiori - <u>You have Three (3) positions open</u>:

- Bruce Spangler – **Term Ending** – Ethics Board
- Keith Swanton -**Term Ended** - Water & Sewer Advisory Council, West Ocean City
- Blake Haley – **Term Ended** - Water & Sewer Advisory Council, West Ocean City

<u>All Commissioners</u>

(4)-Adult Public Guardianship Board -
3– Terms Expiring – Dr. Greer, Richard Collins, and Nancy Howard
1– Vacancy – Psychiatrist

(2)-Drug and Alcohol Abuse Council –1- Term Ends – Kim Moses, **1 – Declined Reappointment** – Alyce Marzola

(2)-Local Development Council for the Ocean Downs Casino - Previously Expired Terms – Mark Wittmyer, At-Large, and David Massey (At-Large-Business)

(1) – Lower Shore Work Force Development Board – Alicia Warren - resigned

(1)– Property Tax Assessment Appeal Board - Alternate Seat Vacancy

(1) – Social Services Advisory Board – Commissioner Diana Purnell has served the maximum term. This Board requires one member to be a commissioner.

(1) – Solid Waste Advisory Board - Town of Berlin member – James Charles's term is ending.

(2)- Water and Sewer Advisory Council- West Ocean City- 1 Term Ended Dec. 2021 – Keith Swanton and Blake Haley

(6- Total): Commission for Women:

(5)– Resigned - Laura Morrison – (At Large); **Resigned -** Darlene Jackson Bowen – (Purnell); **Resigned** – Michelle Goad (Abbott); **Resigned** – Cheryl Middleton (At Large); **Resigned** – Dorothy Shelton-Leslie (Bertino)

(1) - Termed Out - Kimberly List (Mitrecic)

(**3) - Youth Council -** New Appointments -Dashiell, Pendleton and Taylor

(3) - Youth Council - Reappointments -Groves, Shirk and Lloyd

ADULT PUBLIC GUARDIANSHIP BOARD

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

Appointed by: County Commissioners

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

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

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

Meetings: Semi-annually

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

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

Current Members:

Member's Name	Representing	Years of Term(s)
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24-27
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24-27
Dr. William Greer	Physician	07-10-13-16-19-22-25 Term Exp.
Richard Collins	Lawyer	95-16-19-22-25 Term Exp.
Nancy Howard	Lay Person	*17-19, 19-22-25 Term Exp.
Brandy Trader	Comm. On Aging	*15-17, 17-20, 20-23-26
Stephanie James	Wor. Co. Dev. Center	23-26
Vacancy	Psychiatrist	
Tina Dykes	Commission on Aging Rep.	25-28

* = Appointed to fill an unexpired term

Updated: September 16, 2025
Printed: September 18, 2025

AGRICULTURAL RECONCILIATION BOARD

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

Appointed by: County Commissioners

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

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

Compensation: None - Expense Reimbursement as provided by County Commissioners

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

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

Staff Contact: Dept. of Development Review & Permitting
- Jennifer Keener (410-632-1200)

County Agricultural Extension Agent - As Consultant to the Board
- Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

Member's Name	Nominated By	Ag/Forest Industry	Resides	Years of Term(s)
George Solyak	At-Large	No	Ocean Pines	18-22
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14-18-22-26
Tom Babcock	At-Large	No	Whaleyville	14-18-22-26
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16-20-24-28
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16-20-24-28

Prior Members: Since 2000

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

* = Initial terms staggered

BUILDING CODE APPEALS BOARD

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

Appointed by: County Commissioners

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

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

Compensation: $100 per meeting (by policy)

Meetings: As Needed

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

Staff Contact: Jennifer Keener, Director
Development Review & Permitting (410-632-1200, ext. 1123)

Current Members:

Member=s Name	Nominated By	Resides	Years of Term(s)
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19-23 **Resigned**
Mike Poole	D-6 - Bunting	Bishopville	17-21, 21-25
Mark Bargar	D-4 - Elder	Berlin	14-18-22-26
Jim Wilson	D-3 - Fiori	Berlin	02-06-10-14-18-22-26
Elbert Davis	D-2 - Purnell	Snow Hill	*03-07-11-15-19-23-27
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16-20-24-28
Mark Frostrom, Jr.	D-1 - Abbott	Pocomoke	26-30

Prior Members:

Robert L. Cowger, Jr. (92-95)
Charlotte Henry (92-97)
Robert Purcell (92-98)
Edward DeShields (92-03)
Sumei Prete (97-04)
Shane C. Spain (03-14)
Dominic Brunori (92-15)
Richard P. Mueller (98-17)
Kevin Holland (96-24)

* = Appointed to fill an unexpired term

Updated: February 17, 2026
Printed: February 17, 2026

DRUG AND ALCOHOL ABUSE COUNCIL

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
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18-22-26
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22-26
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19-23-27
Mimi Dean	Substance Abuse Prevention Provider	*18-19-23-27
Michael Trader	Knowledgeable on Substance Abuse Issues	23-27
Matthew Giardina	Knowledgeable on Substance Abuse Issues	24-28
Julie Rayne	Substance Abuse Treatment Provider	26-30
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25-29
Alyce Marzola	Knowledge of Substance Abuse Treatment	*24-25 **Declined Reappt. Vacant**

	Ex-Officio Members	
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Crystal Duffy	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Travis Knapp	Field Supervisor	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Chasity Simpson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
Todd Ferrante	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Hon. Melvin Jews	District Court Administrative Judge	Ex-Officio, Indefinite
Timothy Mulligan	Warden, Worcester County Jail	Ex-Officio, Indefinite

Advisory Members

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

Updated: March 3, 2026
Printed: March 16, 2026

ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

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

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

Compensation: $100 per meeting

Meetings: As Necessary

Special Provisions:

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

Current Members:

Member's Name	Nominated By	Resides	Years of Term(s)
Bruce Spangler	D-3, Fiori	Berlin	*02-05-09-13-17-21-25
Iola Tariq	D-2, Purnell	Berlin	*22-26
Mickey Ashby	D-1, Abbott	Pocomoke	14-18-22-26
David Deutsch	D-6, Bunting	Ocean Pines	17-21-23-27
Frank Knight	D-7, Mitrecic	Ocean City	*14-19-23-27
Judy Giffin	D-5, Bertino	Ocean Pines	*21-24-28
Joseph Stigler	D-4, Elder	Berlin	16-20-24-28

Prior Members: (Since 1972)

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

* = Appointed to fill an unexpired term

Updated: December 17, 2024
Printed: December 18, 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)
Don Furbay	D-3, Fiori	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26
Carl Smith	D-4, Elder	Snow Hill	24-27
Felicia Green	D-2, Purnell	Ocean Pines	*21-24-27
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25-28
Dr. Lynn Duffy	D-1, Abbott	Pocomoke	26-29 Resigned
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23-26

Prior Members:

Phyllis Mitchell
William Lynch
Art Rutter
William Buchanan
Christina Alphonsi
Elsie Purnell
William Freeman
Jack Dill
Elbert Davis
J. D. Quillin, III (90-96)
Ted Ward (94-00)
Larry Duffy (90-00)
Patricia McMullen (00-02)
William Merrill (90-01)
Debbie Rogers (92-02)
Wardie Jarvis, Jr. (96-03)
Albert Bogdon (02-06)
Jamie Rice (03-07)
Howard Martin (08)
Marlene Ott (02-08)
Mark Frostrom, Jr. (01-10)
Joseph McDonald (08-10)
Sherwood Brooks (03-12)
Otho Mariner (95-13)
Becky Flater (13-14)
Ruth Waters (12-15)
John Glorioso (*06-19)
Sharon Teagle (00- 20)
Davida Washington (*21-21)
Donna Dillion (08-22)
C.D. Hall 10-22
Chase Church (*19-22)
Jake Mitrecic (15-21)
Scot Tingle 14-24
Keri Byrd 22-25

* = Appointed to fill an unexpired term

Updated January6, 2026
Printed May 21, 2026

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
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
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25-29

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: October 21, 2025
Printed: October 27, 2025

LOWER SHORE WORKFORCE DEVELOPMENT BOARD

(Previously Private Industry Council Board - PIC)

Reference: Workforce Innovation and Opportunity Act of 2014, Section 107

Appointed by: County Commissioners

Functions: Advisory/Regulatory
Provide education and job training opportunities to eligible adults, youth and dislocated workers who are residents of Somerset, Wicomico and Worcester counties.

Number/Term: 26 - 5 Worcester County, 11 At-Large (by Tri-County Council), 10 Other
2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (March, June, September, December) on the 2nd Wednesday

Special Provisions: Board must be at least 51% business members.
The chair must be a businessperson

Staff Contact: Lower Shore Workforce Alliance
Leslie Porter-Cabell – LSWA Director (410-341-3835, ext. 2502)
American Job Center, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

Current Members (Worcester County - also members from Wicomico, Somerset and Tri-County Council):

Name	Resides/Agency	Term	Representing
Alicia Warren	Berlin	22-26	Healthcare Ind. **Resigned**
Sarah Chapman	Pocomoke	23- 27	Business Rep.
Matthew Culbertson	Snow Hill	24-28	Private Business Rep.
Lauren Martin	Berlin	24-28	Business Rep.
Robert Bo Duke	Ocean City	*17-21, 21-25-29	Business Rep.

Prior Members: Since

Baine Yates
Charles Nicholson (98-00)
Gene Theroux (97-00)
Jackie Gordon (98-00)
Caren French (97-01)
Jack Smith (97-01)
Linda Busick (98-02)
Edward Lee (97-03)
Joe Mangini (97-03)
Linda Wright (99-04)
Kaye Holloway (95-04)
Joanne Lusby (00-05)
William Greenwood (97-06)
Gabriel Purnell (04-07)
Walter Kissel (03-07)
Heidi Kelley (07-08)
Bruce Morrison (05-08)
Margaret Dennis (08-12)
Ted Doukas (03-13)
Diana Nolte (06-14)
John Ostrander (07-15)
Craig Davis (13-17)
Donna Weaver (08-17)
Geoffrey Failla (15-18)
Melanie Pursel (18-*20)
Ivy Wells (20-21)(21-public appt.)
Jason Cunha (*16-23)
Walter Maizel(*12-24)
Whitney Palmer (*20-24)
Alicia Warren (22-26*June)

All At-Large Appointments made by Tri-County Council (TCC) as of 7/1/04

Updated: June 23, 2026
Printed: July 27, 2026

RECREATION ADVISORY BOARD

Reference: County Commissioners= Action 6/13/72 and Resolution of 12/27/83 and Resolution 97-51 of 12/23/97 and Resolution 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory
Provide the County with advice and suggestions concerning the recreation needs of the County and recommendations regarding current programs and activities offered.
Review and comment on proposed annual Recreation Department budget.

Number/Term: 7/4-year term
Terms expire December 31st

Compensation: $100 per meeting expense allowance, subject to funding

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Support: Recreation and Parks Department - Lisa Gebhardt (410) 632-2144

Current Members:

Member=s Name	Nominated By	Resides	Years of Term(s)
Alvin Handy	D-2, Purnell	Ocean City	06-10-14-18-22-26
John Gehrig	D-7, Mitrecic	Ocean City	14-18-22-26
Joseph Stigler	D-4, Elder	Snow Hill	*21-23-27
Missy Denault	D-5, Bertino	Berlin	*15-16-20-24-28 **Moved OOS**
Scott Holland	D-1, Abbott	Pocomoke	24-28
William Gabeler	D-6, Bunting	Ocean Pines	21-25-29
David Wells.	D-3, Fiori	Berlin	25-29

Prior Members: Since 1972

Howard Taylor
Arthur Shockley
Rev. Ray Holsey
William Tingle
Mace Foxwell
Nelson Townsend
J.D. Townsend
Robert Miller
Jon Stripling
Hinson Finney
John D. Smack, Sr.
Richard Street
Ben Nelson
Shirley Truitt
Cyrus Teter
Warren Mitchell
Edith Barnes
Glen Phillips
Gerald Long
Lou Ann Garton
Milton Warren
Ann Hale
Claude Hall, Jr.
Vernon Davis
Rick Morris
Joe Lieb
Donald Shockley
Fulton Holland (93-95)
Gregory Purnell (83-96)
Vernon Redden, Jr.(83-98)
Richard Ramsay (93-98)
Mike Daisy (98-99)
Cam Bunting (95-00)
Charlie Jones (98-03)
Rick Morris (03-05)
Gregory Purnell (97-06)
George AEddie@ Young (99-08)
Barbara Kissel (00-09)
Alfred Harrison (92-10)
Janet Rosensteel (09-10)
Tim Cadotte (02-12)
Craig Glovier (08-12)
Joe Mitrecic (10-14)
Sonya Bounds (12-15)
Burton Anderson (05-15)
William Regan (02-16)
Shawn Johnson(15-19)
Devin Bataille (19-20)
Chris Klebe (*11-21)
Mike Hooks (12-24)
Norman Bunting (*16-25)

* = Appointed to fill an unexpired term

Updated: June 5, 2026
Printed: June 5, 2026

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 Term Expired
Shelly Daniels	D-1, Abbott	Pocomoke City	22-25
Rebecca Colt-Ferguson	D-7, Mitrecic	Ocean City	22-25 Resigned
Janice Chiampa	D-5, Bertino	Ocean Pines	22-25
Diana Purnell	ex officio - Commissioner		14-18-22-25 Term Expired
Margaret Labesky	D-4, Elder	Snow Hill	23-26
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20-23-26 Term Expired
Mary Beth Quillen	At-Large	Snow Hill	25-28
Aves Ruffin-Jutis	D-3, Fiori	Pocomoke	25-28

* = Appointed to fill an unexpired term

Updated: November 18, 2025
Printed: November 20, 2025

SOLID WASTE ADVISORY COMMITTEE

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)
James Charles	Town of Berlin		21-25
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22, 22-26
George Linvill	D-1, Abbott	Pocomoke	14-18-22-26
George Dix	D-4, Elder	Snow Hill	*10-18-22-26
John O'Brien	D-6, Bunting	Bishopville	*22-23-27
Don Furbay	D-3, Fiori	Berlin	20-24-28
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20-24-28
Mike Wyatt	Town of Pocomoke City		24-28
Aaron Lumpkins	Town of Snow Hill		25-29
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25-29
Brain Scarborough	Town of Ocean City		21-25-29

Prior Members: (Since 1994)

Ron Cascio (94-96)
Roger Vacovsky, Jr. (94-96)
Lila Hackim (95-97)
Raymond Jackson (94-97)
William Turner (94-97)
Vernon ACorey@ Davis, Jr. (96-98)
Robert Mangum (94-98)
Richard Rau (94-96)
Jim Doughty (96-99)
Jack Peacock (94-00)
Hale Harrison (94-00)
Richard Malone (94-01)
William McDermott (98-03)
Fred Joyner (99-03)
Hugh McFadden (98-05)
Dale Pruitt (97-05)

Frederick Stiehl (05-06)
Eric Mullins (03-07)
Mayor Tom Cardinale (05-08)
William Breedlove (02-09)
Lester D. Shockley (03-10)
Woody Shockley (01-10)
John C. Dorman (07-10)
Robert Hawkins (94-11)
Victor Beard (97-11)
Mike Gibbons (09-14)
Hank Westfall (00-14)
Marion Butler, Sr. (00-14)
Robert Clarke (11-15)
Bob Donnelly (11-15)
Howard Sribnick (10-16)
Dave Wheaton (14-16)
Wendell Purnell (97-18)
George Tasker (*15-20)

Rodney Bailey *19
Steve Brown *10-19
Bob Augustine 16-19
Michael Pruitt *15-19
James Rosenburg (*06-19)
Jamey Latchum *17-19
Hal Adkins (*20-21)
Mike Poole (11-22)
Michelle B-El Soloh (*19-24)
Michael Pruitt (*22-24)

* = Appointed to fill an unexpired term

. Updated: October 21, 2025
Printed: October 21, 2025

WATER AND SEWER ADVISORY COUNCIL
OCEAN PINES SERVICE AREA

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: $100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

Current Members:

Name	Resides	Years of Term(s)
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21, 21-25
William Gabeler	Ocean Pines	22 - 26
Robert Kane	Ocean Pines	22-26
James Spicknall	Ocean Pines	07-10-14-18-22-26
Frederick Stiehl	Ocean Pines	*06-24, 24-28

Prior Members: (Since 1993)

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

* = Appointed to fill an unexpired term

Updated: April 1. 2025
Printed: April 29. 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
Gail Fowler	West Ocean City	99-23-27
Deborah Stanley	West Ocean City	95-23-27
Todd Ferrante	West Ocean City	13-17-21-25-29

Prior Members: (Since 1993)

Eleanor Kelly[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: November 18, 2025
Printed: November 18, 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: Susan Ostrowski, Chair, and Jocelyn Briddell, Secretary
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 **Termed Out**
Jocelyn Briddell	At-Large	Berlin	23-26
Laura Morrison	At-Large	Pocomoke	*19-20-23-26 **Resigned**
Crystal Bell, MPA	Health Department		*22-23-26
Jeannine Jerscheid	Public Safety – Sheriff's Office		23-26
Sharnell Tull	At-Large	Pocomoke	23 -26
Susan Ostrowski	D-6, Bunting	Berlin	24-27
Dorothy Shelton-Leslie	D-5, Bertino	Ocean Pines	24-27 **Resigned**
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21-24-27 **Resigned**
Michelle Goad	D-1, Abbott	Pocomoke City	25-28 - **Dismissal**
Cheryl Middleton	At-Large	West O. City	25-28 - **Resigned**
Kelsey Moran	Dept of Social Services		25-28
Ann Fletcher	D-3, Fiori	Berlin	25-28
Dawn Gears	D-4, Elder	Berlin	25-28
Sarah Blackburn	Board of Education		26-29

Prior Members: Since 1995

Ellen Pilchard[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: January 6, 2026
Printed: June 24, 2026

WORCESTER COUNTY YOUTH COUNCIL

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

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: Monthly, unless otherwise determined by the Council

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

Staff Contact: Mimi Dean, Health Department - Prevention Services - (410-632-1100)
Advisors: Tamara Mills, Worcester County Board of Education - (410-632-5031)
Kelly Shockley, Worcester County Health Department - (410-632-1100)
Wendy Shirk, Worcester County Board of Education - (410-632-2880)

Current Members:

Member's Name	School Attending	Area Representing	Grad. Year	
Griffin H-Gooding	Pocomoke	Pocomoke	2026	
Geordon Taylor	Pocomoke	Pocomoke	2026	Appt.
Giana Thomas	Pocomoke	Pocomoke	2026	
Jasmine Dashiell	Pocomoke	Pocomoke	2027	Appt.
Bryce Pendleton	Pocomoke	Pocomoke	2027	Appt
McKhai Selby	Pocomoke	Pocomoke	2027	
Jayden Boulware	Snow Hill	Snow Hill	2027	
Levi Goddard	Snow Hill	Snow Hill	2027	
Jesse Mariner	Snow Hill	Snow Hill	2028	
Saniah Mumford	Snow Hill	Snow Hill	2028	
Malasia Dennis	Stephen Decatur	Berlin	2028	
Macie Groves	Stephen Decatur	Berlin	2028	Reappt.
Trenton Hilliard	Stephen Decatur	Berlin	2028	
Kellen Lloyd	Stephen Decatur	Berlin	2028	Reappt
Danielle Shirk	Stephen Decatur	Berlin	2028	Reappt
Makayla Hayman	Snow Hill	Snow Hill	2029	
Brooklyn Brady	Stephen Decatur	Berlin	2029	
Jaycee Johnson	Stephen Decatur	Berlin	2029	

WORCESTER COUNTY HEALTH DEPARTMENT
Main Office: 6040 Public Landing Rd. | P.O. Box 249 | Snow Hill, MD. 21863-0249 | 410-632-1100
REBECCA L. JONES, RN, BSN, MSN | HEALTH OFFICER

MEMO

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

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

cc: Rebecca L. Jones, RN, BSN, MSN, Health Officer
Annette Wallace, Superintendent, Worcester County Public Schools
Tamara Mills, Worcester County Public Schools
Kelly Shockley, Worcester County Health Department

Date: August 20, 2026

Re: Youth Council for Worcester County

The Worcester County Youth Council continued to meet during the 2025-2026 school year to discuss and develop strategies to address youth-related concerns. We appreciate the support of the Commissioners for this Board.

