WORCESTER COUNTY COMMISSIONERS

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

Agenda for October 06, 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 Emergency Communications Specialists, Maintenance Workers, and Transfer Station Attendant, to receive legal advice and to perform administration functions.

Approval of Minutes

a. Closed Session Minutes September 15, 2026

b. Open Session Minutes September 15, 2026

Proclamations and Commendations

1. Proclamations

Public Comments

Members of the public will be given two minutes to provide comments. Speakers should come to the podium and state their name, address and relevant agenda item.

Consent Agenda

2. 2027 Worcester County Fair Dates

3. Request to Enter MOU and Accept Grant from Maryland Department of Health

4. Request to Accept Greenspace Equity Program Grant

5. Request to Apply for Worcester County Arts Council Mini Grant
6. Out of State Travel Request – Recreation
7. Out of State Travel Request – Sheriff's Office
8. Out of State Travel Request – Public Works
9. Granicus ADA Compliance Over Expenditure
10. Elevator Emergency Communication Approval and Over Expenditure
11. Request to Purchase Building Alarm Cell Dialers and Over Expenditure
12. Vehicle Lift Repair Over Expenditure
13. Recycling Baler Repair Over Expenditure
14. Request to Advertise Landings & Assateague Point Conveyance System Evaluation Budget Amendment
15. Request to Schedule Public Hearing to Dispose of County Property
16. Remodel of Document Imaging Area for GIS
17. Request to Purchase Wire Tie System Recycling
18. Request to Award Mystic Harbour WWTP Injection Well Rehabilitation
19. Request to Award Crushed Aggregate
20. Request to Award River Run to Pump Station C Engineering Report
21. Request to Award Showell Park Lighting & Renovations
22. Commission on Aging FY26 Over Expenditure
23. Request Funding Reallocation Government Center Cooling Tower Replacement
24. Change Order Solid Waste Cell 1 Pump Station Upgrades
25. Bond Waiver Town of Ocean City

Administrative/Legislative Matters

26. Maryland Broadband Presentation
27. Worcester County Public Schools FY28 Capital Improvement Plan (CIP)
28. Request for Accept Marketing Grant and Request for Additional County Marketing Funds

29. Request to Award Ocean Pines WWTP Tank Cleaning

30. Request to Award Ocean Pines Force Main Pump Station N to L

31. Request to Schedule Public Meeting NWAC

32. Request to Award MD 611 Shared Use Path Design

33. Ocean Pines WWTP Award and Budget Amendment

34. Ocean Pines Bay Restoration Fee

35. FY26 General Fund Budget Transfer and Encumbrance Request

36. Request to Change AFLAC Voluntary Plans

37. Board Appointments

Public Hearings

38. **POSTPONED – 10:30am Public Hearing Rezoning Case 452**

39. 10:35am Public Hearing Comprehensive Plan

Press Questions and Commissioner Remarks

Adjournment

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available

Minutes of the County Commissioners of Worcester County, Maryland

September 15, 2026

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

Following a motion by Commissioner Fiori, seconded by Commissioner Abbott, 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 summary; hiring Sherrie Hill and Angelina Ratti as communications specialist trainees within Emergency Services, Matthew Tribeck as a landfill operator III within the Solid Waste Division, and Rex Hammer as a plant operator trainee within the Water and Wastewater Division; receiving legal advice from counsel; and performing administrative functions, including discussing potential board appointments.

Following a motion by Commissioner Mitrecic, seconded by Commissioner Bertino, the commissioners unanimously voted to adjourn their closed session at 9:45 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 Reverend Robert Blevins of Glad Tidings Assembly of God of Pocomoke and pledge of allegiance, announced the topics discussed during the morning closed session.

Upon a motion by Commissioner Bertino, seconded by Commissioner Fiori, the commissioners approved the open and closed session minutes of their regularly scheduled meeting on September 1, 2026.

The commissioners presented a proclamation recognizing September 17-23 as Constitution Week to members of the General Levin Winder Chapter of the Daughters of the American Revolution.

Upon a motion by Commissioner Fiori, seconded by Commissioner Abbott, the

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commissioners unanimously approved by consent agenda item numbers 2-9 as follows: accepting an FY27 Courthouse Security Grant for $7,550.50; approving the Maryland Environmental Services agreement to support Hazardous Waste Day, which will take place Saturday, October 31, from 10 a.m. to 1 p.m. at the Central Landfill in Newark; scheduling a public hearing regarding their intent to declare certain surplus vehicles, equipment, and miscellaneous items as surplus property and to dispose of said property by auction on GovDeals.com; approving an over-expenditure to construct a new office within the Public Works administration building; approving the purchase of vehicle lifts for $88,977.96 from Stertil-Koni USA for the Solid Waste Division; approving three contracts and a contingency fund totaling $96,216 as part of the Ocean Pines Pump Station T replacement project; accepting the proposal from NewGen Strategies and Solutions, LLC totaling $52,500 for the rate study for water and wastewater service areas; and awarding the contract to Modern Controls totaling 4146,772 to perform building automation control upgrades and HVAC improvements at five County facilities.

Maryland Department of Transportation Secretary Peggy Thompson and other MDOT representatives presented the annual update on the six-year Consolidated Transportation Program and discussed local transportation priorities and system maintenance projects. Worcester County projects include $3 million for an Ocean City heavy-duty bus and preventive maintenance; $766,000 for approach lighting, taxiway reconstruction, and security fencing at the Ocean City Municipal Airport; and nearly $94,000 for final design of a portion of the John Walter Smith Bikeway in Snow Hill. Officials also reported that mechanical repairs to the U.S. Rt. 50 Harry W. Kelley Memorial Bridge have been completed, with bridge painting expected to begin in early 2027. Representatives also highlighted customer service, accessibility, and bicycle and traffic-safety outreach efforts conducted in Worcester County.

In response to safety concerns raised by Commissioner Elder regarding the intersection of U.S. Route 50 and Whaleyville Road, State Highway Administration District 1 Engineer Mark Crampton confirmed that design work for a traffic signal is underway and expected to be completed within the year. An installation schedule has not yet been established. Following some discussion, the commissioners thanked the delegation for the update.

The commissioners conducted a public hearing on the FY27 Enterprise Fund Operating Budget Amendment. Enterprise Fund Controller Quinn Dittrich reviewed the proposed FY27 Enterprise Funds Operating Budget Amendment for a non-budgeted capital project for Somerset Well Drilling to install a water booster pump station totaling $331,300. The amendment increases the Capital Equipment–Other Water and Wastewater Equipment expense line by $331,300, funded by an equal transfer from reserves.

Commissioner Elder opened the public hearing.

There being no public comments, he closed the hearing.

Upon a motion by Commissioner Fiori, seconded by Commissioner Purnell, the commissioners unanimously adopted Resolution No. 26-21 approving the requested budget amendment.

The commissioners conducted a public hearing to accept comments regarding the proposed redesignation of the Berlin Enterprise Zone. Tourism and Economic Development

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Director Melanie Pursel reviewed the proposed application to the Maryland Department of Commerce to redesignate certain areas of Berlin as an Enterprise Zone. She explained that the designation would serve as a business attraction and expansion tool by offering eligible businesses real property tax credits for 10 years following improvements and income tax credits for up to three years for wages paid to new employees.

Commissioner Elder opened the public hearing.

There being no public comments, he closed the hearing.

Upon a motion by Commissioner Abbott, seconded by Commissioner Purnell, the commissioners voted 6-0, with Commissioner Fiori abstaining, to approve submission of the Enterprise Zone application.

Pursuant to the request of Public Works Director Dallas Baker and upon a motion by Commissioner Mitrecic, seconded by Commissioner Purnell, the commissioners unanimously agreed to schedule the public hearing on a proposed $442,908.50 budget amendment to fund conversion of the County's drinking-water meter-reading system from Automated Meter Reading to Advanced Metering Infrastructure.

Enterprise Fund Controller Quinn Dittrich provided an update on the State-mandated Bay Restoration Fee for customers served by the Ocean Pines Wastewater Treatment Plant (WWTP). Historically, the WWTP qualified for an exemption because its effluent nitrogen and phosphorus levels remained below State thresholds. However, weather conditions during calendar year 2025 caused the facility to exceed the applicable threshold, making it ineligible for the 2026 exemption. Mr. Dittrich explained that the County appealed the determination based on those weather-related circumstances but had not received a response from the Maryland Department of the Environment (MDE). Furthermore, with the third-quarter billing cycle approaching, the service area was two quarters behind, resulting in $275,940 in uncollected fees. Thus, staff advised that the 2026 fee of $15 per quarter per customer should be treated as enforceable.

In response to questions by Commissioner Bertino, Mr. Dittrich reported that the service area had approximately $1.15 million in reserves. Chief Administrative Officer Weston Young advised that County staff and lobbyists had repeatedly followed up with MDE, providing detailed justification for the exemption appeal, but had received no response. Commissioner Bertino asked what options were available to bring the account current. Mr. Dittrich advised that the County could either recover the arrears through customer charges or use Ocean Pines service-area reserves. Commissioner Bertino also asked for the Advisory Board's position. Mr. Dittrich and Finance Officer Ondrea Starzhevskiy explained that the Board was divided and had been asked to submit a written recommendation for consideration at the October 6 meeting. When Commissioner Bertino suggested waiting for that recommendation, Ms. Starzhevskiy cautioned that October 6 would be too late to make changes before the upcoming billing cycle. Commissioner Bertino noted that the memo indicated options would be presented, but staff had not included said options. Ms. Starzhevskiy clarified that staff intended to present those options on October 6, including whether customers might need to make increased or double payments to recover the outstanding fees.

Upon a motion by Commissioner Bertino, seconded by Commissioner Bunting, the commissioners voted 4-3, with Commissioners Abbott, Bertino, Bunting, and Purnell voting in favor and Commissioners Elder, Fiori, and Mitrecic voting in opposition, to defer action until

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receiving the advisory board's recommendation. Following some discussion, Mr. Young said that the matter will return for consideration at the first meeting in October.

Pursuant to the request of Procurement Officer Ed Welch and upon a motion by Commissioner Abbott, seconded by Commissioner Mitrecic, the commissioners unanimously awarded the John Walter Smith Park parking project to Asphalt Services DE, LLC, the lowest responsive and responsible vendor, for $394,368.80.

Pursuant to the request of Recreation and Parks Deputy Director Jacob Stephens and upon a motion by Commissioner Bunting, seconded by Commissioner Fiori, the commissioners unanimously approved updated County park regulations, the first revisions since 2013.

Deputy Chief Administrative Officer Candace Savage reviewed a recommendation from the County's bond consultants, Davenport, to increase the Reserve Fund minimum from 15% to 17% of budgeted General Fund expenditures. The proposed increase would align with Government Finance Officers Association guidance and strengthen the County's financial position ahead of substantial planned bond issuances. Funding would be transferred from the Budget Stabilization Fund.

Commissioner Mitrecic supported using available stabilization funds but proposed increasing the minimum to 20% to further prepare for future obligations. In response to a question from Commissioner Elder, Ms. Savage confirmed that reaching 20% would require approximately $14.5 million and that sufficient funding was available. Upon a motion by Commissioner Mitrecic, seconded by Commissioner Fiori, the commissioners unanimously adopted Resolution No. 26-23, amending the Reserve Fund Policy to establish a minimum reserve equal to 20% of budgeted General Fund expenditures.

The commissioners reviewed and discussed various board appointments.

Upon a motion by Commissioner Bertino, seconded by Commissioner Purnell, the commissioners unanimously appointed Correctional Officer John Znamirowski to serve as the at-large County employee on the Other Post Employment Benefits Trust Investment Committee.

The commissioners conducted a public hearing to receive comments on petitions to sell an agricultural easement to the Maryland Agricultural Land Preservation Foundation (MALPF). Planning Manager Kathrine Munson advised that the Agricultural Land Preservation Board recommended forwarding the top eight of 11 applications to MALPF for appraisal.

Commissioner Elder opened the floor to receive public comments.

There being no public comments, Commissioner Elder closed the hearing.

Upon a motion by Commissioner Fiori, seconded by Commissioner Abbott, the commissioners unanimously authorized Commissioner President Elder to sign a letter to MALPH supporting the board's recommendation to forward the top eight applications for appraisal.

Commissioner Mitrecic requested that staff issue a press release inviting the public to the October 6 meeting for a presentation and discussion with Maryland Broadband Cooperative President and CEO Drew Van Dopp regarding broadband infrastructure, cable landing stations,

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and data centers.

In a related matter, Commissioner Fiori expressed concern that data center representatives have asked government officials in various jurisdictions to sign nondisclosure agreements (NDAs), which he said undermine government transparency. He then emphasized the need for clear standards governing the use of NDAs.

Upon a motion by Commissioner Fiori, seconded by Commissioner Mitrecic, the commissioners voted 5-2, with Commissioners Bunting and Elder opposed, to direct County staff to develop a framework identifying when NDAs may be appropriate and establishing procedures for County officials who are asked to enter into such agreements.

Upon a motion by Commissioner Mitrecic, seconded by Commissioner Bunting, the commissioners adjourned to meet again on October 6, 2026.

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

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

OFFICE OF THE
COUNTY COMMISSIONERS
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103
SNOW HILL, MARYLAND
21863-1195

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

PROCLAMATION

WHEREAS, Worcester County Tourism and Economic Development observed Economic Development Week, September 28–October 2, 2026, highlighting the businesses, entrepreneurs, workforce programs, and community partnerships that drive economic growth throughout Worcester County and connect residents and employers with resources that support business development, job creation, and a strong local economy; and

WHEREAS, Economic Development Week activities included radio promotions, social media spotlights featuring local businesses, educational webinars presented by the Maryland Small Business Development Center, visits from the Lower Shore Workforce Alliance mobile unit, and daily open houses where residents and business owners met with the County's economic development team to learn more about available services, resources, and opportunities.

NOW, THEREFORE, we, the County Commissioners of Worcester County, Maryland, do hereby recognize and commemorate **Economic Development Week,** which was observed September 28–October 2, 2026. Learn more about local economic development efforts and the resources available at ChooseMarylandsCoast.org.

Executed under the Seal of the County of Worcester, State of Maryland, this 6th day of October, 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.

_____
Eric J. Fiori

_____
Joseph M. Mitrecic

_____
Diana Purnell

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ROSCOE R. LESLIE
COUNTY ATTORNEY

PROCLAMATION

WHEREAS, we stand with the Worcester County Fire Marshal's Office and area fire service agencies to recognize October as National Fire Prevention Month and support the National Fire Protection Association's 2026 campaign, "Charge Into Fire Safety. Safe Charging Is a Superpower," which focuses on everyday charging habits that reduce the risk of lithium-ion battery fires and protect our homes and communities; and

WHEREAS, lithium-ion batteries power many of the devices used each day. Help prevent fires by purchasing listed products bearing recognized safety marks; using manufacturer-approved batteries, cords, and chargers; charging devices on hard, stable surfaces away from combustible materials; discontinuing use of batteries that overheat, swell, leak, emit an unusual odor, or show signs of damage; and recycling batteries responsibly.

NOW, THEREFORE, we, the County Commissioners of Worcester County, Maryland, proclaim October 4–10, 2026, as **Worcester County Fire Prevention** Week and recognize October as **National Fire Prevention Month**. We encourage all residents to make safe charging their superpower: Plug in. Power up. Stay safe. Learn more at nfpa.org/events/fire-prevention-week.

Executed under the Seal of the County of Worcester, State of Maryland, this 6th day of October, 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.

_____
Eric J. Fiori

_____
Joseph M. Mitrecic

_____
Diana Purnell

MARYLAND'S Coast WORCESTER COUNTY

Worcester County Recreation & Parks
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
DATE: September 18, 2025
SUBJECT: 2027 Worcester County Fair Dates

Moving forward with the Worcester County Fair, under the direction of the Recreation & Parks Department, we would like to set the dates for the 2027 Fair. To stay consistent, we are proposing the same weekend next year, with the dates August 13 - 15, 2027 at John Walter Smith Park/Worcester County Recreation Center.

Locking in these dates now will allow us to start the planning process earlier and lock-in venders, entertainment, sponsors, and new attractions and opportunities for next year.

Additional Date selection justification:

- Continuing to hold the Fair the second full weekend of August.
- Fair weekend falls the weekend after the Blessing of the Combines, Saturday, August 7, 2027.
- Fair weekend concludes Worcester County Agriculture Week.
- USSSA 2027 Eastern Nationals will be held July 13 – 31, 2027.

Our Department will continue our relationship with the current Fair Board members and work to help strengthen their member/volunteer base. The Fair Board is now know as the "Friends of the Worcester County Fair" and have completed their own 501c3 status. This group will continue to work in a planning capacity for the Fair and will be directly responsible for the 4H and exhibit components.

cc: Jacob Stephens, Deputy Director of Recreation & Parks
Kyle Jarmon, Special Events & Marketing Manager

MARYLAND'S Coast WORCESTER COUNTY

Worcester County Recreation & Parks
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
DATE: September 22, 2026
SUBJECT: Maryland Department of Health MOU & Grant Funding

The Recreation & Parks Department is requesting permission to enter an MOU with the Worcester County Health Department to partner in implementing nutrition education for youth enrolled in our after-school program and/or summer camp program during FY2027. We are requesting permission to accept funding in the amount of $3,000 from The Worcester County Health Department to implement this program.

The Worcester County Health Department has been awarded funds from the Maryland Department of Health to implement targeted nutrition education to improve health behaviors in Worcester County, Maryland through The Rural Health Transformation Program (RHTP) grant.

Our Department will implement nutrition education utilizing the Food & Fun After-School curriculum. As part of these activities, the University of Maryland Extension (UME) Office will help coordinate experiential hands-on nutrition education cooking demonstrations.

cc: Ben Kirk, Recreation Superintendent

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

MORANDUM OF UNDERSTANDING

BETWEEN

THE WORCESTER COUNTY HEALTH DEPARTMENT

AND

WORCESTER COUNTY DEPARTMENT OF RECREATION AND PARKS

Background: *The Rural Health Transformation Program (RHTP), authorized by the One Big Beautiful Bill Act (Section 71401 of Public Law 119-21), empowers states to strengthen rural communities across America by improving healthcare access, quality, and outcomes by transforming the healthcare delivery ecosystem. The State of Maryland received funding to implement RHTP. One of the main areas of the RHTP in Maryland is "Empower Marylanders to Eat for Health." Each of the 18 rural jurisdictions' Local Health Departments in Maryland receive funds to provide targeted nutrition education to improve health behaviors. The Worcester County Health Department has received funding from the Maryland Department of Health for the Chronic Disease, Nutrition and Tobacco program (F513N) and wishes to partner with the Worcester County Department of Recreation and Parks to provide targeted nutrition education to youth enrolled in their afterschool and/or summer camp programs using an evidence-based curriculum during FY2027.*

This agreement made for fiscal year 2027 on this _____ day of _____, 2026 by and between the Worcester County Health Department, hereinafter WCHD, and Worcester County Department of Recreation and Parks witness the following:

In order to provide nutrition education for Worcester County youth the following is agreed:

I. WCHD desires to provide to Worcester County Department of Recreation and Parks funding in the amount of $3000 and the following:

A. Technical assistance, consultation, and staff support in planning and conducting nutrition education.
B. Disbursement of funds, which will be made in one payment upon the endorsement of this Memorandum of Understanding (MOU) by both parties.

II. Worcester County Department of Recreation and Parks shall utilize the funding to provide training as follows:

A. To support activities and strategies for nutrition education.
B. To deliver the Food and Fun Afterschool, 2nd Edition, evidence-based curriculum to youth enrolled in afterschool or summer camp programs offered through the Worcester County Department of Recreation and Parks.
C. To meet performance measures for this project.
D. To provide quarterly narrative and progress reports (October 5, 2026; January 5, April 5, and July 5, 2027).
E. To submit a final financial report documenting expenditures by July 5, 2027.
F. To spend all funds by June 30, 2027.
G. To collaborate with WCHD and Nutrition Education partners to implement strategies to improve health behaviors and participate in quarterly meetings.
H. To submit a signed invoice requesting annual disbursement of funds, once the MOU is executed by both parties.

This memorandum is subject to the policies of the Maryland Department of Health as incorporated in the Human Services Agreement Manual.

Neither party to the Memorandum of Understanding shall be deemed the agent, servant, or employee of the other, nor shall this agreement be construed as a contract to procure goods or services under the laws of the State of Maryland.

This agreement will terminate on June 30, 2027 or by providing ten (10) days written notification by either party.

ATTEST: _____ WITNESS: _____

Rebecca L. Jones, RN, BSN, MSN

Health Officer, Worcester County

DATE: _____ DATE: _____

ATTEST: _____ WITNESS: _____

Kelly O'Brien Rados

Director

Worcester County Department of Recreation and Parks

DATE: _____ DATE: _____

MARYLAND'S Coast WORCESTER COUNTY

Worcester County Recreation & Parks
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
DATE: September 25, 2026
SUBJECT: Greenspace Equity Program Grant – Newtown Park Trail

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The Recreation & Parks Department is requesting permission to accept a Greenspace Equity Program Grant in the amount of $200,000 to develop a walking trail at Newtown Park. The grant is administered through Maryland Department of Natural Resources and is 100% reimbursable.

The Newtown walking trail project will develop a 1-mile passive walking trail, utilizing porous surfacing to protect the environment while creating passive recreation opportunities and accessibility throughout the park. The project is consistent with our 2022 Land Preservation, Parks and Recreation Plan.

The Greenspace Equity Program provides grant funding to eligible applicants for enhancing the public health and livability of overburdened and underserved communities by implementing projects to preserve, create, and enhance community greenspace. Projects include, but aren't limited to, community gardens, community gathering open space areas, community woodlands, green networks, trails, and urban farms.

cc: Jacob Stephens, Deputy Director Recreation & Parks

Board of Public Works
Department of Natural Resources – Real Property
Supplement
September 16, 2026

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4A. GREENSPACE EQUITY PROGRAM *(continued)*

12. Newton Park Perimeter Trail - $200,000
Worcester County
GEP# GEP-23-2 MD20260630-0355

Background: Develop an approximate 1-mile passive walking trail at Newton Park.

Fund Source: Outdoor Recreation Land Loan 2025, Chapter 716, Acts of 2024
Greenspace Equity Program - Special Funds
Source Code: 25014 $105,801.80

Outdoor Recreation Land Loan 2027, Chapter 4, Acts of 2026
Greenspace Equity Program - Special Funds
$4,909,784.20

BOARD OF PUBLIC WORKS **THIS ITEM WAS:**

APPROVED **DISAPPROVED** **DEFERRED** **WITHDRAWN**

WITH DISCUSSION **WITHOUT DISCUSSION**

MARYLAND'S Coast WORCESTER COUNTY

Worcester County Recreation & Parks
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
DATE: September 29, 2025
SUBJECT: Worcester County Arts Council Mini Art Grant

The Recreation & Parks Department is requesting permission to apply for the Worcester County Arts Council Mini Grant in the amount of $500. The deadline to apply is October 15. The grant requires a 1:1 match, which Recreation has budgeted in the Recreation Programs-Youth Recreational Programs account 100.1601.400.6175.090 to meet this requirement. The grant funds will directly support artist compensation and art supplies needed for the proposed project.

The proposed project includes creating a mosaic-style ceiling art project in the After School Zone room at the Recreation Center. This project will involve painting 10-20 ceiling tiles with a vibrant design that highlights recreation sports (volleyball, soccer, tennis, basketball, pickleball and indoor track) interwoven with words that celebrate teamwork, sportsmanship, and community.

Local artist Olga Deshields will collaborate with our staff and participants, guiding the creative process and ensuring the project reflects both professional artistry and community engagement. Her expertise will help transform a functional ceiling into an inspiring work of art.

Goals & Impact:

- Enhance the Environment: The painted ceiling tiles will brighten the ASZone, creating a colorful and welcoming atmosphere for all who use the space.
- Promote Positive Values: By incorporating words of sportsmanship and teamwork, the design will reinforce the core values of recreation and youth development.
- Foster Creativity: Involving participants in the process will encourage self-expression, appreciation for the arts, and a sense of ownership in their community space.
- Build Community Connections: Partnering with a local artist provides visibility for the arts and strengthens ties between recreational programming and cultural enrichment.

Last year's Worcester County Art Grant allowed our Department to work with local kids and families to paint a mural located at Showell Park. This sea turtle mural will complement the "under the sea" themed new playground and can be found near the concession stand.

cc: Ben Kirk, Recreation Superintendent
Kelly Buchanan, Program Manager IV

Revised: August 5, 2025

WORCESTER COUNTY arts COUNCIL

COMMUNITY ARTS DEVELOPMENT (CAD) GRANT AND MINI-GRANT GUIDELINES

GENERAL INFORMATION:

The Community Arts Development (CAD) Grants program is administered by the Worcester County Arts Council, a not-for-profit organization. The funds distributed through this program are provided by the Maryland State Arts Council (MSAC) and, therefore, subject to availability, review, and audit by the MSAC. These grants are designed to strengthen local arts organizations and enhance cultural opportunities for Worcester County residents.

ELIGIBILITY:

To be eligible for this grant program, an organization must be:

1. a not-for-profit, tax-exempt organization incorporated in Maryland, or a government-related organization, such as a school or parks & recreation department, located in Worcester County.
2. Out of county sponsors will be considered if the project occurs in Worcester County.

Applications will NOT be accepted from:

1. Individuals, commercial businesses, or for-profit ventures
2. Groups which discriminate based on age, race, sex, religion, sexual orientation or disability
3. Previous CAD grant recipients who have not properly submitted the required reports or acknowledged WCAC and MSAC support for the grant.

MINI-GRANT REQUESTS:

MINI-GRANT REQUESTS NOT TO EXCEED $500.00.

The **MINI GRANT** program is intended for the following purposes:

1. To provide funds to a new organization or new project that emerges between grant periods and deserves immediate Arts Council support.
2. To provide funding for an established organization or project that encounters an urgent need or a unique opportunity outside the regular grant submission deadlines of April 15th or October 15th.

GRANT FUNDING LIMITS AND EQUITY PRIORITIES

The Worcester County Arts Council (WCAC) is committed to ensuring equitable access to arts funding across our county and to supporting diverse and inclusive artistic programming. To promote responsible use of public funds and serve a broad range of community members, the following funding policies are in place:

⚖️ Maximum Award Limit

- Organizations may request **up to $5,000 per fiscal year** in total grant funding from WCAC.
- This funding cap helps ensure **equitable distribution** of limited resources and allows a broader range of groups to benefit from grant opportunities.
- **WCAC may offer partial funding if it allows the Council to support more projects countywide.**

🌎 Countywide Distribution

- WCAC aims to support projects **throughout all areas of Worcester County**.
- Applications are encouraged from **rural, small-town, and geographically underrepresented communities** to ensure a balanced reach across the region.

🎯 Prioritizing Underserved Populations

WCAC prioritizes funding for projects that:

- Serve historically under-served or marginalized populations, including individuals with disabilities, those who are institutionalized, older adults, and low-income communities.
- Increase access to the arts for individuals or communities with limited exposure to cultural opportunities.
- Celebrate and preserve Worcester County's rich cultural heritage by supporting diverse artistic expressions from all ethnic and racial backgrounds.
- Recognize the essential role of the arts in every community, with a focus on supporting high-quality programs that reach small towns and rural areas throughout the county.