The Worcester County Youth Council members reviewed new applications during the 2025-2026 school year and are recommending the appointment of 3 new members, whose applications are attached with this memo.

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

Appointment (2 Year)

Student Name	*School*	*Grade*	*Community*
Jasmine Dashiell	Pocomoke High School	11	Pocomoke
Brycen Pendleton	Pocomoke High School	11	Pocomoke

Appointment (1 Year)

Student Name	*School*	*Grade*	*Community*
Geordon Taylor	Pocomoke High School	12	Pocomoke

There are three (3) students that require re-appointment for a two-year term. These students include:

Student Name	*School*	*Grade*	*Community*
Macie Groves	Stephen Decatur High School	11	Berlin
Danielle Shirk	Stephen Decatur High School	11	Bishopville
Kellen Lloyd	Stephen Decatur High School	11	Ocean Pines

With these reappointments, the Worcester County Youth Council membership will be 18 youth. We will be recruiting new members during the month of September 2026 and will review applications at either our September or October meetings. These applications will be provided to the Worcester County Commissioners for review and consideration for appointment later in the year.

We are very excited to work with this group of energized, engaged, creative young people who are interested in making a difference in their schools and communities.

I am enclosing a copy of the students' applications, mailing addresses for appointments, a copy of membership list by community, and the 2025-2026 Annual Report.

We appreciate your kind consideration of this request and continued support of the council. Please reach out to me at 410-632-1100, extension 1104 if you have any questions or would like additional information.

Encl: Mailing Addresses for Appointments, and Membership List by Community, 2025-2026 report.

Worcester County Youth Council

2025–2026 Annual Report to the Worcester County Commissioners

On behalf of the Worcester County Youth Council, I am proud to share the work our members completed during the 2025–2026 school year. Our Youth Council included 23 students from Pocomoke High School, Snow Hill High School, and Stephen Decatur High School. Although we came from different schools and communities, we shared one goal: to use our voices to help make Worcester County a healthier, safer, and more supportive place for young people.

At the beginning of the year, we reviewed data from the Maryland Youth Risk Behavior Survey to better understand the issues affecting students in our county. Instead of adults deciding what our priorities should be, we used the data, along with our own experiences as students, to identify areas where we believed youth could make a meaningful difference. From this process, we focused much of our work on mental health, sexual health, and the prevention of drugs, alcohol, and vaping.

An important part of preparing for this work was learning how to turn ideas into effective public health initiatives. Public Health students from Salisbury University led a workshop for our council about developing and implementing a public health campaign. This helped us think more carefully about our audience, our message, and how young people can influence positive change in their schools and communities.

Student-Led Subcommittees

We divided into three student-led subcommittees so that members could focus on the issues that were most meaningful to them.

Mental Health and Wellness

Our Mental Health Subcommittee developed Kindness Jars that were distributed to school main offices and counseling offices. Each jar contained positive messages and affirmations that students or staff members could select depending on what they needed that day. Our goal was to create a simple reminder that encouragement, kindness, and support can make a difference, especially when someone is having a difficult day.

Sexual Health and Hygiene

Our Sexual Health Subcommittee focused on helping students have access to accurate information and basic hygiene supplies. Members created hygiene kits for students with special needs at the middle and high school levels. These kits included age-appropriate information about puberty and personal hygiene, as well as information and supplies related to menstruation for female students.

We also provided additional hygiene supplies to middle and high schools for students who might not have reliable access to these items at home. Supplies included deodorant, soap, wipes, and other personal-care products. We wanted students to feel comfortable and confident at school without embarrassment or stigma about asking for basic necessities.

Drugs, Alcohol, and Vaping Prevention

Our third subcommittee focused on substance-use prevention. The group began developing a parent-focused campaign encouraging adults to be positive role models and strong, supportive influences in their children's lives. We did not complete the full campaign during the school year, but we created a strong foundation and plan to continue this work.

Our Youth Council also designed and implemented four public-awareness billboards. Two were placed along Route 13 in the Pocomoke area, and two were placed along Route 50 in the Berlin area. Two billboards focused on anti-vaping messages, while the other two addressed consent and the prevention of sexual abuse. Seeing messages developed with youth input displayed publicly throughout Worcester County was one of the accomplishments our council was especially proud of.

Supporting a Worcester County Family

One of our favorite traditions each year is partnering with Worcester GOLD to adopt a local family during the holiday season. As a council, we work together to provide Christmas gifts and needed items for the children in the family.

This is always one of our favorite activities of the year because it gives us an opportunity to directly support children and families in our own community. Council members enjoy selecting gifts, organizing donations, and knowing that our efforts can help make the holidays brighter for another Worcester County family. It also reminds us that leadership is not only about speaking up for change, but also about showing compassion, generosity, and service to others.

Giving Youth a Voice in Community Planning

Another major part of our year was making sure youth perspectives were represented in decisions that affect young people.

We participated in a Teen Health Education Needs Assessment activity with Johns Hopkins, where four stations were set up to collect student feedback. Youth Council members shared their thoughts about sexual health education, birth control and pregnancy prevention, sexually transmitted infections, and how adults can better communicate sexual health information to young people. We were encouraged to be open about what students understand, what questions students still have, and what approaches make health education more meaningful and effective.

In the spring, representatives from Due East, working with the Worcester County Health Department and the Local Management Board, met with our council as part of a broader effort to gather qualitative information about the needs of youth in Worcester County. We participated in conversations and activities that allowed us to share what young people are experiencing, what supports are working, and where we believe additional resources or attention are needed. Our feedback became part of information being used to support future planning for children, youth, and families in Worcester County.

What We Learned

One of the most valuable things about serving on the Worcester County Youth Council is realizing that student voice can lead to real action. During this year, we did more than talk about challenges facing young people. We looked at data, learned from professionals, listened to one another, identified priorities, created resources, developed public-awareness campaigns, served families in our community, and provided input that can influence future county initiatives.

We also learned that meaningful change does not always happen within one school year. Some projects, such as our parent-focused substance-use prevention campaign, will continue into the next year. That is part of the value of having a Youth Council: each group can build on the work of the students who came before them.

As student leaders, we appreciate being given opportunities to speak directly about issues affecting us instead of having others assume what young people need. We are grateful to the Worcester County Commissioners, Worcester County Public Schools, the Worcester County Health Department, the Local Management Board, Worcester GOLD, and our many community partners for supporting the youth voice and giving us opportunities to contribute to our community.

We are proud of what our 23 members accomplished this year, and we look forward to continuing to make sure that the voices of Worcester County's young people are heard, respected, and included in the decisions that shape our future.

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: August 31, 2026
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 August 6, 2026 and August 13, 2026. Thank you.

NOTICE OF PUBLIC HEARING FOR THE UPDATED CRITICAL AREA MAPS OF WORCESTER COUNTY

Pursuant to Section NR 3-110 of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland, the Critical Area Commission has submitted the official updated Critical Area maps to Worcester County for local consideration and adoption.

Pursuant to Section NR 3-110(b) of the Natural Resources Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners will hold a public hearing.

At said public hearing, the Commissioners will consider the request for adoption of the updated Critical Area maps, any staff reports and recommendations, comments of other agencies, and testimony offered before them.

The public hearing on this application will be held on
TUESDAY, September 1, 2026 at 10:30 A.M.
in the Commissioners' Meeting Room, Room 1101 – Government Center
One West Market Street, Snow Hill, Maryland 21863

The file containing the request for reclassification and other pertinent information which will be entered into the record of the public hearing are on file and are available for inspection at the Department of Environmental Programs, Worcester County Government Center, Suite 1306 (3rd floor), One West Market Street, Snow Hill, Maryland, 21863 during regular business hours of 8:00 am to 4:30 pm. Questions may be directed to David Bradford, Deputy Director, by calling (410) 632-1220, extension 1143 or email at dbradford@co.worcester.md.us

THE WORCESTER COUNTY COMMISSIONERS

MARYLAND'S Coast WORCESTER COUNTY

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

Memorandum

To: Weston S. Young, P.E., ICMA-CM,Chief Administrative Officer
Candace Savage, CGFM, Deputy Chief Administrative Officer

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

Subject: **Official Map Update – Critical Area Maps**
Public Hearing Scheduling

Date: 7/14/26

The attached memo from Brian Soper, Natural Resources Administrator, summarizes the public review process to date, as well as the net gains/losses throughout the county within our Coastal and Chesapeake Bay watersheds. Staff have also worked with the Critical Area Commission staff to address language changes that pertain to permits currently in for review and the applicability of the updated Critical Area maps.

Maryland counties update their Chesapeake Bay Critical Area maps through a formal legislative process governed by the state. Following a comprehensive review, the state and local governments present draft maps for public comment. To officially adopt the new maps, our county resolution is the official legislative mechanism Worcester County will use to legally adopt refined, state-mandated Chesapeake and Atlantic Coastal Bays Critical Area boundaries. This process incorporates modernized GIS and satellite data into local law to regulate development in these areas.

As the Planning Commission has reviewed and recommended approval of these maps, at this time we are respectfully requesting the scheduling of a public hearing to formally adopt this comprehensive mapping update. Staff have taken the liberty of preparing a draft advertisement for this hearing as well as a draft resolution, which we have submitted under separate cover.

Please let me know if you have any questions regarding this item.

Attachments.

Worcester County
Department of Environmental Programs
Natural Resources Division

Memorandum

To: Robert Mitchell, Director

From: Brian Soper, Natural Resources Administrator

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

Date: July 14, 2026

The Worcester County Critical Area maps are required to be updated after changes to the Critical Area law in 2008 by the General Assembly. The Critical Area Commission ("CAC") officially has submitted the updated Critical Area maps for local approval. Their official letter is attached.

The updated maps can be viewed at the following website: https://webmaps.esrgc.org/cbca/

The update resulted in a net loss of 550 acres in the County's Critical Area. There are gains and losses of Critical Area throughout the County, but the largest loss is due to the transition of the Pocomoke River from tidal to non-tidal near Porter's Crossing. The Chesapeake Critical Area had a net loss of 691 acres, while the Atlantic Coastal Bays Critical Area had a net gain of 141 acres.

Prior to receiving the updated maps CAC staff worked with County staff to review changes to the 1,000-foot boundary line over the course of several years. The following has occurred as part of this process:

1. November 6, 2024 - The CAC provided an update to the County Commissioners.
   - The presentation is attached and it should be noted that this was prior to additional field visits that resulted in additional changes to the map.

2. November 22, 2024 – The CAC sent notification letters to property owners affected by the 1% or greater gain in Critical Area on their property; 994 total.

3. January 15, 2025 – The CAC held a public meeting in Snow Hill.

4. May 9, 2025 – Site visits were conducted as requested by property owners following the public meeting.

5. June 25, 2025 – Official updated map was submitted to the County by the CAC.

6. May 19, 2026 – The County Commissioners referred the maps the Planning Commission for their review and recommendation.

7. June 4, 2026 – The Planning Commission provided a favorable recommendation for approval of the updated maps without changes to the County Commissioners.

An update of these maps does not change the County's allotted growth allocation acreage. The current acreage is below:

Atlantic Coastal Bays – 371.21 acres as of March 6, 2026

Chesapeake – 335.11 acres as of March 6, 2026

A draft resolution is attached that includes language to address permits currently in for review and the applicability of the updated Critical Area maps.

Natural Resources staff recommends approval of the updated Critical Area maps as submitted.

As noted above, this request is to introduce to the County Commissioners for their consideration at a public hearing for the updated Critical Area maps.

cc: David Bradford, Deputy Director of Environmental Programs

WORCESTER COUNTY GOVERNMENT CENTER 1 WEST MARKET STREET, ROOM 1306 SNOW HILL, MARYLAND 21863
TEL: 410.632.1220 FAX: 410.632.2012

amendment to rezone the petitioned area from A-2 Agricultural District to C-1 Neighborhood Commercial District consistent with the Comprehensive Plan based on a change in the character of the neighborhood, but not a mistake, and forward a **favorable recommendation** to the Worcester County Commissioners, with the condition that access shall be prohibited to MD Route 611 (Stephen Decatur Highway).

V. Critical Area Mapping Update

Mr. Brian Soper approached the table. Mr. Soper presented background information and an overview of the Critical Area map update process, including examples of changes to the Critical Area.

Mr. French and Mrs. Wimbrow provided comments on the proposed language for projects currently under review that are impacted by the map update. Following a discussion, Mr. Barbierri requested a motion on the item.

Mr. Hugh Cropper requested to comment on the maps but was informed by Mr. Barbierri that this was not a public hearing. Mrs. Drew stated that properties owners were notified previously and a public meeting was held by the Critical Area Commission where impacted property owners requested additional review of the Critical Area boundary on site. Mr. Soper confirmed Mrs. Drew's statement and clarified that the process for local adoption required the County Commissioners to hold a public hearing.

A motion was made by Mr. French to **recommend approval** of the updated Critical Area maps to the County Commissioners. The motion was seconded by Ms. Ott, and the motion was approved with no opposition.

VI. Miscellaneous

Mrs. Keener reminded the Planning Commission that a Work Session meeting was to be held on 6/11/2026 regarding the Comprehensive Plan.

VII. Adjourn

On a motion made by Mrs. Wimbrow and seconded by Mrs. Knight, the Planning Commission adjourned.

_____
Mary Knight, Secretary

_____
Ben Zito, DRP Specialist

Wes Moore
Governor
Aruna Miller
Lt. Governor

Erik Fisher
Chair
Nick Kelly
Executive Director

STATE OF MARYLAND
CRITICAL AREA COMMISSION
CHESAPEAKE AND ATLANTIC COASTAL BAYS

June 25, 2025

Mr. Bob Mitchell, Director
Department of Environmental Programs, Worcester County
One West Market Street, Room 1306
Snow Hill, Maryland 21863

RE: Transmittal of the Summary Draft Map of the Critical Area for Worcester County

Dear Mr. Mitchell:

The Critical Area Commission and the Department of Natural Resources have appreciated working with you and your staff to develop updated Critical Area Maps for Worcester County. This effort is required by House Bill 1253, passed in 2008.

A Summary Draft Map prepared by the Department of Natural Resources and the Critical Area Commission is hereby delivered to the county for formal adoption. (Detailed information about downloading the Summary Draft Map will be provided to you via email from our office). The regulations specify that the process of local approval shall be completed within 24 months of the date of transmittal. This letter serves as your official notification to begin the local review and adoption process.

As part of this update to the County's maps the definition of Critical Area in the County's Code may need to be revised to reference the newly adopted maps. The County may also want to consider whether interim provisions are necessary for those project approvals that are currently being reviewed but may not be approved prior to the adoption of the updated Critical Area boundary line. Commission staff are happy to provide additional guidance to your office about potential text changes.

Also, as you are aware, the County staff along with Commission staff, the Department of Natural Resources, and the Maryland Department of the Environment conducted additional field visits after the public meeting. Here is a summary of the results of those field visits.

1) Orchard Road –The tidal flow and vegetation found supported pulling the extent back and closer to the main channel of Beaverdam Creek. Drone photos were collected to support revising the tidal extent of the wetlands.

2) Sinepuxent Road- The tidal flow, visible mud banks, and vegetation found supported pulling the extent back and closer to the main channel of Ayers Creek.

3) Unionville Road - The tidal flow and vegetation found supported pulling the extent back and closer to the main channel of Union Branch.

4) Assateague Road - The tidal flow, visible mud banks, and vegetation found supported pulling the extent back and closer to the main channel of Trappe Creek.

5) Gum Point Road - The tidal flow, visible mud banks, and vegetation supported keeping the pond and adjacent wetlands as tidal.

6) Harrison Road - The tidal extent was confirmed in the field and supported keeping the boundary as proposed.

Thank you for working so closely with the Department and the Commission during the development of the updated Critical Area Maps. Because of your efforts and the cooperation and hard work of you and your staff, we believe that we have created an excellent map product that will improve the efficacy of the Critical Area Program throughout the State. The Department and the Commission look forward to working with you during the review and adoption process over the coming months.

If you have any questions, please do not hesitate to contact Lisa Hoerger, the project manager for the Critical Area Mapping Update Project, at (410) 260-3478.

Sincerely,

Erik Fisher
Chair

Natalie Snider

Natalie Snider, Director
Watershed & Climate Service
Department of Natural Resources

cc: Mr. David Bradford, Deputy Director, Environmental Programs
Mr. Brian Soper, Planner, Environmental Programs
Mr. Kevin Coyne, Maryland Department of Natural Resources
Mr. Dave Foreman, Maryland Department of Natural Resources

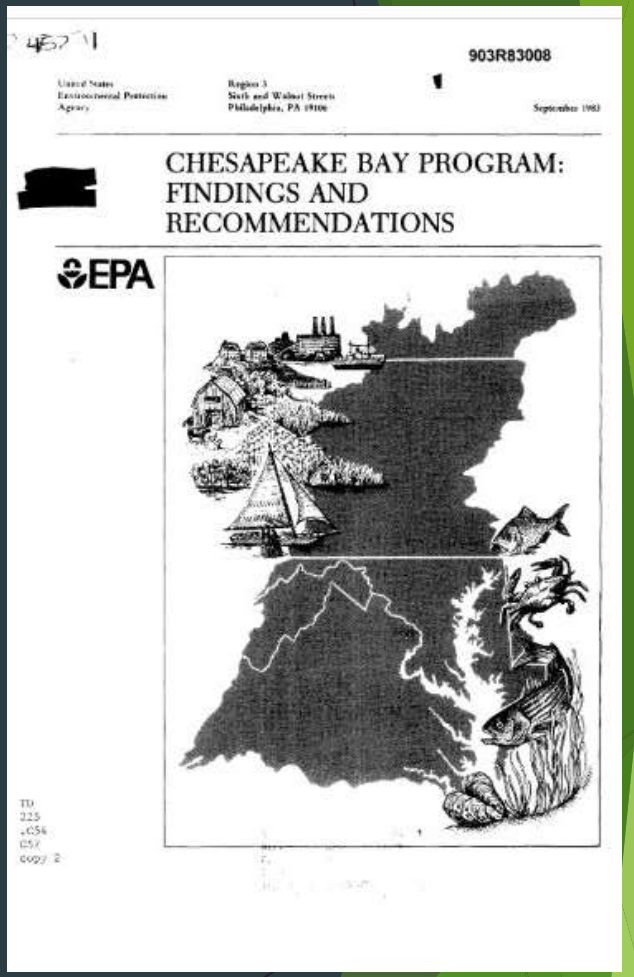
cc: Mr. Jon Stewart, Maryland Department of the Environment
Ms. Lauren McDermott, Eastern Shore Regional GIS Cooperative
Ms. Ryan Mello, Eastern Shore Regional GIS Cooperative
Dr. Michael Scott, Eastern Shore Regional GIS Cooperative
Ms. Lisa Hoerger, Critical Area Commission

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

Critical Area Commission for the
Chesapeake and Atlantic Coastal Bays

What Is the Critical Area Program?