📋 Evaluation Criteria

Applications will be reviewed based on the following key factors:

- Artistic merit and community impact
- Alignment with WCAC's mission and commitment to art inclusivity
- Geographic and demographic reach
- Fiscal responsibility and clarity of budget
- Past funding history (**with new applicants and new projects benefiting under-served groups given strong consideration)**

ITEM: 5

REQUIREMENTS FOR WORCESTER COUNTY ARTS COUNCIL GRANTS & MINI-GRANTS

1. Proposed project must be sponsored or presented by a not-for-profit, tax-exempt organization incorporated in Maryland, or a government-related organization, such as a school or parks & recreation department, located in Worcester County. Out of county sponsors will be considered if the project occurs in Worcester County.

2. **Projects already completed will not be considered**.

3. Project must be open to the general public, beyond the organization, without discrimination based on race, color, national origin, sex, or age.

4. Site of project must be accessible to persons with disabilities.

5. **Grants must be matched one-for-one by your organization funds**. Earned income from the project and other grant money may be used. Donated goods may not constitute part of the match. Grant funds awarded may be less than your request. **In the event of cancellation, grant funds received must be returned**.

6. The grantee must notify the Worcester County Arts Council in writing of any major changes to the project as described in the original grant application. If changes occur, the grantee will be required to submit a Grant Amendment for review and approval. If the project is rescheduled to a date outside of the approved grant period, the grant will be canceled, a new application must be submitted, and any grant funds received must be returned.

7. Grantee must supply Worcester County Arts Council with six (6) complimentary tickets to the funded event/project (if applicable).

8. **Credit** for the grant **must be given** to the Worcester County Arts Council and the Maryland State Arts Council in all brochures, programs, public service announcements, press releases, social media posts, and advertising.
   a) Logo of the Worcester County Arts Council must be included in all promotional materials.
   b) Failure to acknowledge the Councils as a funding source will disqualify future requests.
   c) The Worcester County Arts Council poster or banner **must** be displayed at the project site. The poster is available for pick up at the WCAC office.

9. A final report must be completed **within 30 days** after the completion of the project and submitted via email to: **anna@worcestercountyartscouncil.org.** If the project takes place in June, the report is due no later than June 30. **Future grant requests will not be considered if final report is not received on time, as required.**

   The final report must include:
   a) An image (jpg format) from the event/project
   b) A copy of one of the following: flyer, program, press announcement, advertising, etc. acknowledging WCAC grant support
   c) A copy of the grantee's letters sent to local officials (list enclosed in policies letter)

10. Grantee should attend the Worcester County Arts Council's Annual Arts Celebration, which is held in the final quarter of each fiscal year.

11. Grantee is strongly encouraged to become a member of the Worcester County Arts Council. Membership application is available at www.worcestercountyartscouncil.org or by calling 410- 641-0809.

GRANT RESTRICTIONS AND ELIGIBLE USE OF FUNDS

To ensure the proper stewardship of public funds and alignment with the mission of the Arts Council, all grant recipients must adhere to the following use-of-funds guidelines:

Ineligible Use of Grant Funds

Grant funds **may not be used** for the following purposes:

1. **Sub-granting or re-granting** to other organizations or individuals.
2. **Awards, prizes, or cash recognition** distributed through contests, competitions, juried shows, or raffles.
3. **Honorariums or stipends** for individuals serving solely as judges for art competitions.
4. **Projects primarily intended for fundraising** for the sponsoring organization, beyond the cost of the event itself. Grant funds must be applied strictly to the **artistic component** of the project.
5. **Capital improvements**, including construction, renovations, or installation of permanent fixtures.
6. **Purchase of permanent equipment**, furniture, or technology not directly related to the delivery of the artistic program.
7. **General operating expenses** such as administrative salaries, office rent, utilities, or insurance.
8. **Social functions**, including parties, receptions, or other hospitality-related events.
9. **Travel or lodging expenses**, including hotel accommodations.
10. **Uniforms, costumes for staff, or non-artistic apparel.**
11. **Projects promoting political or religious viewpoints**, or any activity that seeks to proselytize political or religious beliefs or actions.

Eligible Use of Grant Funds

Grant funds **must support the artistic and cultural value** of the project and should demonstrate a clear benefit to the community.

Eligible uses include, but are not limited to:

1. **Artistic Fees** for artists, musicians, dancers, actors, or cultural professionals directly involved in the public presentation or instruction of art.
2. **Production Costs** such as lighting, sound, costumes (for performances), set construction, or technical staff.
3. **Art Supplies and Materials** for workshops, community projects, or hands-on activities.
4. **Marketing and Promotion** of the event or program (e.g., posters, flyers, website banners).
5. **Venue Rental Fees** when the project requires use of a space for an exhibit, performance, or workshop.
6. **Teaching Artist Compensation** for classes, lectures, or demonstrations open to the public or specific community groups.

All expenditures must occur within the approved grant period and must be directly tied to the approved project scope.

APPLICATION INSTRUCTIONS:

1. Applications must strictly adhere to deadlines.

2. All portions of the form should be completed and all figures clearly totaled.

3. **Grant application with all required attachments must be combined into one pdf document and submitted via email to**: curator@worcestercountyartscouncil.org **Please include CAD GRANT APPLICATION in the subject of your email.**

4. Grantee is requested to add Worcester County Arts Council to its mailing lists.

APPLICATION PROCEDURE AND DEADLINES:

Grant Periods:

1. Grants may be made for projects occurring during the 6-month periods of July through December (deadline to submit April 15th) and January through June (deadline to submit October 15th).

2. Organizations that hold projects year-round or in both 6-month periods may request grants that cover the entire fiscal year of July through the following June. Annual grant applications must be submitted by April 15th.

Grant Request Review Procedure:

1. Grant requests will be reviewed by the Executive Director and then submitted to Grants Committee for review.

2. Grants Committee presents awards recommendations to the Board of Directors, which makes the final funding decision.

3. Applicant will receive a notification letter stating the Board of Directors decision approximately one month after the application submission deadline.

Grant Payment Schedule:

1. If awarded a grant, the grantee will be required to sign a Grant Policies form, which serves as a formal grant agreement and acknowledgement of the grant.
2. Following the signing of the Grant Policies form, a check for 75% of the grant award will be issued a week prior to the event/project.
3. The remaining payment will be released upon successful submission of the final grant report, which is due within 30 days after completion of the event/project.

GRANT PAYMENT SCHEDULE AND GRANT AMOUNTS ARE SUBJECT TO RECEIPT OF FUNDS FROM THE MARYLAND STATE ARTS COUNCIL.

Do not make expenditures in advance of the grant award notification that you cannot cover with organizational funds.

QUESTIONS and TECHNICAL ASSISTANCE:

Email: curator@worcestercountyartscouncil.org Phone: 410-641-0809

MARYLAND'S Coast WORCESTER COUNTY

Worcester County Recreation & Parks
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
DATE: September 25, 2026
RE: Out of State Travel Request - Playground Safety Summit

Out of State Travel Request

Recreation	1	100.1601.400.7000.040
Department	# of Attendees	GL Account Code
Virginia Beach, VA	2/22/2027	2/25/2027
Destination	Depart	Return

Purpose of Travel:

I am requesting authorization for our Parks Superintendent to attent the Playground Safety Summit put on by the Virginia Rec & Park Society in Virginia Beach, February 23 - 25, 2027. This conference will satisfy the 2 credits needed to keep his CPSI (Certified Playground Safety Inspector) certification that expires on June 1, 2028 without having to retake the test. This summit includes three days of expert led education, training, and networking for industry leaders, inspectors, and parks professionals. For managing existing play areas and navigating safety standards, this summit provides actional insights to offer safer and inclusive environments for our community. Funding is avaiable within our FY27 Recreation budget for this request.

Estimated Costs:		
	Airfare	$0
	Lodging	$450
	Meals	$260
	Registration Fees	$725
	Car Rental	$0
	Other Transportation	$0
	Other	
	Total	**$1,435**

Worcester County Sheriff's Office

Matthew Crisafulli
Sheriff

Nathaniel Passwaters
Chief Deputy

September 22, 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	1	100.1101.030.7000.030
Department	# of Attendees	GL Account Code
Loudoun NC	11/02/2026	11/5/2026
Destination	Depart	Return

Purpose of Travel: This request is to send 1 Deputy and K9 to K9 team explosives training in Loudoun County VA. Depart 11/2/26, training 11/3/26-11/5/26, return 11/5/26.

Estimated costs – per attendee:

Airfare: N/A

Lodging: 345 + taxes/fees (115/night per GSA)

Meals: 300 (1 travel day x 60; 3 training days x 80 per GSA)

Registration: 1500

Car Rental: County vehicle

Other Transportation: N/A

Other: 100.00 (unforeseen costs)

TOTAL: 2,245.00

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

DALLAS BAKER JR., P.E.
DIRECTOR

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

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: **September 24, 2026**
SUBJECT: **Out of State Travel Request**

Public Works is requesting Commissioner approval for out-of-state travel for our Project Engineer to attend a one-day Project Management course on October 12, 2026, from 8:30 a.m. to 4:00 p.m. at the Delaware Biotechnology Institute in Newark, DE. The course introduces fundamental project management best practices and principles that apply to projects of any size, and it is designed for both new and experienced participants. There is no cost to attend the course, and morning refreshments and lunch will be provided. Travel will be by County pool vehicle, so expenses will be limited to transportation.

Public Works oversees a wide range of projects that depend on sound planning, coordination, and execution, and this training will give our Project Engineer practical tools to improve how we scope, manage, and deliver that work while making better use of County resources. The knowledge gained can also be shared with colleagues upon return. We respectfully request the Commissioners' approval for this travel.

cc: Jana Potvin

DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1003
SNOW HILL, MARYLAND 21863
TEL:410.632.5610
www.co.worcester.md.us/departments/it

To: Weston Young, Chief Administrative Officer

From: Brian Jones, Director of IT

Re: Over Expenditure

Date: September 10, 2026

We budgeted for the purchase of Granicus Captioning software to maintain ADA compliance for meeting recordings and live streams of Commissioner Meetings. The original quote, received prior to the new budget approval, reflected a one-time cost of $16,500. However, the updated pricing has increased to $18,879.24.

We are requesting approval for an over-expenditure of $2,379.24, along with authorization for the annual subscription fee associated with the captioning software in the amount of $4,650.80. This brings the total over-expenditure request to **$7,030.04**.

This expense will be charged to GL **100.1090.020.6130.060**.

GRANICUS

THIS IS NOT AN INVOICE

Order Form
Prepared for
Worcester County MD

Granicus Proposal for Worcester County MD

ORDER DETAILS

Prepared By:	John Meah
Phone:	
Email:	john.meah@granicus.com
Order #:	Q-569607
Prepared On:	09 Sep 2026
Expires On:	01 Oct 2026

ORDER TERMS

Currency:	USD
Payment Terms:	Net 30 (Payments for subscriptions are due at the beginning of the period of performance.)
Period of Performance:	The term of the Agreement will commence on the date this document is signed and will continue for 36 months.

GRANICUS

PRICING SUMMARY

The pricing and terms within this Proposal are specific to the products and volumes contained within this Proposal.

One-Time Fees			
Solution	Billing Frequency	Quantity/Unit	One-Time Fee
Captioning Software Only	Upon Delivery	1 Each	$3,720.39
Advanced Caption Encoder/Decoder	Up Front	1 Each	$11,542.45
EASE™ or CaptionPrime Setup and Deployment	Up Front	1 Each	$1,478.91
Onsite Install or Site Survey	Upon Delivery	1 Each	$2,137.49
		SUBTOTAL:	$18,879.24

New Subscription Fees			
Solution	Billing Frequency	Quantity/Unit	Annual Fee
CaptionLive Basic (Automated)	Annual	70 Hours	$4,650.80
		SUBTOTAL:	$4,650.80

FUTURE YEAR PRICING

Solution(s)	Period of Performance	
	Year 2	Year 3
CaptionLive Basic (Automated)	$4,976.36	$5,324.70
SUBTOTAL:	$4,976.36	$5,324.70

PRODUCT UPDATES

FOR INFORMATION ON RECENT AND UPCOMING PRODUCT ENHANCEMENTS ACROSS THE GRANICUS PORTFOLIO, PLEASE REFER TO THE SEMIANNUAL UPDATE INFORMATION ON THIS WEBPAGE:
: HTTPS://GRANICUS.COM/SEMIANNUAL-UPDATES/

PRODUCT DESCRIPTIONS

Solution	Description
Captioning Software Only	Captioning Software Only (EASE™ H or EASE™ 2D Appliance Upgrade)
Advanced Caption Encoder/Decoder	Advanced Caption Encoder/Decoder for IP-based handoff to captioners: HD492 is a three gigabits level B, high definition, serial digital interface closed caption encoder with audio and captions over IP. Synchronization of live captions and program video/audio with CCMatch technology. Unit has an additional built-in SDI decoder output to show on-screen caption burn-in. Simultaneous support for two languages.
CaptionLive Basic (Automated)	CaptionLive Basic - Automated Transcription Service in English with no text cleanup, per hour
EASE™ or CaptionPrime Setup and Deployment	Standard EASE™ encoder setup and remote deployment
Onsite Install or Site Survey	Onsite Install or Site Survey, per day.

granicus.com | info@granicus.com

TERMS & CONDITIONS

- This quote, and all products and services delivered hereunder are governed by the terms located at https://granicus.com/legal/licensing, including any product-specific terms included therein (the "License Agreement"). If your organization and Granicus has entered into a separate agreement or is utilizing a contract vehicle for this transaction, the terms of the License Agreement are incorporated into such separate agreement or contract vehicle by reference, with any directly conflicting terms and conditions being resolved in favor of the separate agreement or contract vehicle to the extent applicable.
- If submitting a Purchase Order, please include the following language: The pricing, terms and conditions of quote Q-569607 dated 09 Sep 2026 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.
- This quote is exclusive of applicable state, local, and federal taxes, which, if any, will be included in the invoice. It is the responsibility of Worcester County MD to provide applicable exemption certificate(s).
- Any lapse in payment may result in suspension of service and will require the payment of a setup fee to reinstate the subscription.
- AI SYSTEM USAGE: Notwithstanding anything to the contrary in any contract between Client and Granicus, Client's use of AI functionality contained in any Granicus product or service will be subject to the terms set forth in the AI Addendum located here: https://granicus.com/wp-content/uploads/AI-Functionality-All-Products.pdf Any conflict between the terms of the contract and the AI Addendum will be resolved in favor of the Addendum. If Client is not willing or able to accept the terms set forth in the Addendum, Client is not permitted to access or use any AI functionality absent separate written agreement between Client and Granicus.

- It is the customers responsibility to communicate any changes or provide updated schedules. Any meeting convened outside of the established meeting schedule shall require a minimum of forty-eight (48) hours' prior written notice to all relevant parties. The presence of a director at such meetings is not guaranteed. All such meetings will be shot in wide-screen format.

SWAGIT Product Specific Terms

In addition to the terms and conditions of your agreement with Granicus, your use of the Swagit product offerings (including hardware, software and services) will be governed by the additional terms set forth below. Any conflict between the terms of your agreement with Granicus and these product-specific terms will be resolved in favor of these terms solely as it relates to the Swagit Product.

1. AVIOR Broadcaster Hardware.
    a. Fifty percent (50%) of the total fees due for the hardware , pre-installation services and set up and deployment services will be invoiced upon contract signature. The remaining fifty percent (50%) balance of the hardware fees and fees due for pre-installation and set up and deployment services will be invoiced upon completion of installation of the hardware at Client's designated location.
    b. Cancellation of any order for Avior Broadcaster hardware will result in Client's obligation to pay Granicus twenty percent (20%) of the total fees due for the hardware as a restocking fee, and Client is responsible for all costs associated with the return of the hardware to Granicus in resale condition.
    c. Fees for Swagit Subscription Services related to Avior Broadcaster equipment will be invoiced upon contract signature. The initial subscription term will be prorated to reflect a 10 month subscription period to account for installation time. The full twelve (12) month renewal term will commence on the anniversary of the contract execution date and will be billed at the full twelve-month rate plus annual increase.

2. EASE Encoder Hardware.
    a. 100% of EASE encoder hardware fees and fees for installation and configuration will be invoiced upon contract signature. EASE encoders are not eligible for return or refunds.
    b. Fees for Swagit Subscription Services related to EASE encoders will be invoiced upon contract signature and will be prorated to reflect an initial eleven month term. The subsequent full twelve (12) month renewal term will commence on the anniversary of the contract execution date and will be billed at the full twelve month rate plus any annual increase.

3. Warranty. All equipment is provided to Client with the manufacturer's warranty associated with such equipment. Granicus disclaims all warranties, express or implied associated with the equipment, including any implied warranties of merchantability and fitness for a particular purpose. Granicus will provide Client with all documentation associated with the manufacturer's warranty upon request.

4. Camera and Broadcast Operations. Granicus may need to operate the camera and broadcast system remotely. Such remote operation requires access via inbound TCP port 2001, outbound TCP ports 21, 80, 443, 1935, 5721, and outbound UDP ports 53, 123. The Client will need to supply Granicus with access to such TCP and UDP ports with respect to the Client's Internet connection. Granicus will not be responsible for remote camera operations should Client fail to give Granicus such access, or if Client's Internet connection is interrupted. Additionally, in the event the Granicus needs to operate such system manually, the Client will provide access to the equipment at the Site designated by the Client in the Scope of Work.

GRANICUS

Order Form
Worcester County MD

BILLING INFORMATION

Billing Contact:		Purchase Order Required?	[ ] - No [ ] - Yes
Billing Address:		PO Number: *If PO required*	
Billing Email:		Billing Phone:	

If submitting a Purchase Order, please include the following language:
The pricing, terms, and conditions of quote Q-569607 dated 09 Sep 2026 are incorporated into this Purchase Order by reference and shall take precedence over any terms and conditions included in this Purchase Order.

AGREEMENT AND ACCEPTANCE

By signing this document, the undersigned certifies they have authority to enter the agreement. The undersigned also understands the services and terms.

Worcester County MD	
Signature:	
Name:	
Title:	
Date:	

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

DALLAS BAKER JR., P.E.
DIRECTOR

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

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: **September 21, 2026**
SUBJECT: **Elevator Emergency Communication**

The Public Works is requesting Commissioner approval to upgrade the emergency communication systems in the County's elevators from traditional telephone (POTS) service to cellular communication technology and overspend the following accounts by the amounts listed below. The work will be accomplished by local company Delaware Elevator, who is the County's authorized elevator service provider. Elevator emergency communication systems provide occupants with a means of contacting emergency assistance in the event of an elevator entrapment or other emergencies. The County currently has elevator emergency communication systems at several facilities that utilize traditional telephone lines. As telephone service providers continue to reduce and discontinue support for POTS lines, transitioning these emergency communication systems to cellular technology will provide a more reliable and sustainable communication method.

The proposed cellular communication upgrades would be completed at the following County facilities:

- **Government Center, 1 elevator**
  - 240.1201.6550.010 - $650 installation fee
  - 100.1090.070.6110.245 – Recurring $960 annual monitoring fee
- **Courthouse, 3 elevators**
  - 240.1201.6550.010 - $1950 installation fee
  - 100.1090.050.6110.245 – Recurring $2880 annual monitoring fee
- **State's Attorney's Office, 1 elevator**
  - 240.1201.6550.010 - $650 installation fee
  - 100.1090.080.6110.245 – Recurring $960 annual monitoring fee
- **Snow Hill Health Department, 1 elevator**
  - 240.1201.6550.010 - $650 installation fee
  - 100.1301.300.6110.245 – Recurring $960 annual monitoring fee
- **Berlin Library, 1 elevator**
  - 240.1201.6550.010 - $650 installation fee
  - 100.1603.320.6110.245 – Recurring $960 annual monitoring fee
- **Ocean City Library, 1 elevator**
  - 240.1201.6550.010 - $650 installation fee
  - 100.1603.335.6110.245 – Recurring $960 annual monitoring fee

The proposed upgrade would replace the existing POTS telephone connections serving the elevator emergency communication systems with cellular gateways. The installation cost includes the cellular gateway and installation necessary to connect the elevator emergency communication system to the cellular network. Following installation, each unit will be tested to verify reliable communication and proper operation. The monthly cellular service will provide the ongoing communication connection required for the elevator emergency phone system.

Upgrading the elevator emergency communication systems to cellular technology will:

- Provide a more reliable communication method for elevator emergency calls.
- Reduce the County's dependence on aging POTS telephone infrastructure.
- Avoid potential service interruptions as telecommunications providers discontinue traditional telephone lines.
- Provide consistent communication technology across the identified County facilities.
- Eliminate the need for dedicated POTS telephone service for the upgraded elevator emergency communication systems.
- Provide a modern, long-term solution for maintaining emergency communication capabilities in County elevators.

Attachments

Cc: Kim Reynolds
Jana Potvin
Michael Hutchinson

DELAWARE ELEVATOR est. 1946

Equipment Repair Proposal

Worcester Co. States Attorny Cellular Gateway

Proposal Number:	REP0059893	Date of Proposal:	8/6/2026 Revised on:
Time and Materials? (Yes/No)	No	Location of Work:	106 Franklin Ave, Snow Hill, MD, 21863
Purchaser Name:	WORCESTER CO. GOVERNMENT CENTER	Elevator ID:	
Primary Contact:	Michael Hutchinson	Contact Phone/Email:	410-632-3766 mhutchinson@co.worcester.md.us
DEI Representative: Contact Phone#: Email Address:	Mike Williams MWilliams@DelawareElevator.com	Repair Brief:	Safety,Operation Improvement

Delaware Elevator Service, Inc. Commitment:
Delaware Elevator Service, Inc. will provide you the most comprehensive solution to repair/upgrade the equipment listed below while ensuring efficient, cost effective, and long-term reliable operation as per the initial scope of work below.

Initial Project Scope:

Cellular Gateway
1) Furnish and install (1) cellular gateway to be located in the existing elevator machine room.
2) Disconnect the existing land line from the elevator emergency telephone.
3) Provide all wiring and fittings required to connect the new cellular gateway device to the existing elevator controller.
4) Reprogram the elevator phone as needed to properly operate on the cellular gateway.
$80 will be added to the monthly maintentance contract for the line fee

Service Office Address:
2210 Allen Dr., Salisbury, MD, 21801

Applicable Code Comments:

1. All elevator work will comply with the prevailing codes and standards for elevator upgrade work described herein, including the ASME ANSI A17.1-2019 code and the ADA code standard.
2. Delaware Elevator Service, Inc. does not accept liability for any code requirements that are not met due to existing building conditions that are not included in the above spec.

Warranty:

1. Our standard 12-month warranty on any defective equipment is included, provided that Delaware Elevator Service, Inc. remains the service provider in this period. This proposal expires in 30 days. After 30 days, please contact Delaware Elevator Service, Inc. for a revised proposal.
2. Important Note: Upon acceptance, by issuance of a written Purchase Order or Contract, all pricing remains firm for an additional 120 days (not to exceed 180 days from the contract date). Any job not in production, or on hold, after this 180-day period is subject to re-quotation at the current market pricing and lead times. This project is also subject to possible price adjustments in the event Delaware Elevator Service, Inc. is prevented (circumstances beyond Delaware Elevator Service, Inc. control) to complete this project within 12 months from award of contract date. Delaware Elevator Service, Inc. is entitled to periodic progress payments based on work performed or as costs are incurred.

Schedule:

1. Our price is based on all work being performed during the regular working hours 8:00 a.m. to 4:30 p.m.
2. Monday through Friday, excluding holidays.

Payment Terms:

1. 50% Deposit required upon signed agreement.
2. 50% Due upon full completion
3. In the event this proposal is accepted and subsequently cancelled by the Owner or Owner's Representative, the Owner agrees to reimburse Delaware Elevator, Inc. for the full cost of all materials purchased or committed for the project prior to the date of cancellation. If you have any questions, please feel free to contact our Service Department.

Conditions:

1. Work not included in this proposal will be executed upon Owner request and after receiving a fully executed Change Order notice from the Owner.
2. This quotation is subject to change or withdrawal by us prior to acceptance by you.
3. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
4. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on you performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any.
5. Should Delaware Elevator Service, Inc. be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions then such visits shall be subject to additional charges at our then current billing rates.
6. Delaware Elevator Service, Inc. shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including. but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
7. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
8. Discovered Damage Clause – If any other unforeseen problems are discovered during this work Delaware Elevator Service, Inc. will contact the customer immediately prior to moving forward with any other work without prior approval. Additional troubleshooting is not included in this proposal and will be proposed separately if deemed necessary.
9. To the fullest extent permitted by law, you agree to hold us harmless. and defend us and indemnify us against any claim or suit for personal injury or property damage arising out of this contract unless such damage or injury arises from our sole negligence.
10. Any increase in the cost of materials or labor arising from the imposition of any tariff by the Federal Government, execution of any trade agreement by Federal Government, or the effectuation of any State or Federal Government policy change(s), will be passed along to Purchaser and/or Owner at direct cost. Evidence of said increase in cost to be produced upon written request.

Disputes:

The parties hereto agree that any dispute not resolved by mutual agreement shall be adjudicated by litigation in the appropriate District or Circuit Court for Wicomico County, Maryland. Any disputes shall be governed and interpreted in accordance with the laws of the State of Maryland, without regard to its choice of law principles. The Parties hereto further expressly waive any right to federal jurisdiction, whether premised on diversity of citizenship or federal question. To the extent Delaware Elevator, Inc. prevails in any such litigation, it shall be entitled to have its costs and reasonable attorney's fees paid by the non-prevailing party.

In the event that any portion of this Agreement is determined to be against public policy or statute, then all other provisions shall remain in full force and effect.

Clarifications:

Acceptance:
This proposal can be accepted by signing in the space provided and returning it for approval, retaining the copy for your records. We appreciate the opportunity to present this proposal and hope you will allow us the privilege of serving you. Should you require additional information, please call us.

By signing this proposal, Purchaser affirms that they have actual authority to bind themselves, or the person and/or entity for which they are signing on behalf of. This Proposal, once executed, shall constitute a legally binding agreement.

PRICING/CONTRACT ACCEPTANCE:		
Summary	**Description of Price**	**Price**
Repair	Agreement to Scope	$650.00
Printed Name (Customer)		
Signature (Customer)		
Date Accepted (Customer)		

BILL TO INFORMATION:	
Company:	Michael Hutchinson
Address:	6113 Timmons Road
Address 2:	
City	Snow Hill
State	MD
Zip	21863

DELAWARE ELEVATOR est. 1946

Equipment Repair Proposal

Worcester Co. Berlin Library Cellular Gateway			
Proposal Number:	REP0059897	Date of Proposal:	8/6/2026 Revised on:
Time and Materials? (Yes/No)	No	Location of Work:	13 Harrison Avenue, Berlin, MD, 21863
Purchaser Name:	WORCESTER CO. GOVERNMENT CENTER	Elevator ID:	
Primary Contact:	Michael Hutchinson	Contact Phone/Email:	410-632-3766 mhutchinson@co.worcester.md.us
DEI Representative: Contact Phone#: Email Address:	Mike Williams MWilliams@DelawareElevator.com	Repair Brief:	Safety,Operation Improvement

Delaware Elevator Service, Inc. Commitment:
Delaware Elevator Service, Inc. will provide you the most comprehensive solution to repair/upgrade the equipment listed below while ensuring efficient, cost effective, and long-term reliable operation as per the initial scope of work below.

Initial Project Scope:

Cellular Gateway
1) Furnish and install (1) cellular gateway to be located in the existing elevator machine room.
2) Disconnect the existing land line from the elevator emergency telephone.
3) Provide all wiring and fittings required to connect the new cellular gateway device to the existing elevator controller.
4) Reprogram the elevator phone as needed to properly operate on the cellular gateway.

$80 will be added to the monthly maintenance contract for the line fee.

Service Office Address:
2210 Allen Dr., Salisbury, MD, 21801

Applicable Code Comments:
1. All elevator work will comply with the prevailing codes and standards for elevator upgrade work described herein, including the ASME ANSI A17.1-2019 code and the ADA code standard.
2. Delaware Elevator Service, Inc. does not accept liability for any code requirements that are not met due to existing building conditions that are not included in the above spec.

Warranty:
1. Our standard 12-month warranty on any defective equipment is included, provided that Delaware Elevator Service, Inc. remains the service provider in this period. This proposal expires in 30 days. After 30 days, please contact Delaware Elevator Service, Inc. for a revised proposal.
2. Important Note: Upon acceptance, by issuance of a written Purchase Order or Contract, all pricing remains firm for an additional 120 days (not to exceed 180 days from the contract date). Any job not in production, or on hold, after this 180-day period is subject to re-quotation at the current market pricing and lead times. This project is also subject to possible price adjustments in the event Delaware Elevator Service, Inc. is prevented (circumstances beyond Delaware Elevator

Service, Inc. control) to complete this project within 12 months from award of contract date. Delaware Elevator Service, Inc. is entitled to periodic progress payments based on work performed or as costs are incurred.

Schedule:

1. Our price is based on all work being performed during the regular working hours 8:00 a.m. to 4:30 p.m.
2. Monday through Friday, excluding holidays.

Payment Terms:

1. 50% Deposit required upon signed agreement.
2. 50% Due upon full completion
3. In the event this proposal is accepted and subsequently cancelled by the Owner or Owner's Representative, the Owner agrees to reimburse Delaware Elevator, Inc. for the full cost of all materials purchased or committed for the project prior to the date of cancellation. If you have any questions, please feel free to contact our Service Department.

Conditions:

1. Work not included in this proposal will be executed upon Owner request and after receiving a fully executed Change Order notice from the Owner.
2. This quotation is subject to change or withdrawal by us prior to acceptance by you.
3. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
4. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on you performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any.
5. Should Delaware Elevator Service, Inc. be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions then such visits shall be subject to additional charges at our then current billing rates.
6. Delaware Elevator Service, Inc. shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including. but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
7. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
8. Discovered Damage Clause – If any other unforeseen problems are discovered during this work Delaware Elevator Service, Inc. will contact the customer immediately prior to moving forward with any other work without prior approval. Additional troubleshooting is not included in this proposal and will be proposed separately if deemed necessary.
9. To the fullest extent permitted by law, you agree to hold us harmless. and defend us and indemnify us against any claim or suit for personal injury or property damage arising out of this contract unless such damage or injury arises from our sole negligence.
10. Any increase in the cost of materials or labor arising from the imposition of any tariff by the Federal Government, execution of any trade agreement by Federal Government, or the effectuation of any State or Federal Government policy change(s), will be passed along to Purchaser and/or Owner at direct cost. Evidence of said increase in cost to be produced upon written request.

Disputes:

The parties hereto agree that any dispute not resolved by mutual agreement shall be adjudicated by litigation in the appropriate District or Circuit Court for Wicomico County, Maryland. Any disputes shall be governed and interpreted in accordance with the laws of the State of Maryland, without regard to its choice of law principles. The Parties hereto further expressly waive any right to federal jurisdiction, whether premised on diversity of citizenship or federal question. To the extent Delaware Elevator, Inc. prevails in any such litigation, it shall be entitled to have its costs and reasonable attorney's fees paid by the non-prevailing party.

In the event that any portion of this Agreement is determined to be against public policy or statute, then all other provisions shall remain in full force and effect.

Clarifications:

Acceptance:
This proposal can be accepted by signing in the space provided and returning it for approval, retaining the copy for your records. We appreciate the opportunity to present this proposal and hope you will allow us the privilege of serving you. Should you require additional information, please call us.

By signing this proposal, Purchaser affirms that they have actual authority to bind themselves, or the person and/or entity for which they are signing on behalf of. This Proposal, once executed, shall constitute a legally binding agreement.

PRICING/CONTRACT ACCEPTANCE:		
Summary	**Description of Price**	**Price**
Repair	Agreement to Scope	$650.00
Printed Name (Customer)		
Signature (Customer)		
Date Accepted (Customer)		

BILL TO INFORMATION:	
Company:	
Address:	
Address 2:	
City	
State	
Zip	

DELAWARE ELEVATOR est. 1946

Equipment Repair Proposal

Worcester Co. Government Center
Cellular Gateway

Proposal Number:	REP0059891	Date of Proposal:	8/6/2026 Revised on:
Time and Materials? (Yes/No)	No	Location of Work:	1 West Market St, Snow Hill, MD, 21863
Purchaser Name:	WORCESTER CO. GOVERNMENT CENTER	Elevator ID:	
Primary Contact:	Michael Hutchinson	Contact Phone/Email:	410-632-3766 mhutchinson@co.worcester.md.us
DEI Representative: Contact Phone#: Email Address:	Mike Williams MWilliams@DelawareElevator.com	Repair Brief:	Safety,Operation Improvement

Delaware Elevator Service, Inc. Commitment:
Delaware Elevator Service, Inc. will provide you the most comprehensive solution to repair/upgrade the equipment listed below while ensuring efficient, cost effective, and long-term reliable operation as per the initial scope of work below.

Initial Project Scope:

Cellular Gateway
1) Furnish and install (1) cellular gateway to be located in the existing elevator machine room.
2) Disconnect the existing land line from the elevator emergency telephone.
3) Provide all wiring and fittings required to connect the new cellular gateway device to the existing elevator controller.
4) Reprogram the elevator phone as needed to properly operate on the cellular gateway.

$80 will be added to the monthly maintentance contract for line fee.

Service Office Address:
2210 Allen Dr., Salisbury, MD, 21801

Applicable Code Comments:
1. All elevator work will comply with the prevailing codes and standards for elevator upgrade work described herein, including the ASME ANSI A17.1-2019 code and the ADA code standard.
2. Delaware Elevator Service, Inc. does not accept liability for any code requirements that are not met due to existing building conditions that are not included in the above spec.

Warranty:
1. Our standard 12-month warranty on any defective equipment is included, provided that Delaware Elevator Service, Inc. remains the service provider in this period. This proposal expires in 30 days. After 30 days, please contact Delaware Elevator Service, Inc. for a revised proposal.
2. Important Note: Upon acceptance, by issuance of a written Purchase Order or Contract, all pricing remains firm for an additional 120 days (not to exceed 180 days from the contract date). Any job not in production, or on hold, after this 180-day period is subject to re-quotation at the current market pricing and lead times. This project is also subject to possible price adjustments in the event Delaware Elevator Service, Inc. is prevented (circumstances beyond Delaware Elevator

Service, Inc. control) to complete this project within 12 months from award of contract date. Delaware Elevator Service, Inc. is entitled to periodic progress payments based on work performed or as costs are incurred.

Schedule:

1. Our price is based on all work being performed during the regular working hours 8:00 a.m. to 4:30 p.m.
2. Monday through Friday, excluding holidays.

Payment Terms:

1. 50% Deposit required upon signed agreement.
2. 50% Due upon full completion
3. In the event this proposal is accepted and subsequently cancelled by the Owner or Owner's Representative, the Owner agrees to reimburse Delaware Elevator, Inc. for the full cost of all materials purchased or committed for the project prior to the date of cancellation. If you have any questions, please feel free to contact our Service Department.

Conditions:

1. Work not included in this proposal will be executed upon Owner request and after receiving a fully executed Change Order notice from the Owner.
2. This quotation is subject to change or withdrawal by us prior to acceptance by you.
3. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
4. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on you performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any.
5. Should Delaware Elevator Service, Inc. be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions then such visits shall be subject to additional charges at our then current billing rates.
6. Delaware Elevator Service, Inc. shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including. but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
7. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
8. Discovered Damage Clause – If any other unforeseen problems are discovered during this work Delaware Elevator Service, Inc. will contact the customer immediately prior to moving forward with any other work without prior approval. Additional troubleshooting is not included in this proposal and will be proposed separately if deemed necessary.
9. To the fullest extent permitted by law, you agree to hold us harmless. and defend us and indemnify us against any claim or suit for personal injury or property damage arising out of this contract unless such damage or injury arises from our sole negligence.
10. Any increase in the cost of materials or labor arising from the imposition of any tariff by the Federal Government, execution of any trade agreement by Federal Government, or the effectuation of any State or Federal Government policy change(s), will be passed along to Purchaser and/or Owner at direct cost. Evidence of said increase in cost to be produced upon written request.

Disputes:

The parties hereto agree that any dispute not resolved by mutual agreement shall be adjudicated by litigation in the appropriate District or Circuit Court for Wicomico County, Maryland. Any disputes shall be governed and interpreted in accordance with the laws of the State of Maryland, without regard to its choice of law principles. The Parties hereto further expressly waive any right to federal jurisdiction, whether premised on diversity of citizenship or federal question. To the extent Delaware Elevator, Inc. prevails in any such litigation, it shall be entitled to have its costs and reasonable attorney's fees paid by the non-prevailing party.

In the event that any portion of this Agreement is determined to be against public policy or statute, then all other provisions shall remain in full force and effect.

Clarifications:

Acceptance:
This proposal can be accepted by signing in the space provided and returning it for approval, retaining the copy for your records. We appreciate the opportunity to present this proposal and hope you will allow us the privilege of serving you. Should you require additional information, please call us.

By signing this proposal, Purchaser affirms that they have actual authority to bind themselves, or the person and/or entity for which they are signing on behalf of. This Proposal, once executed, shall constitute a legally binding agreement.

PRICING/CONTRACT ACCEPTANCE:		
Summary	**Description of Price**	**Price**
Repair	Agreement to Scope	$650.00
Printed Name (Customer)		
Signature (Customer)		
Date Accepted (Customer)		

BILL TO INFORMATION:	
Company:	Michael Hutchinson
Address:	6113 Timmons Road
Address 2:	
City	Snow Hill
State	MD
Zip	21863

DELAWARE ELEVATOR est. 1946

Equipment Repair Proposal

Worcester Co. Health Department Cellular Gateway			
Proposal Number:	REP0059895	Date of Proposal:	8/6/2026 Revised on:
Time and Materials? (Yes/No)	No	Location of Work:	6040 Public Landing Rd, Snow Hill, MD, 21863
Purchaser Name:	WORCESTER CO. GOVERNMENT CENTER	Elevator ID:	
Primary Contact:	Michael Hutchinson	Contact Phone/Email:	410-632-3766 mhutchinson@co.worcester.md.us
DEI Representative: Contact Phone#: Email Address:	Mike Williams MWilliams@DelawareElevator.com	Repair Brief:	Safety,Operation Improvement

Delaware Elevator Service, Inc. Commitment:
Delaware Elevator Service, Inc. will provide you the most comprehensive solution to repair/upgrade the equipment listed below while ensuring efficient, cost effective, and long-term reliable operation as per the initial scope of work below.

Initial Project Scope:

Cellular Gateway
1) Furnish and install (1) cellular gateway to be located in the existing elevator machine room.
2) Disconnect the existing land line from the elevator emergency telephone.
3) Provide all wiring and fittings required to connect the new cellular gateway device to the existing elevator controller.
4) Reprogram the elevator phone as needed to properly operate on the cellular gateway.

$80 dollars will be added to the monthly maintenance contract for the line fee

Service Office Address:
2210 Allen Dr., Salisbury, MD, 21801

Applicable Code Comments:
1. All elevator work will comply with the prevailing codes and standards for elevator upgrade work described herein, including the ASME ANSI A17.1-2019 code and the ADA code standard.
2. Delaware Elevator Service, Inc. does not accept liability for any code requirements that are not met due to existing building conditions that are not included in the above spec.

Warranty:
1. Our standard 12-month warranty on any defective equipment is included, provided that Delaware Elevator Service, Inc. remains the service provider in this period. This proposal expires in 30 days. After 30 days, please contact Delaware Elevator Service, Inc. for a revised proposal.
2. Important Note: Upon acceptance, by issuance of a written Purchase Order or Contract, all pricing remains firm for an additional 120 days (not to exceed 180 days from the contract date). Any job not in production, or on hold, after this 180-day period is subject to re-quotation at the current market pricing and lead times. This project is also subject to possible price adjustments in the event Delaware Elevator Service, Inc. is prevented (circumstances beyond Delaware Elevator

Service, Inc. control) to complete this project within 12 months from award of contract date. Delaware Elevator Service, Inc. is entitled to periodic progress payments based on work performed or as costs are incurred.

Schedule:

1. Our price is based on all work being performed during the regular working hours 8:00 a.m. to 4:30 p.m.
2. Monday through Friday, excluding holidays.

Payment Terms:

1. 50% Deposit required upon signed agreement.
2. 50% Due upon full completion
3. In the event this proposal is accepted and subsequently cancelled by the Owner or Owner's Representative, the Owner agrees to reimburse Delaware Elevator, Inc. for the full cost of all materials purchased or committed for the project prior to the date of cancellation. If you have any questions, please feel free to contact our Service Department.

Conditions:

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4. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on you performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any.
5. Should Delaware Elevator Service, Inc. be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions then such visits shall be subject to additional charges at our then current billing rates.
6. Delaware Elevator Service, Inc. shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including. but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
7. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
8. Discovered Damage Clause – If any other unforeseen problems are discovered during this work Delaware Elevator Service, Inc. will contact the customer immediately prior to moving forward with any other work without prior approval. Additional troubleshooting is not included in this proposal and will be proposed separately if deemed necessary.
9. To the fullest extent permitted by law, you agree to hold us harmless. and defend us and indemnify us against any claim or suit for personal injury or property damage arising out of this contract unless such damage or injury arises from our sole negligence.
10. Any increase in the cost of materials or labor arising from the imposition of any tariff by the Federal Government, execution of any trade agreement by Federal Government, or the effectuation of any State or Federal Government policy change(s), will be passed along to Purchaser and/or Owner at direct cost. Evidence of said increase in cost to be produced upon written request.

Disputes:

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Clarifications:

Acceptance:
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PRICING/CONTRACT ACCEPTANCE:		
Summary	**Description of Price**	**Price**
Repair	Agreement to Scope	$650.00
Printed Name (Customer)		
Signature (Customer)		
Date Accepted (Customer)		

BILL TO INFORMATION:	
Company:	
Address:	
Address 2:	
City	
State	
Zip	

DELAWARE ELEVATOR est. 1946

Equipment Repair Proposal

Worcester Co. Library Cellular Gateway			
Proposal Number:	REP0059898	Date of Proposal:	8/6/2026 Revised on:
Time and Materials? (Yes/No)	No	Location of Work:	10003 Coastal HWY, Ocean City, MD, 21842
Purchaser Name:	WORCESTER CO. GOVERNMENT CENTER	Elevator ID:	
Primary Contact:	Michael Hutchinson	Contact Phone/Email:	410-632-3766 mhutchinson@co.worcester.md.us
DEI Representative: Contact Phone#: Email Address:	Mike Williams MWilliams@DelawareElevator.com	Repair Brief:	Safety,Operation Improvement

Delaware Elevator Service, Inc. Commitment:
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Initial Project Scope:

Cellular Gateway
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3) Provide all wiring and fittings required to connect the new cellular gateway device to the existing elevator controller.
4) Reprogram the elevator phone as needed to properly operate on the cellular gateway.
$80 will be added to the monthy maintenance contract for line fee

Service Office Address:
2210 Allen Dr., Salisbury, MD, 21801

Applicable Code Comments:

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2. Delaware Elevator Service, Inc. does not accept liability for any code requirements that are not met due to existing building conditions that are not included in the above spec.

Warranty:

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Schedule:

1. Our price is based on all work being performed during the regular working hours 8:00 a.m. to 4:30 p.m.
2. Monday through Friday, excluding holidays.

Payment Terms:

1. 50% Deposit required upon signed agreement.
2. 50% Due upon full completion
3. In the event this proposal is accepted and subsequently cancelled by the Owner or Owner's Representative, the Owner agrees to reimburse Delaware Elevator, Inc. for the full cost of all materials purchased or committed for the project prior to the date of cancellation. If you have any questions, please feel free to contact our Service Department.

Conditions:

1. Work not included in this proposal will be executed upon Owner request and after receiving a fully executed Change Order notice from the Owner.
2. This quotation is subject to change or withdrawal by us prior to acceptance by you.
3. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
4. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on you performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any.
5. Should Delaware Elevator Service, Inc. be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions then such visits shall be subject to additional charges at our then current billing rates.
6. Delaware Elevator Service, Inc. shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including. but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
7. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
8. Discovered Damage Clause – If any other unforeseen problems are discovered during this work Delaware Elevator Service, Inc. will contact the customer immediately prior to moving forward with any other work without prior approval. Additional troubleshooting is not included in this proposal and will be proposed separately if deemed necessary.
9. To the fullest extent permitted by law, you agree to hold us harmless. and defend us and indemnify us against any claim or suit for personal injury or property damage arising out of this contract unless such damage or injury arises from our sole negligence.
10. Any increase in the cost of materials or labor arising from the imposition of any tariff by the Federal Government, execution of any trade agreement by Federal Government, or the effectuation of any State or Federal Government policy change(s), will be passed along to Purchaser and/or Owner at direct cost. Evidence of said increase in cost to be produced upon written request.

Disputes:

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In the event that any portion of this Agreement is determined to be against public policy or statute, then all other provisions shall remain in full force and effect.

Clarifications:

Acceptance:
This proposal can be accepted by signing in the space provided and returning it for approval, retaining the copy for your records. We appreciate the opportunity to present this proposal and hope you will allow us the privilege of serving you. Should you require additional information, please call us.

By signing this proposal, Purchaser affirms that they have actual authority to bind themselves, or the person and/or entity for which they are signing on behalf of. This Proposal, once executed, shall constitute a legally binding agreement.

PRICING/CONTRACT ACCEPTANCE:		
Summary	**Description of Price**	**Price**
Repair	Agreement to Scope	$650.00
Printed Name (Customer)		
Signature (Customer)		
Date Accepted (Customer)		

BILL TO INFORMATION:	
Company:	
Address:	
Address 2:	
City	
State	
Zip	

DELAWARE ELEVATOR est. 1946

Equipment Repair Proposal

Worcester Co Courthouse Cellular Gateways			
Proposal Number:	REP0059901	Date of Proposal:	8/6/2026 Revised on:
Time and Materials? (Yes/No)	No	Location of Work:	1 West Market St, Snow Hill, MD, 21863
Purchaser Name:	WORCESTER CO. GOVERNMENT CENTER	Elevator ID:	All Units
Primary Contact:	Michael Hutchinson	Contact Phone/Email:	410-632-3766 mhutchinson@co.worcester.md.us
DEI Representative: Contact Phone#: Email Address:	Mike Williams MWilliams@DelawareElevator.com	Repair Brief:	Safety,Operation Improvement

Delaware Elevator Service, Inc. Commitment:
Delaware Elevator Service, Inc. will provide you the most comprehensive solution to repair/upgrade the equipment listed below while ensuring efficient, cost effective, and long-term reliable operation as per the initial scope of work below.

Initial Project Scope:

Cellular Gateway
1) Furnish and install (1) cellular gateway to be located in the existing elevator machine room.
2) Disconnect the existing land line from the elevator emergency telephone.
3) Provide all wiring and fittings required to connect the new cellular gateway device to the existing elevator controller.
4) Reprogram the elevator phone as needed to properly operate on the cellular gateway.

$240 Will be added to the monthly maintenance contract for line fees

Service Office Address:
2210 Allen Dr., Salisbury, MD, 21801

Applicable Code Comments:
1. All elevator work will comply with the prevailing codes and standards for elevator upgrade work described herein, including the ASME ANSI A17.1-2019 code and the ADA code standard.
2. Delaware Elevator Service, Inc. does not accept liability for any code requirements that are not met due to existing building conditions that are not included in the above spec.

Warranty:
1. Our standard 12-month warranty on any defective equipment is included, provided that Delaware Elevator Service, Inc. remains the service provider in this period. This proposal expires in 30 days. After 30 days, please contact Delaware Elevator Service, Inc. for a revised proposal.
2. Important Note: Upon acceptance, by issuance of a written Purchase Order or Contract, all pricing remains firm for an additional 120 days (not to exceed 180 days from the contract date). Any job not in production, or on hold, after this 180-day period is subject to re-quotation at the current market pricing and lead times. This project is also subject to possible price adjustments in the event Delaware Elevator Service, Inc. is prevented (circumstances beyond Delaware Elevator

Service, Inc. control) to complete this project within 12 months from award of contract date. Delaware Elevator Service, Inc. is entitled to periodic progress payments based on work performed or as costs are incurred.

Schedule:

1. Our price is based on all work being performed during the regular working hours 8:00 a.m. to 4:30 p.m.
2. Monday through Friday, excluding holidays.

Payment Terms:

1. 50% Deposit required upon signed agreement.
2. 50% Due upon full completion
3. In the event this proposal is accepted and subsequently cancelled by the Owner or Owner's Representative, the Owner agrees to reimburse Delaware Elevator, Inc. for the full cost of all materials purchased or committed for the project prior to the date of cancellation. If you have any questions, please feel free to contact our Service Department.

Conditions:

1. Work not included in this proposal will be executed upon Owner request and after receiving a fully executed Change Order notice from the Owner.
2. This quotation is subject to change or withdrawal by us prior to acceptance by you.
3. The work shall be performed for the agreed price plus any applicable sales, excise or similar taxes as required by law. In addition to the agreed price, you shall pay to us any future applicable tax imposed on us, our suppliers or you in connection with the performance of the work described.
4. Unless otherwise agreed in writing, it is understood that the work shall be performed during our regular working hours of our regular working days. If overtime work is mutually agreed upon and performed, an additional charge therefore, at our usual rates for such work, shall be added to the contract price. The performance of our work hereunder is conditioned on you performing the preparatory work and supplying the necessary data specified on the front of this proposal or in the attached specification, if any.
5. Should Delaware Elevator Service, Inc. be required to make an unscheduled return to your site to begin or complete the work due to your request, acts or omissions then such visits shall be subject to additional charges at our then current billing rates.
6. Delaware Elevator Service, Inc. shall not be liable for any loss, damage or delay due to any cause beyond our reasonable control including. but not limited to, acts of government, strikes, lockouts, other labor disputes, fire, explosion, theft, floods, water damage, weather damage, extreme weather, traffic conditions, epidemic, pandemic, quarantine (including Covid-19), sabotage, cyber security, national emergency, act of terrorism, earthquake, riot, civil commotion, war or insurrection, vandalism, misuse, abuse, mischief, or acts of God or nature.
7. Under no circumstances shall either party be liable for special, indirect, liquidated, or consequential damages in contract, tort, including negligence, warranty or otherwise, notwithstanding any indemnity provision to the contrary. Notwithstanding any provision in any contract document to the contrary, our acceptance is conditioned on being allowed additional time for the performance of the Work due to delays beyond our reasonable control. Your remedies set forth herein are exclusive and our liability with respect to any contract, or anything done in connection therewith such as performance or breach thereof, or from the manufacture, sale, delivery, installation, repair or use of any equipment furnished under this contract, whether in contract, in tort (including negligence), in warranty or otherwise, shall not exceed the price for the equipment or services rendered.
8. Discovered Damage Clause – If any other unforeseen problems are discovered during this work Delaware Elevator Service, Inc. will contact the customer immediately prior to moving forward with any other work without prior approval. Additional troubleshooting is not included in this proposal and will be proposed separately if deemed necessary.
9. To the fullest extent permitted by law, you agree to hold us harmless. and defend us and indemnify us against any claim or suit for personal injury or property damage arising out of this contract unless such damage or injury arises from our sole negligence.
10. Any increase in the cost of materials or labor arising from the imposition of any tariff by the Federal Government, execution of any trade agreement by Federal Government, or the effectuation of any State or Federal Government policy change(s), will be passed along to Purchaser and/or Owner at direct cost. Evidence of said increase in cost to be produced upon written request.

Disputes:

The parties hereto agree that any dispute not resolved by mutual agreement shall be adjudicated by litigation in the appropriate District or Circuit Court for Wicomico County, Maryland. Any disputes shall be governed and interpreted in accordance with the laws of the State of Maryland, without regard to its choice of law principles. The Parties hereto further expressly waive any right to federal jurisdiction, whether premised on diversity of citizenship or federal question. To the extent Delaware Elevator, Inc. prevails in any such litigation, it shall be entitled to have its costs and reasonable attorney's fees paid by the non-prevailing party.

In the event that any portion of this Agreement is determined to be against public policy or statute, then all other provisions shall remain in full force and effect.

Clarifications:

Acceptance:
This proposal can be accepted by signing in the space provided and returning it for approval, retaining the copy for your records. We appreciate the opportunity to present this proposal and hope you will allow us the privilege of serving you. Should you require additional information, please call us.

By signing this proposal, Purchaser affirms that they have actual authority to bind themselves, or the person and/or entity for which they are signing on behalf of. This Proposal, once executed, shall constitute a legally binding agreement.

PRICING/CONTRACT ACCEPTANCE:		
Summary	**Description of Price**	**Price**
Repair	Agreement to Scope	$1,950.00
Printed Name (Customer)		
Signature (Customer)		
Date Accepted (Customer)		

BILL TO INFORMATION:	
Company:	
Address:	
Address 2:	
City	
State	
Zip	

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

DALLAS BAKER JR., P.E.
DIRECTOR

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

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: **September 25, 2026**
SUBJECT: **Upgrade of Alarm System Communications**

Public Works is requesting Commissioner approval to utilize $10,810.00 from Assigned Fund Balance account County Building Repairs and Improvements, 240.1201.6550.010 for the purchase of cellular dialers for security and fire systems in various County buildings. In addition, approval is requested to overspend the following accounts by the amounts listed below. The work will be accomplished by local company Absolute Security, who is the County's authorized alarm and monitoring service provider. In addition, Public Works is requesting Commissioner approval of the attached contract addendum which will lock-in the various monthly monitoring rates with Absolute Security for the next 5-years.