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

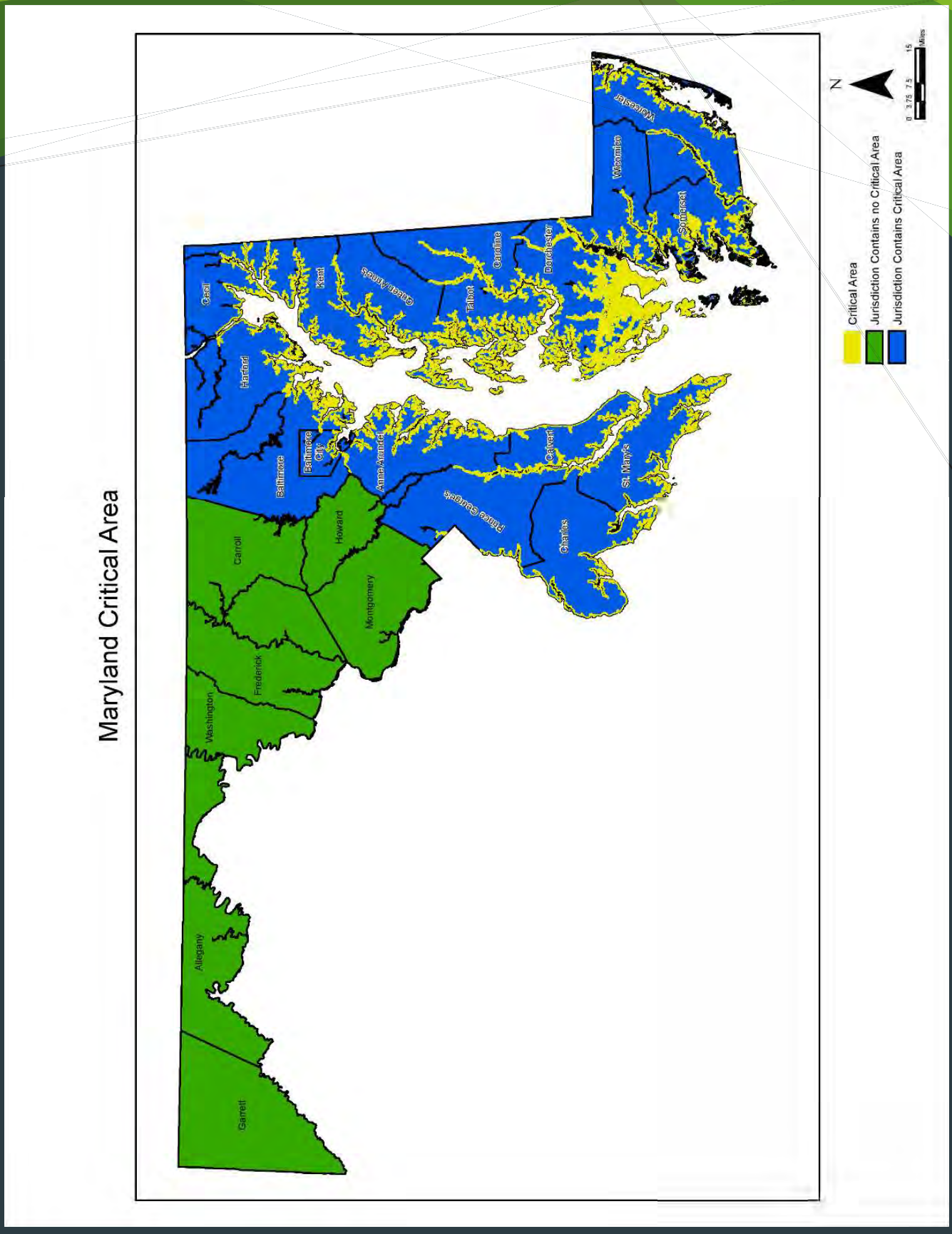








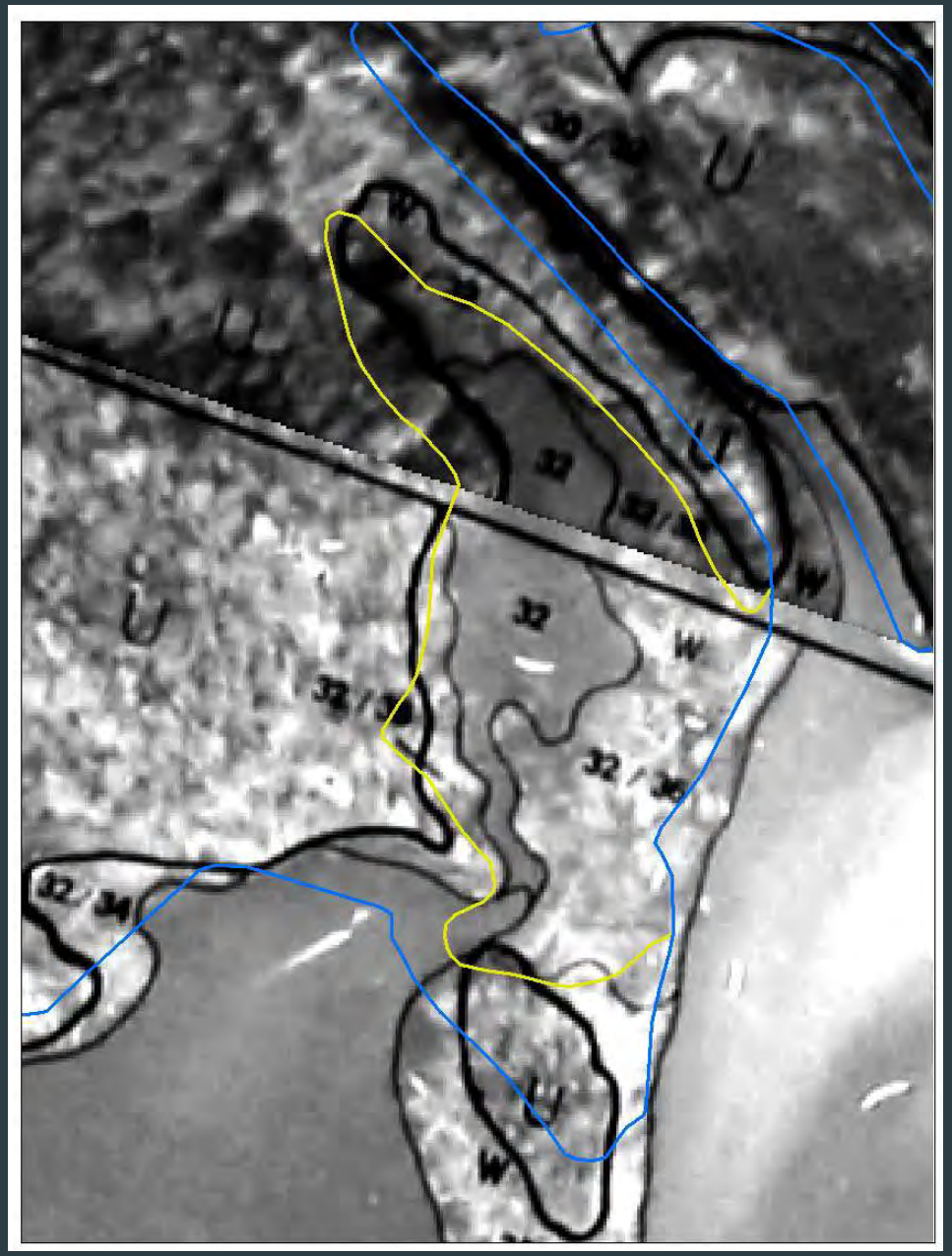
Where Is the Critical Area?



House Bill 1253 – Mapping Provisions



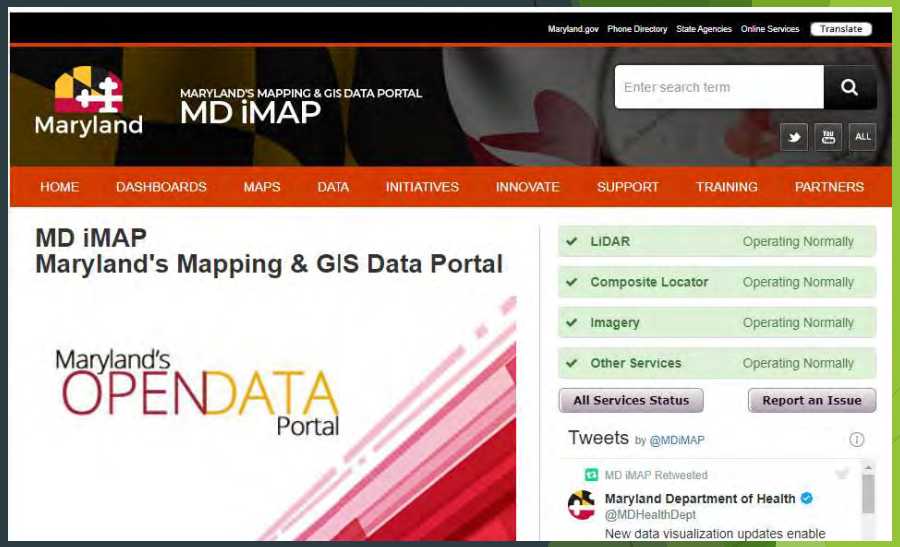
Why Update Now?

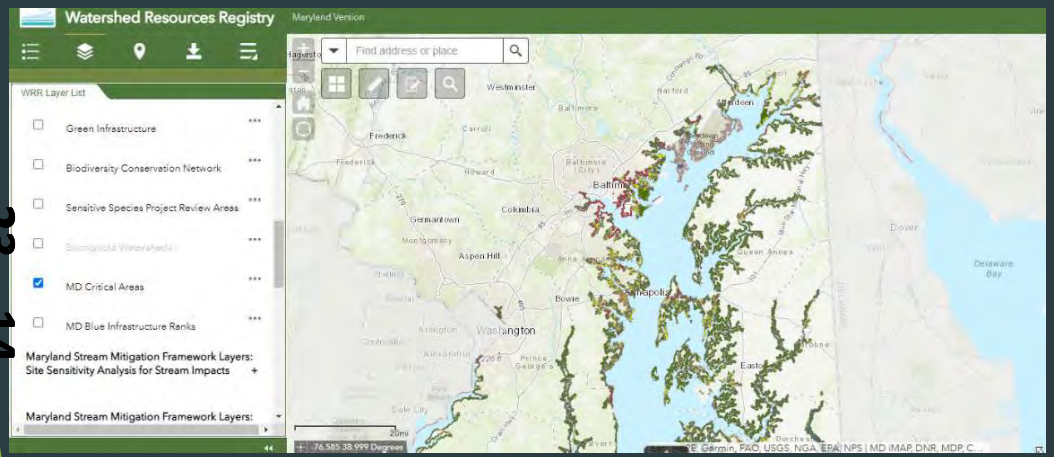


1972 State Tidal Wetlands Map – Flown in the 1960's

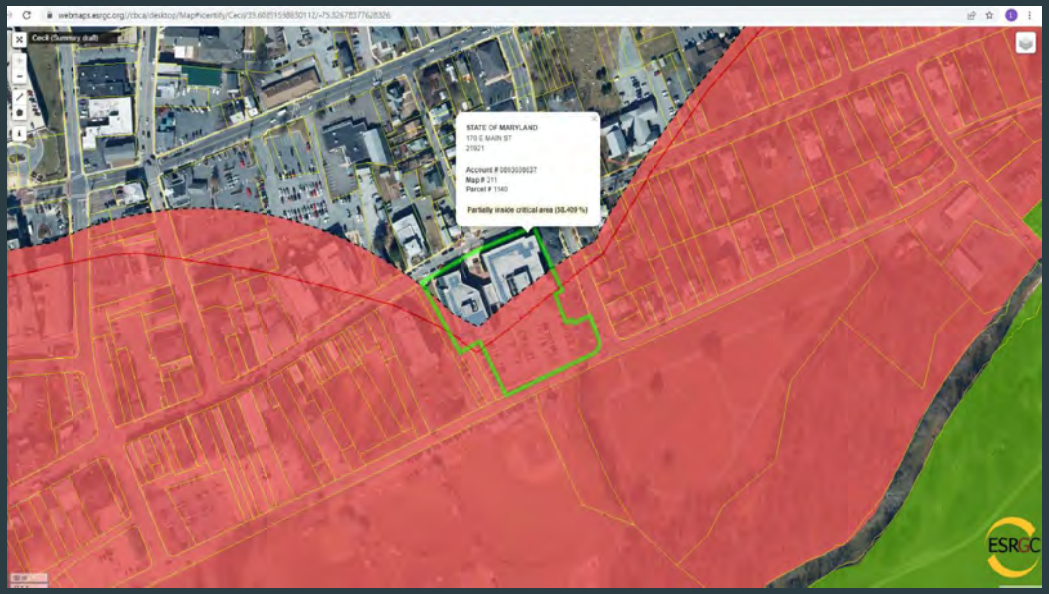
Why Update Now?







Notice To Affected Property Owners





STATE OF MARYLAND
CRITICAL AREA COMMISSION
CHESAPEAKE AND ATLANTIC COASTAL BAYS

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

April 26, 2023

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

Dear Property Owner:

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

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

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

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

Wednesday, May 17, 2023
6:00 p.m.
Somerset County Civic Center
11025 Crisfield Lane
Princess Anne, Maryland 21853

Mapping Update Project
April 26, 2023
Page 2

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

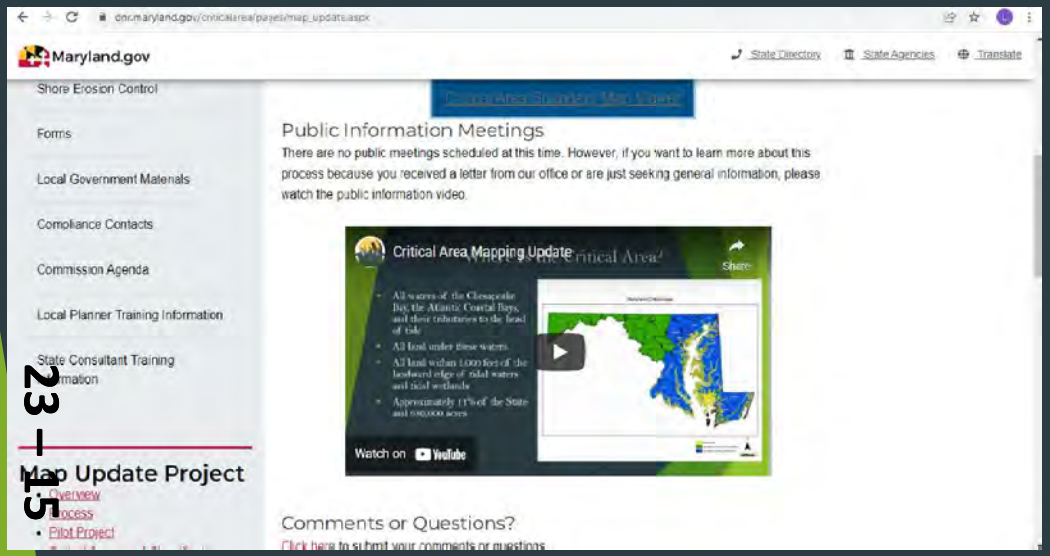
If you are unable to attend the meeting and would like additional information about the mapping update project, your property, or future opportunities for public participation in the map review process, please contact one of the following:

Mary Phillips /Somerset County / (410) 651-1424 / mphillips@somersetmd.us
Catherine Skoster / Somerset County / (410) 651-1424 / cskoster@somersetmd.us
Charly Sager / Somerset County / (410) 651-1424 / csager@somersetmd.us
Keith Lackie/ City of Crisfield / (410) 713-346- / keith.lackie@maryland.gov
Bob Cicconetti / Critical Area Commission / (410) 260-3460 / Bob.Cicconetti@maryland.gov

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

Sincerely,

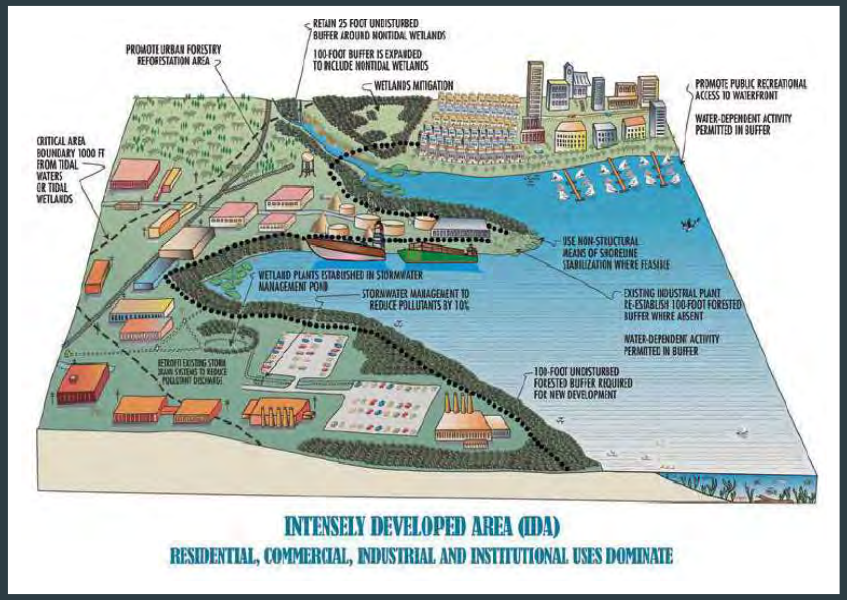
Erik Fisher
Chair, Critical Area Commission
Chesapeake and Atlantic Coastal Bays

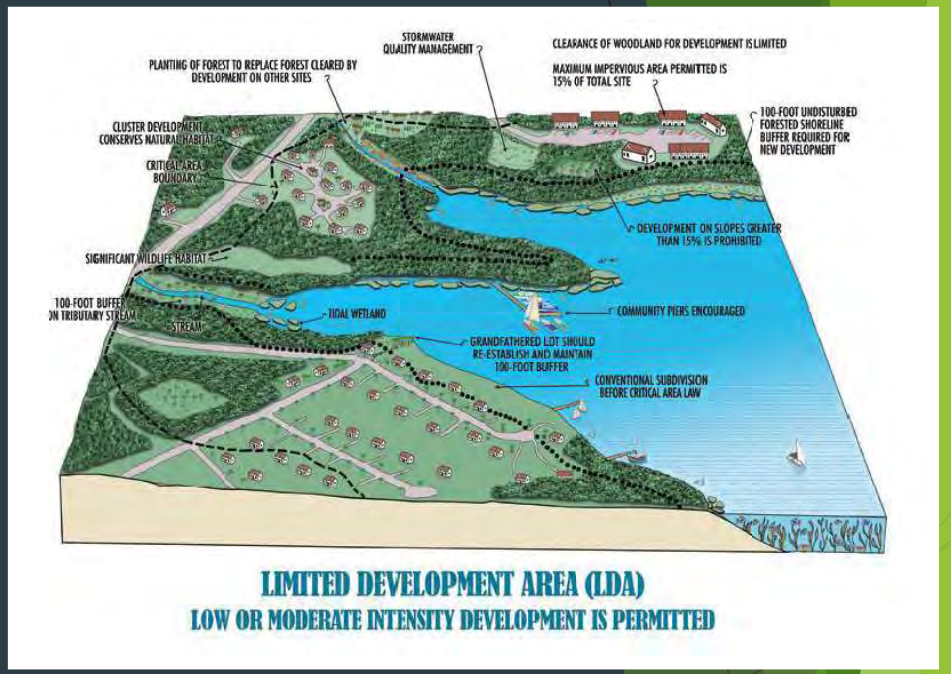


23 – 15

ITEM: 23

Critical Area Designations

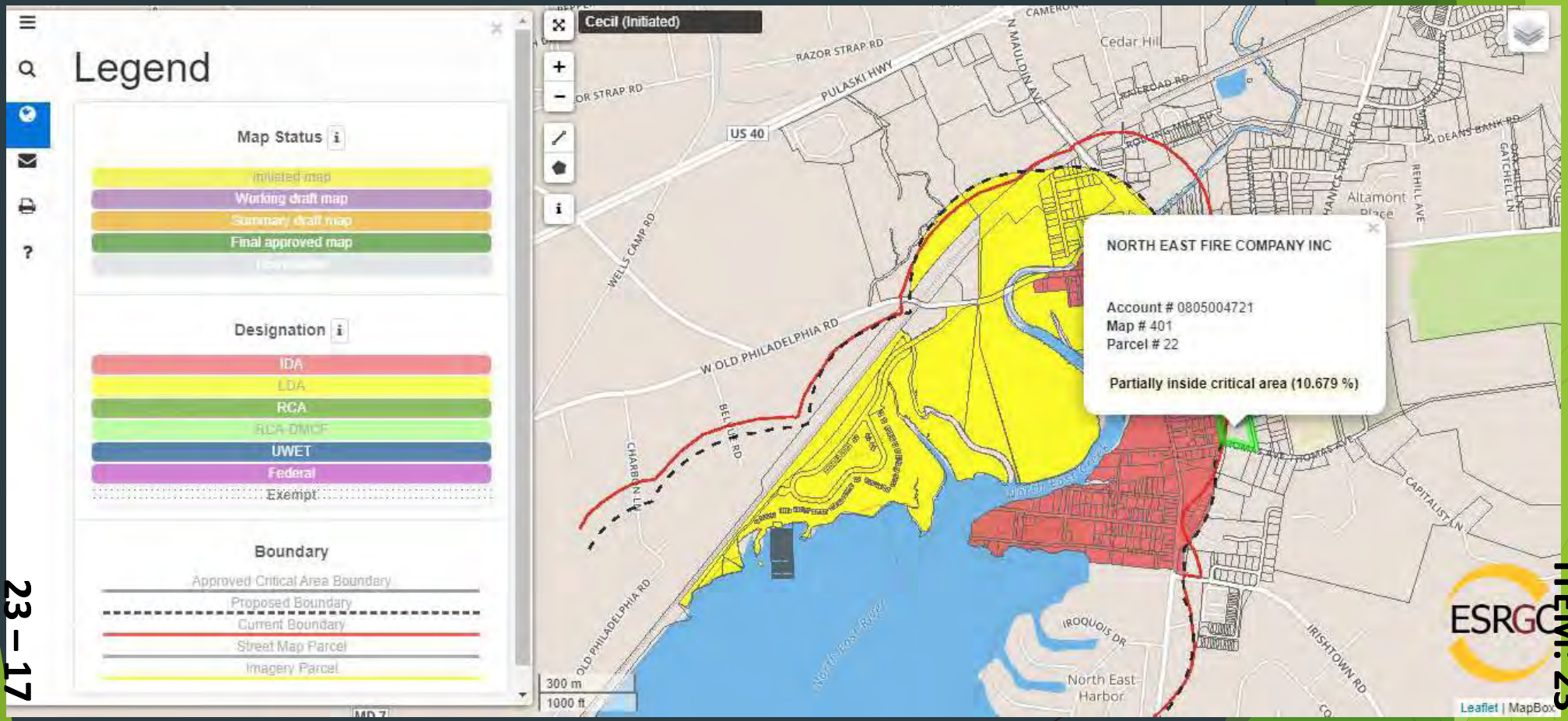






What Does this Mean for My Property?