Ct.	Facility	Account	System	Current Rate	Dialer Install Fee	New Rate
1	Animal Control	100.1101.040.6550.220	Burglar & Fire	$25.00	$355.00	$49.00
2	Bank Street Bldg	100.1090.085.6550.220	Burglar & Fire	$25.00	$355.00	$49.00
3	Board of Elections	100.1006.6550.220	Burglar	$25.00	$405.00	$36.00
4	Ocean City COA	100.1401.330.6550.220	Burglar	$25.00	$405.00	$36.00
5			Fire	$25.00	$355.00	$49.00
6	Pocomoke COA	100.1401.310.6550.220	Burglar	$25.00	$405.00	$36.00
7	Snow Hill COA	100.1401.300.6550.220	Burglar	$25.00	$405.00	$36.00
8			Fire	$25.00	$355.00	$49.00
9	Government Center	100.1090.070.6550.220	Fire	$25.00	$355.00	$49.00
10	Berlin Health	100.1301.320.6550.220	Burglar	$25.00	$405.00	$36.00
11			Fire	$25.00	$355.00	$49.00
12	Dental Center	100.1301.345.6550.220	Burglar & Fire	$25.00	$355.00	$49.00
13	Ocean City Health	100.1301.330.6550.220	Burglar & Fire	$25.00	$355.00	$49.00
14	Pocomoke Health	100.1301.310.6550.220	Fire	$25.00	$355.00	$49.00

15	Snow Hill Health	100.1301.300.6550.220	Burglar	$25.00	$405.00	$36.00
16			Fire	$25.00	$490.00	$49.00
17	Berlin Library	100.1603.320.6550.220	Burglar	$25.00	$405.00	$36.00
18			Fire	$25.00	$355.00	$49.00
19	Ocean City Library	100.1603.335.6550.220	Fire	$25.00	$355.00	$49.00
20	Ocean Pines Library	100.1603.325.6550.220	Burglar	$25.00	$405.00	$36.00
21			Fire	$25.00	$355.00	$49.00
22	P.W. Storage	100.1090.075.6550.220	Burglar	$25.00	$405.00	$36.00
23	Recreation	100.1601.400.6550.220	Fire	$25.00	$355.00	$49.00
25	Berlin Roads	100.1202.6550.220	Burglar	$25.00	$405.00	$36.00
26	Snow Hill Roads	100.1202.6550.220	Burglar	$25.00	$405.00	$36.00
27			Fire	$25.00	$355.00	$49.00
28	States Attorney	100.1090.080.6550.220	Burglar	$25.00	$405.00	$36.00
29			Fire	$25.00	$490.00	$49.00

As part of the ongoing modernization of Worcester County's security infrastructure and alarm systems utilizing traditional phone lines (POTS) for communication with the central monitoring station must be upgraded to cellular communicators. Verizon has discontinued support for many legacy copper telephone lines and continues to retire its POTS infrastructure. Alarm systems that rely on these lines may experience communication failures or lose the ability to transmit alarm signals or contact the monitoring center. To maintain reliable fire, burglar and emergency alarm monitoring, Worcester County needs to transition all affected alarm systems to cellular communication technology as current copper phone lines have become undependable.

The Maintenance Division has identified the facilities (listed above) that require this upgrade and will coordinate installation with each building manager to minimize disruption to daily operations. This may have an impact on several individual budgets as the monitoring cost will increase but savings may be noticed in eliminating telephone lines. We are currently under contract for cellular monitoring of security and fire systems for $36 and $49 per month respectfully. The current monthly fee of $25 is for the existing, traditional copper lines. The increased fees may overspend each building's line-item budget for alarm monitoring.

Please let me know if there are any questions.

Attachments

Cc: Kim Reynolds
Jana Potvin
Michael Hutchinson

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Animal Control-Burg & Fire
6207 Timmons Road
Snow Hill, MD 21863

Proposal Number 7123
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Sales Tax	**$0.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	$52.43	Monthly
	$49.00	
Total Recurring Monthly Amount:	**$52.43**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Animal Control-Burg & Fire
6207 Timmons Road
Snow Hill, MD 21863

Proposal Number **7123**
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY *TITLE*

EMAIL

DATE

DATE *PRIMARY PHONE*

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VA: __-____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Bank St Building
301-305 Banks St
Snow Hill, MD 21863

Proposal Number 7112
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Sales Tax	**$0.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	$52.43	Monthly
Total Recurring Monthly Amount:	$ 49.00 **$52.43**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Bank St Building
301-305 Banks St
Snow Hill, MD 21863

Proposal Number **7112**
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

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ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

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Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Board of Elections
201 Belt St., Unit C
Snow Hill, MD 21863

Proposal Number 7110
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	SEM Vista Dual Path US (ADC-SEM-300) - Verizon
1	LABOR

Sub Total	**$405.00**
Sales Tax	**$0.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	$38.52	Monthly
Total Recurring Monthly Amount:	**$38.52**	

$36.00

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Board of Elections
201 Belt St., Unit C
Snow Hill, MD 21863

Proposal Number 7110
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY *TITLE*

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ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

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Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Ocean City Senior Center-Burg
104 41st Street
Ocean City, MD 21842

Proposal Number 7114
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	SEM Vista Dual Path US (ADC-SEM-300) - Verizon
1	LABOR

Sub Total	**$405.00**
Sales Tax	**$0.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	$36.00 ~~$38.52~~	Monthly
Total Recurring Monthly Amount:	**~~$38.52~~**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Ocean City Senior Center-Burg
104 41st Street
Ocean City, MD 21842

Proposal Number 7114
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

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Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Ocean City Senior Center-Fire
104 41st Street
Ocean City, MD 21842

Proposal Number 7115
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Sales Tax	**$0.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	~~$52.43~~ $49.00	Monthly
Total Recurring Monthly Amount:	**~~$52.43~~**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Ocean City Senior Center-Fire
104 41st Street
Ocean City, MD 21842

Proposal Number **7115**
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

ACCEPTED BY *TITLE*

EMAIL

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VA: __-_____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Pocomoke Serv Cntr/burg
400B Walnut Street
Pocomoke City, Md 21851

Proposal Number 7128
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Steve Smith

Qty	Description
1	SEM Vista Dual Path US (ADC-SEM-300) - Verizon
1	LABOR

Sub Total	**$405.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	$38.52	Monthly
Total Recurring Monthly Amount:	**$38.52**	

$36.00

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Pocomoke Serv Cntr/burg
400B Walnut Street
Pocomoke City, Md 21851

Proposal Number 7128
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Steve Smith

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

ACCEPTED BY *TITLE*

EMAIL

DATE *PRIMARY PHONE*

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VA: __-____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Commission on Aging- Burg
4767 Snow Hill Rd
Snow Hill, MD 21863

Proposal Number 7117
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	SEM Vista Dual Path US (ADC-SEM-300) - Verizon
1	LABOR

Sub Total	**$405.00**
Sales Tax	**$0.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	$38.52	Monthly
Total Recurring Monthly Amount:	**$38.52**	

$316.00

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Commission on Aging- Burg
4767 Snow Hill Rd
Snow Hill, MD 21863

Proposal Number 7117
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

ACCEPTED BY *TITLE*

EMAIL

DATE *PRIMARY PHONE*

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VA: __-_____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Commission on Aging- Fire
4767 Snow Hill Road
Snow Hill, MD 21863

Proposal Number 7118
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Sales Tax	**$0.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	~~$52.43~~ $49.00	Monthly
Total Recurring Monthly Amount:	**$52.43**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Commission on Aging- Fire
4767 Snow Hill Road
Snow Hill, MD 21863

Proposal Number 7118
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

ACCEPTED BY *TITLE*

EMAIL

DATE *PRIMARY PHONE*

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VA: __-____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Government Center
1 West Market St
Snow Hill, MD 21863

Proposal Number 7111
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Sales Tax	**$0.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	$49.00	Monthly
Total Recurring Monthly Amount:	**$49.00**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Government Center
1 West Market St
Snow Hill, MD 21863

Proposal Number 7111
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

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ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

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Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Health Department
9730 Healthway Drive
Berlin, MD 21811

Proposal Number 7106
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	SEM Vista Dual Path US (ADC-SEM-300) - Verizon
1	LABOR

Sub Total	**$405.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	$36.00 ~~$38.52~~	Monthly
Total Recurring Monthly Amount:	**$38.52**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Health Department
9730 Healthway Drive
Berlin, MD 21811

Proposal Number **7106**
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

ACCEPTED BY *TITLE*

EMAIL

DATE *PRIMARY PHONE*

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Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Health Cntr (Berlin)-Fire
9730 Healthway Drive
Berlin, MD 21811

Proposal Number 7105
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	$49.00 ~~$52.43~~	Monthly
Total Recurring Monthly Amount:	**$52.43**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Health Cntr (Berlin)-Fire
9730 Healthway Drive
Berlin, MD 21811

Proposal Number 7105
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

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Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Dental Clinic-Burg & Fire
107 Williams St
Berlin, MD 21811

Proposal Number **7119**
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Sales Tax	**$0.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	~~$52.43~~ $49.00	Monthly
Total Recurring Monthly Amount:	**$52.43**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Dental Clinic-Burg & Fire
107 Williams St
Berlin, MD 21811

Proposal Number **7119**
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

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DATE

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Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Ocean City Health Dept & Youth Center
4 Caroline St
Ocean City, MD 21842

Proposal Number 7113
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Sales Tax	**$0.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	~~$52.43~~ 49.00	Monthly
Total Recurring Monthly Amount:	**$52.43**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Ocean City Health Dept & Youth Center
4 Caroline St
Ocean City, MD 21842

Proposal Number 7113
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

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ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

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Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Pocomoke Serv Cnt/Fire
400B Walnut Street
Pocomoke City, MD 21851

Proposal Number 7130
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Scott Nibblett

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	$52.43	Monthly
Total Recurring Monthly Amount:	**$52.43**	

$49.00

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Pocomoke Serv Cnt/Fire
400B Walnut Street
Pocomoke City, MD 21851

Proposal Number 7130
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Scott Nibblett

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

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VA: __-_____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Health Dept (Burg)
6040 Public Landing Rd
Snow Hill, MD 21863

Proposal Number 7107
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	SEM Vista Dual Path US (ADC-SEM-300) - Verizon
1	LABOR

Sub Total	**$405.00**
Sales Tax	**$0.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	~~$38.52~~ $36.00	Monthly
Total Recurring Monthly Amount:	**$38.52**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Health Dept (Burg)
6040 Public Landing Rd
Snow Hill, MD 21863

Proposal Number **7107**
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY *TITLE*

EMAIL

DATE

DATE *PRIMARY PHONE*

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VA: __-____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Health Dept (Fire)
6040 Public Landing Rd
Snow Hill, MD 21863

Proposal Number **7108**
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	SOLE/DUAL-PATH AT&T & VERIZON ALARM COMMUNICATOR
1	LABOR

Sub Total	**$405.00**
Sales Tax	**$0.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	$49.00	Monthly
Total Recurring Monthly Amount:	**$49.00**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Health Dept (Fire)
6040 Public Landing Rd
Snow Hill, MD 21863

Proposal Number **7108**
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY *TITLE*

EMAIL

DATE

DATE *PRIMARY PHONE*

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VA: __-____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Berlin Library (Burg)
13 Harrison Ave
Berlin , MD 21811

Proposal Number 7141
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Steve Smith

Qty	Description
1	SEM Vista Dual Path US (ADC-SEM-300) - Verizon
1	LABOR

Sub Total	**$405.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	$38.52	Monthly
Total Recurring Monthly Amount:	**$38.52**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Berlin Library (Burg)
13 Harrison Ave
Berlin , MD 21811

Proposal Number 7141
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Steve Smith

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

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EMAIL

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VA: __-____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Berlin Library (Fire)
13 Harrison Ave
Berlin, MD 21811

Proposal Number 7140
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Steve Smith

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	$52.43	Monthly
Total Recurring Monthly Amount:	**$52.43**	

$49.00

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Berlin Library (Fire)
13 Harrison Ave
Berlin, MD 21811

Proposal Number 7140
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Steve Smith

ABSOLUTE SECURITY GROUP, LLC.

_____
SECURITY CONSULTANT

_____
DATE

SUBSCRIBER:

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VA: __-____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

_____ Please print name here

_____ Please sign name here

_____ Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Library OC North (Fire)
10003 Coastal Highway
Ocean City, MD 21842

Proposal Number 7139
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Steve Smith

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	$52.43	Monthly
Total Recurring Monthly Amount:	**$52.43**	

$ 49.00

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Library OC North (Fire)
10003 Coastal Highway
Ocean City, MD 21842

Proposal Number 7139
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Steve Smith

ABSOLUTE SECURITY GROUP, LLC.

_____
SECURITY CONSULTANT

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DATE *PRIMARY PHONE*

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_____ Please sign name here

_____ Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Ocean Pines Library(Burg)
11107 Cathell Road
Berlin, MD 21811

Proposal Number 7135
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Scott Nibblett

Qty	Description
1	SEM Vista Dual Path US (ADC-SEM-300) - Verizon
1	LABOR

Sub Total	**$405.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	$38.52	Monthly
Total Recurring Monthly Amount:	**$38.52**	

#36.00

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Ocean Pines Library(Burg)
11107 Cathell Road
Berlin, MD 21811

Proposal Number 7135
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Scott Nibblett

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

ACCEPTED BY *TITLE*

EMAIL

DATE *PRIMARY PHONE*

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VA: __-____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Ocean Pines Library(Fire)
11107 Cathell Road
Berlin, MD 21811

Proposal Number 7136
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Scott Nibblett

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	$52.43	Monthly
Total Recurring Monthly Amount:	**$52.43**	

49.50

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Ocean Pines Library(Fire)
11107 Cathell Road
Berlin, MD 21811

Proposal Number 7136
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Scott Nibblett

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

ACCEPTED BY *TITLE*

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VA: __-_____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Dept of Pub Works Storage-Burg
6064 Worcester Highway
Snow Hill, MD 21863

Proposal Number 7122
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	SEM Vista Dual Path US (ADC-SEM-300) - Verizon
1	LABOR

Sub Total	**$405.00**
Sales Tax	**$0.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	~~$36.00~~ $38.52	Monthly
Total Recurring Monthly Amount:	**$38.52**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Dept of Pub Works Storage-Burg
6064 Worcester Highway
Snow Hill, MD 21863

Proposal Number 7122
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY *TITLE*

EMAIL

DATE

DATE *PRIMARY PHONE*

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VA: __-____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Recreation Dept.-Fire
6030 Public Landing Rd.
Snow Hill, MD 21863

Proposal Number **7116**
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Sales Tax	**$0.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	# 49.00 ~~$52.43~~	Monthly
Total Recurring Monthly Amount:	**~~$52.43~~**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Recreation Dept.-Fire
6030 Public Landing Rd.
Snow Hill, MD 21863

Proposal Number **7116**
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

ACCEPTED BY *TITLE*

EMAIL

DATE *PRIMARY PHONE*

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VA: __-_____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Roads Division-Burg
10146 North Main St. Ext.
Berlin, MD 21811

Proposal Number 7131
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Steve Smith

Qty	Description
1	SEM Vista Dual Path US (ADC-SEM-300) - Verizon
1	LABOR

Sub Total	**$405.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	$38.52	Monthly
Total Recurring Monthly Amount:	**$38.52**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Roads Division-Burg
10146 North Main St. Ext.
Berlin, MD 21811

Proposal Number 7131
Date 7/24/2026 **Expires** 8/23/2026
Salesperson Steve Smith

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

ACCEPTED BY *TITLE*

EMAIL

DATE *PRIMARY PHONE*

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VA: __-_____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Roads-Burg
5764 Worcester Highway
Snow Hill, MD 21863

Proposal Number 7103
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	SEM Vista Dual Path US (ADC-SEM-300) - Verizon
1	LABOR

Sub Total	**$405.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	$ 36.00 $38.52	Monthly
Total Recurring Monthly Amount:	**$38.52**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Roads-Burg
5764 Worcester Highway
Snow Hill, MD 21863

Proposal Number 7103
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY *TITLE*

EMAIL

DATE

DATE *PRIMARY PHONE*

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VA: __-_____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Roads- Fire
5764 Worcester Highway
Snow Hill, MD 21863

Proposal Number 7104
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	VERIZON/AT&T DUAL (fire) communicator
1	LABOR

Sub Total	**$355.00**
Total This Proposal	**$355.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	~~$52.43~~ $49.00	Monthly
Total Recurring Monthly Amount:	**$52.43**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County Roads- Fire
5764 Worcester Highway
Snow Hill, MD 21863

Proposal Number **7104**
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

ACCEPTED BY *TITLE*

EMAIL

DATE *PRIMARY PHONE*

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VA: __-_____ MD: _____ DE: _____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County States Attorney (Burg)
106 Franklin St
Snow Hill, MD 21863

Proposal Number 7120
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	SEM Vista Dual Path US (ADC-SEM-300) - Verizon
1	LABOR

Sub Total	**$405.00**
Sales Tax	**$0.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
ALARM.COM INTERACTIVE MONITORING	#36.00 ~~$38.52~~	Monthly
Total Recurring Monthly Amount:	**$38.52**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County States Attorney (Burg)
106 Franklin St
Snow Hill, MD 21863

Proposal Number **7120**
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SECURITY CONSULTANT

DATE

SUBSCRIBER:

ACCEPTED BY *TITLE*

EMAIL

DATE *PRIMARY PHONE*

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VA: __-_____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County States Attorney (Fire)
106 Franklin Street
Snow Hill, MD 21863

Proposal Number 7121
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

Qty	Description
1	SOLE/DUAL-PATH AT&T & VERIZON ALARM COMMUNICATOR
1	LABOR

Sub Total	**$405.00**
Sales Tax	**$0.00**
Total This Proposal	**$405.00**

Recurring Charges

Description	Monthly Amount	Frequency
CELL FIRE DIALER	$49.00	Monthly
Total Recurring Monthly Amount:	**$49.00**	

Absolute Security Group
618 Beam Street, Unit #2
Salisbury, MD 21801
410-860-0620
www.absolutesecuritygroup.com

Proposal

Client Information

Worcester County States Attorney (Fire)
106 Franklin Street
Snow Hill, MD 21863

Proposal Number 7121
Date 7/23/2026 **Expires** 8/22/2026
Salesperson Ashley Layfield

ABSOLUTE SECURITY GROUP, LLC.

SUBSCRIBER:

SECURITY CONSULTANT

ACCEPTED BY *TITLE*

EMAIL

DATE

DATE *PRIMARY PHONE*

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VA: __-____ MD: _____ DE:_____

ABSOLUTE SECURITY GROUP CORPORATE APPROVAL:

Please print name here | Please sign name here | Date Approved

Addendum to Absolute Security Group Commercial Contract

August 7, 2026

Prepared by: Ashley Layfield
RE: Multi Location, Rate Lock and Terms

Absolute Security Group, LLC. and Worcester County agrees that for the next four (4) years from the previous agreement on 06/25/2025 we will rate lock prices until 06/25/2030 at $36.00 monthly for UL listed cellular communicators on security alarm systems and $49.00 monthly for UL listed cellular communicators on fire alarm systems. At the end of the rate lock term, prices will be evaluated for increase and new term period. Any accounts that were on landline phones will be dissolved and cell communicators installed at the monthly rates listed above. At the end of the two (2) year period 06/25/2027 the contract will renew for three (3) year period at Worcester County's option.

Worcester County Health Dept: 6040 Public Landing Rd Snow Hill, MD 21863

Burg $36.00 Fire $49.00

Worcester County Health Dept: 9730 Healthway Drive Berlin, MD 21811

Burg $36.00 Fire $49.00

Worcester County Library: 307 N Washington St Snow Hill, MD 21863

Burg $36.00 Fire $49.00

Worcester County Ocean Pines Library: 11107 Cathell Rd Berlin, MD 21811

Burg $36.00 Fire $49.00

Worcester County Library OC North: 10003 Coastal Hwy Ocean City, MD 21842

Burg $ 36.00 Fire $49.00 Sewar Alarm $36.00

Worcester County Berlin Library: 13 Harrison Ave Berlin, MD 21811

Burg $36.00 Fire $49.00

Worcester County Roads: 5764 Worcester Hwy Snow Hill, MD 21863

Burg $36.00 Fire $49.00

Worcester County Isle of Wight: 13070 St. Martins Neck Rd Bishopville, MD 21813

Burg & Fire $49.00

Worcester County OC Senior Center: 104 41st Street Ocean City, MD 21842

Burg $36.00 Fire $49.00

Worcester County Pocomoke Serv Cntr: 400B Walnut St Pocomoke City, MD 21851

Burg $36.00 Fire $49.00

Worcester County Electronic Service Shop: 100 Belt St Snow Hill, MD 21863

Burg $36.00

Worcester County Commission on Aging: 4767 Snow Hill Rd Snow Hill, MD 21863

Burg $36.00 Fire $49.00

Worcester County Recreation Dept: 6030 Public Landing Rd Snow Hill, MD 21863

Burg $36.00 Fire $49.00

Worcester County Animal Control: 6207 Timmons Rd Snow Hill, MD 21863

Burg & Fire $49.00

Worcester County Fire Trng. Cnt: 6743 Central Site Lane Newark, MD 21841

Burg $36.00 Fire $49.00

Worcester County Roads Division: 10146 N Main St Ext. Berlin, MD 21811

Burg $36.00 Fire $49.00

Worcester County Dept of Public Works Storage: 6064 Worcester Hwy Snow Hill, MD 21863

Burg & Fire $49.00

Worcester County Senior Center Northern: 10129 Old Ocean City Blvd Berlin, MD 21811

Burg & Fire $49.00

Worcester County States Attorney: 106 Franklin St Snow Hill, MD 21863

Burg $36.00 Fire $49.00

Worcester County Welcome Center: 144 Ocean Hwy Pocomoke, MD 21851

Burg $36.00

Worcester County Dental Clinic: 107 Williams St Berlin, MD 21811

Burg & Fire $49.00

Worcester County Health Dept & Youth Cntr: 4 Caroline St Ocean City, MD 21842

Burg & Fire $49.00

Worcester County Bank St Bldg: 301-305 Banks St Snow Hill, MD 21863

Burg & Fire $49.00

Worcester County Government Center: 1 W Market St Snow Hill, MD 21863

Fire $36.00

Worcester County Board of Elections: 201 Belt St Unit C Snow Hill, MD 21863

Burg $36.00

Worcester County Landfill- Recycle: 7091 Central Site Ln Newark, MD 21841

Fire $49.00

Worcester County Landfill Scale & Admin: 7091 Central Site Ln Newark, MD 21841

Burg $36.00 Fire $49.00

Worcester County Office of Public Works: 6113 Timmons Rd Snow Hill, MD 21863

Burg & Fire $49.00

Worcester County Roads: 2152 Groton Rd Pocomoke, MD 21851

Burg $36.00 Fire $49.00

Worcester County Mosquito Control Bldg: 6149 Timmons Rd Snow Hill, MD 21863

Burg $36.00 Fire $49.00

Worcester County Ocean Pines South Water Tower: 1181 Ocean Parkway Berlin, MD 21811

Burg $36.00

Worcester County Ocean Pines Well Pump #2: 114 Sandyhook Rd Unit#1 Ocean Pines, MD 21811

Burg $36.00

Worcester County Ocean Pines Well Pump #3: 95 Ocean Parkway Unit#1 Ocean Pines, MD 21811

Burg $36.00

Worcester County Ocean Pines Well Pump #4: 115 Pinehurst Rd Unit#1 Ocean Pines, MD 21811

Burg $36.00

Worcester County Ocean Pines Well Pump #5: 4 Admiral Ln Ocean Pines, MD 21811

Burg $36.00

Worcester County Ocean Pines Well Pump #10: 30 Sandyhook Rd Ocean Pines, MD 21811

Burg $36.00

Contractor: _____ Subscriber: _____

Date: _____ Date: _____

Absolute Security

ALARM MONITORING CONTRACT

Addendum to Absolute Security Group Commercial Contract

Date: 12/17/2024
Prepared by: Ashley Layfield
RE: Multi Location, Rate Lock and Terms

Absolute Security Group, Inc. and Worcester County agree the original term of the contact shall be for a two (2) year period. At the end of the two (2) year the contract will renew for ~~two (2)~~3 year period at Worcester County's option. Rate lock will be for five (5) year period. Rates are as followed: cell $36.00 & 49.00, landline $25.00.

Worcester County Health Dept: 6040 Public Landing Rd Snow Hill, MD 21863

Burg $25.00 Fire $25.00

Worcester County Health Dept: 9730 Health way Drive Berlin, MD 21811

Burg $25.00 Fire $25.00

Worcester County Library: 307 N Washington St Snow Hill, MD 21863

Burg $25.00 Fire $25.00

Worcester County Ocean Pines Library: 11107 Cathell Rd Berlin, MD 21811

Burg $25.00 Fire $25.00

Worcester County Library OC North: 10003 Coastal Hwy Ocean City, MD 21842

Burg $ 25.00 Fire $25.00 Sewar Alarm $25.00

Worcester County Berlin Library: 13 Harrison Ave Berlin, MD 21811

Burg $25.00 Fire $25.00

Worcester County Roads: 5764 Worcester Hwy Snow Hill, MD 21863

Burg $25.00 Fire $25.00

Worcester County Isle of Wight: 13070 St. Martins Neck Rd Bishopville, MD 21813

Burg & Fire $49.00

Worcester County OC Senior Center: 104 41st Street Ocean City, MD 21842

Burg $25.00 Fire $25.00

Worcester County Pocomoke Serv Cntr: 400B Walnut St Pocomoke City, MD 21851

Burg $25.00 Fire $25.00

Worcester County Electronic Service Shop: 100 Belt St Snow Hill, MD 21863

Burg $36.00

Worcester County Commission on Aging: 4767 Snow Hill Rd Snow Hill, MD 21863

Burg $25.00 Fire $25.00

Worcester County Recreation Dept: 6030 Public Landing Rd Snow Hill, MD 21863

Burg $25.00 Fire $25.00

Worcester County Animal Control: 6207 Timmons Rd Snow Hill, MD 21863

Burg & Fire $25.00

Worcester County Fire Training Center: 6743 Central Site Lane Newark, MD 21841

Burg $36.00 Fire $49.00

Worcester County Roads Division: 10146 N Main St Ext. Berlin, MD 21811

Burg $25.00 Fire $49.00

Worcester County Dept of Public Works Storage: 6064 Worcester Hwy Snow Hill, MD 21863

Burg & Fire $25.00

Worcester County Senior Center Northern: 10129 Old Ocean City Blvd Berlin, MD 21811

Burg & Fire $49.00

Worcester County States Attorney: 106 Franklin St Snow Hill, MD 21863

Burg $25.00 Fire $25.00

Worcester County Welcome Center: 144 Ocean Hwy Pocomoke, MD 21851

Burg $25.00

Worcester County Dental Clinic: 107 Williams St Berlin, MD 21811

Burg & Fire $25.00

Worcester County Health Dept & Youth Cntr: 4 Caroline St Ocean City, MD 21842

Burg & Fire $25.00

Worcester County Bank St Bldg: 301-305 Banks St Snow Hill, MD 21863

Burg & Fire $25.00

Worcester County Government Center: 1 W Market St Snow Hill, MD 21863

Fire $25.00

Worcester County Board of Elections: 201 Belt St Unit C Snow Hill, MD 21863

Burg $25.00

Worcester County Landfill- Recycle: 7091 Central Site Ln Newark, MD 21841

Fire $49.00

Worcester County Landfill Scale & Admin: 7091 Central Site Ln Newark, MD 21841

Burg & Fire $49.00 Open/close Reports $15.00

Worcester County Office of Public Works: 6113 Timmons Rd Snow Hill, MD 21863

Burg & Fire $49.00

Worcester County Roads: 2152 Groton Rd Pocomoke, MD 21851

Burg $36.00 Fire $49.00

Worcester County Mosquito Control Bldg: 6149 Timmons Rd Snow Hill, MD 21863

Burg $36.00 Fire $49.00

Contractor: _____ V.P

Date: 6/25/25

Subscriber: _____

Date: 6/25/2025

300 Mill Street, Suite A
Salisbury, MD 21801
Phone: 410-860-0620
Fax: 410-543-4460
Email: info@absolutesecuritygroup.com
Website: www.absolutesecuritygroup.com

COMMERCIAL SALE

Absolute Security Group, Inc.