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



Critical Area Mapping Update Project



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

Mapping Process

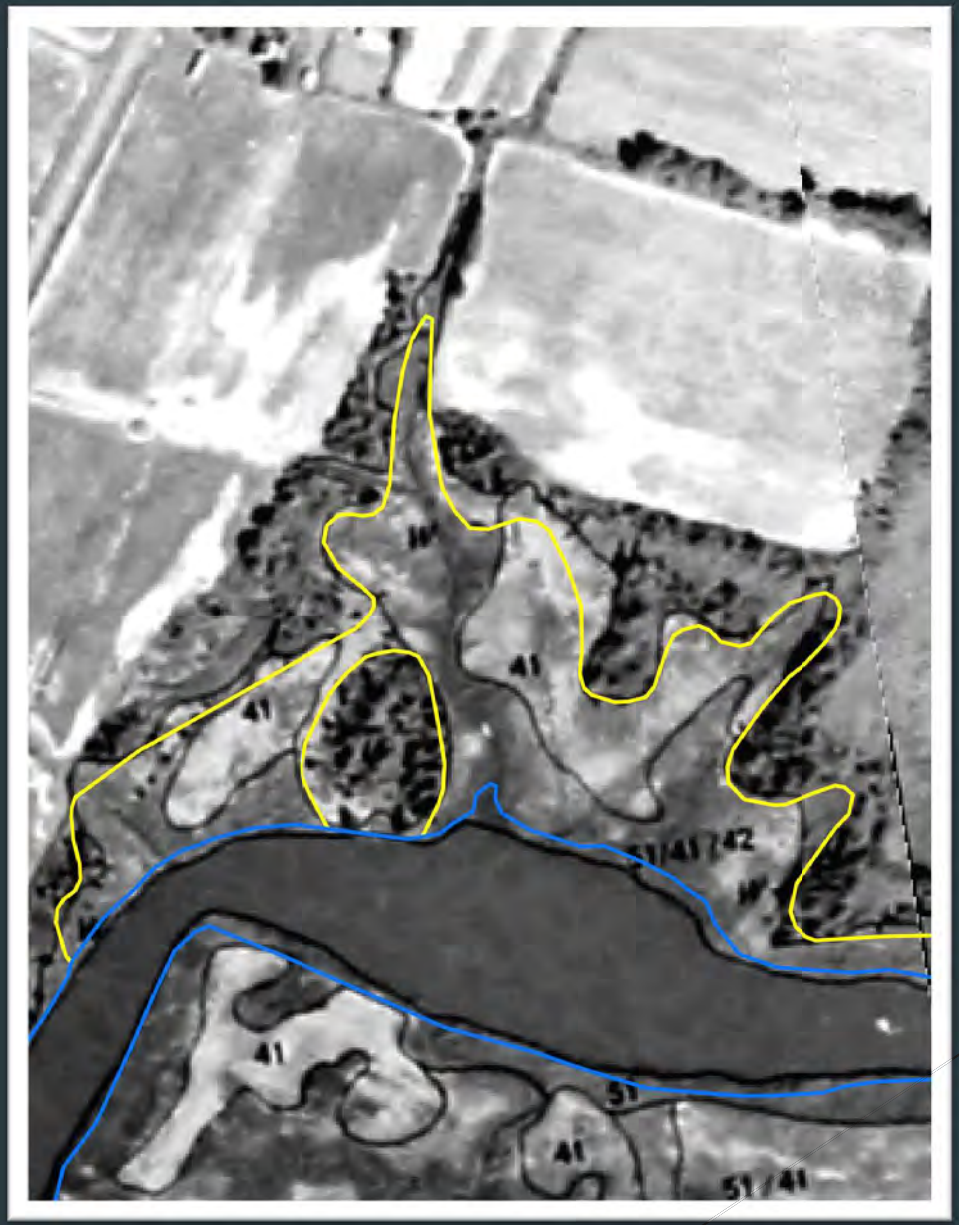
Digitize Shoreline/Wetlands

Factors to Consider:

- Consideration given to tree canopy / shadows
- Multiple data sources needed to confirm
- Location of water at time of image capture
- Vegetation patterns

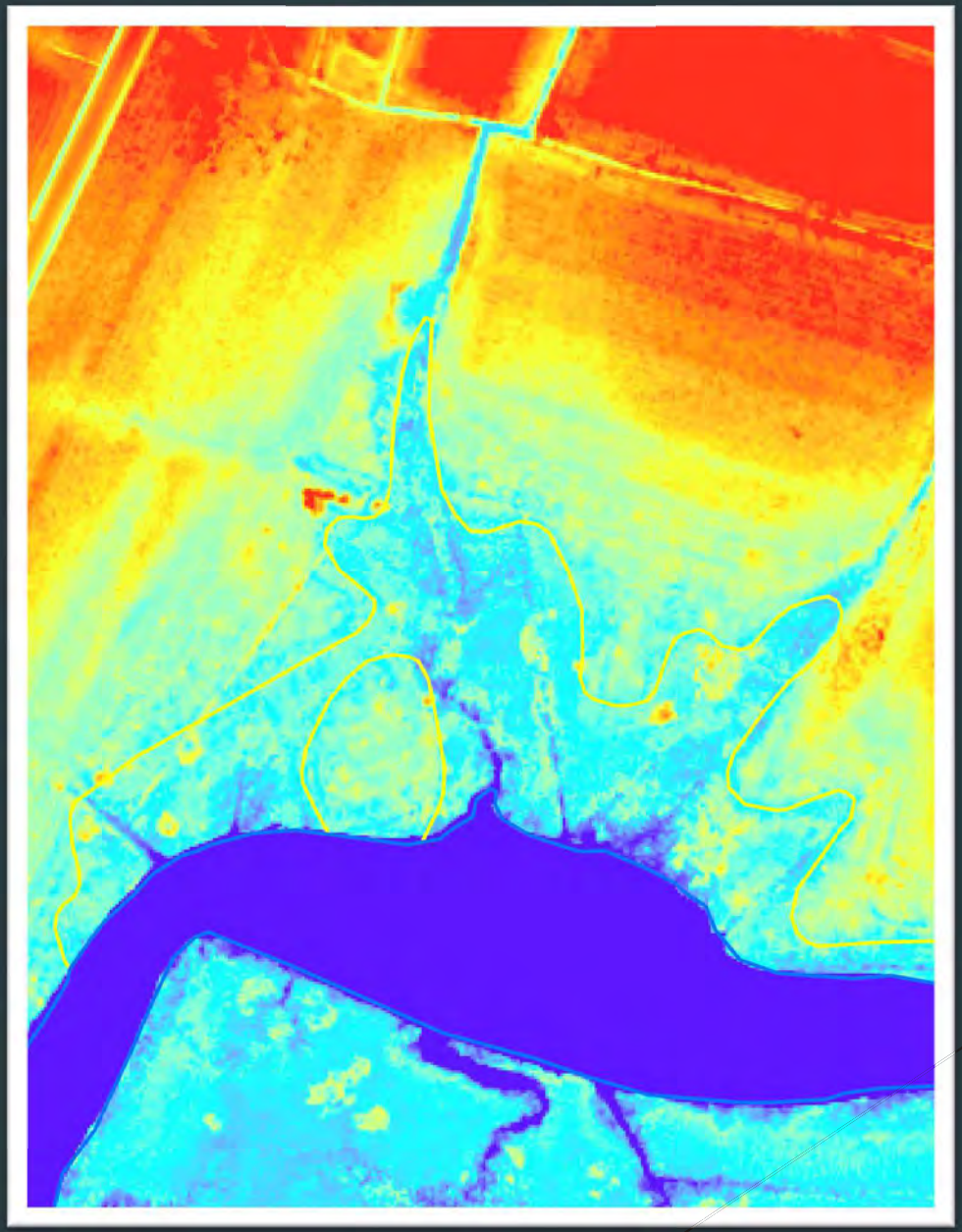


Mapping Process
Original Wetland Maps

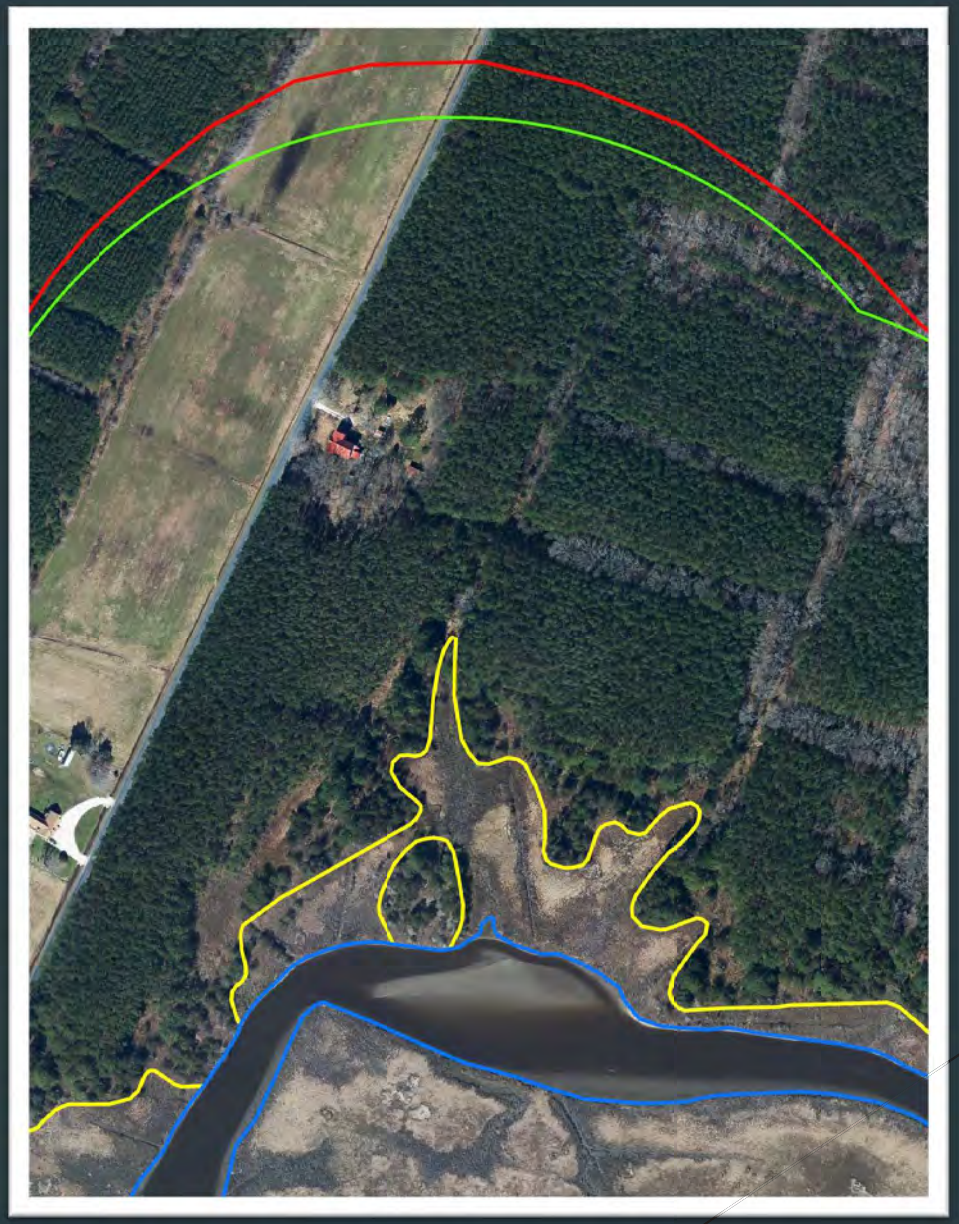


Mapping Process

LiDAR

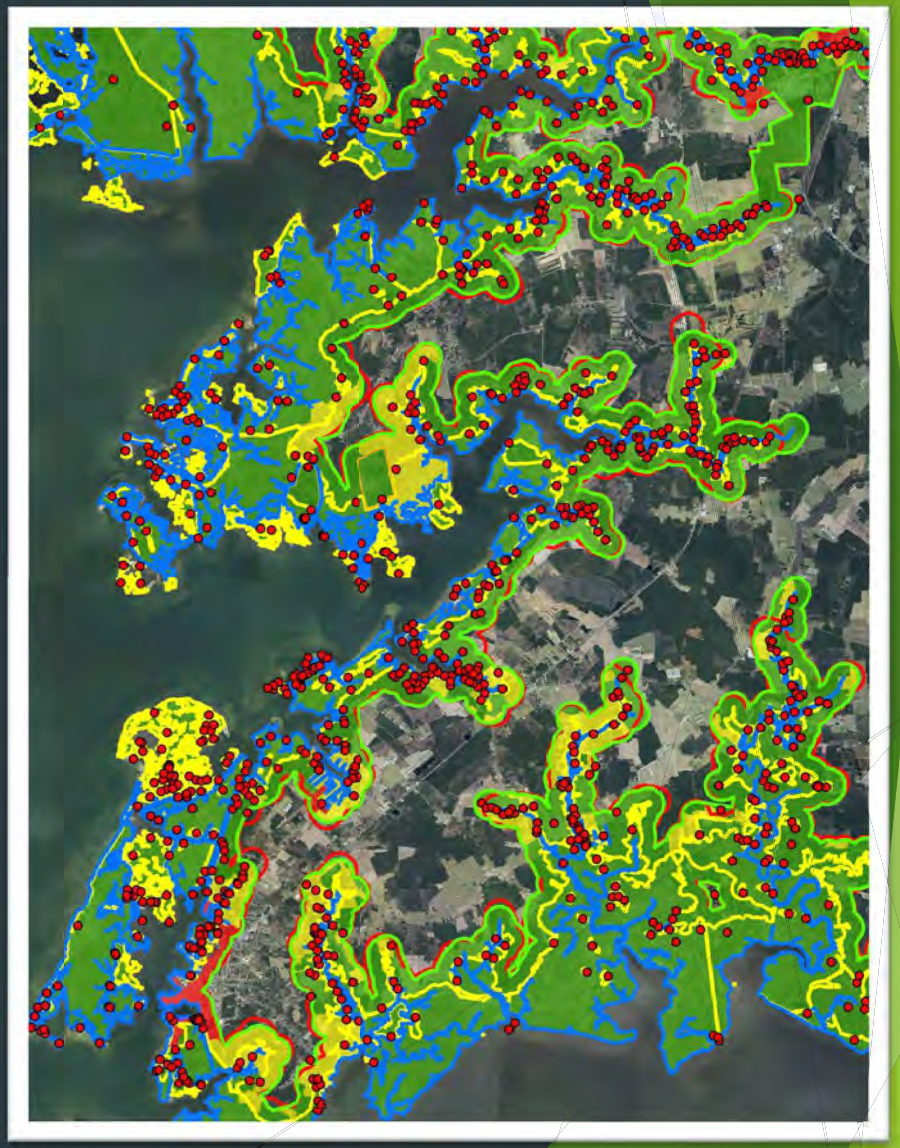


Mapping Process
Compare Critical Area



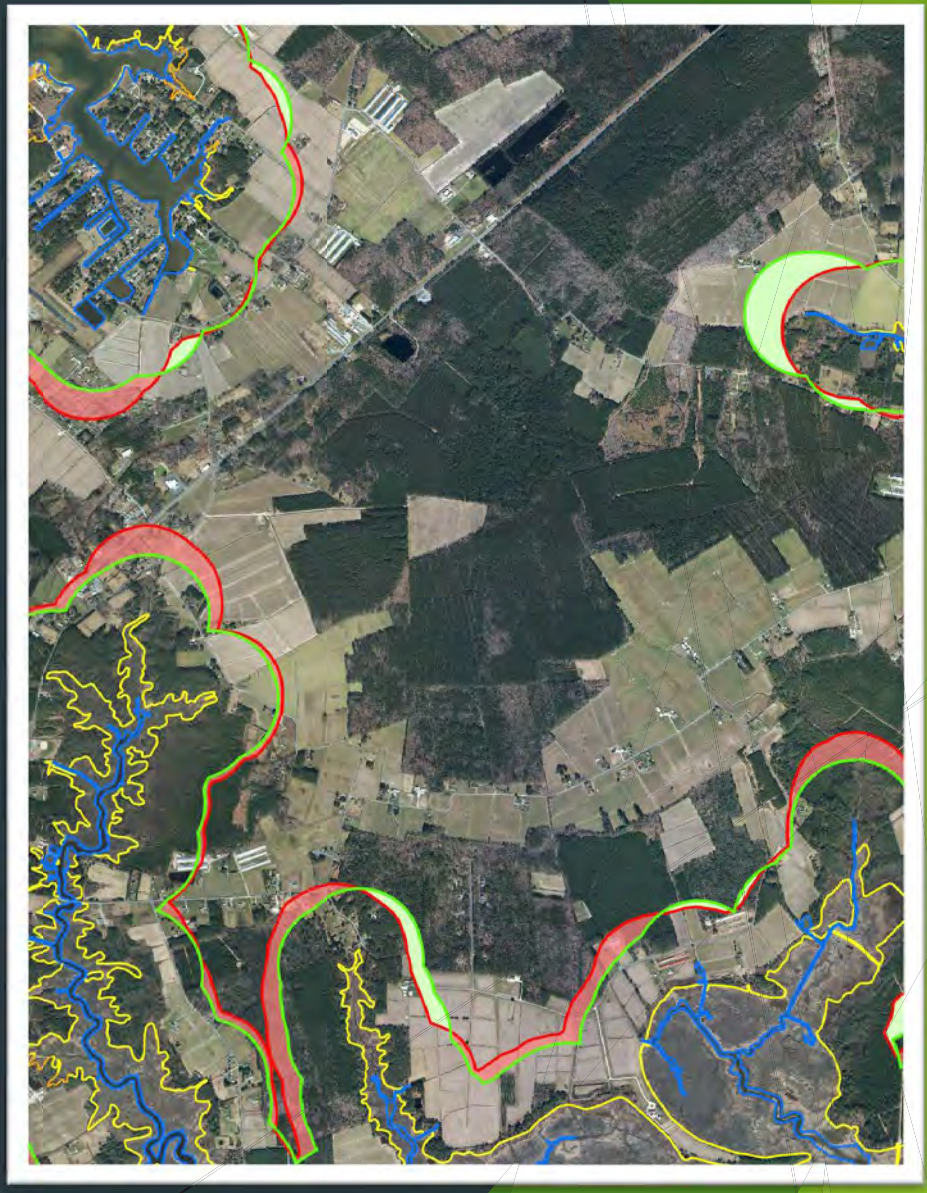
Mapping Process
Review Process

- Discrepancies, anomalies, inconsistencies identified by ESRGC, CAC, and local jurisdictions as review points
- Through web conference calls, review points are jointly analyzed
- Additional resources (permits, historical aerials, etc.) help resolve issues
- Multiple rounds of review
  - Shoreline/wetlands
  - Designations