Fire Alarms • Burglar Alarms • Cameras • Access Control

Subscriber Contract

This Agreement entered into this 17 day of December 2024 by and between Absolute Security Group, Inc., a body corporate of the State of Maryland (hereinafter referred to as "Contractor") and Worcester County of Snow Hill MD (hereinafter referred to as "Subscriber").

1. General: The Contractor does herby bargain and sell to the Subscriber and the Subscriber does hereby purchase from the Contractor the following:

   a. See "Alarm Installation Schedule" dated ---, incorporated herein by reference for a description of the equipment.

   b. Warranty: 1 year parts, 90 days labor. Further, the Contractor agrees to install or cause to be installed the detection equipment hereinabove described. Subscriber is purchasing a detection system, not a protection system.

2. Monitoring Service: Monitoring service consists solely of monitoring service/personnel communicating electronically with first responders or calling by telephone the telephone numbers supplied by you or dealer in writing for the police, sheriff, fire, medical, ambulance, guard, patrol, and response services, and other governmental, quasi-governmental, private or volunteer agencies, departments and organizations (collectively "first responders") and persons identified by you as your emergency contacts (the "call list") within a reasonable period of time under the circumstances at the monitoring facility and the priority of the signals which are identified in writing ("listed codes") or video images which, in the operator's sole and absolute discretion, clearly and conspicuously reveal the necessity for monitoring services appear on the operator's computer screen at the monitoring facility or when voice communication requesting assistance is received by an operator from you or from the premises (collectively "monitoring services"). No monitoring service shall be rendered for voice communication which does not request assistance or for video images which do not clearly and conspicuously reveal the necessity for monitoring service. In the event a signal (the "unlisted code policy"). If the premises is located in a jurisdiction requiring a personal verified on-site response ("verified response") prior to dispatching a first responder, it is your sole responsibility to engage a service to provide such verified response. All fees, costs and expenses in connection with verified response shall be borne by you only. Notwithstanding anything contained herein to the contrary, (A) upon receipt of a listed code or video images and prior to communicating electronically or by telephone to first responders or the call list, company may, in its sole and absolute discretion and without any liability, attempt to telephone the premises or attempt to contact you through telephone, electronic mail, text message, or other similar means of communication at numbers or addresses provided by you or dealer in writing, as frequently as company deems appropriate to verify the necessity to report the receipt of a listed code or video images to first responders or the call list, and (B) upon the receipt of an abort code or oral or electronic advice to disregard the receipt of a listed code or video images from you or any of your personal contacts on the call list, all of whom have your authority and consent to direct company to disregard receipt of a listed code, company may, in its sole and absolute discretion and without any liability, refrain from contacting first responders or the call list or advise anyone previously notified of a listed code or video images of receipt of an abort code or oral or electronic advice to disregard the receipt of the listed code or video images. Company's efforts to notify first responders or the call list shall be satisfied by advice electronically or by telephone to any person answering the telephone at the telephone number(s) provided to company in writing or by leaving a message with a telephone answering service or any mechanical, electrical, electronic or other technology permitting the recordation of voice or data communications. You acknowledge and agree that (I) all software, hardware, firmware, codes, signals, audio and voice communications, video images, information and documentation arising out of or from, in connection with, related to, as a consequence of or resulting from this agreement or the services (collectively, the "IP property") are the sole and exclusive property of company and you have no rights whatsoever in any of the IP property, and (II) company shall have the right in its sole and absolute discretion to destroy, delete, erase, etc. (collectively, "destruction") the IP property at any time without notice to you; provided, that upon your written request to retain any specific IP property being received by company prior to the destruction of the IP property, company shall use commercially reasonable efforts to store the specific IP property as requested by you on the condition precedent that you pay all fees, costs and expenses related to your request.

3. Location: The Contractor agrees to perform the installation of the equipment in the premises of the Subscriber at See attached addendum for terms & pricing

   The subscriber represents that it is the owner or has the full authority of the owner of the premises to permit the installation and connection of such system(s), and will produce, upon Contractor's request, proof of such authority of owner.

4. ~~Subscriber hereby agrees to pay to Contractor, its successors or assigns, for the installation and sale of equipment hereby, the amount of N/A Dollars ($ N/A), payable as follows: $ N/A upon execution of this Agreement, $ N/A upon completion of said installation, and the balance of $ N/A payable in N/A equal monthly consecutive payments of $ N/A, the first such payment to be made N/A days after completion of installation. Subscriber further agrees to pay to the Contractor, as an operating and service charge, the sum of N/A Dollars ($ N/A), per month, payable quarterly (every 3 months), in advance, with the first said payment due upon the completion of installation and such subsequent like payments to be paid every three (3) months thereafter, for a period of five (5) years from the date such system is operative, which five (5) year period shall be the term hereof, unless terminated or extended as provided herein. At the end of the original term of this Agreement, plus any extensions thereof, this Agreement shall be terminable by either party, upon giving thirty (30) days written notice, prior to the end of said original term of extension, to that effect to the other party, by registered mail. Unless such notice, this Agreement will automatically be renewed for successive periods of five (5) years until such notice is given. Notwithstanding any other terms and conditions set forth herein, after the expiration of one (1) year from the date of completion and installation, the Contractor may, at any time, increase the charges for monitoring, said increase not to exceed 2% per year, upon giving the Subscriber ten (10) days' notice thereof in writing. The Contractor shall have the right, at any time, to increase the monthly charges to be paid by the Subscriber and as provided for herein, to reflect any taxes, fees, or charges which may be imposed by any utility or governmental agency.~~

5. Agreement This agreement covers all Worcester County Facilities Monitored by Contractor

6. Installation: The Subscriber does herby authorize and empower the Contractor, its agents or assigns, to enter upon the premises of the Subscriber to install or cause to be installed the equipment sold hereby understanding that all priced materials include limited labor for installation and specified herein, including connections necessary to transmit the necessary signals from the premises of the Subscriber. Central station signals are transmitted over telephone company lines which are wholly beyond the control and jurisdiction of the Contractor and which are maintained and serviced by the applicable telephone company or utility.

7. Errors In Installation: The Subscriber covenants and agrees that it shall examine the installation of the equipment sold hereby upon completion of the installation. Further, the Subscriber does covenant and agree that it is the Subscriber's duty to test the equipment immediately subsequent to installation. Any error or omission in the installation of the system by the Contractor, including but not limited to failure to wire points of detection, must be called to the attention of the Contractor by the Subscriber in writing within ten (10) days of completion of installation. Upon the expiration of the said ten (10) days, the installation and the detection provided shall be deemed accepted by the Subscriber.

8. Assignment By Subscriber: This Agreement cannot and shall not be assigned by the Subscriber except upon the express written consent of the Contractor.

9. Delay In Installation: Contractor assumes no liability for delays in the installation of the system, or for interruptions of services due to strikes, riots, floods, fire, acts of God, or any cause beyond the reasonable control of Contractor, and the Contractor will not be required to render to the Subscriber while interruption of service, due to such causes, shall continue.

10. Contractor's Liability: The Subscriber understands that the Contractor is not the manufacturer of the equipment subject to this transaction, and further, the Subscriber understands that the Contractor purchases its equipment from various sources and suppliers. With the aforesaid in mind, the Contractor agrees to correct any and all defects in workmanship or materials which may develop under proper and normal use during the warranty period hereof beginning from the completion of installation by repair or replacement of the defective part(s) as long as said parts and/or equipment are available from the manufacturer, and such correction shall constitute a fulfillment of the Contractor's liability with respect to such system. The Contractor reserves the right to use reconditioned or re-manufactured parts, and any replacement parts shall be warranted only for the unexpired portion of the term hereof. THE AFOREGOING WARRANTY IS EXCLUSIVE, AND IS IN LIEU OF, AND SUERSEDES, ALL OTHER WARRANTIES NO WARRANTIES, WHETHER STATUTORY, EXPRESSD OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THOSE OF MERCHANTABILITY, FITNESS FOR ANY PARTICLUAR PURPOSE, AND FREEDOM FROM INFRINGEMENT OR THE LIKE, OTHER THAN AS SPECIFIED IN THIS AGREEMENT, SHALL APPLY TO THE EQUIPMENT FURNISHED HEREUNDER. THE CONTRACTOR DOES NOT REPRESENT OR WARRANT THAT THE SYSTEM SOLD HEREBY MAY NOT BE COMPROMISED OR CIRCUMVENTED OR THAT THE SYSTEM WILL PREVENT ANY LOSS BY BURGLARY, HOLD-UP, FIRE OR OTHERWISE, OR THAT THE SYSTEM WILL IN ALL CASES PROVIDE THE DETECTION FOR WHICH IT IS INSTALLED OR INTENDED. THE SUBSCRIBER ACKNOWLEDGES THE FOLLOWING: THAT THE CONTRACTOR IS NOT AND CANNOT BE AN INSURER, AND THAT THE SUBSCRIBER ASSUMES ALL RISK OR LOSS OR DAMAGE TO THE SUBSCRIBER'S PREMISES OR TO ITS CONTENTS.

11. Services and Repairs: This agreement shall not cover the making of any repairs, the performance of any labor or the furnishing of any material where such repair or replacement is caused by accident, negligence or abuse, including, but not limited to, improperly closed accesses, torn or damaged foil, or from lightning, storm or water damage, or any other cause originating outside of the equipment. The Subscriber hereby authorizes and empowers the Contractor, its agents or assigns, to service or maintain the aforesaid equipment sold hereby and to make any necessary inspections, tests, and repairs as required. All repairs necessitated by ordinary wear and tear shall be at the Subscriber's expense.

READ FRONT AND BACK CAREFULLY BEFORE SIGNING.

Contractor: V.P (Seal) Date:____ Subscriber: _____ (Seal) Date: 6/25/2025

12 **Subscriber To Test Equipment:** The Subscriber understands that the Contractor is not an insurer and the Subscriber shall carefully and properly set the system purchased hereby immediately prior to the closing of the premises and shall carefully test system periodically during the term of this Agreement, and to initiate a test alarm to the receiving equipment at least once a month, maintaining a log of such tests and to promptly notify Contractor of any claimed inadequacies.

13 **False Alarms and/or Service Calls:** The Subscriber agrees to pay any false alarm assessment, taxes, fees, or charges relating to the installation or service provided under this Agreement which are authorized or imposed by any governmental body or organization to whose facility the services is connected. In the event the Subscriber shall cause any excessive number of false alarms through the carelessness or negligence of the Subscriber or through the malicious or accidental use of the equipment or in the event the Subscriber shall in any manner misuse or abuse the equipment, it shall constitute a material breach of this Contract on the part of the Subscriber and the Contractor may at its option, in addition to all other legal remedies, be excused from further performance upon giving of ten (10) days' notice to the Subscriber. The Contractor's excuse from performance will not affect the Contractor's right to recover damages from the Subscriber in the event of a fine, penalty, or fee assessed against the Contractor by any governmental or municipal agency as a result of any false alarm originating from the Subscriber's premises, the Subscriber agrees to reimburse the Contractor for payment of said false alarm fine, penalty or fee upon demand.

14. **Right to Subcontract:** Company may, in its sole and absolute discretion, subcontract for the provision of services under this agreement, you agree that the provisions of this agreement inure to the benefit of an are applicable to any subcontractors engaged by company to provide any monitoring service to you, and bind you to said subcontractor with the same force and effect as they bind you to company

15 **Default:** In the event the Subscriber shall default in the performance of any of the terms or conditions of this Agreement, including the failure to make any payment as agreed herein, the balance of the monies due to the unexpired term of this Agreement shall become immediately due and payable at the sole option of the Contractor. In addition, the Subscriber agrees to pay the Contractor all sums to which the Contractor may be entitled under law by virtue and said default. Termination of service as hereinabove set forth shall not be considered to constitute a breach by the Contractor of this Agreement or waiver of the Contractor for any such damages. IN THE EVENT THE SUBSCRIBER SHALL BE DELINQUENT IN THE PAYMENT OF ANY MONTHLY CHARGE, THE SUBSCRIBED AGREES TO PAY THE CONTRACTOR INTEREST AT THE RATE OF ONE AND ONE-HALF PERCENT (1 ½ %) PER MONTH BEGINNIGN FROM THE DATE OF SAID DELINQUENCY. Subscriber's abandonment of the premises wherein the equipment is located shall not relieve the Subscriber of its obligations under the terms of this Agreement. In the event Subscriber fails or refuses to accept delivery or allow installation of the equipment, Contractor shall have the right to retain all sums paid prior to the Subscriber's breach, and to pursue any and all other rights available to Contractor at law or in equity. In the event of default or termination, Contractor shall have the right to access Subscriber's premises to disable the monitoring function of the system, and Contractor institutes legal proceedings to gain access, Subscriber shall pay all costs and expenses associated with such legal proceedings, including but not limited to, attorney's fees and court costs.

16. **Suspension or Cancellation of Service:** This Agreement may be suspended or called, without notice and without liability or penalty, at any time at the option of the Contractor. In the event the Contractor's monitoring station, connecting wires or other equipment are destroyed by fire, or other catastrophe or by any other means, or are so substantially damaged that it is impractical to continue service, or in the event the Contractor is unable either to secure or retain the connections or privileges necessary for the transmission of signals between the Subscriber's premises and the Contractor's monitoring station, or for any other reason whatsoever, including, but not limited to, the termination of business by the Contractor.

17. **Consent to Intercept, Record, Disclose and Use Contents of Communications:** You, for yourself and as the authorized agent of your family, guests, agents, servants, representatives and employees (individually and collectively, "any person"), hereby consent to company intercepting, recording, retrieving, reviewing, copying, disclosing and using the contents of all telephone, video, wire, oral, electronic, internet, broadband and other forms of transmission or communication to which company and you or any person are parties.

18. **Consent to Call Subscriber and Call List:** You, for yourself and as the authorized agent of each person on your call list from time-to-time, consent to company calling each such person's cell phone or other mobile device.

19. **Company as Subcontractor:** You understand and agree that (I) the relationship between company and dealer is one of independent contractors where company is a subcontractor of dealer and not a partner or joint venturer with dealer, and (II) company shall not be liable to you, directly or indirectly, for any liability of dealer to you.

20. **Contractual Limitation of Actions:** All suits against company or representatives must be commenced in court within one (1) year after the cause of action has accrued, without judicial extension of time, or said suit is barred. The time period in this paragraph must be strictly complied with.

21 **Liquidated Damages:** It is understood and agreed by and between the parties hereto that the Contractor is not an insurer. The Subscriber acknowledges the Contractor's obligations hereunder relate solely to the installation, warranty, and monitoring of the specified equipment sold hereunder, pursuant to the terms hereof, and the Contractor is in no way obligated to insure the operation of the total system or any device of the Subscriber or to which the Contractor's system is connected. The Contractor's charges are based upon the value of the service provided for and are unrelated to the value of the Subscriber's premises. The Subscriber acknowledges that the Contractor is not assuming any risk of consequential or other damage to the Subscriber due to the Contractor's negligence or failure to perform including, but not limited to, loss or damage which may be occasioned or be caused by the improper working of any equipment or connecting circuit or by or because of the failure of an alarm to be received at the central station, or by or because of the failure to notify the police department or fire department pursuant to instructions of or agreement with the Subscriber or by or because of any delay or failure to dispatch an agent to the premises to investigate an alarm. THE SUBSCRIBER AGREES THAT THE CONRACTOR SHALL NOT BE LIABLE FOR LOSS OR DAMAGE DUE DIRECTLY OR INDIRECTLY TO ANY OCCURRENCE OR CONSEQUENCE THEREFROM WHICH THE SERVICE IS DESIGNED TO DETECT OR AVERT, FURTHER THE SUBSRIBER COVENANTS ANG AGREES THAT IT IS IMPRACTICAL AND EXTREMELY DIFFICULT OT FIX ACTUAL DAMAGES, IF ANY, WHICH MAY PROXIMITELY RESULT FROM THE FAILURE ON THE PART OF THE CONTRACTOR TO PERFORM ANY OF ITS OBLIGATIONS HEREIN, OR ON THE FAILURE OF THE SYSTEM TO PROPERLY OPERATE IN THE EVENT THE CONTRACTOR SHOULD BE FOUND LIABLE FOR ANY LOSS OR DAMAGE DUE TO A FAILURE ON THE PART OF THE CONTRACTOR OR ITS SYSTEM, THE CONTRACTOR'S LIABILITY, IF ANY, SHALL BE LIMITED TO AN AMOUND EQUAL TO ONE-HALD (1/2) OF THE ANNUAL MONITORING SERVICE CHARGE PROVIDED FOR HEREIN OR TWO HUNDRED AND FIFTY DOLLARS ($250.00), WHICHEVER IS GREATER, AS LIQUIDATED DAMAGES, AND NOT AS A PENALTY, AND THE LIABILITY SHALL BE EXCLUSIVE AND THE PROVISIONS OF THIS PARAGRAPH APPLY IN THE EVENT OF ANY DAMAGE, IRRESPECTIVE OF CAUSE OR ORIGIN, OR RESULTING DIRECTLY OR INDIRECTLY TO ANY PERSON OR PROPERTY FROM THE PERFORMANCE OR NONPERFORMANCE OF THE OBLIGATIONS SET FORTH BY THE TERMS OF THIS AGREEMENT OR FROM THE NEGLIGENCE OF THE CONTRACTOR, ITS AGENT, OR EMPLOYEES. If subscriber wishes Contractor to assume liability in lieu of the liquidated damages as hereinabove set forth, Subscriber may obtain from Contractor a limitation of liability by paying an additional monthly service charge to Contractor. If Subscriber elects to exercise this option, a rider shall be attached to this Agreement setting forth the terms, conditions and the amount of the limited liability, and the added monthly charge. Each rider and additional obligation shall in no way be interpreted to hold Contractor as an insurer.

22 **Indemnification:** Subscriber covenants and agrees that it will make no representation to third parties in contravention of the terms and conditions of this Agreement. In the event any person not a party to this Agreement, shall make any claim or file a law suit against the Contractor alleging negligence, gross negligence, intentional conduct or strict or product liability of the part of the Contractor, its agents, servants, or employees, in the installation, maintenance, operation, or non-operation of the alarm system. The Subscriber agrees to indemnify, defend and hold the Contractor harmless from any and all claims or law suits including, but not limited to, the payment of damages, expenses, costs, and attorney's fees.

23 **Subrogation.** To the extent not prohibited by Subscriber's property insurance policies, Subscriber hereby releases, discharges, and agrees to indemnify Contractor for any and all claims, liabilities, damages, losses, costs, or expenses (including attorneys' fees and court costs) incurred by Subscriber, Subscriber's property insurer, or any other party claiming through or on behalf of Subscriber, to the extent such claims, liabilities, damages, losses, costs, or expenses are covered by Subscriber's property insurance. Subscriber agrees to defend, indemnify, and hold Contractor harmless from any action, loss, subrogation, which may be brought against Contractor by an insurance company as an agent or assignee, including the payment of all damages, expenses, costs, and attorney's fees. Subscriber agrees to notify and obtain the consent of its insurance company of the terms of this provision.

24 **Assignment by Contractor:** The Contractor has the right to assign this Agreement and its rights and obligations hereunder to another, and in such event, the Subscriber shall recognize such assignment and furnish the assignee with written acknowledgement that his contract is in full force and effect.

25 **Attorney's Fees:** In the event that it will become necessary for the Contractor to institute legal proceedings to collect any monies owed by the Subscriber to the Contractor, and the Subscriber is unsuccessful in defending said action, the Subscriber shall pay to the Contractor reasonable attorney's fees, court of collection, and all court costs.

26. **Modifications:** This Agreement represents the entire agreement and understanding between the parties hereto and no modification hereof is binding on either party unless signed in writing and consented to by the other party.

27 **Applicable Law:** This Agreement shall be governed by the laws of the State of Maryland to whose exclusive jurisdiction both parties hereby voluntarily submit in the in event of any litigation between them. Exclusive venue will be in Worcester County, Maryland.

28. **Notices:** Notices to the parties hereto as required hereby shall be deemed received upon deposit in the United States mail, with sufficient postage, certified, to the addresses of each of the parties hereto hereinabove noted.

29. **Severability:** In the event that any of the provisions hereof shall be invalid or inoperative, all of the remaining terms and provisions shall remain in full force and effect.

30. **Waiver:** No failure or delay on the part of the Contractor or an assignee of the Contractor in exercising any right, power or privilege here, shall operate as a waiver thereof, and no singular or partial exercise thereof shall preclude any other or the exercise of any power or privilege.

31. **Headings:** The headings of the paragraphs hereof are done for convenience only, and in no way should be construed to modify or change the provisions of any other paragraph of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and the year first above written. If a corporation is executing this Agreement, said execution must be accomplished by an authorized corporate representative as an act and deed of the corporation.

IF THIS IS A RESIDENTIAL TRANSACTION, YOU THE BUYER MAY CANCEL THIS TRANSACTION ANY TIME PRIOR TO MIDNIGHT OF THE THIRD BUSINESS DAY AFTER THE DATE OF THIS TRANSACTION.

Subscriber Initials: _____ (Seal) Date: 6/25/2025

V.P

6/25/25

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



DALLAS BAKER JR., P.E.
DIRECTOR

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

JANA POTVIN
DEPUTY DIRECTOR

TO: **Weston S. Young, Chief Administrative Officer**
Candace Savage, CGFM. Deputy Chief Administrative Officer
FROM: **Dallas Baker, Jr., P.E., Director** Dallas Baker Jr
DATE: **September 24, 2026**
SUBJECT: **Vehicle Lift Repair Over Expenditure Request (Fleet)**

Public Works is requesting Commissioner approval to overspend Fleet Equipment Maintenance account no. 100.1203.220.6130.020 by $5,000. The approved FY 27 budget included $1,500 however, an unanticipated expense to repair a vehicle lift will cause the account to go over budget without the increase. The price to repair the lift is $3,161.00. The additional funding will be used to repair the lift and provide funds for the remainder of the fiscal year.

The lift needing repairs is 8-years-old. Fleet mechanics perform routine maintenance but, due to continuous use, several wear components have failed. Outside manufacturer certified technicians and parts are needed for this repair.

Please let me know if there are any questions.

Attachments

Cc: Kim Reynolds
Jana Potvin
Derrick Babcock

Keene Enterprises, LLC
PO Box 528
Laurel, DE 19956-0528 US
+13023499411
Keeneenterprisesllc@gmail.com

Estimate

ADDRESS

6113 timmins rd
snowhill, MD 21863

SHIP TO

6113 timmins rd
snowhill, MD 21863

ESTIMATE # 81237
DATE 09/04/2026
EXPIRATION DATE 10/04/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Parts	Rotary Lift SMO14 Roller and slide block kit	1	1,557.00	1,557.00
	Parts	Rotary Lift RJ7 Rolling jack wheels for both jacks	1	440.00	440.00
	Labor	Replace rollers and slide blocks in front columns, laser level lift and replace all roiling jack wheels	1	999.00	999.00
	travel	travel	1	165.00	165.00

SUBTOTAL	3,161.00
TAX	0.00
TOTAL	**$3,161.00**

Accepted By

Accepted 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 S. Young, P.E. Chief Administrative Officer**
Candace Savage, CGFM Deputy Chief Administrative Officer
FROM: **Dallas Baker, Jr., P.E., Director** Dallas Baker Jr
DATE: **September 22, 2026**
SUBJECT: **Solid Waste, Recycling Over Expenditure**

Public Works is requesting Commissioner approval to overspend $16,596.99 from Recycling Building Site Expenses, Buildings and Grounds Maintenance account 100.1206.6550.020 for an unforeseen, urgent repair on the baler, plus approximately $1,400 in contingency for unknown issues, for a total of $18,000. The approved FY27 budget amount for the Buildings and Grounds Maintenance account is $50,000 of which 30% has been spent to date. The $18,000 over expenditure would be another 36% of that account. In total, we would be spending 66% of that account only 3 months into our budget year. Every effort will be made to make up for the over expense through savings in other accounts throughout the year, however, this early in the fiscal year the full savings cannot be guaranteed.

The baler is used in the recycling process of all materials. Without this repair, our recycling efforts would cease.

Please let me know if you have any questions.

cc: Kim Reynolds
Quinn Dittrich
David Candy
Jana Potvin

Nanoia Recycling Equipment

200 Frank Road, Rear
Hicksville, NY 11801
Phone: (516) 433-2055
Fax: (516) 433-4807

September 16, 2026

Attention: Mr. David Candy -Solid Waste Superintendent

Worcester County Government
7091 Central Site Lane
Newark, MD 21841

Dear Mr. Candy,

I'm pleased to present the following proposal to install two new pumps on the Excel Baler. The hydraulic tank will be pump dry and cleaned out. The customer is to supply clean 55 Gallon drums. The machine holds 600 gallons. Will need 11 -55 gallons steel drums.

One Excel Triple Pump –HP-1839 - $6781.24
One Excel Double Pump –HP-1840 $4764.00
Oring Kit (For hoses) …… $16.75
Musc – Oil Pigs and rags……$75.00
One (1) new gasket for weldment plate…..$115.00

Labor Two mechanics – Labor 8 hours each – total of 16 hours ……$2160.00
Travel Time hours each total……15 hours ……$2025.00
Mileage 440 miles and tolls – 1.50 per mile……..$660.00

Total……..$16,596.99

Must have pumps back for core charge. If not the core charge is $1000.00 on each pump
If needed of cost of the following are:
New Insert on pump ……$135.00
One new coupling for Pump…….$423.00
Two New Filters (OIL) ……$70.00 each……$140.00
Two Air Filters (Air)……$68.00 each……$136.00
Nanoia is under the impression Worcester County will supply the oil filters.

Quote is valid for 30 Days

If you have any questions or need additional information, please contact me via any of the methods below

Best Regards,

Fred vonBargen

Fred vonBargen

Cell 516-761-5715
Email:FjvonBargen@nanoiabaling.com

Approved By: _____

Date: _____ Purchase Order: _____

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

DALLAS BAKER JR., P.E.
DIRECTOR

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

JANA POTVIN, P.E.
DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young, P.E., Chief Administrative Officer
Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director Dallas Baker Jr
DATE: September 25, 2026
SUBJECT: Landings & Assateague Point Wastewater Conveyance Evaluation Funding

Public Works is requesting Commissioner approval to advertise for a public hearing for a budget amendment of $36,800 in funding and authorization to engage George, Miles & Buhr, LLC (GMB) for the Landings & Assateague Point Wastewater Conveyance System Evaluation. This request follows the December 8, 2025 agenda memorandum regarding the Assateague Point and Landings connection to the West Ocean City sewer system. There are three Mystic Harbour service area communities connected to the same sewer system that serve Landings and Assateague Point. Per the agreement with Ocean City, only Landings & Assateague Point may be served with the newly created capacity. This project will evaluate the most cost effective way to disconnect the Mystic Harbour areas and send the flow to the Mystic Harbour Wastewater Plant directly, thereby allowing flow from Landings & Assateague Point to be sent directly into the West OC / Ocean City system.