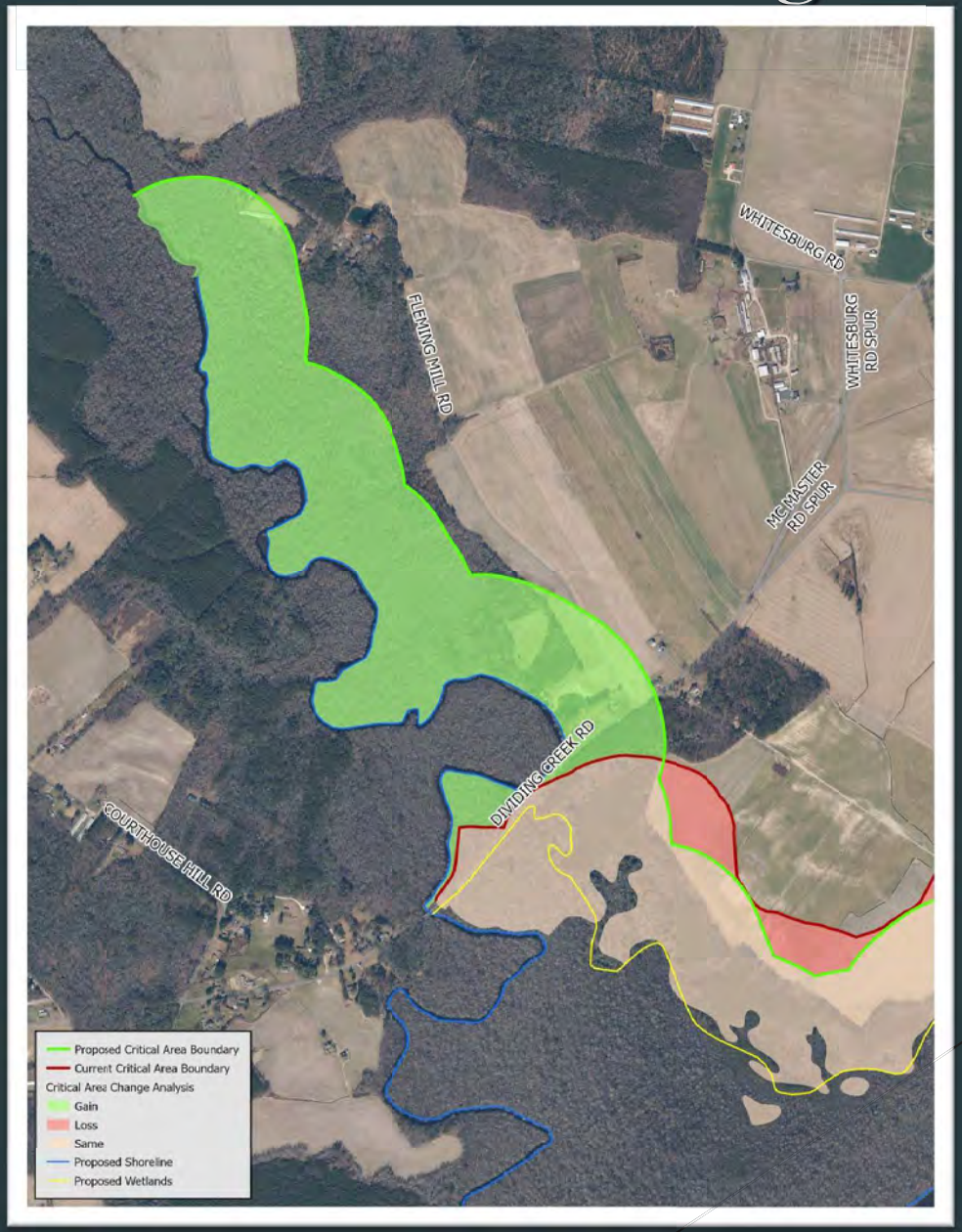


Mapping Process
Public Notification

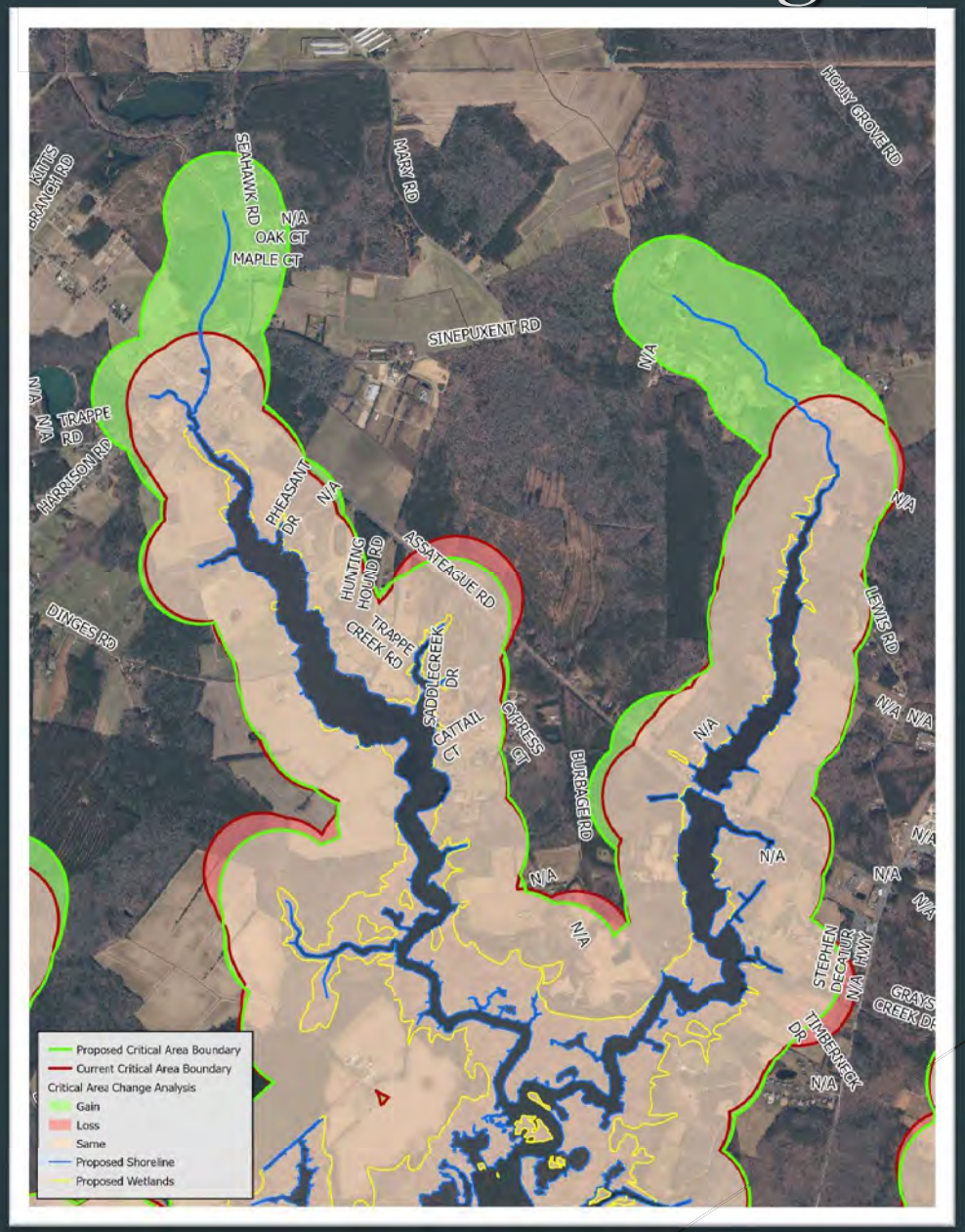
- Generate list of properties with increase
  - 1% or more
- Mail letters to property owners including:
  - Property map
  - Contact info
  - Link to Web Map
  - Public info meeting included



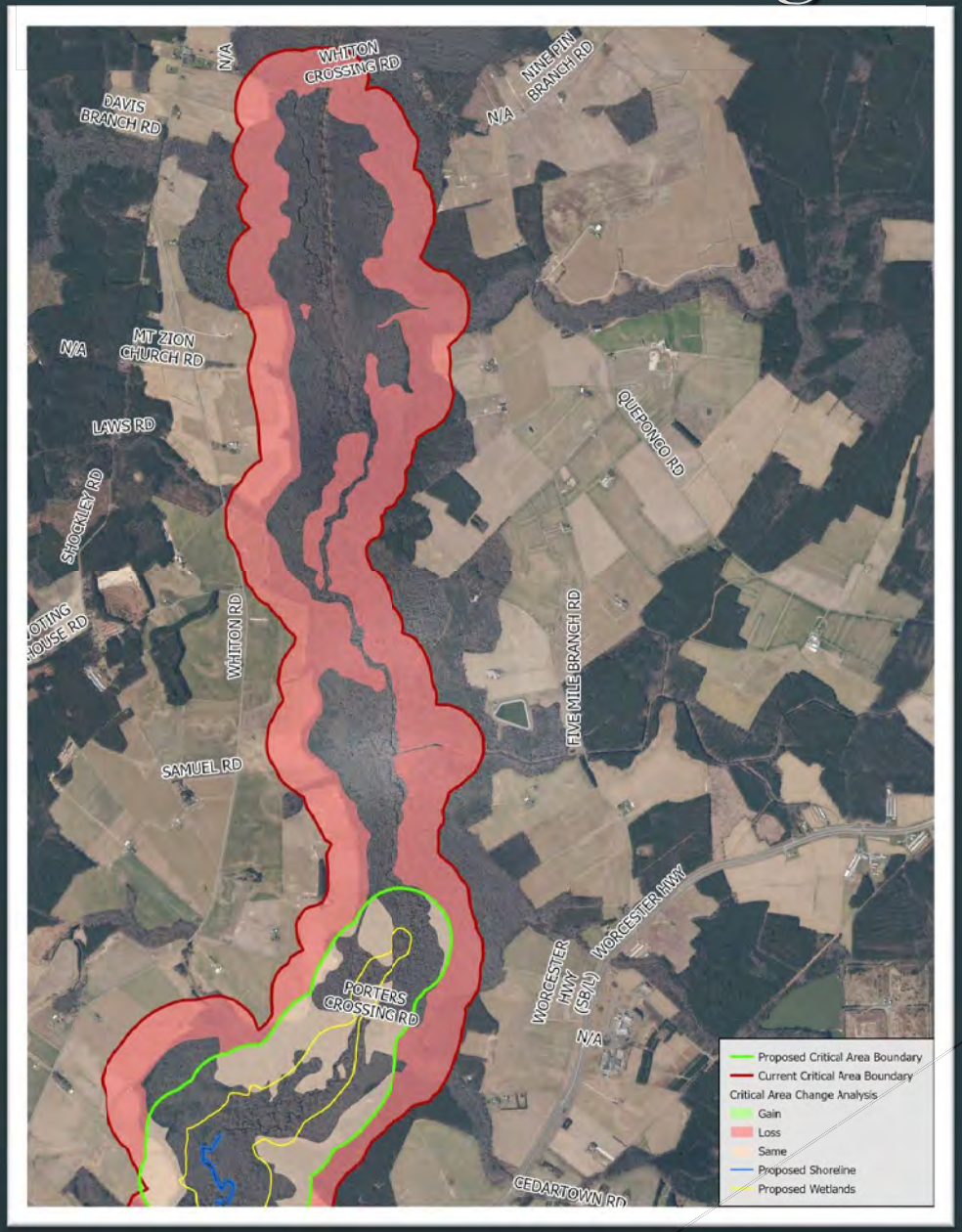
Mapping Process
Critical Area Change



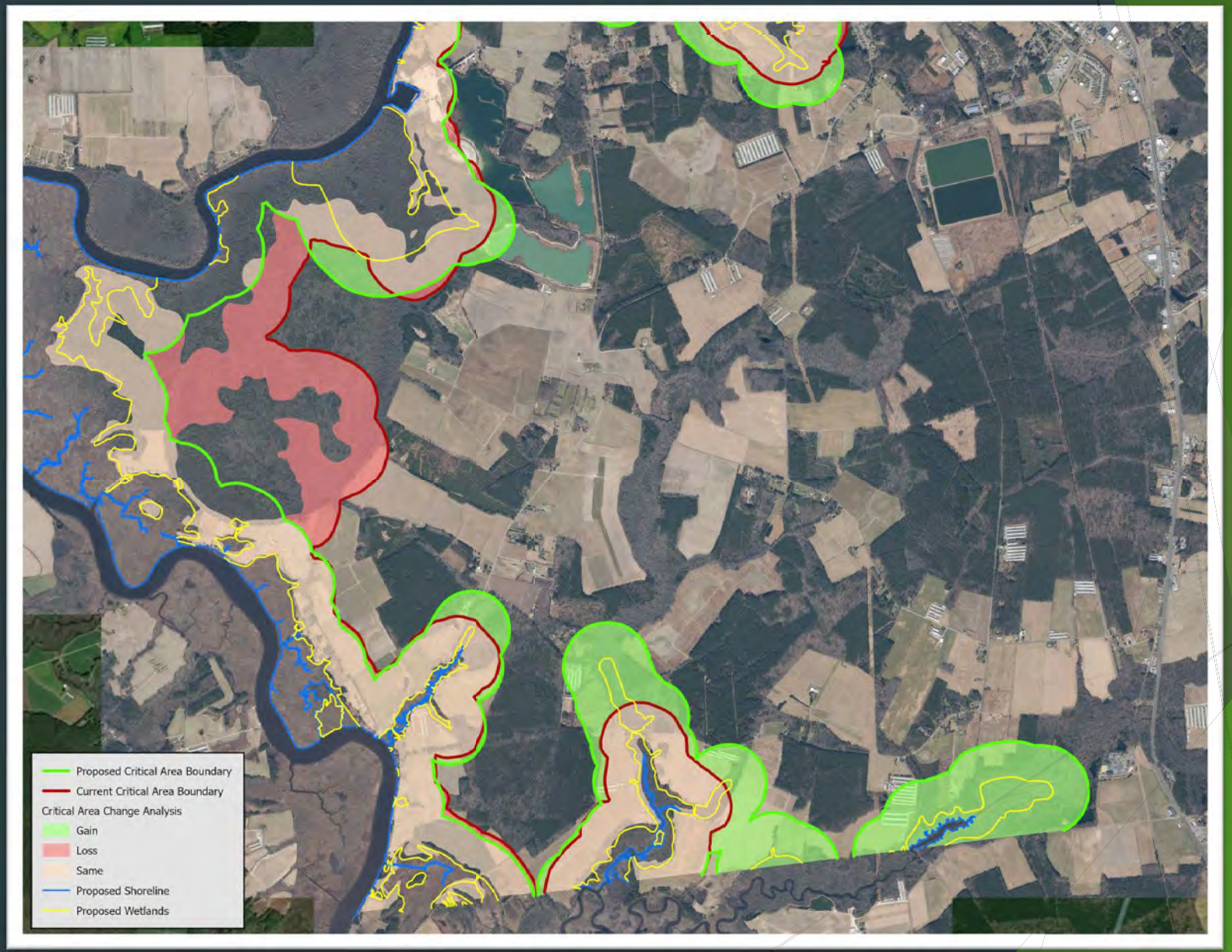
Mapping Process
Critical Area Change



Mapping Process
Critical Area Change



Mapping Process
Critical Area Change



Mapping Process
Change Analysis

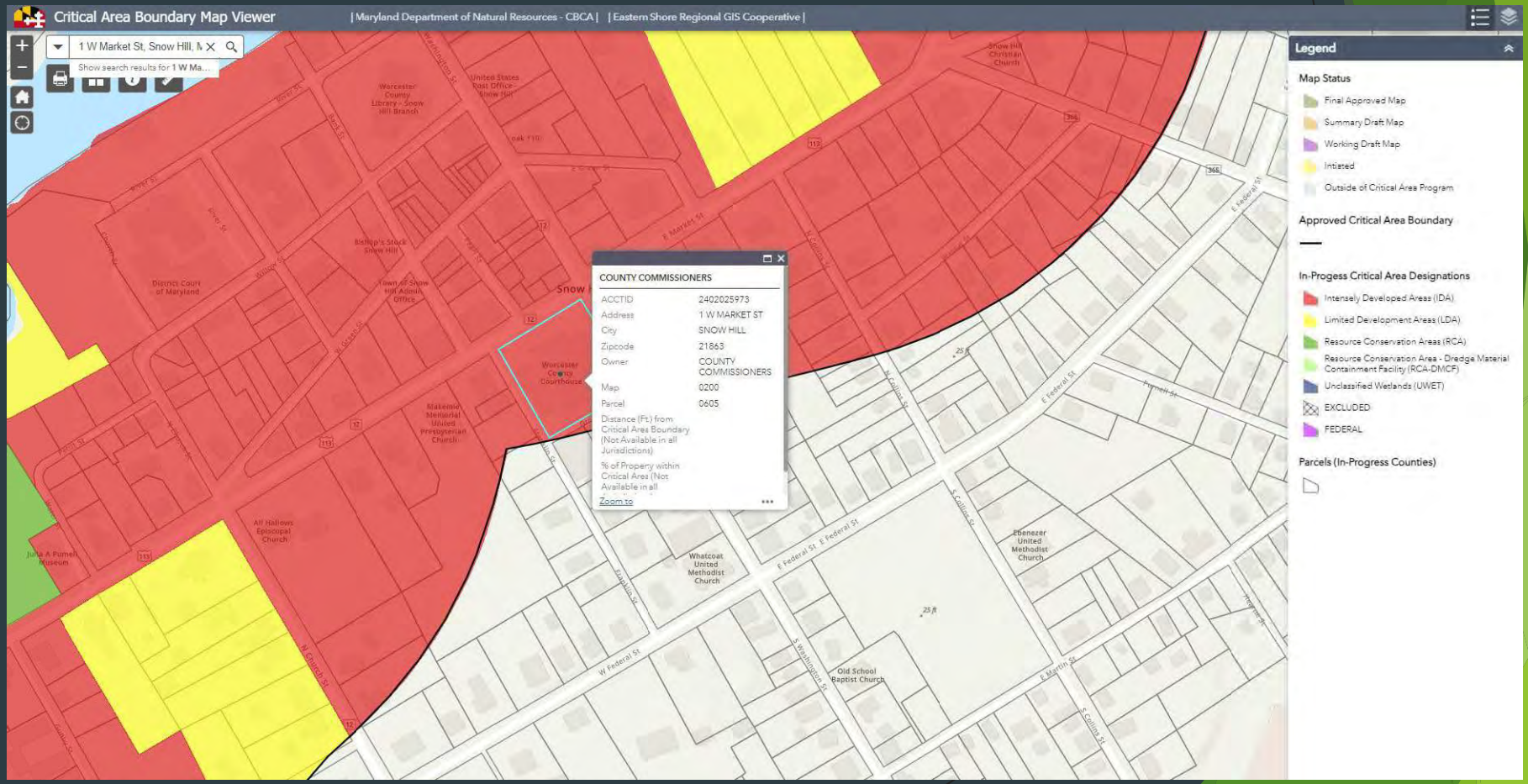
Total Critical Area (County)	57,294 acres
Chesapeake Total	14,927
Atlantic Total	42,366
Critical Area Gains	3,185
Chesapeake Total	1,921
Atlantic Total	1,264
Critical Area Losses	3,562
Chesapeake Total	2,605
Atlantic Total	957
Net Change	(-377)
Chesapeake Total	(-684)
Atlantic Total	307
Properties to be notified	994
Chesapeake Total	186
Atlantic Total	808

Mapping Process

Public Notification

Interactive Mapping Tool – allows the public to easily determine if their property is in the Critical Area

http://webmaps.esrgc.org/cbca/desktop/Map



Questions?