GMB will review existing infrastructure and current and projected flows, building on J.W. Salm Engineering's preliminary work. The study will compare two to three alternatives, including pump and force main improvements and, if needed, a regional pump station. It will also evaluate maintaining and/or metering the Mystic Harbour connection, including seasonal diversion of a portion of the flow to that facility.

GMB's estimated fee includes $7,500 for flow evaluation, $20,500 for hydraulic evaluation, $7,800 for cost estimates and the final memorandum, and $1,000 for reimbursable expenses. Services will be billed monthly based on hours expended. The $36,800 estimate may not be exceeded without County authorization.

Funding sources and account codes:

Service area / Funding source	**Account code**	**Amount**
51% from Landings Service Area	535.6530.100	$18,768.00
49% from Assateague Point Service Area	520.6530.100	$18,032.00
Total requested		**$36,800.00**

Public Works recommends that the Commissioners approve the $36,800 budget amendment to move the funds from reserves and authorize GMB to proceed with the evaluation under the attached proposal.

Please let me know if there are any questions.

Attachments

CC: Quinn Dittrich; Ed Welch; Jana Potvin; Lee Beauchamp

GMB
GEORGE, MILES & BUHR, LLC

206 West Main Street
Salisbury, MD 21801

410.742.3115

salisbury@gmbnet.com

gmbnet.com

July 2, 2026

Worcester County DPW
1000 Shore Lane
Berlin, MD 21811

Attn: Mr. Lee Beauchamp, P.E.
Water & Wastewater Superintendent

Re: Proposal for Engineering Services
Route 611 Wastewater Conveyance System Evaluation
Worcester County, MD

Dear Mr. Beauchamp:

Thank you for contacting George, Miles & Buhr, LLC (GMB) to provide engineering services for an evaluation of the wastewater conveyance system and associated force main interconnections serving the Route 611 corridor and ultimately discharging to the West Ocean City Pump Station.

Project Understanding

Worcester County recently retained J.W. Salm Engineering, Inc. (JWSE) to complete design of the Sunset Ave Relief Sewer Project. The project entailed designing a relief force main sewer to bypass a section of gravity sewer on Sunset Ave that will surcharge when the Mystic WWTP discharges into the West Ocean City collection system. Most recently, Worcester County and the Town of Ocean City developed an agreement to allow additional flow from Assateague Point and Landings Service Areas (up to 170,000 gpd) to discharge directly to the West Ocean City pump station (WOR PS4) thereby bypassing the Mystic WWTP. WOR PS4 pumps wastewater into the Town of Ocean City's collection system for conveyance to the Ocean City WWTP.

As a supplemental effort to the Sunset Ave Relief Sewer project, JWSE performed a preliminary evaluation of potential routing alternatives associated with the Route 611 wastewater conveyance system. Their preliminary review evaluated several scenarios to interconnect the Assateague and/or Landings service area force mains into the previously designed Sunset Ave. Relief forcemain or to discharge directly into the W. OC sewer system in order to bypass the Mystic Harbour WWTP. JSWE ultimately concluded that, due to existing pump station and force main constraints, a new regional pump station and force main shall be constructed to convey wastewater from the southern service areas directly to the West Ocean City Pump Station.

Based on discussions with Worcester County DPW, GMB understands the County would like to expand the preliminary evaluation and provide a comprehensive planning-level evaluation with cost estimates on potential alternatives to reroute the Route 611 wastewater conveyance systems. The evaluation will confirm existing system conditions,

ARCHITECTS
ENGINEERS

CHARLES M. O'DONNELL, III, P.E.
A. REGGIE MARINER, JR., P.E.
JAMES C. HOAGESON, P.E.
JASON M. LYTLE, P.E.
ROLAND E. HOLLAND, P.E.
MORGAN H. HELFRICH, AIA
CHRIS B. DERBYSHIRE, P.E.
KATHERINE J. MCALLISTER, P.E.
ANDREW J. LYONS, JR., P.E.
W. MARK GARDOCKY, P.E.
CHRISTOPHER J. PFEIFER, P.E.
BENJAMIN K. HEARN, P.E.

JOHN E. BURNSWORTH, P.E.
AUTUMN J. BURNS
BRENT R. JETT, P.E.
BRADLEY J. HOGAN, P.E.
DEANE L. TOWNSEND, AIA

evaluate both existing and projected wastewater flows, develop hydraulic analyses for the forcemain system, and compare practical alternatives that will accommodate future wastewater conveyance requirements. The study will build upon the previous work while providing additional hydraulic evaluation, operational review, planning-level design concepts, cost estimates, and recommendations necessary for future capital improvement planning.

The Route 611 corridor includes Frontier Town, Landings, Assateague Point, Snug Harbor, Eagles Landing, Castaways, Shore Cottages, Sea Oaks, and potentially Whispering Woods, Greene Turtle and other contributing service areas.

Scope of Work

From the basis of this understanding, we anticipate the following scope of services to be completed under this project.

Task 1 – Project Initiation, Data Collection & Flow Evaluation

1. Conduct one (1) project kickoff meeting with Worcester County DPW.

2. Review available record drawings, GIS mapping, pump station information, previous studies, and the JWSE memorandum.

3. Obtain available pump curves, operating information, and force main data in addition to any SCADA run time records for existing pump stations.

4. Verify existing pump station capacities, force main sizes, and known operational constraints.

5. Review available water consumption records and wastewater billing information to establish existing wastewater generation.

6. Develop planning flow projections utilizing available existing flow data together with anticipated future wastewater loading.

***Task 2 – H*ydraulic Evaluation**

7. Develop a planning-level hydraulic evaluation of existing infrastructure including the following components:
    a. Existing operating conditions.
    b. Future projected wastewater flows.
    c. Review of available existing pump capacities and valuation of force main head losses.
    d. Identification of hydraulic constraints.
    e. Confirmation if existing infrastructure can accommodate direct discharge from contributing service areas.

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8. Based on the above data collection and existing infrastructure evaluation develop two (2) to three (3) feasible alternatives. Review with Worcester County DPW for feasibility and operational feedback. Alternatives may include, but are not necessarily limited to:
    a. Replacement or upsizing of existing pumps with combination of forcemain improvements or parallel force mains. Review several alternatives for routing location of the existing Landings and Frontier Town forcemain to discharge into the West OC gravity sewer.
    b. If required, construction of a regional wet well and pump station.
    c. *At this time detailed analysis of the West OC gravity sewer capacity is not anticipated.*

9. Alternatives will include options for maintaining and/or metering the existing connection to the Mystic WWTP for future use if needed. Include review of scenarios for allowing portion of flow to Mystic Harbour WWTP during certain seasonal flow trends.

10. Each alternative will be evaluated with respect to hydraulic performance, constructability, operational considerations, permitting constraints, and order-of-magnitude construction cost.

Task 3– Planning-Level Cost Estimates & Final Technical Memorandum

11. Prepare planning-level opinions of probable construction cost for each alternative, including major construction components and anticipated permits.

12. Meet with Worcester County DPW to review all findings and recommendations and incorporate final comments.

13. Prepare a technical memorandum summarizing alternatives, advantages and disadvantages of each alternative, cost estimates, recommended alternative and implementation strategy.

Assumptions & Exclusions

- This evaluation is intended for planning purposes only.
- Field survey, geotechnical investigations, environmental investigations, utility locating, and design drawings are not included.
- Hydraulic analyses will be based upon available information provided by Worcester County together with reasonable engineering assumptions where complete information is unavailable.
- MDE or other funding agency applications.

Schedule

GMB proposes to begin work within one (1) week following authorization to proceed and receiving existing infrastructure data. We anticipate completion of the planning study

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within approximately eight (8) weeks to twelve (12) weeks with regular updates during the analysis process.

Fee Format & Estimate

We propose to bill our services monthly on the basis of hours expended related to the scope of services and in accordance with the attached "Schedule of Hourly Rates & Expenses" and General Condiutions.

▪ Task 1: Flow Evaluation	$ 7,500
▪ Task 2: Detailed Hydraulic Evaluation	$ 20,500
▪ Task 3: Cost Estimates & Final Memorandum	$ 7,800
▪ Reimbursable Expenses	$ 1,000
Total Estimated Fee	**$ 36,800**

GMB will not exceed the estimated fee without authorization from Worcester County DPW should additional services or scope modifications be required.

We appreciate the opportunity to submit this proposal and look forward to continuing to assist Worcester County with planning improvements to its wastewater infrastructure. If there are questions or comments, please do not hesitate to call.

Thank you,

Katherine J. McAllister, P.E.
Vice President / Project Director

Attachments:
- Schedule of Hourly Rates & Expenses
- General Conditions (with Worcester County modifications)

ACCEPTED FOR WORCESTER COUNTY DPW:

By: _____

Printed: _____

Title: _____

Date: _____

Email: _____

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GENERAL CONDITIONS

(Effective January 1, 2026)

Client's written approval is required to exceed Proposal amount.

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Client agrees to limit GMB's liability related to errors and omissions to $2,000,000.

AGREEMENT

The term "Agreement" refers to the undertaking by George, Miles & Buhr, LLC ("GMB") to perform Services described in the attached Proposal and these General Conditions. The Agreement shall become effective upon acceptance by Client of the attached Proposal and General Conditions, which when acknowledged in writing, are authorization to proceed. The Agreement is between Client and GMB, and their respective partners, divisions, affiliates, members, successors and assigns, both of whom promise not to transfer or assign any interest in the Agreement without the other party's written consent. The Agreement supersedes all prior written proposals or negotiations and is conditioned upon Client's acceptance of these General Conditions. No modification of the terms of the Agreement or General Conditions shall be valid unless authorized in writing by both parties. If additional services are required by Client, GMB will provide the services when authorized in writing and documented to do so by Client.

FEES, RETAINER

Any estimate of the fees and expenses that GMB expects to incur in providing Client with services outlined in the attached Proposal is not a maximum or lump sum fee. Client understands and agrees that the final billing may be more or less than the estimate. Fees for services will be adjusted if there are changes to the scope or schedule, as defined in the Proposal including supporting drawings, schedules and exhibits. If GMB does not have an established relationship with the Client, a retainer will be requested approximating the value of services for a minimum of sixty (60) days and will be credited to the final invoice. A Schedule of Hourly Rates & Expenses is attached to and incorporated as part of the Proposal. Unless otherwise noted, all proposals are valid for a period of 90 days from the date of the proposal.

INVOICES

Invoices are due upon receipt. If an invoice is outstanding beyond thirty (30) days of the invoice date, interest will be charged at a rate of one percent (1%) per month and GMB reserves the right to stop providing services and to withdraw all permit applications. Further, if GMB has to refer any delinquent billing to an attorney for collection, Client agrees to pay GMB its reasonable attorney's fees and expenses of collection, to include, without limitation, all litigation related expenses and expert witness fees, plus 25%.

EXPENSES

Client agrees to pay GMB for internal expenses in accord with Schedule of Hourly Rates and Expenses charged for those items that are specific to the project, including, but not limited to, subcontracted consultants, permit fees, reproduction expenses, renderings, models, etc. GMB will invoice external expenses at cost plus 10%.

LIABILITY & CLAIMS

Client agrees to limit GMB's liability related to errors and omissions to an amount not to exceed the total fee for the project or GMB's available professional liability insurance coverage for that year, whichever is less. GMB will not be responsible for any liabilities arising from Client's negligent acts or errors, or from any entity whose conduct is not subject to GMB's control. Client acknowledges the inherent risks associated with construction. GMB will provide services with a standard of care exercised by licensed architects and engineers. At least 30 days prior to making any claim against GMB, Client agrees to provide GMB a Certificate of Merit issued by an architect or engineer, licensed by the state in which the project is located, specifically describing every error or omission which the issuer believes to be a violation of the standard of care. If Client makes a claim or brings legal action against GMB for any services under this Agreement, and fails to prevail, Client agrees to pay all legal and other expenses incurred by GMB in its defense, including, but not limited to, attorney's fees, court costs, expert witness fees, etc.

INSTRUMENTS OF SERVICE

All work products, including those in electronic form, prepared by GMB and GMB's consultants are Instruments of Service for use solely with respect to this project. The Client shall be permitted to authorize Contractor, Subcontractors and material or equipment suppliers to reproduce applicable portions of the Instruments of Service appropriate to and for use in their execution of the work. Any unauthorized use of the Instruments of Service shall be at the Client's sole risk and without liability to GMB and GMB's consultants. No alterations shall be made to the Instruments of Service by the Client and/or any representative of the Client without the written permission of GMB and GMB's consultants. Copies of electronic media, if requested and approved, will be invoiced to the Client and due upon receipt.

APPROVALS

GMB has no control over governments and their agencies in granting approvals. Therefore, GMB cannot guarantee the timeframe for, or the cost of services incidental to, obtaining approvals from governments or governmental agencies. If the type or level of services as originally defined are revised or changed during our assignment, the fee for our services from that point forward will be subject to negotiation.

TERMINATION/SUSPENSION OF WORK

Client or GMB each may terminate the Agreement with fifteen (15) calendar days written notice; Client agrees to pay for all services provided by GMB up to the date of termination. Project delays and suspension of the project for more than 30 days, may result in additional cost to resume work. Client agrees to pay such costs before work resumes if said delays are attributable to the Client.

CONSTRUCTION SAFETY

Client agrees to require general or subcontractor to indemnify, defend and hold GMB harmless against claims arising from unsafe site conditions.

CONSTRUCTION ESTIMATES

GMB has no control over the cost of labor, materials, equipment and services provided by others or over the contractor's methods of determining prices and does not warrant or guarantee construction estimates.

CONSTRUCTION SCHEDULES

GMB has no control over the means, methods and techniques of construction employed by contractors, the timing of government approvals or the delivery of materials and equipment. The Client agrees that any construction schedule prepared by GMB is approximate and will not be the basis for a claim.

HAZARDOUS MATERIALS

Client agrees to defend, indemnify and hold GMB harmless for any and all liabilities, claims, costs and expenses, including, but not limited to, litigation expenses, attorney's fees, and expert witness fees, which relate in any way to the presence of any hazardous or toxic materials on the project.

GOVERNING LAWS; VENUE

The Agreement shall be interpreted in accordance with the laws of the State of Maryland. The venue for any dispute arising out of the Agreement shall be, at the sole discretion of GMB, the Circuit Court for Wicomico County, Maryland or the federal courts within the State of Maryland.

Worcester

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SCHEDULE OF HOURLY RATES & EXPENSES

HOURLY RATES

Effective June 25, 2026

CLASSIFICATION	HOURLY RATE
Senior Project Director	$ 210.00 - $ 275.00
Project Director	$ 160.00 - $ 230.00
Senior Project Manager	$ 165.00 - $ 230.00
Project Manager	$ 115.00 - $ 195.00
Assistant Project Manager	$ 115.00 - $ 165.00
Senior Project Engineer/Architect/Landscape Arch	$ 115.00 - $ 165.00
Senior Environmental Scientist	$ 100.00 - $ 165.00
Project Engineer/Architect/Landscape Arch	$ 130.00 - $ 155.00
Graduate Engineer/Architect/Landscape Arch	$ 105.00 - $ 160.00
Environmental Scientist	$ 70.00 - $ 145.00
Geospatial Analyst	$ 70.00 - $ 145.00
Senior Designer	$ 120.00 - $ 175.00
Designer	$ 75.00 - $ 125.00
CADD Operator	$ 70.00 - $ 120.00
Construction Representative	$ 90.00 - $ 155.00
Resident Project Representative (RPR)	$ 80.00 - $ 145.00
Senior Project Coordinator	$ 90.00 - $ 140.00
Project Coordinator	$ 65.00 - $ 130.00
Surveyor	$ 95.00 - $ 180.00
Survey Crew Chief	$ 100.00 - $ 130.00
Survey Technician	$ 65.00 - $ 105.00
Administrative/IT Support	$ 50.00 - $ 145.00
GIS Specialist	$ 60.00 - $ 105.00
Senior Technician	$ 60.00 - $ 135.00
Technician	$ 45.00 - $ 95.00
Expert Testimony	*2x Hourly Rates*

EXPENSES

All items per each, unless noted.

Internal:	
Photocopies:	
Black & White	$ 0.20
Color	$ 0.50
Prints/Plots:	
Black & White/Color	$ 0.50 /s.f.
Mylar	$ 2.00 /s.f.
Travel:	
Mileage	$ 0.725/mile*
Subsistence (Meals & Lodging)	At Actual Cost
Overnight/Immediate Delivery	At Actual Cost
Survey Crew Rates	
1-person crew	$ 185.00/hour
2-person crew	$ 250.00/hour
3-person crew	$ 315.00/hour
Other:	
Electronic Media Copies/Transfers/File	$ 300.00/file
Website Project File Sharing	$ 1.00/MB/month
Construction Management Software	$ 1,400.00/$1MM/year
Surveying Equipment/Total Station Only	$ 35.00 /day
Surveying Equipment/Total Station + GPS Unit	$ 150.00 /day

* Adjusted annually in accordance with the Internal Revenue Service directives

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, DRP
DATE: September 9, 2026
RE: Request to Schedule Public Hearing – Disposal of County Property - 0.10 acres at 2152 Groton Road, Pocomoke City, Maryland

****

Action Needed

Please schedule a public hearing to dispose of County property.

Summary

- **Property:** 0.10 acres (4,452 sq ft) at 2152 Groton Road, Pocomoke City, MD.
- **Owners:** Tony Holden and Belaveate Holden.
- **Purpose:** Fix a shed that crosses the property line.

Background

The Holdens own Lot 21 on Pine Ridge Court and have a shed that is located over the property line. Therefore, they are seeking to purchase the additional land area and record a boundary line adjustment subdivision plat.

- **Review:** DRP and DPW reviewed the survey.
- **Final area:** 0.10 acres.
- **Setback:** Five-foot setback from the County fence for maintenance.

Legal Steps

When any County-owned property is proposed to be disposed of and competitive bidding is impractical, the County Commissioners shall hold a public hearing and advertise the request once per week for three successive weeks prior to the adoption of a resolution.

- **Code:** Follow § CG 4-403 for property disposal.
- **Bidding:** Competitive bidding is impractical in this case.
- **Hearing:** County Commissioners must hold a public hearing.

- **Notice:** Advertise once per week for three weeks.
- **Resolution:** Adopt a resolution after the hearing.

Attachments

- **Advertisement:** Draft notice attached for review.

cc: Dallas Baker, Director, DPW
Kevin Lynch, Roads Superintendent, DPW
Betsy Jackson, Zoning Administrator, DRP
Savannah Guy, DRP Specialist I, DRP

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND
NOTICE OF PROPOSED DISPOSAL OF PROPERTY

0.10 acres (4,452 square feet)
2152 Groton Road
Pocomoke City, MD 21851
District 01, Acct #004107
Worcester County, MD
Deed Reference: 97/597

NOTICE IS GIVEN under Worcester County Code § CG 4-403, that the County Commissioners of Worcester County, Maryland will hear public comments on a proposed Resolution on **Tuesday, _____, 2026, at ____ AM** in the Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland.

The County Commissioners propose to convey the property described above for $2,000.

MEMORANDUM

FROM: Savannah Guy, DRP Specialist I

DATE: September 9, 2026

RE: Boundary Line Adjustment – Land's of Tony M. & Belaveate M. Holden
2605 Pine Ridge Court Pocomoke MD 21851

This memorandum documents Holden's request to purchase the above-referenced property from the Worcester County Commissioners.

The proposal is to purchase a small parcel of land located behind their property at 2605 Pine Ridge Court and north of the Worcester County Groton Road Property.

They had the parcel formally surveyed by local surveyor George E. Young III, which determined that the area consists of approximately 5,529 square feet, or 0.13 acres. They also consulted with C. D. Hall of C. D. Hall Realty regarding the fair market value of the parcel. Based on that consultation, they would like to offer $2,000 for the purchase of the property. After review by pertinent county agencies, the request was reduced from 0.13 acres to 0.10 acres.

The attached illustration identifies and depicts the proposed area of land for purchase.

If their offer is accepted, they acknowledge and agree to be responsible for all closing costs and any other fees or expenses associated with the purchase and transfer of the property.

WORCESTER COUNTY ENVIRONMENTAL PROGRAMS

THIS SUBDIVISION SHOWN HEREON IS APPROVED AS BEING IN CONFORMANCE WITH THE WORCESTER COUNTY COMPREHENSIVE WATER AND SEWERAGE PLAN PROVIDING FOR INTERIM INDIVIDUAL WATER SUPPLY AND CENTRAL SEWAGE SYSTEMS.

APPROVING AUTHORITY – WORCESTER COUNTY DATE

BOUNDARY LINE ADJUSTMENT-
LANDS OF TONY M. & BELAVEATE M. HOLDEN AND THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

Tax Map 84 Grid 15 Parcel 368 Lot 21
Tax ID 01-037468 Deed 5541/400
First Election District
Worcester County, Maryland

WORCESTER COUNTY FOREST CONSERVATION

IN ACCORDANCE WITH SUBTITLE IV, SECTION 1-403(b)(14) OF THE NATURAL RESOURCES ARTICLE OF THE WORCESTER COUNTY CODE OF PUBLIC LOCAL LAWS, THIS SURVEY IS EXEMPT FROM THE COUNTY'S FOREST CONSERVATION LAW SINCE THE SURVEY IS A BOUNDARY LINE ADJUSTMENT WITH NO ACCOMPANYING CHANGE IN LAND USE. ANY FUTURE APPROVAL OF THIS LAND FOR A REGULATED ACTIVITY SHALL BE SUBJECT TO THE COUNTY'S FOREST CONSERVATION LAW.

THIS SUBDIVISION IS SUBJECT TO THE WORCESTER COUNTY FOREST CONSERVATION LAW. THIS SUBDIVISION IS SUBJECT TO FOREST CONSERVATION PLAN NO. E95-06. ANY FUTURE APPROVAL OF THIS LAND FOR A REGULATED ACTIVITY SHALL BE SUBJECT TO THE COUNTY FOREST CONSERVATION LAW. A FOREST CONSERVATION PLAN HAS BEEN APPROVED AND IS ON FILE WITH THE DEPARTMENT OF ENVIRONMENTAL PROGRAMS. A PERPETUAL PROTECTIVE AGREEMENT-DEED OF FOREST CONSERVATION EASEMENT, WORCESTER COUNTY, MARYLAND, IS RECORDED IN LIBER 2497 FOLIO 78 IN THE LANDS RECORDS OF WORCESTER COUNTY, MARYLAND.



VICINITY MAP
1" = 2000'



PURPOSE STATEMENT

THE PURPOSE OF THIS PLAT IS TO ADD 0.10 ACRES FROM PARCEL 60 TO PARCEL 368 LOT 21, THUS INCREASING THE SIZE OF PARCEL 368 LOT 21 AND LEAVING THE REMAINDER OF PARCEL 60 TO CREATE A REVISED PARCEL 60. NO NEW LOTS WILL BE CREATED.

AREA CHART

ORIGINAL AREA OF PARCEL 368 LOT 21	27,624 SQFT (0.63 Ac)
AREA ADDED FROM PARCEL 60	4,452 SQFT (0.10 Ac)
REVISED PARCEL 368 LOT 21	32,076 SQFT (0.73 Ac)
ORIGINAL AREA OF PARCEL 60	172,664 SQFT (3.96 Ac)
AREA SUBTRACTED FROM PARCEL 60	4,452 SQFT (0.10 Ac)
REVISED PARCEL 60	168,212 SQFT (3.86 Ac)

NOTES:

1) OWNER/DEVELOPER:
TONY M. HOLDEN & BELAVEATE M. HOLDEN
2505 PINE RIDGE COURT
POCOMOKE, MARYLAND 21851
2) TAX MAP 84, GRID 15, PARCEL 368 LOT 21
3) DEED REF: 5541/400
4) REFERENCE IS MADE TO PLATS RECORDED IN THE LAND RECORDS OF WORCESTER COUNTY IN PLAT BOOK 141/54
5) SITE ADDRESS: 2505 PINE RIDGE COURT
POCOMOKE, MARYLAND 21851
6) ZONED: R-1 (RESIDENCE)
7) SETBACKS: FRONT = 35'
SIDE = 12'
REAR = 40'
8) BASED UPON THE FEDERAL EMERGENCY MANAGEMENT AGENCY MAP 24047 C 0333 H, DATED 07/16/2015, THE LOT SHOWN IS LOCATED IN ZONE X.
9) NO ABSTRACT TITLE WAS PROVIDED PRIOR TO THIS SURVEY.
10) THIS SURVEY WAS BASED ON PHYSICAL EVIDENCE AND THE CURRENT PLAT OF RECORD
11) ALL UTILITIES ARE ABOVEGROUND OR AS SHOWN ON THIS SURVEY.
12) THIS LOT IS LOCATED WITHIN THE LOWER POCOMOKE RIVER SUB-WATERSHED(ID#2130202).

LEGEND

- IRON ROD FOUND
- IRON ROD w/CAP SET
- CONCRETE MONUMENT FOUND
- PROPERTY CORNER

GRAPHIC SCALE

(IN FEET)
1 inch = 20 ft.

THE GRANT OF A PERMIT OR APPROVAL OF THIS SUBDIVISION SHALL NOT CONSTITUTE A REPRESENTATION, GUARANTY OR WARRANTY OF ANY KIND BY WORCESTER COUNTY OR BY ANY OFFICIAL OR EMPLOYEE THEREOF OF THE PRACTICABILITY, BUILDABILITY OR SAFETY OF ANY PROPOSED USE AND SHALL CREATE NO LIABILITY UPON THE COUNTY, ITS OFFICIALS OR EMPLOYEES.

ANY APPROVAL BY THE ENVIRONMENTAL PROGRAMS DIVISION OF ANY POTABLE WATER OR WASTEWATER SYSTEM OR SUITABILITY THEREOF IS BASED UPON STATE AND COUNTY STANDARDS EXISTING AS OF THE DATE OF APPROVAL. SUCH STANDARDS ARE SUBJECT TO CHANGE AND A PERMIT MAY BE DENIED IN THE FUTURE, IN THE EVENT THAT CURRENT STANDARDS CANNOT BE MET AS OF THE DATE OF APPLICATION FOR SUCH PERMIT, THE APPROVAL SHOWN HEREON IS NOT SUFFICIENT APPROVAL FOR A PERMIT.

CHAIRMAN OF THE WORCESTER COUNTY PLANNING COMMISSION DATE

OWNER/DEVELOPER CONSENT

THE SUBDIVISION OF LAND AS SHOWN ON THIS PLAT IS WITH THE FREE CONSENT AND IN ACCORDANCE WITH THE DESIRES OF THE OWNERS, PROPRIETORS AND TRUSTEES IF ANY, THEREOF.