Critical Area Commission for the
Chesapeake and Atlantic Coastal Bays
1804 West Street, Suite 100
Annapolis, MD 21401
(410) 260-3460

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: August 31, 2026
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 August 6, 2026 and August 13, 2026. Thank you.

NOTICE OF INTRODUCTION OF BILL 26-03
WORCESTER COUNTY COMMISSIONERS

Take Notice that Bill 26-03 (Zoning – Accessory structure size) was introduced by Commissioner Fiori on July 21, 2026. A fair summary of the bill is as follows:

Repeal and replace subsection § ZS 1-305(p)(3) of the Zoning and Subdivision Control Article to establish a special exception provision to permit an accessory structure up to 1,600 square feet where the lot or parcel is located within 100 feet of the property owner's primary residence, subject to a recorded deed restriction.

A Public Hearing will be held at the Commissioners' Meeting Room, Room 1101 – Government Center, One West Market Street, Snow Hill, Maryland on **Tuesday, September 1, 2026, at 10:35 AM**.

This is only a fair summary of the bill. A full copy of the bill is available for public inspection in the main hall of the Worcester County Government Center outside Room 1103. In addition, a full copy of the bill is available on the county website at www.worcestermd.gov.

THE WORCESTER COUNTY COMMISSIONERS

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 26-03

BY: Commissioner Fiori
INTRODUCED: July 21, 2026

A BILL ENTITLED

AN ACT Concerning

Zoning – Accessory structure size

For the purpose of amending the Zoning and Subdivision Control Article to establish a special exception provision to permit an accessory structure up to 1,600 square feet where the lot or parcel is located within 100 feet of the property owner's primary residence.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-305(p)(3) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and replaced to read as follows:

(3) No accessory use or structure shall be permitted on a lot unless the principal use or structure was in existence previously or until construction of the principal structure is diligently pursued; provided, however, that a single customary residential accessory structure less than five hundred square feet in area, a single private dock, boat ramp or pier abutting a single-family lot may be constructed for the exclusive, personal use of the lot owner. THE FIVE HUNDRED SQUARE FOOT SIZE LIMITATION MAY BE INCREASED TO NOT MORE THAN ONE THOUSAND SIX HUNDRED SQUARE FEET BY SPECIAL EXCEPTION OF THE BOARD OF ZONING APPEALS, PROVIDED THE PROPERTY OWNER'S PRIMARY RESIDENCE IS LOCATED ON A LOT OR PARCEL OF LAND NOT GREATER THAN ONE HUNDRED FEET FROM THE LOT OR PARCEL WHERE THE ACCESSORY STRUCTURE IS TO BE LOCATED, SUBJECT TO A RECORDED DEED RESTRICTION.

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

PASSED this _____ day of _____, 2026.

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

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director
Date: July 6, 2026
Re: Bill Introduction – § ZS 1-305(p)(3) - Amending the square foot limitations for accessory buildings on a lot or parcel without a principal structure

On July 2, 2026, the Planning Commission reviewed the proposed text amendment submitted by Mr. Mark Cropper. The amendment would permit a larger residential accessory structure on a lot or parcel without having a principal structure (i.e. dwelling). The current 500 square foot limitation remains, but a special exception provision would be added to allow up to 1,600 square feet where the lot or parcel is located within 100 feet of the applicant's primary residence. The Planning Commission gave a unanimous favorable recommendation as revised to include a deed restriction. A copy of the draft bill is attached for your consideration.

At this time, I am requesting that the item be scheduled for the County Commissioner's consideration for introduction at an upcoming meeting. If at least one County Commissioner introduces the amendment as a bill, then a public hearing date will be set for the Commissioners to obtain public input prior to acting on the request.

If introduced, public comments can be submitted via email to jkkeener@worcestermd.gov. Please note that names and addresses provided may be included in the public record.

PLANNING COMMISSION DISCUSSION

Mark Cropper, attorney, and Thomas Johnson, applicant, were present for the review. Mr. Cropper stated that this is a text amendment for enabling legislation only, which would allow the Board of Zoning Appeals to consider a special exception request to expand the size of an accessory structure without a primary structure beyond the 500 square foot limit, up to 1,600 square feet. The caveat is that the primary residence shall be located not greater than 100' from lot or parcel where the accessory structure where parcel is to be located. This language was included intentionally; Mr. Cropper stated that he understands that the Planning Commission and County Commissioners don't want to have a proliferation of large accessory structures. In this situation, the Johnson's have a county road between the two lots. While they could construct a 500 square foot structure, they would like something larger for a boat/trailer. Their primary lot cannot accommodate an expansion due to half being marsh and Critical Area impervious surface limitations, so they don't get full use and benefit of their primary lot. The language was written to limit its application as much as possible. If the County Commissioners were to look favorably upon this amendment, and the Board of Zoning Appeals grants a special

exception, they would put a deed restriction on the properties so that one could not be sold without the other. They discussed other factors that would be applicable for a special exception justification.

Mr. Johnson added that their primary residence consists of two parcels, one of which is a well parcel across street from house. The other lot cannot be built upon due to septic limitations and well locations for the development.

As Mr. Barbierri pointed out, a text amendment is not specific to the property; it applies to all of Worcester County. While Mr. Johnson may have a unique situation, others may not. Mr. Cropper said that's why the Board of Zoning Appeals has the authority to review the case and allow for public comment/testimony. He is just seeking the right to make the case to the Board of Zoning Appeals. The Planning Commission discussed adding the deed restriction language to the proposed amendment. Staff noted that we were unable to determine the number of impacted lots through GIS analysis.

Following the discussion, a motion was made by Mrs. Knight to provide a favorable recommendation on the text amendment with language added relative to a deed restriction. Ms. Ott seconded the motion, and the motion carried unanimously (6 to 0).

cc: Mark Cropper, attorney for the applicant
Roscoe Leslie, County Attorney
file

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 26-___

BY:
INTRODUCED:

A BILL ENTITLED

AN ACT Concerning

Zoning – Accessory structure size

For the purpose of amending the Zoning and Subdivision Control Article to establish a special exception provision to permit an accessory structure up to 1,600 square feet where the lot or parcel is located within 100 feet of the property owner's primary residence.

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

PASSED this _____ day of _____, 2026.

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

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Worcester County Planning Commission
From: Jennifer Keener, AICP, Director
Date: May 21, 2026
Re: Text Amendment– Amend § ZS 1-305(p)(3) - Amending the square foot limitations for accessory buildings on a lot or parcel without a principal structure

****

Mark Cropper has submitted a text amendment application to allow a larger residential accessory structure on a lot or parcel without having a principal structure (i.e. dwelling). The current 500 square foot limitation remains, but a special exception provision would be added to allow up to 1,600 square feet where the lot or parcel is located within 100 feet of the applicant's primary residence. A copy of the draft bill language is attached.

The original provision was added to the zoning code in 1995; prior to that, no accessory use or structure was permitted without the primary use first being established. It is my understanding that the intent of this amendment was to allow a small shed to house maintenance equipment for the property where no dwelling existed. It addressed the need for property maintenance to reduce nuisance complaints about tall grass and weeds within communities. Under the current request, the property owner will live within 100 feet of the property in question; therefore, property maintenance does not appear to be the issue.

Mr. Cropper's client owns two lots separated by a county road, one of which is improved with a dwelling. Therefore, he cannot file a Declaration of Consolidation to construct a residential accessory structure larger than 500 square feet. The application states that he is desirous of constructing a larger accessory building to potentially store watercraft, vehicles, and building materials. Any private, noncommercial storage of personal property for the property owner would be allowed within a residential accessory building.

It is staff's opinion that the request is arbitrary, designed to suit one property owner's circumstances. Additionally, staff would be unable to enforce a primary residence condition should the properties be transferred later.

While this seems like a bill that will have very limited applicability, it is unclear why an addition or detached accessory building could not be accommodated on the main parcel if there is already a primary dwelling. If the amendment is approved, any application to the Board of Zoning Appeals shall explain the unique circumstances of the lots or parcels in question that would justify the expansion of

the accessory structure. Additionally, the department would require a deed of consolidation or other appropriate legal mechanism at permit stage to bind the two properties together.

The Planning Commission shall review the bill and make a recommendation to the Worcester County Commissioners (favorable or unfavorable) and can make recommendations for changes to the proposed language. If at least one County Commissioner introduces the amendment as a bill, then a public hearing date will be set for the Commissioners to obtain public input prior to acting on the request.

As always, I will be available at your upcoming meeting to discuss any questions or concerns that you have regarding the proposed amendment.

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

BILL 26-___

BY:
INTRODUCED:

A BILL ENTITLED

AN ACT Concerning

Zoning – Accessory structure size

For the purpose of amending the Zoning and Subdivision Control Article to establish a special exception provision to allow up to 1,600 square feet where the lot or parcel is located within 100 feet of the property owner's primary residence.

Section 1. BE IT ENACTED BY THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, that Subsection § ZS 1-305(p)(3) of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland be repealed and replaced to read as follows:

(3) No accessory use or structure shall be permitted on a lot unless the principal use or structure was in existence previously or until construction of the principal structure is diligently pursued; provided, however, that a single customary residential accessory structure less than five hundred square feet in area, a single private dock, boat ramp or pier abutting a single-family lot may be constructed for the exclusive, personal use of the lot owner. THE FIVE HUNDRED SQUARE FOOT SIZE LIMITATION MAY BE INCREASED TO NOT MORE THAN ONE THOUSAND SIX HUNDRED SQUARE FEET BY SPECIAL EXCEPTION OF THE BOARD OF ZONING APPEALS, PROVIDED THE PROPERTY OWNER'S PRIMARY RESIDENCE IS LOCATED ON A LOT OR PARCEL OF LAND NOT GREATER THAN ONE HUNDRED FEET FROM THE LOT OR PARCEL WHERE THE ACCESSORY STRUCTURE IS TO BE LOCATED.

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

PASSED this _____ day of _____, 2026.

Worcester County Commissioners
Worcester County Government Center
Once West Market Street, Room 1103
Snow Hill, MD 21863

PETITION FOR AMENDMENT TO OFFICIAL TEXT OF THE ZONING AND SUBDIVISION CONTROL ARTICLE

(Office Use Only - Please Do Not Write In This Space)

Date Received by Office of the County Commissioners: _____

Date Received by Development Review and Permitting: April 9, 2026

Date Reviewed by Planning Commission: July 2, 2026

I. Application – Proposals for amendments to the text of the Zoning and Subdivision Control Article may be made by any interested person who is a resident of Worcester County, a taxpayer therein, or by any governmental agency of the County. Check applicable status below.

A. Resident of Worcester County __X___
B. Taxpayer of Worcester County __X___
C. Governmental Agency _____ _____
(Name of Agency)

II. Proposed Change to Text of the Zoning and Subdivision Control Article.

A. Section Number: ZS 1-305(p)(3)
B. Page Number: ZS 1:III:22
C. Proposed revised text, addition or deletion:

No accessory use or structure shall be permitted on a lot unless the principal use or structure was in existence previously or until construction of the principal structure is diligently pursued: provided, however, that a single customary residential accessory structure less than five hundred square feet in area, a single private dock, boat ramp or pier abutting a single-family lot may be constructed for the exclusive, personal use of the lot owner. The five hundred square feet size limitation of the accessory structure as set forth herein may be increased to not more than sixteen hundred square feet by a special exception approved by the Board of Zoning Appeals provided the primary residence of the

applicant is located on a lot or parcel of land not greater than 100 feet from the lot where the accessory structure is located.

III. Reasons for Requesting Text Change.

The reason for the requested text change is that 500 sq. ft. is simply too small to accommodate the storage of many watercraft, cars, tools, building materials or other items that many homeowners need and/or desire. By way of example only, most watercraft in excess of 25' in length, with an outboard motor and located on a trailer would be unable to comfortably fit into an accessory structure that is 500 sq. ft. or less. Moreover, there would be insufficient room for accessories such as fishing equipment, coolers, life preservers, etc. It would be virtually impossible to store a boat and/or a car in an accessory structure of this size unless both were extremely small. As proposed, the increase to not more than 1600 square feet would only apply if the applicant also has a primary residence located on a lot that is no more than 100 feet from the lot where the accessory structure is to be located.

IV. Signature of Applicants

Signature: _____

Printed Name of Applicant:

Mark Spencer Cropper

Mailing Address: **6200 Coastal Highway, Suite 200, Ocean City, MD 21842**

Phone Number: [redacted] Email: [redacted]

Date: _____

V. Signature of Attorney

Signature: _____

Printed Name of Applicant:

Mark Spencer Cropper

Mailing Address: **6200 Coastal Highway, Suite 200, Ocean City, MD 21842**

Phone Number: [redacted] Email: [redacted]

Date: 04.08.26

VI. General Information Relating to the Text Change Process.

A. Applications for text amendments shall be addressed to and filed with the Office of the County Commissioners. The required filing fee must accompany the application.

B. Procedure for Text Amendments – Text amendments shall be passed by the County Commissioners of Worcester County as Public Local Laws according to legally required procedures, with the following additional requirements. Any proposed amendment shall first be referred to the Planning Commission for recommendation. The Planning Commission shall make a recommendation within a reasonable time after receipt of the proposed amendment. After receipt of the recommendation of the Planning Commission, the County Commissioners shall hold at least one public hearing in relation to the proposed amendment, at which parties and interested citizens shall have an opportunity to be heard. At least fifteen (15) days notice of the time and place of such hearing and the nature of the proposed amendment shall be published in an official paper or a paper of general circulation in Worcester County. IN the event no County Commissioner is willing to introduce the proposed amendment as a bill, it will not be considered.

MARYLAND'S Coast WORCESTER COUNTY

Maryland's Coast, Worcester County
Office of Tourism & Economic Development
107 West Green St. | Snow Hill MD 21863 410-632-3110 | VisitMarylandsCoast.org

MEMORANDUM

TO: Worcester County Commissioners

CC: Weston Young CAO; Candace Savage, Deputy CAO; Kim Reynolds, Budget Officer

FROM: Melanie Pursel, Director, Office of Tourism and Economic Development

DATE: August 26, 2026

RE: EDA Grant Award

The Office of Tourism and Economic Development in partnership with the Tri County Council for the Lower Eastern Shore has been awarded an EDA grant in the amount of $75,000 with the required match being provided by the Tri County Council in the amount of $75,000 for a specific project - **Opportunities for Economic Growth & Industry Diversification in Worcester County.** The request was for an Economic Development Administration (EDA) investment to develop a comprehensive Economic Growth and Industry Diversification Strategy focused on creating a resilient, innovation-driven economy centered on advanced manufacturing, aerospace, defense, and technology industries.

The proposed project will produce an actionable roadmap that identifies infrastructure investments, workforce development initiatives, business recruitment opportunities, and implementation strategies necessary to diversify Worcester County's economy and strengthen the Lower Eastern Shore's long-term competitiveness.

This planning effort is identified as a regional priority within the Tri-County Comprehensive Economic Development Strategy (CEDS) and directly supports EDA's investment priorities of Critical Infrastructure, Workforce, Innovation and Entrepreneurship, Economic Recovery and Resilience, and Manufacturing.

We are asking the commissioners to accept these funds as well as the TCCLES matching funds. We will then move through the appropriate steps, keeping the commissioners informed as the project progresses. Attached is an overview/narrative and we will be sure to follow all appropriate financial rules and procurements procedures.

Please let me know if you have any questions.

Project Narrative

Project Overview

Worcester County, Maryland is seeking Economic Development Administration (EDA) investment to develop a comprehensive Economic Growth and Industry Diversification Strategy focused on creating a resilient, innovation-driven economy centered on advanced manufacturing, aerospace, defense, and technology industries.

The proposed project will produce an actionable roadmap that identifies infrastructure investments, workforce development initiatives, business recruitment opportunities, and implementation strategies necessary to diversify Worcester County's economy and strengthen the Lower Eastern Shore's long-term competitiveness.

This planning effort is identified as a regional priority within the Tri-County Comprehensive Economic Development Strategy (CEDS) and directly supports EDA's investment priorities of Critical Infrastructure, Workforce, Innovation and Entrepreneurship, Economic Recovery and Resilience, and Manufacturing.

Need for the Project

Worcester County's private-sector industries generate approximately $2.9 billion in annual economic output. While tourism and agriculture remain the county's largest economic drivers, the concentration of employment within seasonal industries leaves the regional economy vulnerable to external shocks including hurricanes, coastal flooding, economic recessions, infrastructure disruptions, and changing travel patterns.

These vulnerabilities were demonstrated during the COVID-19 pandemic, when tourism-related employment experienced significant disruption. Increasing the diversity of the county's economic base is essential to improving long-term resilience, expanding year-round employment opportunities, and stabilizing state and local tax revenues.

Southern Worcester County—particularly Pocomoke City—offers one of the greatest opportunities for transformational economic growth. Once a thriving manufacturing center, Pocomoke possesses significant underutilized assets including:

- The 175-acre Pocomoke Industrial Park
- Access to U.S. Routes 13 and 113
- Freight rail service
- Existing natural gas infrastructure
- River access via the Pocomoke River
- Maryland Enterprise Zone designation
- Federal HUBZone designation
- Federal Opportunity Zone designation

The area also benefits from its strategic location between NASA's Wallops Flight Facility, Salisbury, and Ocean City, positioning the region to support growing aerospace, defense, advanced manufacturing, and technology industries.

Alignment with EDA Investment Priorities

Critical Infrastructure

A primary objective of this project is to identify the infrastructure investments necessary to support industrial expansion and business recruitment.

The study will evaluate existing infrastructure capacity, including:

- Water and wastewater systems
- Electric power
- Broadband and fiber connectivity
- Transportation networks
- Freight rail
- River and marine access
- Industrial site readiness

The study will identify deficiencies limiting private investment and prioritize infrastructure projects that improve industrial competitiveness and prepare sites for future employers.

Special emphasis will be placed on infrastructure improvements necessary to support the expansion of existing manufacturers such as Hardwire, LLC and attract suppliers supporting NASA Wallops Flight Facility and Rocket Lab.

Workforce

Economic diversification requires a workforce prepared for high-skilled, high-wage employment.