Tony M. Holden 5-27-26
TONY M. HOLDEN DATE
PARCEL 368, LOT 21

Belaveate M. Holden 5/27/2026
BELAVEATE M. HOLDEN DATE
PARCEL 368, LOT 21

APPROVING AUTHORITY FOR TAX MAP 84, PARCEL 60
WORCESTER COUNTY COMMISSIONERS DATE
1 WEST MARKET STREET
ROOM 1103
SNOW HILL, MD 21863

I, GEORGE E. YOUNG, III A REGISTERED LAND SURVEYOR OF THE STATE OF MARYLAND DO CERTIFY THE LAND SHOWN HEREON HAS BEEN LAID OUT AND PLAT THEREOF PREPARED IN ACCORDANCE WITH THE PROVISIONS OF REAL PROPERTY ARTICEL 3-108 OF THE ANNOTATED CODE OF MARYLAND.

5/29/26
SURVEYOR: DATE
GEORGE E. YOUNG, III
PROFESSIONAL LAND SURVEYOR MD No. 10854
VA No. 1700
DE No. 534

GEY
GEORGE E. YOUNG, III, P.C.
ENGINEERS & SURVEYORS
1504 MARKET STREET
POCOMOKE MARYLAND 21851
PHONE: (410)-957-2149
FAX: (410)-957-2928

SCALE:	1"=20'	REVISIONS: REV 3/23/26	
DRAWN BY:	BMD	12/30/25, REV. 1/7/26	
DATE DRAWN:	10/10/25	12/29/25, REV. 3/17/26	
CADD NAME:	M25159		
JOB #:	M25159-A	SHEET 1 OF 1	

15 – 5

ITEM: 15

December 29, 2023

Roscoe R. Leslie
County Attorney for Worcester County, Maryland
Worcester County Government Center
One West Market St. Room 1103
Snow Hill, MD 21863

Mr. Roscoe R. Leslie, Worcester County Attorney:

This letter is in response to our letter of November 7, 2023, in regard to the purchase of a portion of the county's Groton Road Property.

Our proposal would be to purchase a small plot of land that sits behind our property at 2605 Pine Ridge Court and North of the Worcester County's Groton Road Property.

We had the plot of land formally measured by the surveyor which yielded to be 5529 square feet or .13 acre. We also consulted with C. D. Hall of CD Hall Realty for a fair market offer for the plot of land. Thus, we would like to offer $2,000 for the purchase of the land.

The attached illustration shows the proposed area of land for purchase.

If our offer is accepted, we acknowledge we would be responsible for closing cost, and other associated fees.

We look forward to working with you to resolve this matter.

Sincerely,

Tony and Belaveate Holden

126.14'
20
S61°08'30"E
183.86'
19
1"=50'
S32°16'47"W
146.41'
94.92'
R=100.00'
L=23.74'
21
N/F
HOLDEN
5541/400
77.53'
62.87'
42.80'
49.87'
R=59.58'
L=59.35'
S8"
L=60.50'
R=50.00'
L=16.63'
L=111.21'
R=50.00'
L=64.24'
R=50.00'
S33°24'27"E 217.13'
5,529 Sq. Feet
0.13 Acres
N 34°36'29" W 221.86'
N/F
WORCESTER CO. COMM.
97/597
AREA OF INTEREST
S45°01'18"W
22

ITEM: 15

Search Tax Maps | **No Ground Rent Redemption on File** | **No Ground Rent Registration on File**

Special Tax Recapture: None

Account Number: **District -** 01 **Account Identifier -** 037498

Owner Information

Owner Name:	HOLDEN TONY M & HOLDEN BELAVEATE M	**Use:** **Principal Residence:**	RESIDENTIAL NO
Mailing Address:	2605 PINE RIDGE CT POCOMOKE CITY MD 21851-2814	**Deed Reference:**	/05541/ 00400

Location & Structure Information

Premises Address:	2605 PINE RIDGE CT POCOMOKE 21851-0000	**Legal Description:**	LOT 21 SEC 1 PH 1 PINE RIDGE CT JENKINS ORCHARD PLAT

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:	141054
0084	0015	0368	1020011.24	1239	1		21	2026	Plat Ref:	

Town: POCOMOKE CITY

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
2006	1,982 SF		27,624 SF	000000

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements	Pending Permit
1 1/2	NO	STANDARD UNIT	SIDING/	5	2 full	1 Attached		None

Value Information

	Base Value	Value	Phase-in Assessments	
		As of 01/01/2026	As of 07/01/2026	As of 07/01/2027
Land:	59,300	59,300		
Improvements	288,100	408,000		
Total:	347,400	467,300	387,367	427,333
Preferential Land:	0	0		

Transfer Information

Seller: GRANT BRENDA WEBSTER	**Date:** 09/22/2010	**Price:** $295,000
Type: ARMS LENGTH IMPROVED	**Deed1:** SVH /05541/ 00400	**Deed2:**
Seller: MITCHELL JAMES S. & STEPHANIE W.	**Date:** 06/28/2004	**Price:** $37,000
Type: ARMS LENGTH VACANT	**Deed1:** SVH /04608/ 00175	**Deed2:**
Seller: BODLEY H DENNIS & DOROTHY M	**Date:** 06/15/2001	**Price:** $31,000
Type: ARMS LENGTH VACANT	**Deed1:** SVH /03065/ 00248	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2026	07/01/2027
County:	000	0.00	
State:	000	0.00	
Municipal:	000	0.00|0.00	0.00|0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**

ITEM: 15

Search Tax Maps | **No Ground Rent Redemption on File** | **No Ground Rent Registration on File**

Special Tax Recapture: None

Account Number: **District -** 01 **Account Identifier -** 004107

Owner Information

Owner Name:	COUNTY COMMISSIONERS OF WORCESTER CO	**Use:**	EXEMPT
		Principal Residence:	NO
Mailing Address:	1 WEST MARKET ST SNOW HILL MD 21863	**Deed Reference:**	/00097/ 00597

Location & Structure Information

Premises Address:	2152 GROTON RD POCOMOKE 21851-0000	**Legal Description:**	3.98 ACS NE SIDE GROTON RD NE OF POCOMOKE

Map:	Grid:	Parcel:	Neighborhood:	Subdivision:	Section:	Block:	Lot:	Assessment Year:	Plat No:
0084	0009	0060	1010007.24	0000				2026	Plat Ref:

Town: None

Primary Structure Built	Above Grade Living Area	Finished Basement Area	Property Land Area	County Use
			3.9800 AC	

Stories	Basement	Type	Exterior	Quality	Full/Half Bath	Garage	Last Notice of Major Improvements	Pending Permit
			/			1 Detached		None

Value Information

	Base Value	Value	Phase-in Assessments	
		As of 01/01/2026	As of 07/01/2026	As of 07/01/2027
Land:	44,700	44,700		
Improvements	39,800	41,800		
Total:	84,500	86,500	85,167	85,833
Preferential Land:	0	0		

Transfer Information

Seller: CHARLES U & ALONZO E TULL	**Date:** 12/19/1956	**Price:** $0
Type: NON-ARMS LENGTH OTHER	**Deed1:** FWH /00097/ 00597	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**
Seller:	**Date:**	**Price:**
Type:	**Deed1:**	**Deed2:**

Exemption Information

Partial Exempt Assessments:	Class	07/01/2026	07/01/2027
County:	500	85,167.00	85,833.00
State:	500	85,167.00	85,833.00
Municipal:	500	0.00|0.00	0.00|0.00

Special Tax Recapture: None

Homestead Application Information

Homestead Application Status: No Application

Homeowners' Tax Credit Application Information

Homeowners' Tax Credit Application Status: No Application **Date:**

DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1003
SNOW HILL, MARYLAND 21863
TEL:410.632.5610
www.co.worcester.md.us/departments/it

To: Weston Young, Chief Administrative Officer

From: Brian Jones, IT Director

Re: **Remodel of Document Imaging Area for GIS Department Integration**

Date: September 10, 2026

I am requesting approval to proceed with an urgent remodel of the third-floor Document Imaging area to accommodate the integration of GIS staff into this workspace. This consolidation is necessary to streamline operations, enhance cross-departmental coordination, and ensure the team has a functional and efficient working environment.

Per Michael Hutchinson, Maintenance Superintendent, the following upgrades are required to support the merge:

- **Flooring:** Remove existing stained carpet and install new flooring — **$9,171.00**, Value Carpet One (quote attached)
- **HVAC modifications: $2,000.00**, Worcester County Maintenance
- **Fire sprinkler modifications: $5,500.00**, Bayside Fire Protection
- **Cubicles:** Replace four 20+-year-old damaged units — **$6,500.00**, Price Modern (purchase and installation)
- **Electrical modifications: $1,250.00**, Worcester County Maintenance
- **Patching and painting: $500.00**, Worcester County Maintenance
- **New office construction:** Framing, insulation, ceiling modifications, electric/data, drywall, and half-glass door — **$7,500.00**, Worcester County Maintenance

These improvements are essential to ensure a smooth transition and maintain operational continuity. Due to the departmental merge timeline, prompt approval is needed so procurement and facilities can begin work immediately.

The total estimated cost for this renovation is **$35,000**.

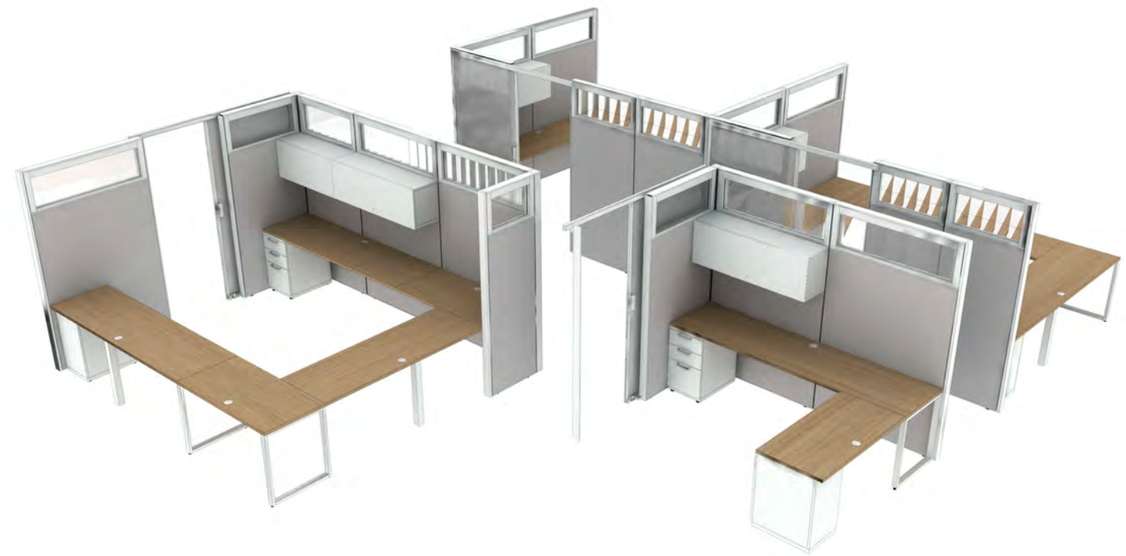
Thank you for your consideration of this urgent request. I am available to discuss scope, timelines, or any additional details as needed.

Worcester County MD - Snow Hill

OVERALL - OPTION A



FLOORPLAN



RENDERING

FINAL FLOOR PLAN LAYOUT TO BE REVIEWED AND VERIFIED BEFORE FINAL ORDER ENTRY

price modern

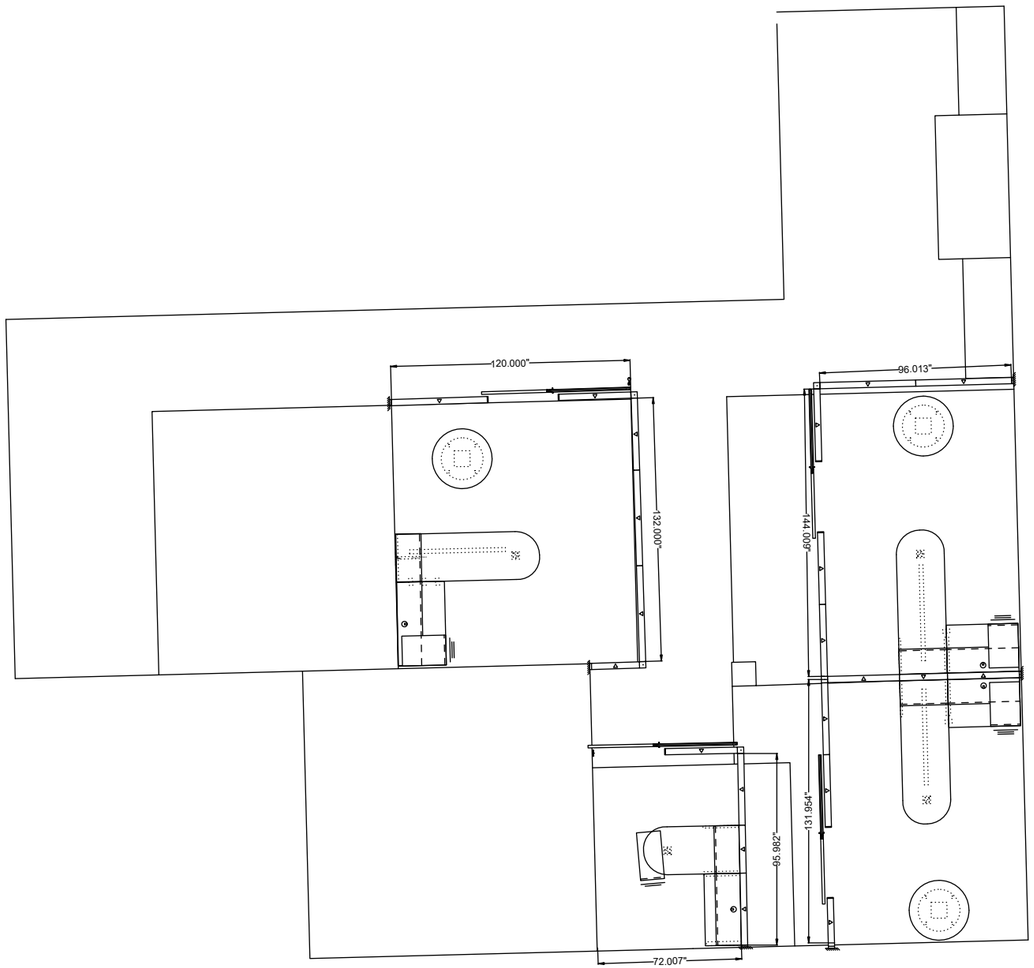
[Order entry,	ACCT. EXEC: JESSICA SHAFER HEYES DESIGNER: JOSH J.	DATE:9/1/2026 REVISITIAL DESIGN

c:\Users\JoshJarret\Box\PM-NetSuite Data\Opportunities\OPP0019064\Drawings\PRJ26006631_DWG.cmdrw

PROPERTY OF PRICE MODERN

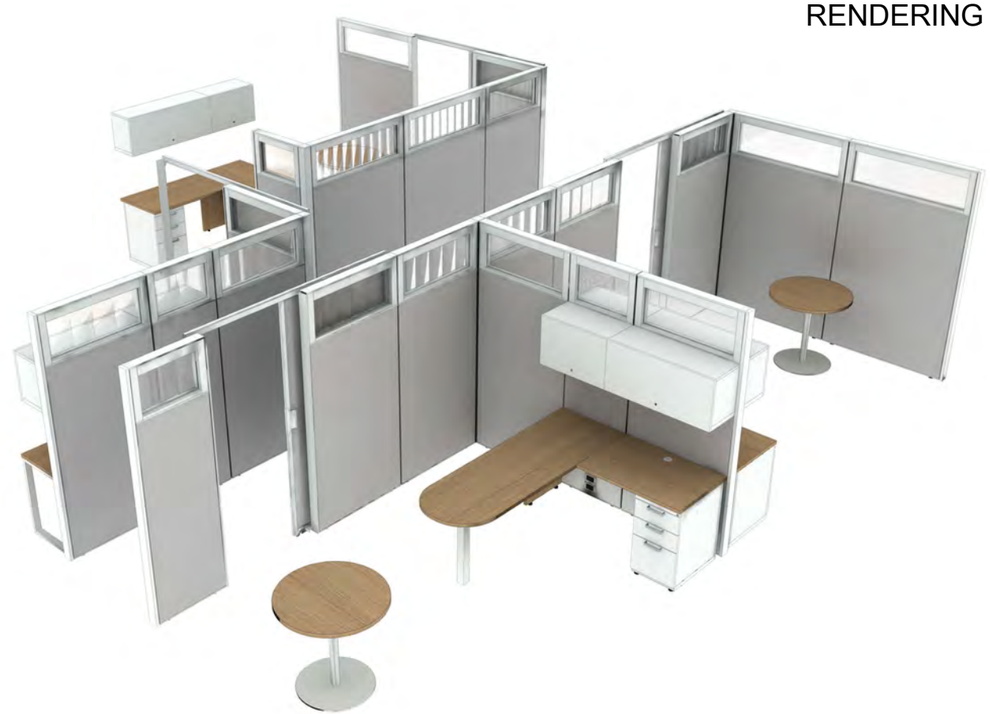
Worcester County MD - Snow Hill

OVERALL - OPTION B



FLOORPLAN

RENDERING



FINAL FLOOR PLAN LAYOUT TO BE REVIEWED AND VERIFIED BEFORE FINAL ORDER ENTRY

price modern

[Order entry,	ACCT. EXEC: JESSICA SHAFER HEYES	DATE: 9/1/2026
	DESIGNER: JOSH J.	RESIDENTIAL DESIGN

c:\Users\JoshJarret\Box\PM-NetSuite Data\Opportunities\OPP0019064\Drawings\PRJ26006631_DWG.cmdrw

PROPERTY OF PRICE MODERN

S. LEE SMITH JR., INC T/A VALUE CARPET ONE

1530 N. Salisbury Blvd., Salisbury, MD 21801 PH. 410-742-5224 Fax 410-548-3477

PROPOSAL

TO: Mike Hutchinson @ Worcester Co Public Works

DATE: June 5, 2026

FROM: Daniel Brissey

SUBJECT: Gov't Center I.T Department

We propose to furnish and install Patcraft Modular Carpet Tile 24x24; style Big Splash I0166; color Execution 00415, Tarkett Luxury Vinyl Tile; style Event Stone, Wood or Abstract (at Kitchenette only) and Johnsonite 4" Vinyl Cove Base; color to be selected.

FOR THE SUM OF $9,171.00

****We included removal and disposal of existing finishes, skimcoat of subfloor to encapsulate adhesive residues, installation of Carpet Tile, LVT, Cove Base & Transitions.***

****We cannot match the Heather Green Cove Base- this color is discontinued per Tarkett and has a 2,400 LF minimum for them to produce***

EXCLUSIONS: Major floor prep, removal of contaminants, removal of adhesives, moving of furniture and equipment, grinding, leveling, moisture mitigation, cleaning and protection.

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: **September 22, 2026**
SUBJECT: **New Wire Tier System for Recycling**

Public Works requests Commissioner approval to purchase a Complete Wire Tie System for our baler at the cost of $50,165. Funding is available within the Capital Equipment, Heavy Equipment Account (100.1206.9010.070). This project was included in the approved FY27 Budget with an allocated amount of $65,000. This equipment is sole sourced, specialized, and the manufacturer, BE Equipment, is the only supplier that makes this equipment adaptable to our existing baler. This system should ship 4 – 6 weeks from date of order.

Please let me know if there are any questions.

Attachments

cc: Jana Potvin
David Candy
Ed Welch

EQUIPMENT, INC.

RECYCLING AND SOLID WASTE HANDLING SYSTEMS
1775 Wentz Road, P.O. Box 139, Quakertown, PA 18951
(215) 536-0700 MD: (410) 661-1333
NJ: (732) 846-9920 FAX: (215) 536-2999
www.beequipment.com • sales@beequipment.com

Proposal No. 26-08-20
August 25, 2026
C: 443-859-4232
E: esargent@worcestermd.gov

Mr. Ed Sargent
Recycling Crew Leader
WORCESTER COUNTY-DPW
7091 Central Site Lane
Newark, MD 21841

Re: Accent Model 470 Wire Tier

Dear Mr. Sargent:

Thank you for the opportunity to provide an Accent Wire Tier Retrofit solution. Based on the information provided by the manufacturer, we are pleased to propose the following for your consideration:

ITEM ONE:

One New ACCENT MODEL 470 COMPLETE WIRE TIER SYSTEM Including:

- Tilt-up, removable parts cartridge, four (4) wheel drive feed and tension unit, and track assembly
- Payoff and accumulator components
- Solid state, universal PLC electrical control system
- Preset hydraulic, electrical and mechanical systems
- Operator manual and installation instructions
- Lower debris guard

The equipment is mounted on a frame to integrate with your baler as a complete assembly and is fully tested to ensure proper operation.

Please refer to the enclosed brochure for complete dimensional/performance specifications.

ITEM ONE PRICE: FOB FACTORY.....$43,995.00

ITEM TWO:

One New ACCENT MODEL 470 WIRE TIER SYSTEM, SPARE CARTRIDGE KIT

ITEM TWO PRICE: FOB FACTORY.....$3,750.00

Continued.

Proposal No. 26-08-20
August 25, 2026

ITEM THREE:

One New ACCENT MODEL 470 WIRE TIER SYSTEM, SPARE PARTS KIT

ITEM THREE PRICE: FOB FACTORY.....$2,950.00

ITEM FOUR:

One New ACCENT MODEL 470 WIRE TIER SYSTEM, TRACK OILER KIT

ITEM FOUR PRICE: FOB FACTORY.....$1,350.00

ITEM FIVE:

One New ACCENT MODEL 470 WIRE TIER SYSTEM, WIRE DUST COVER

ITEM FIVE PRICE: FOB FACTORY.....$395.00

ITEM SIX:

ESTIMATED FREIGHT (LTL)

ITEM SIX PRICE: FOB ZIP CODE 21841.....$1,275.00

ITEM SEVEN:

FACTORY INSTALLATION, START-UP, AND TRAINING

****Note. Customers must provide a welder, welding equipment, and forklift (See Item Eight if you want us to provide)**

ITEM SEVEN PRICE: INSTALLED.....$3,150.00

ITEM EIGHT:

WELDER, WELDING EQUIPMENT, AND FORKLIFT TO ASSIST FACTORY TECHNICIAN DURING THE INSTALLATION AND TO WELD THE NEW ACCENT TIER ON THE MACHINE

ITEM EIGHT PRICE: INSTALLED.....$2,250.00

SHIPMENT: Approximately 4 to 5 Weeks from Receipt of Order, Deposit, and Approved Drawing, if Applicable, Based upon Current Manufacturing Schedule. ***Time for Shipment should be Confirmed at the Time of Order Placement.***

NOTE: ***Due to the Current Volatility of the Steel Market, we will Need to Confirm this Pricing Upon Receipt of your Signed Proposal and Deposit.***

Continued,

Equipment Warranty: The warranty covering manufactured items shall be for a period of one year. Normally purchased (off the shelf) items are subject to the manufacturer's warranty. The warranty coverage will commence when the equipment is started up in the end users' plant. Labor to install any replacement warranty parts will be covered for a period of 90 days. The warranty excludes parts that have been damaged or because of normal wear would require replacement.

Electrical: The 470-tying unit uses communications with the baler that are normally accepted in the industry. Any modifications to the baler electrical circuit to accommodate these interconnections are the responsibility of the end user. A qualified electrician should be available to connect the equipment at the time of installation. We are not responsible for the electrician or any changes that may have to be done to the baler program.

Installation: We will need specific dimensions, electrical drawings and other information required to properly size the unit for your baler. We will send you a retrofit form for field dimensions. 120-volt service and 12 GPM would be required for operation of the strapper. In no event will Accent Wire be liable for incidental or consequential damage.

TERMS: 50% Deposit Due with Order,
Balance Due Seven (7) Days Prior to Shipment;
OR
50% Deposit Due with Order; (with Freight and Installation Items)
40% Due Seven (7) Days Prior to Shipment,
Balance Due net 15 days from Installation

Major Credit Cards are Accepted (subject to 3% credit card company processing fee)

NOTE: **Terms are Subject to Credit Approval**

The above prices do NOT include state or local taxes, if applicable.

Ask your Tax Accountant about Possible Tax Benefits for the Purchase of Recycling Equipment in 2026.

If this proposal is in conformity with your understanding, please sign this proposal and return it (along with deposit) to our office immediately, so we may begin processing your order.

Should you have any questions, please do not hesitate to call me in the office at (215) 536-0700, on my cell phone at (267) 549-2330, or email me at joanthan.mann@beequipment.com.

Thank you.

Sincerely,

Jonathan Mann/JJ

Jonathan Mann
National Sales Manager
BE EQUIPMENT, INC.

Continued.

Proposal No. 26-08-20
August 25, 2026

JM/JJ
Enclosures:

1. BE Equipment, Inc. Brochure, Revised 12-17
2. BE Equipment, Inc. 2015 Service Brochure
3. Accent Wire Tier Flyer
4. BE Equipment, Inc. Standard Terms and Conditions January 3, 2014

PROPOSAL ACCEPTED BY:_____ DATE: _____

ITEMS #: _____
Clerical errors are subject to correction.

Edward V. Sargent

From: Edward A. Welch
Sent: Wednesday, September 2, 2026 1:48 PM
To: Edward V. Sargent
Cc: David Candy; Bob Keenan
Subject: RE: New Wire Tier System in Recycling

Ed S –

Given the specialized nature of this purchase, I think we can proceed directly to a request to award based on language in our financial policy as shown below. Please confirm if BE Equipment is the lowest cost provider. I calculated their pricing with freight and installation at $50,135 compared to $51,164.47 for Accent and $54,000 for Nanoia. However, I do see that there is an additional charge from BE for welding.

Ed W

> **Closed Invitation. The County Commissioners may determine that, considering the need for special service, a product or item may be purchased only from specifically identified suppliers. In that case, a closed invitation to bid will be sent only to those suppliers on a special invitation list approved by the County Commissioners.**

From: Edward V. Sargent <esargent@worcestermd.gov>
Sent: Wednesday, September 2, 2026 8:54 AM
To: Edward A. Welch <eawelch@worcestermd.gov>
Cc: David Candy <dcandy@worcestermd.gov>; Bob Keenan <bkeenan@worcestermd.gov>
Subject: New Wire Tier System in Recycling

Good Morning Ed

Attached are the quotes for the new Wire Tier system in recycling.
The new Wire Tier model we're reviewing is the **Accent 470**. The available options are:

- Track Oiler
- Wire Dust Cover
- Spare Parts Cartridge (fully assembled Knotter/Cutter unit)
- Spare Parts Kit

Currently, the only options we require are the **Track Oiler** and the **Wire Dust Cover**.
The **Spare Parts Cartridge** and **Spare Parts Kit** can be ordered later as needed.

Please let me know if you need anything additional.

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

DALLAS BAKER JR., P.E.
DIRECTOR

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

JANA POTVIN, P.E.
DEPUTY DIRECTOR

TO: **Weston Young P.E., Chief Administrative Officer**
Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: **Dallas Baker Jr., P.E., Director** Dallas Baker Jr
DATE: **September 25, 2026**
SUBJECT: **Mystic Harbour WWTP Injection Well Rehabilitation**

Public Works requests Commissioner approval to award Somerset Well Drilling Co., Inc. a contract for $65,600 to inspect and rehabilitate all 41 injection wells at the Mystic Harbour Wastewater Treatment Plant. Funding for this project was included in the approved FY27 Mystic Harbour Capital Equipment account no. 545.9010.080 for $100,000. This work is required under the facility's Maryland Department of the Environment (MDE) discharge permit and supports continued operation of the effluent disposal system.