The project will inventory existing workforce assets including:

- University of Maryland Eastern Shore
- Wor-Wic Community College
- Worcester Technical High School
- Somerset Career and Technology Center
- Regional apprenticeship programs
- Existing employer training initiatives

Working collaboratively with educational institutions and employers, the study will identify workforce gaps and recommend new training programs aligned with advanced manufacturing, aerospace, robotics, defense technologies, logistics, engineering, and skilled trades.

Recommendations will focus on creating a sustainable talent pipeline that meets current employer needs while supporting future business recruitment.

Innovation and Entrepreneurship

The project seeks to establish southern Worcester County as an emerging innovation and manufacturing hub for Maryland's Eastern Shore.

The study will evaluate opportunities to:

- Attract technology companies
- Support commercialization of new technologies
- Foster entrepreneurship
- Expand defense-related manufacturing
- Increase federal contracting opportunities
- Develop supplier networks supporting NASA Wallops, Rocket Lab, and regional defense contractors

Leveraging Worcester County's Enterprise Zones, HUBZone designation, Opportunity Zones, and state economic development incentives, the strategy will recommend initiatives that encourage innovation, private investment, and business formation.

Economic Recovery and Resilience

The project directly addresses long-term economic resilience by reducing Worcester County's dependence on seasonal tourism and creating a more balanced economy.

The strategy will identify industries that complement existing economic strengths while providing year-round employment opportunities and expanding the local tax base.

The resulting roadmap will improve the county's ability to withstand future economic disruptions by:

- Diversifying employment sectors
- Expanding industrial development
- Supporting existing employers
- Strengthening regional supply chains

- Increasing private investment
- Creating higher wage employment opportunities

By fostering collaboration among local governments, educational institutions, private industry, and regional partners, the project will establish a coordinated framework for sustainable economic growth.

Manufacturing

Manufacturing represents one of Worcester County's greatest opportunities for economic diversification.

Existing manufacturers—including Hardwire, LLC—have demonstrated that advanced manufacturing can thrive in southern Worcester County.

Hardwire has become a national leader in armor and protective technologies while continuing to expand operations within Pocomoke City. Continued growth, however, requires investments in supporting infrastructure including water, wastewater, transportation, and industrial site readiness.

The proposed study will identify opportunities to:

- Expand advanced manufacturing
- Recruit complementary industries
- Develop aerospace and defense supply chains
- Support technology commercialization
- Modernize industrial infrastructure
- Improve industrial site competitiveness

Recommendations will position Worcester County to compete for future manufacturing investment while supporting existing employers' expansion plans.

Project Activities

The project will include:

1. Engage public and private stakeholders, including county and municipal governments, manufacturers, educational institutions, utility providers, workforce organizations, and regional partners.
2. Establish an industry advisory consortium consisting of representatives from leading employers including Hardwire, LLC and other regional manufacturers to guide project development.

3. Procure a qualified consulting firm through a competitive Request for Proposals (RFP) process.
4. Conduct a comprehensive regional economic feasibility study evaluating target industries, infrastructure capacity, workforce readiness, market opportunities, and industrial site competitiveness.
5. Complete an inventory of infrastructure assets including water, sewer, electric, broadband, transportation, rail, and port access.
6. Evaluate workforce training capacity and recommend strategies for aligning educational programs with employer needs.
7. Conduct business retention and expansion interviews, stakeholder meetings, public engagement sessions, and employer surveys.
8. Develop an implementation strategy that prioritizes infrastructure investments, workforce initiatives, business recruitment, and funding opportunities.
9. Identify state, federal, and private funding sources necessary to implement recommended projects.
10. Establish measurable performance indicators and implementation benchmarks for ongoing evaluation.

Expected Outcomes

Completion of this project will provide Worcester County with a data-driven implementation strategy that advances long-term economic diversification while positioning the region for future investment.

Expected outcomes include:

- A comprehensive industry diversification strategy focused on advanced manufacturing, aerospace, defense, and technology sectors.
- Prioritized infrastructure projects that improve industrial site readiness and competitiveness.
- Workforce development recommendations aligned with employer demand for high-skill, high-wage occupations.
- Strategies to attract private investment and leverage federal, state, and local economic development programs.
- Increased regional collaboration among government, educational institutions, employers, and economic development organizations.
- A pipeline of implementation-ready projects eligible for future EDA, state, and federal funding.

Ultimately, this initiative will strengthen Worcester County's economic resilience, expand manufacturing opportunities, create quality jobs, increase the commercial tax base, and position southern Worcester County as a regional center for innovation, advanced manufacturing, and technology-driven economic growth.

B.1 Short-Term Planning and Technical Assistance

The proposed project will develop a comprehensive Economic Growth and Industry Diversification Strategy that positions Worcester County and the Lower Eastern Shore of Maryland for long-term economic growth through advanced manufacturing, technology-based industries, workforce development, and strategic infrastructure investment. The planning process will engage elected officials, municipal leaders, regional economic development organizations, educational institutions, infrastructure providers, private industry, and investors to establish a shared vision for economic competitiveness and implementation.

The study will provide the technical analysis and stakeholder consensus necessary to support future public and private investment decisions while creating a prioritized implementation strategy for infrastructure improvements, workforce initiatives, business recruitment, and industry expansion.

Economic activity on Maryland's Lower Eastern Shore is concentrated primarily within the Salisbury metropolitan area and the Ocean City/Berlin corridor, while southern Worcester County has experienced decades of manufacturing decline and limited private investment. Despite these challenges, the region possesses exceptional competitive advantages that position it for future industrial growth.

These assets include:

- Strategic proximity to NASA's Wallops Flight Facility and the growing aerospace and defense industry.
- The 175-acre Pocomoke Industrial Park and additional commercial and industrial development sites.
- Access to U.S. Routes 13 and 113, freight rail, river access, and existing utility infrastructure.
- Enterprise Zone, HUBZone, and Opportunity Zone designations that support private investment.
- Regional workforce and educational partnerships with the University of Maryland Eastern Shore, Wor-Wic Community College, Worcester Technical High School, and other workforce training providers.

Pocomoke City represents one of the greatest opportunities for industrial revitalization on Maryland's Eastern Shore. Historically a manufacturing center, the community retains industrial infrastructure, transportation access, and available development sites that can support future growth. Recent collaboration between the Maryland Department of Commerce and NASA Wallops Flight Facility further strengthens the region's potential to attract advanced manufacturing, aerospace, defense, logistics, and technology-related businesses.

The proposed project, *Opportunities for Economic Growth and Industry Diversification in Worcester County, Maryland*, is identified as a priority implementation project within the

Tri-County Comprehensive Economic Development Strategy (CEDS). The study will establish a roadmap for increasing private investment, expanding manufacturing, strengthening supply chains, supporting existing employers, and creating high-quality employment opportunities throughout the region.

Scope of Work

The project will include the following activities:

1. Stakeholder Engagement

Establish project governance through participation by Worcester County Commissioners, municipal governments, the Tri-County Council, economic development organizations, educational institutions, infrastructure providers, major employers, and private-sector investors.

2. Industry Advisory Consortium

Form a manufacturing and technology advisory consortium consisting of regional employers, including companies such as Hardwire, LLC, Benelli USA, and other business leaders to provide technical expertise, identify industry needs, and guide project recommendations.

3. Competitive Procurement

Issue a competitive Request for Proposals (RFP) to retain an experienced economic development consulting firm to conduct a comprehensive regional economic competitiveness and industry diversification study.

4. Existing Conditions Assessment

Conduct an inventory and assessment of:

- Industrial and commercial sites
- Water, sewer, electric, broadband, freight rail, transportation, and port infrastructure
- Existing employers and supply chains
- Workforce availability and labor market conditions
- Educational and workforce training capacity
- Market opportunities for advanced manufacturing, aerospace, defense, logistics, and technology industries

5. Stakeholder and Business Engagement

Complete employer interviews, business retention and expansion visits, stakeholder workshops, public meetings, surveys, and monthly project coordination meetings to ensure recommendations reflect regional priorities.

6. Infrastructure and Workforce Analysis

Identify infrastructure constraints affecting industrial development and recommend improvements necessary to support business expansion, site readiness, and future investment. Evaluate workforce gaps and recommend strategies to align education and training programs with employer demand.

7. Industry Diversification Strategy

Develop a prioritized implementation strategy identifying infrastructure investments, workforce initiatives, business recruitment targets, manufacturing opportunities, funding strategies, and implementation timelines. Recommendations will emphasize job creation, private investment, industrial expansion, tax base growth, and long-term economic resilience.

8. Funding and Implementation Strategy

Identify state, federal, local, and private funding opportunities to advance priority projects and position Worcester County for future implementation grants.

Completion of the project will provide Worcester County with a data-driven strategy for strengthening manufacturing, supporting business expansion, improving infrastructure readiness, attracting new investment, and increasing long-term economic competitiveness throughout the Lower Eastern Shore.

B.2 Project Deliverables

The consultant will produce the following deliverables:

1. Project Management and Stakeholder Engagement

- Project Management Plan
- Stakeholder Engagement Plan
- Monthly Progress Reports
- Meeting agendas, minutes, and presentation materials
- Stakeholder participation summary

2. Industry Advisory Consortium

- Advisory Consortium Charter

- Membership roster
- Meeting summaries
- Industry needs assessment documenting employer priorities and infrastructure challenges

3. Existing Conditions Assessment

A comprehensive assessment including:

- Economic and demographic analysis
- Target industry assessment
- Industrial site inventory
- Infrastructure inventory (water, sewer, electric, broadband, transportation, rail, and port facilities)
- Workforce and labor market assessment
- Workforce training inventory
- Business climate analysis

4. Infrastructure Assessment

A technical evaluation identifying:

- Existing infrastructure capacity
- Infrastructure deficiencies affecting industrial development
- Priority infrastructure improvements
- Preliminary cost estimates
- Site readiness recommendations

5. Workforce Development Strategy

A workforce assessment including:

- Current labor force analysis
- Skills gap assessment
- Employer workforce needs
- Education and training recommendations
- Strategies for developing a skilled manufacturing and technology workforce

6. Industry Diversification Strategy

A comprehensive strategic plan that includes:

- Target industry recommendations
- Manufacturing expansion strategy
- Aerospace and defense industry opportunities
- Business recruitment strategy

- Business retention and expansion strategy
- Entrepreneurship and innovation recommendations
- Implementation priorities
- Performance measures

7. Funding and Implementation Plan

A funding strategy identifying:

- Federal funding opportunities
- State incentive programs
- Local funding strategies
- Public-private partnership opportunities
- Recommended implementation schedule
- Priority capital projects

8. Final Report

A final Economic Growth and Industry Diversification Strategy containing:

- Executive Summary
- Existing Conditions Analysis
- Infrastructure Assessment
- Workforce Strategy
- Industry Diversification Strategy
- Funding Strategy
- Five-Year Implementation Plan
- Performance Metrics
- Executive presentation to Worcester County Commissioners and project partners

Department of Commerce
Economic Development Administration

Notice of Award (NoA)
ED25PHI0G0235

RECIPIENT INFORMATION

1. **Recipient Name(s)**
   Lead: Worcester County
   One West Market St, Room 1103
   Snow Hill, MD 21863-1072

   Co-Recipient: Tri-County Council for the Lower Eastern Shore of Maryland
   31901 Tri-County Way, Suite 201
   Salisbury, MD 21804-1710

2. **Congressional District of Recipient**
   MD-01

3. **Employer Identification Number (EIN)**
   Lead: 52-6001064
   Co-Recipient: 52-2340238

4. **UEI**
   Lead: KEA9KRV8GPG3
   Co-Recipient: Q6FLM669M8G4

5. **Recipient POC**
   Lead: Melanie Pursel
   mpursel@co.worcester.md.us

   Co-Recipient: Gregory Padgham
   gpadgham@tcclesmd.org

6. **Authorized Official**
   Lead: Melanie Pursel
   mpursel@co.worcester.md.us

   Co-Recipient: Gregory Padgham
   gpadgham@tcclesmd.org

FEDERAL AGENCY CONTACT INFORMATION

7. **Project Officer**
   Andrew DeVitis
   adevitis@eda.gov

8. **Program Officer**
   Bob Gittler
   bgittler@eda.gov

9. **Grant Officer**
   Susan Brehm
   sbrehm@eda.gov

FEDERAL AWARD INFORMATION

10. **Award Number / FAIN**
    ED25PHI0G0235

11. **Award Type**
    Grant

12. **Period of performance Start Date & End Date**
    18 months from the date of Grants Officer Signature (see below, #24)

13. **Federal Share of Cost**
    $ 75,000

14. **Recipient Share of Cost**
    $ 75,000

15. **Total Federal and Recipient Cost**
    $ 150,000

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16. **Statutory Authority**
    Short Term Planning, and Technical Assistance Programs under Sections 203, 207, and 209 of the Public Works and Economic Development Act of 1965, as amended, 42 U.S.C. §§ 3143, 3147 & 3149.

17. **NOFO/RFA #**
    PLLTA2021

18. **Project Title**
    Opportunities for Economic Growth & Industry Diversification in Worcester County

19. **Assistance Listing Number and Name**
    11.303 - Economic Development Technical Assistance

20. **Award Action Type**
    New Competing

21. **Multiyear Award?**
    No

22. **R&D Award?**
    No

23. **Construction Award?**
    No

24. **Grants Officer – Signature and Date**
    Susan M Brehm
    Digitally signed by Susan M. Brehm
    Date: 2026.08.07 15:36:58 -05'00'

25. **Lead Recipient – Signature and Date**

BY ACCEPTING THIS AWARD, THE RECIPIENT IS AFFIRMING THAT IT WILL COMPLY WITH ALL THE TERMS AND CONDITIONS OF THE AWARD. THE AWARD MUST BE ACCEPTED BY THE APPLICANT'S AUTHORIZED OFFICIAL.

RECIPIENT NAME: Worcester County & Tri-County Council for the Lower Eastern Shore of Maryland
PROJECT TITLE: Opportunities for Economic Growth & Industry Diversification in Worcester County
AWARD NUMBER: ED25PHI0G0235

This Notice of Award includes the following sections and incorporates all regulations, documents and authorities referenced therein.

I. BUDGET INFORMATION
II. STANDARD TERMS AND CONDITIONS
III. SPECIFIC AWARD CONDITIONS
IV. OTHER

Should there be a discrepancy among these documents, the Specific Award Conditions, including any references, shall control.

SECTION I – BUDGET INFORMATION
The following is the Authorized Budget for this award. Reference Section III – Specific Award Conditions for conditions related to the Authorized Budget.

A. Under the terms of the Award, the total approved/authorized Budget is:

Federal Share (EDA)	$ 75,000
Non-Federal Matching Share	$ 75,000
Total Project Cost	$ 150,000

B. Under the terms of the Award, the total approved Line-Item Budget is:

Personnel	$ -
Fringe Benefits	$ -
Travel	$ -
Equipment	$ -
Supplies	$ -
Contractual	$ 150,000
Construction	$ -
Other	$ -
Total Direct Charges	$ 150,000
Indirect Charges	$ -
Total	$ 150,000

SECTION II – STANDARD TERMS AND CONDITIONS
The following regulations and standard terms and conditions apply to this award:
▪2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements, as Adopted Pursuant to 2 CFR § 1327.101 for Federal Awards
▪ Department of Commerce Financial Assistance Standard Terms and Conditions
▪ Department of Commerce Pre-Award Notification Requirements for Grants and Cooperative Agreements
▪13 CFR Chapter III Economic Development Administration, Department of Commerce Regulations

SECTION III – SPECIFIC AWARD CONDITIONS
See Specific Award Conditions

SECTION IV – OTHER
OIG Fraud Awareness Training

SPECIFIC AWARD CONDITIONS
U.S. DEPARTMENT OF COMMERCE
Economic Development Administration (EDA)

NONCONSTRUCTION PROJECT

RECIPIENT: WORCESTER COUNTY, MD | AWARD NUMBER: ED25PHI0G0235

1. **SCOPE OF WORK:** This EDA Award supports the work described in the approved final scope of work, which is incorporated by reference into this Award, as the Authorized Scope of Work (Attachment 1). All work on this project must be consistent with the Authorized Scope of Work, unless the Grants Officer has authorized a modification of the scope of work memorialized in writing through execution of an amendment to the Notice of Award.

2. **PROJECT CONTACT INFORMATION:** Recipient agrees to notify EDA promptly of any changes to Recipient's contact information as specified in the Notice of Award.

3. **ADDITIONAL INCLUDED DOCUMENTS:** In addition to the regulations, documents, or authorities incorporated by reference on the Notice of Award, the following additional documents are incorporated by reference into this Award:

   a. The Recipient's application, including any attachments, project descriptions, schedules, and subsequently submitted supplemental documentation;

   b. Authorized Scope of Work (Attachment 1);

   Should there be a discrepancy among these documents, the Specific Award Conditions shall control.

4. **PROJECT DEVELOPMENT TIME SCHEDULE:** Recipient agrees to the following project development time schedule:

Item	*Due Date*
Return of executed Notice of Award	No later than 30 calendar days after receipt of Notice of Award
Authorized Award End Date	As indicated on Notice of Award or most recent Amendment
Submission of final reports, including Federal Financial Report (Form SF-425)	No later than 120 calendar days from the Authorized Award End Date

   Recipient shall diligently pursue the development and implementation of the project upon receipt of the Award so as to ensure completion within this time schedule. Recipient shall promptly notify EDA in writing of any event which could substantially delay meeting any of the prescribed time limits for the project set forth in the Award, including those set forth above. Recipient further acknowledges that failure to meet the development time schedule may result in EDA taking action to terminate the Award in accordance with the regulations set forth at 2 CFR §§ 200.339 through 200.343, as applicable.

5. **DOC GENERAL TERMS AND CONDITIONS:** The Department of Commerce (DOC) Financial Assistance Standard Terms and Conditions (STCs) have been updated to incorporate revisions to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, which are effective October 1, 2024 and codified at 2 CFR part 200 (see the Final Rule published on April 22, 2024 (89 FR 30046)) and have

been renamed as the DOC Financial Assistance General Terms and Conditions (GTCs). The DOC GTCs dated September 22, 2025 are incorporated under this Award and are included in the Award Package. Any reference to the DOC STCs within the Award Package, including the NOA and these SACs, is a reference to the DOC GTCs.

6. **AWARD DISBURSEMENTS:** Reimbursement basis only. EDA will make disbursements using the Department of the Treasury's Automated Standard Application for Payments (ASAP) system. The Recipient is required to furnish documentation as required by ASAP. Complete information concerning the ASAP system may be obtained by visiting https://www.fiscal.treasury.gov/asap/.

   To receive disbursements, the Recipient must submit a "Request for Advance or Reimbursement" (Form SF-270 or any successor form) for the applicable period electronically to the Project Officer, who will review and process the request.

   Prior to the initial disbursement, Recipients must complete a Form SF-3881, "ACH Vendor/Miscellaneous Payment Enrollment Form." The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient) at the start of each new award. Instructions for submitting the form will be provided during the project kick-off conference.

7. **PROJECT PROGRESS REPORTS:** The Recipient agrees to provide the Project Officer with project progress reports, communicating the important activities and accomplishments of the project, on a semi-annual basis for the periods ending **March 31 and September 30,** or any portion thereof, for the entire project period. Reports are due no later than one month following the end of the semi-annual period.

   Progress Reports must be submitted to EDA via EDA's Grants Management Portal in a concise, clear format that outlines the following information in three to six pages:

   a. A clear, concise overview of the activities undertaken during the reporting period;

   b. Descriptions of accomplishments, benefits, and impacts of the Project and activities, including specific outcomes of Project activities such as job creation/retention, private investment, increased regional collaboration, engagement with historically excluded groups or regions, enhanced regional capacity, and other positive economic benefits;

   c. Upcoming or potential press events or opportunities for collaborative press events to highlight Project activities and benefits;

   d. A comparison of Project progress with the Project timeline and explanations of any departures from the targeted schedule, descriptions of how these departures will be remedied, and projections of the course of work for the next period;

   e. An outline of challenges that currently impact or could impact progress on the Project over the next reporting period and means of mitigating this risk; and

   f. An outline of any areas where EDA assistance (e.g., connections to subject matter experts or other resources, amplifications of activities or impacts) is needed to support the Project; and

   g. Any other key information that would be helpful to your EDA Project Officer.

8. **FINAL PROJECT PROGRESS REPORT:** A final project progress report must be submitted no more than 120 calendar days after the Authorized Award End Date, unless an extension is granted in writing by EDA. Final Project Reports may be posted on EDA's website, used for promotional materials or policy reviews, or otherwise shared. Recipients should not include any copyrighted or other sensitive business information in these reports.

   There is no page limit for Final Project Reports; however, such reports should concisely communicate key project information and should:

   a. Provide a high-level overview of the activities undertaken;

   b. Outline the specific regional need the project was designed to address and explain how the project addressed that need and advanced economic development;

   c. Document the expected and actual economic benefits of the project as of the time the report is written;

   d. Detail lessons learned during the project that may be of assistance to EDA or other communities undertaking similar efforts; and

   e. Provide any other information necessary to understand the project and its impacts.

9. **FINANCIAL REPORTS:** Financial Status Reports (SF-425) must be submitted to EDA on a semi-annual basis via EDA's Grants Management Portal for the reporting periods ending **March 31 and September 30**, or any portion thereof if applicable, for the period of performance set forth in the Notice of Award or as later memorialized through a mutually agreed-upon Amendment to the Award. Form SF-425 (and instructions for completing this form) is available at: https://www.grants.gov/forms/forms-repository/post-award-reporting-forms.html. Reports are due no later than 30 calendar days following the end of the reporting period.

10. **FINAL FINANCIAL REPORT:** A final Form SF-425 must be submitted no more than 120 calendar days after the Authorized Award End Date specified on the Notice of Award (or any subsequently executed Amendment to the Notice of Award), unless an extension is granted in writing by EDA pursuant to 2 CFR § 200.344. Final Financial Reports should follow the instructions for submitting mid-term financial reports, but should ensure that all fields accurately reflect the total outlays for the entire project period and that all matching funds and program income (if applicable) are fully reported. Determination of the final grant rate and final balances owed to the government will be determined based on the information on the final Form SF-425, so it is imperative that it be submitted in a timely and accurate manner.

11. **UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS:** Along with other controlling law, this Award is governed by the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) as set forth in 2 C.F.R. part 200.

12. **ALLOWABLE COSTS AND AUTHORIZED BUDGET:** Total allowable costs will be determined after the final financial documents are submitted in accordance with the applicable authorities specified on the Notice of Award, including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. part 200, and the Authorized Budget. Except as otherwise expressly provided for within these Specific Award Conditions, the federal share of the allowable costs will be based on the Investment Rate for the Award, as established on the Notice of Award or any subsequent Amendment. In the event of an underrun in total allowable costs for this project, the federal share of allowable costs will be

determined by the Investment Rate. The federal share of total allowable costs may not exceed the dollar amount specified on the original Award or any subsequent amendments.

13. **FEDERAL SHARE:** The EDA participation in total eligible project costs will be limited to the lesser of the EDA grant amount or the EDA share of total allowable project costs (as stated on the Notice of Award or the most recent Amendment).

14. **MATCHING SHARE:** The Recipient agrees to provide the Recipient's Non-Federal Matching Share contribution for eligible project expenses in proportion to the Federal Share requested for such project expenses. The EDA participation in total eligible project costs will be limited to the EDA grant amount or the EDA share of total allowable project costs, as stated on the Notice of Award, whichever is less. By accepting the Award, the Recipient also certifies that the Matching Share of the project costs is committed to the project, is not encumbered in any way that would prevent its use for the project and will be available as needed for the project.

15. **REFUND CHECKS, INTEREST, OR UNUSED FUNDS:** If the Recipient needs to return money to EDA, it may use one of the following methods, which allow Recipients to pay EDA online:

    i. ASAP.gov for recipients who receive award payments through the Automated Standard Application for Payments (ASAP) system, or

    ii. Pay.gov for recipients who receive award payments through electronic funds transfer (EFT). Recipients should follow the payment options in Pay.gov and include the Recipient's name and award number in the payment description.

16. **PLANNING COORDINATION:** In keeping with regional economic development principles, Recipient should coordinate economic development planning and implementation projects with other economic development organizations affecting the area, especially EDA-funded recipients such as State and urban planning grantees and adjoining Indian Tribes and Economic Development Districts (EDDs).

17. **PROCUREMENT:** The Recipient agrees that all procurement transactions will be in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. §§ 200.317 through 200.327.

18. **NONRELOCATION:** In signing this Award, Recipient(s) attests that EDA funding is not intended by the Recipient to assist its efforts to induce the relocation of existing jobs within the U.S. that are located outside of its jurisdiction to within its jurisdiction in competition with other U.S. jurisdictions for those same jobs. In the event that EDA determines that its assistance was used for those purposes, EDA retains the right to pursue appropriate enforcement action in accord with 2 C.F.R. §§ 200.339 through 200.343 and the DOC STCs, including suspension of disbursements and termination of the Award, which may include the establishment of a debt requiring the Recipient to reimburse EDA.

19. **PERFORMANCE MEASURES REQUIREMENTS:** The **Annual Program Outputs Questionnaire for EDA Grantees (Non-Infrastructure Programs) (Form ED-916)** must be submitted by Recipient to EDA on an annual basis during the period of performance of this Award, or as otherwise directed by EDA. EDA will provide Recipient with the first electronic Outputs Questionnaire approximately one year after the date the period of performance starts, as set forth in the Notice of Award. EDA will then provide Recipient subsequent electronic Outputs Questionnaires approximately every year thereafter through the end of the period of performance,

or any portion thereof if applicable. Recipient must complete and submit to EDA each electronic Outputs Questionnaire within 30 days of receipt.

The **Annual Capacity Outcomes Questionnaire for EDA Grantees Serving Clients (Non-Infrastructure Programs) (Form ED-917)** or the **Annual Capacity Outcomes Questionnaire for EDA Grantees not Serving Clients (Non-infrastructure programs) (Form ED-918)** must be submitted by Recipient to EDA on an annual basis for five years, or as otherwise directed by EDA. For the Planning, University Center and Trade Adjustment Assistance for Firms programs, the ED-917 or ED-918 forms must be submitted by Recipient to EDA on an annual basis, through the end of the period of performance, or any portion thereof if applicable. If Recipient will directly serve clients (i.e. beneficiaries) under the Authorized Scope of Work, Recipient must submit Form ED-917; if Recipient will not directly serve clients under the Authorized Scope of Work, Recipient must submit Form ED-918. (Recipient should consult the EDA project officer listed on the Notice of Award if Recipient is unsure whether activities in the Authorized Scope of Work constitute serving clients.) Recipient will automatically receive whichever Outcomes Questionnaire is most appropriate, as determined by the EDA project officer, for the Authorized Scope of Work. EDA will provide Recipient with the first electronic Outcomes Questionnaire approximately one year after the date the period of performance starts, as set forth in the Notice of Award. EDA will then provide Recipient subsequent electronic Outcomes Questionnaires approximately every 12 months thereafter for a total of five years, notwithstanding the end of the period of performance. Recipient must complete and submit to EDA each Outcomes Questionnaire within 30 days of receipt.

EDA may revise or replace the Outputs Questionnaire and/or the Outcomes Questionnaire at any time during or following the period of performance of this Award. Recipient agrees to report on program performance measures and program outcomes in such form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993 and the Government Performance and Results Modernization Act of 2010 (collectively, GPRA Reports). Recipient must collect sufficient data and retain sufficient documentation to enable Recipient to complete required GPRA Reports. Failure to submit to EDA required GPRA Reports might adversely impact the ability of the Recipient to secure future funding from EDA.

20. **REAFFIRMATION OF APPLICATION:** Recipient acknowledges that Recipient's Application for this Award may have been submitted to EDA and signed by Recipient, or by an authorized representative of Recipient, electronically without providing an original "wet" signature. In addition, the Recipient or an authorized representative of Recipient may have accepted the Award electronically, which includes drawing down any funds under this Award. Regardless of who submitted the Application to EDA or the means by which Recipient submitted the Application or accepted the Award, Recipient hereby reaffirms and states that:

    a. All data in the applicable Application were true and correct when the Application was submitted and remain true and correct as of the date of this Award;

    b. The Application was, as of the date of submission and the date of this Award, duly authorized as required by local law by the governing body of the Recipient; and

    c. Recipient has read, understood, and will comply with all terms of this Award, including the Assurances and Certifications submitted with, or attached to, the Application and through the System for Award Management (SAM.gov). The Recipient agrees to immediately notify the EDA of any material changes to the Application within 30 calendar days of the date the Recipient becomes aware of such changes.

For purposes of this provision, the term "Application" includes all documentation and any information provided to EDA as part of, and in furtherance to, the request for funding, including submissions made in response to information requested by EDA after submission of the initial Application.

21. **DUTY TO REFRAIN FROM EMPLOYING CERTAIN EDA EMPLOYEES:** For the two-year period beginning on the date the EDA executes this Award, any Recipient(s) that is a nonprofit organization or District Organization agrees that it will not employ, offer any office or employment to, or retain for professional services any person who, on the date the EDA executes this Award or within the one-year period ending on that date: a. Served as an officer, attorney, agent, or employee of the Department of Commerce; and b. Occupied a position or engaged in activities that the Assistant Secretary of Commerce determines involved discretion with respect to the Award of Investment Assistance under PWEDA.

    In addition to nonprofit organizations or District Organizations, EDA may require another Eligible Recipient to execute an agreement to abide by the above-described post-employment restriction on a case-by-case basis; for example, when an institution of higher education implements activities under or related to the Award through a separate nonprofit organization or association.

    The two-year period and associated restrictions referenced above also shall apply beginning on the date the EDA executes any cost amendment to this Award that provides additional funds to the Recipient(s).

22. **FREEDOM OF INFORMATION ACT (FOIA):** EDA is responsible for meeting its Freedom of Information Act (FOIA) (5 U.S.C. § 552) responsibilities for its records. DOC regulations at 15 C.F.R. part 4 set forth the requirements and procedures that EDA must follow in order to make the requested material, information, and records publicly available. Unless prohibited by law and to the extent required under the FOIA, contents of applications and other information submitted by applicants and recipients may be released in response to a FOIA request. The Recipient should be aware that EDA may make certain application information publicly available. Accordingly, the Recipient should notify EDA if it believes any Application information to be confidential.

23. **CONFLICTS OF INTEREST:** The Recipient must maintain a written and enforced conflict of interest policy. The policy should at a minimum address actual or potential personal (e.g., employees, agents, members of their immediate family) or organizational conflicts of interest in the performance or administration of the Award. Conflicts of interest may include, but are not limited to, any past, present or planned contractual, financial, or other relationships, obligations, commitments or responsibilities, which may bias the Recipient or affect the Recipient's ability to perform or administer the Award in an impartial and objective manner. The policy must include standards of conduct covering conflicts of interest and governing actions of Recipient employees engaged in the selection, award, or administration of contracts in accordance with 2 C.F.R. § 200.318(c). The Recipient shall ensure that all subrecipients and contractors under the Award: (1) have their own conflict of interest policy in place that meets the requirements of this Specific Award Condition; or (2) adopt the Recipient's conflict of interest policy.

    The Recipient's policy should provide procedures to disclose, mitigate, and resolve any such conflicts of interest. In accordance with 2 C.F.R. § 200.112, the Recipient must disclose in writing any potential or actual conflict of interest to EDA in a timely manner. EDA will evaluate the disclosure and inform the Recipient of any required remedial action beyond what the Recipient may have already implemented. Failure to comply with this condition, or the Recipient's own conflict of interest policy, may result in appropriate enforcement action pursuant to 2 C.F.R. §§ 200.339 through 200.343 and the DOC STCs, which are incorporated under the Award.

24. USE OF EDA LOGO: Recipient may use the EDA logo pursuant to the below terms and conditions for the following limited purposes:

a. Press releases, social media posts, and websites that build awareness of this Award (note that some advertising and marketing activities are not allowable costs under federal awards as provided at 2 CFR 200.421); and

b. Work products and deliverables developed under this Award (e.g. tools, publications, resource guides, brochures, PowerPoint presentations, technical assistance materials).

Recipient may not use the EDA logo for other purposes, including lobbying or issue advocacy, endorsing a product or organization, or communications to elected officials or federal agencies. Recipient may not use the EDA logo in a negative or defamatory manner. Recipient must request and obtain EDA permission prior to certain uses of the EDA logo (*see* section B, below).

a. Grant of License: EDA hereby grants to Recipient a non-exclusive, royalty-free right to use the EDA logo for the limited purposes described above (the "License"). Recipient agrees that: (1) the EDA logo will not be used in a way that would suggest that it is the property of Recipient or any other third party, and (2) Recipient will include the following notice in conjunction with its use of the EDA logo, as appropriate: "The EDA logo is a trademark of the Economic Development Administration, used with permission." This License does not grant Recipient the right to use any seal, emblem, logo, or other symbol of the U.S. Department of Commerce or EDA that is not the EDA logo.

b. Required Approvals for Certain Uses of the EDA Logo: Before Recipient uses the EDA logo for press releases and related materials, Recipient shall send a sample of each print, product, design, or other work to show the proposed use to the EDA Regional Office Public Affairs Specialist (whose contact information may be obtained from the Project Officer for this Award). Recipient shall not use the EDA logo for the above uses until receiving written approval (including via email) from EDA of the proposed use.

c. Quality Control: EDA shall have the right, at all reasonable times, to inspect Recipient's goods, services, and promotional activities employing the EDA logo to ensure that such use is of proper quality and otherwise consistent with this License.

d. Duration and Termination: The License shall terminate on the Award End Date. Recipient may request a renewal of the License for an additional term subject to the express written consent of EDA. Such consent shall be in the form of a properly executed agreement signed by authorized signatories of EDA and Recipient. Upon termination of the License, all rights of Recipient to use the EDA logo shall immediately terminate. EDA may terminate the License unilaterally and without cause at any time, including if EDA determines that Recipient's use of the EDA logo is inconsistent with the License.

e. Validity and Ownership of EDA Logo: Recipient acknowledges and agrees that EDA is the owner of all right, title, and interest in the EDA logo, and all such right, title, interest, and ownership shall remain with EDA. Recipient further acknowledges that Recipient shall not acquire any right, title, interest, or ownership in the EDA logo by virtue of the License or use other than the license granted hereunder and disclaims any such right, title, interest, or ownership. Recipient is prohibited from interfering with EDA's rights in the EDA logo, including challenging EDA's use, registration of, or application to register the EDA logo alone or in combination with other words or designs, as a U.S. or foreign trademark anywhere in the world. Recipient is further prohibited from attempting to register the EDA logo, any

derivatives thereof, or any confusingly similar mark, whether or not registered by EDA, alone or in combination with other words or designs, as a U.S. or foreign trademark or as a part of a domain name.

f. Assignments and Sub-Licenses: The License is not assignable, and any attempt by Recipient to assign any portion of the License shall be deemed a breach of the License and will result in immediate termination of the License. Recipient may subcontract, thereby engaging in a limited sublicensing arrangement as applicable, for manufacturing and distribution activities under the License; Recipient shall provide notice to EDA—and must receive prior approval from EDA—of any such subcontract prior to manufacturing and distribution activities.

g. Governing Law: The License shall be interpreted and implemented in accordance with the Federal common law as interpreted by the U.S. District Court for the District of Columbia, without giving effect to any conflict of law principle that would result in the application of the substantive law of another jurisdiction.

h. Indemnification: Recipient agrees to indemnify and hold EDA harmless from any and all claims, damages, and attorneys' fees arising from the use of the EDA logo by the Recipient and its operations, except to the extent that any such claims, damages, or attorneys' fees arose in connection with any act or failure to act by the U.S. Department of Commerce or any agency, department, or subdivision thereof.

i. Obtaining the EDA Logo: For an electronic version of the EDA logo, Recipient should contact the EDA Regional Office Public Affairs Specialist (whose contact information may be obtained from the Project Officer for this Award).

25. LEAD RECIPIENT DESIGNATION AND OBLIGATIONS: This Award is made to multiple Recipients as identified on the Notice of Award (NoA). EDA has requested that one of the Recipients be designated as the Lead Recipient to facilitate the administration of this Award. The Recipient named first on the NoA agrees to be designated as Lead Recipient. The Co-Recipients acknowledge, agree with and consent to this designation. The Recipients agree that all funds available pursuant to this Award shall be solely disbursed by EDA to the Lead Recipient. The Lead Recipient agrees to be solely responsible for the further disbursement of all such funds received from EDA pursuant to this Award strictly in accordance with the Authorized Budget that is part of this Award and all applicable requirements of EDA as identified and set forth within the Award documents. The Lead Recipient further agrees to be solely responsible for collecting all data and information, including but not limited to coordinating the collection of any and all data and information from other Co-Recipients, and preparing all reports required to be submitted to EDA pursuant to this Award. Any changes to the Lead Recipient designation, including replacement of the Lead Recipient, require advance approval by EDA and will be memorialized through the execution of an amendment to the NoA.

26. CO-RECIPIENT ACKNOWLEDGEMENT OF AWARD: The attached Acknowledgment and Agreement of Co-Recipient must be signed by an Authorized Representative of Co-Recipient, and returned to EDA within 30 calendar days after receipt of the Notice of Award. The Co-Recipient will also be required to sign any amendments to the Notice of Award.

27. TECHNICAL ASSISTANCE TO BUSINESSES: Any technical assistance offered to businesses under the Award shall be widely advertised and accessible to all potentially benefitting businesses, as is reasonably permitted by the EDA project Scope of Work and Authorized Budget. Recipient shall maintain adequate documentation of any technical assistance offered to benefitting businesses under the Award.

28. **WASTE, FRAUD, AND ABUSE:** Consistent with 2 C.F.R. part 200, at EDA's direction, at any time(s) during the estimated useful life of the Project, Recipient's key personnel will take a training on preventing waste, fraud and abuse as provided by the Government. Key personnel include those responsible for managing the Recipient's finances and overseeing any contractors, sub-contractors, or sub-grantees (for financial matters and/or general oversight related to this Project). EDA will provide instructions on when and how to take the training. Within 60 days of the date of Award, the Recipient shall provide to the Project Officer all Certificates of Completion for the Waste, Fraud, and Abuse training. In the event there are co-recipients of this Award, the obligations in the Specific Award Condition shall apply to all recipients whether or not designated in this Award as the Lead Recipient.

    Further, Recipient will monitor award activities for common fraud schemes (hereinafter "Fraud Schemes"), such as but not limited to:

    a. false claims for materials and labor,

    b. bribes related to the acquisition of materials and labor,

    c. product substitution,

    d. mismarking or mislabeling on products and materials, and

    e. time and materials overcharging.

    Should Recipient detect any Fraud Schemes or any other suspicious activity, Recipient will contact the EDA staff listed above and the Department of Commerce, Office of Inspector General, as indicated at https://www.oig.doc.gov/Pages/Contact-Us.aspx, as soon as possible.

29. **EXECUTIVE ORDER 14173: ENDING ILLEGAL DISCRIMINATION AND RESTORING MERIT-BASED OPPORTUNITY:** This award term implements Executive Order 14173, 90 FR 8633 (Jan. 21, 2025), *Ending Illegal Discrimination and Restoring Merit-Based Opportunity.* By accepting this U.S. Department of Commerce financial assistance award, the recipient:

    a. agrees that compliance in all respects with all applicable Federal antidiscrimination laws is material to the government's payment decisions for purposes of section 3729(b)(4) of Title 31 United States Code; and

    b. certifies to the Department that it does not operate any programs promoting diversity, equity, and inclusion that violate any applicable Federal anti-discrimination laws.