Somerset Well Drilling Co., Inc. and A.C. Schultes of Delaware, Inc. are the only local well drilling contractors in the area capable of performing this specialized injection well rehabilitation work. Staff obtained proposals from both contractors, as summarized below.

Vendor	Per well	41 wells
Somerset Well Drilling Co., Inc.	$1,600	$65,600
A.C. Schultes of Delaware, Inc.	$4,925	$201,925

Based on the quoted per-well rates, Somerset's cost for 41 wells is $65,600, which is $136,325 lower than A.C. Schultes' calculated total of $201,925.

The efficiency of the injection wells directly corresponds to the capacity of the WWTP. If the wells cannot discharge the treated effluent, then staff must divert the flow to Ocean City or the Eagles Landing Golf Course. Diverting flow to Ocean City is limited to 170,000 gallons/day per the MOU with Ocean City and diverting to the golf course is limited to storage space in their pond network.

Attachment

CC: Quinn Dittrich; Ed Welch; Jana Potvin; Lee Beauchamp

SOMERSET WELL DRILLING CO., INC.
INDUSTRIAL – MUNICIPAL – DOMESTIC – IRRIGATION – GEOTHERMAL

30710 RITZEL ROAD – P.O. BOX 67
WESTOVER, MARYLAND 21871
(410) 651-3721 – FAX (410) 651-5255

August 8, 2026

Worcester County Public Works
Mystic Wastewater Treatment Facility
9624 Stephen Decatur Hwy.
Berlin, MD 21811

Attn: Mr. Allen Hermann Jr.

Re: **Injection Well Inspection and Cleaning**

Dear Mr. Hermann,

Somerset Well Drilling Co., Inc. is pleased to provide you with this proposal for the inspection and rehabilitation of eighteen (18) 6" x 30' injection wells at Worcester County's Mystic Wastewater Treatment Facility. For this, we propose the following scope of services for each well:

- We will mobilize to the site with equipment necessary for the completion of each cleaning.
- Each well will be inspected and tested prior to the cleaning work. We will conduct a 1-hour flow test on each well and record the injection rate for reference.
- Each well will be initially airlifted, and then a chemical solution will be dosed into the well to aid in the cleaning process.
- After allowing the chemical to sit overnight, a swabbing tool will be installed, and each well will be swabbed and simultaneously airlifted throughout its screen interval until the chemical solution is completely removed from the well.
- After cleaning is completed, a 1-hour post-clean flow test will be completed on each well.
- A data packet of results will be delivered to the County to record the progress made during the effort.
- The wells will be returned to their original state and placed back in service.

The total cost to perform the work noted above is: **$1,600.00 (One Thousand, Six Hundred Dollars) Per well, for a total fee of $28,800 (Twenty-Eight Thousand, Eight Hundred Dollars) for all 18 wells.**

The following are considered assumptions for the scope of work noted above:

- Work will be conducted during normal business hours (Mon-Fri)
- We are assuming to perform this work in a coordinated manner, to minimize downtime.
- It is planned that three wells can be completed per day, with six total being out of service at any given time.

Once you have a chance to review this proposal, feel free to reach out to me via email: matt@somersetwell.com, or via phone: 443-783-9950 with any questions. We greatly appreciate this opportunity to continue being of service to Worcester County Public Works.

Respectfully,

Matthew M. Hall, P.E.
Project Manager

A.C. Schultes of Delaware, Inc.
P.O. Box 188 – 16289 Sussex Highway
Bridgeville, Delaware 19933
24 Hour Service
(302) 337-8254
Fax: (302) 337-8234

April 16, 2025

Mr. Shane Odegaard
Worcester County Department of Public Works
Water and Wastewater Division
100 Shore Lane
Berlin, MD 21811

RE: 6" INJECTION WELL REDEVELOPMENT PRICING
ACSD QUOTE JO#1739

Dear Mr. Odegaard:

Per your recent conversation with Rick Schultes of our firm, A.C. SCHULTES OF DELAWARE, INC. is pleased to quote you on mechanically redeveloping eighteen (18) 6" x 30' injection wells including the following (per well):

- Perform predevelopment flow test utilizing ditch pump
- Install 6" wire brush and wire brush entire casing and screen to remove any iron or scale buildup and airlift well
- Remove wire brush and install 6" isolation swab and install a pre-mixed solution of sulfamic acid and rock salt, agitate and allow to set in well overnight
- Remobilize the following day, swab and airlift entire screened area at 5' intervals neutralizing acid solution into weir box prior to discharging it onto ground
- Remove swab and perform post-redevelopment test on well to determine flow capabilities
- Provide technical data report

TOTAL COST TO PERFORM THE ABOVE SUBJECT WORK (per well) $4,925.00

Outlook

Re: Well Revisit

From Jory Oursler <joryo@acschultes.com>
Date Thu 7/30/2026 1:40 PM
To Allen L. Hermann Jr. <alhermann@worcestermd.gov>

Ok, thank you.

Get Outlook for iOS

From: Allen L. Hermann Jr. <alhermann@worcestermd.gov>
Sent: Thursday, 30 July 2026 13:26:42
To: Jory Oursler <joryo@acschultes.com>
Subject: Re: Well Revisit

No that's ok, if nothing has changed ill just re submit it

From: Jory Oursler <joryo@acschultes.com>
Sent: Thursday, July 30, 2026 9:32 AM
To: Allen L. Hermann Jr. <alhermann@worcestermd.gov>
Subject: Re: Well Revisit

Good morning Allen,

I can do a site visit if you'd like. Please let me know when it suits you. However, this price is still good.

From: Allen L. Hermann Jr. <alhermann@worcestermd.gov>
Sent: Wednesday, July 29, 2026 2:04 PM
To: Jory Oursler <joryo@acschultes.com>
Subject: Well Revisit

Hi,
This is Allen Hermann from Mystic Wastewater treatment plant. This is an old quote you had done with Shane Odegaard in April of 2025. Our budget had turned over in July of this year and we are looking to revisit this project. Can we schedule a site visit with new quote or is this quote still valid?

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: September 10, 2026
REF: Request to Award – FY27 Crushed Aggregate

Please see the following bid tabulation for the purchase of **Crushed Aggregate** for the Roads Division of Public Works. Public Works is requesting that the Commissioners approve awarding a contract to the lowest responsive and responsible vendor, H&K Materials, in the amount of **$50,000.** Bids were due and opened on September 9, 2026, at 2 p.m. Two bids were received.

Funding in the amount of $62,000 for this purchase was approved in the FY27 operating budget in general ledger account # 100.1202.6140.030 (Road Maintenance Materials Stone).

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

Bid For Crushed Aggregate
September 9, 2026 at 2 p.m.
Bid Tabulation

Vendor	Material	Tons/Year	Delivered/ Ton	Pickup/Ton	Pick-up Sub-total
H&K Materials *	MD CR-6	836	$ 40.20	$ 30.50	$ 25,498
	MD #57 Stone	535	$ 47.40	$ 37.70	$ 20,170
	Gabion Stone	96	$ 54.70	$ 45.00	$ 4,334
					$ 50,000
Vendor	**Material**	**Tons/Year**	**Delivered/ Ton**	**Pickup/Ton**	**Pick-up Sub-total**
Fortis Dynamics	MD CR-6	836	$ 46.20	$ 37.24	$ 31,133
	MD #57 Stone	535	$ 54.60	$ 45.64	$ 24,417
	Gabion Stone	96	$ 75.66	$ 66.14	$ 6,369
					$ 61,919

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

Weston Young
Chief Administrative Officer

Edward Welch
Procurement Officer

CONTRACT

THIS CONTRACT, made on **October 6, 2026**, between the County Commissioners of Worcester County, Maryland ("County"); and **Dagsboro Stone Depot, Div. of H&K Group, Inc.** ("Successful Vendor").

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

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

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

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

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

_____
Theodore J. Elder
President
Date:

CONTRACTOR:
Dagsboro Stone Depot, Div. of H&K Group, Inc.

_____
By:
Title:
Date:

MARYLAND'S Coast WORCESTER COUNTY

Worcester County Government
One West Market Street | Room 1103 | Snow Hill, MD 21863
(410) 632-1194 | purchasing@worcestermd.gov | https://worcestermd.gov/

MEMORANDUM

To: Worcester County Commissioners
From: Ed Welch, Procurement Officer
Date: September 18, 2026
Re: **Request to Award – River Run to Pump Station C – Preliminary Engineering Report**

Public Works - Water & Wastewater Division recommends awarding the contract for the **River Run to Pump Station C – Preliminary Engineering Report**, to **George, Miles & Buhr, LLC (GMB),** of Salisbury, Maryland, in the amount of **$69,794** ($65,918 base plus $3,876 for one day of testing).

Proposals were due and opened on September 3, 2026, at 1 p.m. Six (6) proposals were received and evaluated by a three-member evaluation committee, with each member independently scoring the proposals on a 0–4 scale using the criteria and weighting established in the Request for Proposals (RFP).

GMB received the highest overall score based on the Evaluation Group Average. Their proposal of $69,794 is within the $200,000 budget established for the project, and sufficient funding is available in General Ledger account 575.9010.

Based on the evaluation committee's scoring and the results summarized above, Public Works recommends that the Commissioners approve the award of River Run to Pump Station C – Preliminary Engineering Report to GMB in the amount of $69,794.

Please feel free to contact me with any questions. Thank you.

River Run to Pump Station C - Engineering
Thursday, Sept. 3, 2026, at 1:00 pm
Request for Proposals Tabulation Sheet
Respondent's Name(s):
GMB *(Salisbury, MD)*
EA *(Ocean Pines, MD)*
Rauch *(Easton, MD)*
DBF *(Salisbury, MD)*
McKim & Creed *(Newark, DE)*
Whitman Requardt *(Baltimore, MD)*

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

Weston Young
Chief Administrative Officer

Edward Welch
Procurement Officer

CONTRACT

THIS CONTRACT, made on **October 6, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **George, Miles & Buhr, LLC** ("Successful Vendor").

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

1. Successful Vendor will commence and complete:
River Run to Pump Station C – Preliminary Engineering Report
(plus option for one additional day of test pitting).

2. Successful Vendor will furnish all materials, supplies, equipment, labor, and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.

4. Successful Vendor agrees to perform all the Work described in the Contract Documents and comply with the terms therein for the sum of **$69,794.$\underline{00}$**
(Sixty-Nine Thousand Seven Hundred Ninety-Four Dollars and zero cents) as shown in the Form of Bid.

5. The term 'Contract Documents' means and includes the following:
    a. This Contract
    b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
    c. Advertisement
    d. Section I: Introduction
    e. Section II: General Information
    f. Section III: General Conditions
    g. Section IV: Bid Specifications
    h. Form of Bid
    i. References
    j. Exceptions
    k. Individual Principal
    l. Vendor's Affidavit of Qualification to Bid
    m. Non-Collusive Affidavit
    n. Addenda
    o. Successful Vendor's Completed Bid Documents

p. Notice of Award and/or Notice to Proceed

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

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

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

_____
Theodore J. Elder
President
Date:

CONTRACTOR:

_____

_____
By:
Title:
Date:

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: September 28, 2026
Re: Request to Award – Showell Park – Lighting & Renovations (Basketball & Tennis Courts)

Recreation & Parks is requesting that the Commissioner's review and approve awarding the contract for **Showell Park – Lighting & Renovations (Basketball & Tennis Courts)** to **Musco** in the amount of **$162,518.00** per the attached quote.

This was sourced through a Sourcewell cooperative contract (041123-MSL) resulting in a discount of $8,532.19. 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.

$215,000 was approved for this project (RPCIMP 084 2563 – Showell Park Basketball Court Renovations) in FY25 Assigned Funds: G/L account # 240.1602.6550.190.

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

Date: 9/28/26
Expiration date: 10/28/26

Project: Showell Recreation Area Tennis & Basketball
Berlin, MD
Musco Project Number: 247742

Sourcewell
Master Project: 199030, **Contract Number:** 041123-MSL, **Expiration:** 06/16/2027
Category: Sports lighting with related supplies and services

All purchase orders should note the following:
Sourcewell Purchase – Contract Number: 041123-MSL
Sourcewell Member Number: 21046

Quotation Price – Materials Delivered to Job Site and Turnkey Installation

Tennis - 2 courts – 15' spacing / Basketball 1&2 – 94' x 50'(each)	***$ 93,343.00***
Remove and Replace Basketball Goals and Nets	***$ 18,482.00***
Asphalt Overlay of existing court: 10560SF	***$ 31,002.00***
Court Color Coating System: 10560 SF (applied after new asphalt 30 days)	***$ 19,691.00***
Project Total	***$ 162,518.00***

Sales tax and bonding are not included.
Quote is confidential. Pricing and lead times are effective for 30 days only. Prices are subject to change if the order is not released within 60 days from the date of the purchase.

Light-Structure System™ with Total Light Control – TLC for LED™ technology

Guaranteed Lighting Performance

- Guaranteed light levels of 25fc and uniformity of 4:1 for tennis; 15fc and uniformity of 3:1 for basketball.

System Description

- (4) Factory aimed and assembled luminaires
- (1) Galvanized steel poles
- (1) Pre-cast concrete bases with integrated lightning grounding
- Enhanced corrosion protection

Control Systems and Services

- Control-Link® control and monitoring system to provide remote on/off and dimming (high/medium/low) control and performance monitoring with 24/7 customer support
- Includes (2) push button strobes – 1 for basketball and 1 for tennis

Operation and Warranty Services

- Product assurance and warranty program that covers materials and onsite labor, eliminating 100% of your maintenance costs for 25 years
- Support from Musco's Lighting Services Team – over 200 Team members dedicated to operating and maintaining your lighting system – plus a network of 1800+ contractors
- 10-year materials warranty, with onsite labor included
- Warranty starts the date of shipment

Supplemental Lighting

- (8) ZONE™ Large Outdoor Luminaire (ZNL)
- (4) 35' height square steel poles with base plate

Musco Scope

- Provide design and layout for lighting system

- Test and final aim equipment

Installation Services Provided

Asphalt Scope

Scope of Work:
Remove and Replace 4 EA - Basketball Goals and Nets

- Remove existing Basketball Goal Posts & footers.
- Clean surface and haul debris to disposal off site.
- Excavate for footers per specs or Manufacturers specifications.
- Pour footers after post are set with 3000 psi concrete.
- Furnish and install two (4) new Bison 4.5" OD PR52 basketball goals, backboards & nets.

Asphalt Overlay of existing Court: 10560 SF

- Clean Surface prior to paving.
- Fill and apply fabric strip over major cracks greater than ¼ inch wide
- Apply Tack Coat as needed.
- Machine lay and roll 2.0 inches of 9.5MM hot mix asphalt surface.
- Plate compact where machine rolling is not feasible.

Court Color Coating System: 10560 SF (Applied after new asphalt has cured 30 days)

- Pressure wash courts.
- Furnish and install 1 coat of Acrylic Asphalt Resurfacer.
- Furnish and install 2 coats of Acrylic Court Color System- Two Tone scheme.
- Layout and stripe 2 Basketball Courts

Responsibilities of Buyer

- Confirm pole or luminaire locations, supply voltage and phase required for lighting system prior to production
- Provide electrical design and materials for electrical distribution system
- Buyer is responsible for getting electrical power to the site, coordination with the utility, and any power company fees

Payment Terms

Final payment terms are subject to approval by Musco credit department. Final payment shall not be withheld by Buyer on account of delays beyond the control of Musco.

Email a copy of the Purchase Order to Musco Sports Lighting, LLC:

Musco Sports Lighting, LLC
Attn: Musco Contracts
Email: musco.contracts@musco.com

All Purchase orders should note the following:
Sourcewell Purchase – Contract Number: 041123-MSL
Sourcewell Member Number: 21046

Delivery Timing

8 - 10 weeks for delivery of materials to the job site from the time of order, submittal approval, and confirmation of order details including voltage, phase, and pole/luminaire locations.

Notes

Quote is based on following conditions:

- Shipment of entire project together to one location.
- 240 Volt, single phase electrical system requirement. Voltage and phase system requirements to be confirmed.
- Structural code and wind speed = 2021 IBC, 115 mi/h, Exposure C, Importance Factor II.
- Due to the built-in custom light control per luminaire, pole or luminaire locations need to be confirmed prior to production. Changes to pole or luminaire locations after the product is sent to production could result in additional charges.
- Standard soil conditions – rock, bottomless, wet, or unsuitable soil may require additional engineering, special installation methods and additional cost.

Thank you for considering Musco for your lighting needs. Please contact me with any questions or if you need additional details.

Luke Schlesselman
Sales Representative
Musco Sports Lighting, LLC
211 2nd Avenue West – PO Box 808
Oskaloosa, IA 52577, USA
Phone: (641) 670-0721
E-mail: luke.schlesselman@musco.com

WorCOA
Resources For Aging In Place

The Worcester Commission on Aging provides programs and services that support the quality of life, independence and health goals desired and needed by Worcester County's senior residents.

MEMO

TO: Worcester County Commissioners
RE: FY26 Over Expenditures
DATE: September 28, 2026

WorCOA is requesting approval of $20,018.36 for the fiscal year, 2026. The amount is net deficit of multiple line-item expenses that are paid directly by Worcester County on behalf of WorCOA, these are primarily due to maintenance and upkeep of the four County facilities used by WorCOA for the delivery of services. Included are heating fuel oil, general maintenance and repairs, generator repairs, custodial supplies, trash removal, tipping fees, HVAC loop water treatment, pest control, fire alarm testing, and security alarm monitoring.

Forward Funding for FY26 will be reimbursed to Worcester County.

Budget projections for these expenditures are based on prior years' costs. The FY26 costs for the various line items exceeded the net total of what was projected. Unanticipated General Maintenance Repairs alone had a total of $21,243.67 in over expenditures.

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



DALLAS BAKER JR., P.E.
DIRECTOR

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

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: **September 29, 2026**
SUBJECT: **Government Center Cooling Tower Replacement-Funding Reallocation**

Public Works is requesting Commissioner approval for $20,000.00 to cover contingency items for the Government Center Cooling Tower project which was approved at the August 18, 2026 meeting for $365,915.00. Funding is requested from account 240.1201.9010.050, County Building Repairs and Improvements-Capital Equipment Building Improvements and transferred to account 240.1201.9010.055, Government Center Cooling Tower Replacement-Capital Equipment HVAC Replacement/Repair to cover the required materials and complete the electrical modifications.

Since the project was proposed and approved for an in-kind replacement, the Manufacturer has upgraded the unit from a 30HP motor to a 40HP. This creates an issue with the electrical feeder to the unit from the 3rd floor sub-panel. The existing electrical panel cannot accommodate circuit breakers larger than 150amps by design. The new cooling tower will require a 200amp breaker with new larger wire. Due to this new requirement the entire electrical panel must be replaced. This was not known during any other phase of design or proposal and only discovered upon ordering.

The quoted cost for the electrical modifications is $3,463.04.00. This only includes the major components of the panel replacement. Maintenance is requesting $5,250.00 to provide sufficient funding for incidentals and miscellaneous supplies that may be required to complete the work. All work will be completed by Worcester County Maintenance staff.

The additional funding beyond the $5,250.00 will only be used if other unforeseen conditions are encountered. Please let me know if there are any questions.

Attachments

Cc: Kim Reynolds
Jana Potvin
Michael Hutchinson

Customer Quote For: WORCESTER CTY. COMMISSIONERS

ED SUPPLY **Quote:** Q1066708 **Revision #:** 005

ED SUPPLY
457 SNOW HILL ROAD
SALISBURY MD 21804
Tel: (410)546-2201 **Fax:** (410)546-1634

Contact Name: MIKE BATA

Quote Date: 09/23/26
Updated On: 09/25/26
Expires On: 10/23/26

Job Name: BILL
Attn:
Ship To: WORCESTER CTY.
COMMISSIONERS
6113 TIMMONS RD.
SNOW HILL, MD 21863-2454

Customer PO #: PANEL UPGRADE
Customer PO Date:
FOB: SHIPPING POINT
Freight: PREPAID

LN	Product	Qty	Price	Per *	Ext Price
01	**SQD Q-7371096** SQUARE D JOB PRICE	1	$1,697.00	E	$1,697.00
02	SQD NQ430L4C PNLBD INT NQ 400A MLO PNLBD INT NQ 400A MLO 30 CKT 3P CU	1	$0.00	E	$0.00
03	SQD PK27GTA LOAD CENTER EQUIPMENT LOAD CENTER EQUIPMENT GROUND BAR ASSY	1	$0.00	E	$0.00
04	SQD NQSFL4 PNLBD NQ 400A SUB FEED PNLBD NQ 400A SUB FEED LUG KIT	1	$0.00	E	$0.00
05	^ EST 3-5 WORKING DAY LEAD TIME				
06	SQD NQSFB4Q PNLBD NQ 400A DUAL Q PNLBD NQ 400A DUAL Q SFB KIT	1	$0.00	E	$0.00
07	^ EST 3-5 WORKING DAY LEAD TIME				
08	SQD NQFP15 NQ FILLER PLATE KIT (15 NQ FILLER PLATE KIT (15 PER PKG)	1	$0.00	E	$0.00
09	SQD QBL32175 MOLDED CASE CIRCUIT MOLDED CASE CIRCUIT BREAKER 240V 175A	1	$0.00	E	$0.00
10	^ EST 3-5 WORKING DAY LEAD TIME				
11	SQD MH74 PANELBOARD ENCLOSURE/BOX PANELBOARD ENCLOSURE/BOX TYPE 1 74H 20W	1	$0.00	E	$0.00
12	SQD NC74VS PANELBOARD COVER/TRIM NF PANELBOARD COVER/TRIM NF TYPE 1 VS 74H	1	$0.00	E	$0.00
13	WIRE THHN1/0STRBLK 1/0 THHN STRANDED BL "THHN TYPE; 500 FOOT; 474 MIL OUTER DIAMETER; COPPER CONDUCTOR MATERIAL; UL 83/758/1063/1581, UL (CANADA AND US), CSA C22.2 APPROVAL; 600 VOLT VOLTAGE RATING; 125 AMP (60 DEG C), 150 AMP (75 DEG C), 170 AMP (90 DEG C) CURRENT RATING"	300	$4,055.00	M	$1,216.50
14	WIRE THHN6STRGRN1000R THHN-6-GRN-19STR-CU-1000R "THHN TYPE; 2500 FT; 0.253 INCH OUTER DIAMETER; ANNEALED BARE COPPER CONDUCTOR MATERIAL; UL 83, CUL APPROVAL; 600 V VOLTAGE RATING; 55 AMPERE (60 DEG C), 65 AMPERE (75 DEG C), 75 AMPERE (90 DEG C) CURRENT RATING; 90 DEG C (DRY/WET) TEMPERATURE RATING"	100	$1,230.00	M	$123.00

PLEASE NOTE: THIS IS NOT AN OFFER TO CONTRACT, BUT MERELY A QUOTATION OF CURRENT PRICES FOR YOUR CONVENIENCE AND INFORMATION. ORDERS BASED ON THIS QUOTATION ARE SUBJECT TO YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE. WE MAKE NO REPRESENTATION WITH RESPECT TO COMPLIANCE WITH JOB SPECIFICATIONS.

* Per E = Each, C = Hundred, M = Thousand

Terms and Conditions

Customer Quote For: WORCESTER CTY. COMMISSIONERS

ED SUPPLY **Quote:** Q1066708 **Revision #:** 005

LN	Product	Qty	Price	Per *	Ext Price
15	COND EMT1-1/2 1-1/2-EMT	90	$473.93	C	$426.54

STEEL MATERIAL; HOT-DIP GALVANIZED FINISH; 10 FT; 1.74 INCH OUTER DIAMETER; UL 797 APPROVAL; ANSI C80.3 APPLICABLE STANDARD; 116 LB PER 100 FT WEIGHT; 1-1/2 INCH TRADE SIZE; 0.065 INCH WALL THICKNESS; PLAIN END STYLE

Merchandise:	**$3,463.04**
Tax:	**$0.00**
Total:	**$3,463.04**

PLEASE NOTE: THIS IS NOT AN OFFER TO CONTRACT, BUT MERELY A QUOTATION OF CURRENT PRICES FOR YOUR CONVENIENCE AND INFORMATION. ORDERS BASED ON THIS QUOTATION ARE SUBJECT TO YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE. WE MAKE NO REPRESENTATION WITH RESPECT TO COMPLIANCE WITH JOB SPECIFICATIONS.

* Per E = Each, C = Hundred, M = Thousand

Terms and Conditions

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



DALLAS BAKER JR., P.E.
DIRECTOR

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

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: **September 28, 2026**
SUBJECT: **Cell 1 Pump Station Upgrades Change Order No. 1**

Public Works requests Commissioner approval of Change Order No. 1 to TK Construction's contract for the Cell 1 Pump Station Upgrades in the amount of $5,150. The project and change order are funded through enterprise funds, General Ledger Account 680.7002.9010.060. TK Construction's original contract amount is $971,000 (PO 2027-0163). The change order will be funded through Solid Waste Building Site Expenses Buildings & Ground Maintenance account no. 680.7002.6550.020.

Recent excavation activities at Pump Station 1 revealed two existing 2-inch SCH 80 PVC leachate force main pipes that must be relocated to avoid conflicts with the proposed pump station slab footing. The current location of the force mains is too close to the proposed footing and would make future access, maintenance, repair, or replacement more difficult. Relocating the force mains will provide separation from the proposed structure and allow future maintenance of both the force mains and pump station without interfering with the other facility.

This change order covers the materials, equipment, and labor required to relocate the force mains. The proposed quantities and cost have been reviewed and found acceptable by Public Works and EA Engineering, Science, and Technology, Inc. (EA), the consultant responsible for design and construction administration for the project.

This change order represents a 0.53% increase over the original contract amount, bringing the total contract value to $976,150. Public Works recommends approval of Change Order No. 1.

Please let me know if there are any questions.

Attachments

cc: Quinn Dittrich
Ed Welch
Jana Potvin
David Candy

TK construction CO. INC.
EST. 1972

SPECIALIZING IN PIPELINE CONSTRUCTION SINCE 1972
WATER • SEWER • STORM DRAIN • VALVE INSERTION

PROPOSAL FOR SERVICES

Date: *9-16-26*

Submitted to: *Worcester County* Attn:

Phone: Email:

Street:

City/State/Zip:

Job Name: *Force Main Relocation* Job location: *Worcester county landfill cell 1*

Engineer:

Date of plans: *N/A* Price good through: *10-16-26*

WE PROPOSE TO FURNISH AND PLACE THE FOLLOWING:

SCOPE OF WORK

Provide labor, equipment and materials for the following

- **Remove ex. force main at pump sta. 104D**
- **Reroute new 2" SCH 80 force mains to avoid conflict with new concrete pad**

CLARIFICATIONS

We Propose hereby to furnish material and labor – complete in accordance with above specifications, for the sum of: ($5,150.00)

PAYMENT TO BE MADE AS FOLLOWS:

Upon receipt of invoice, net 15 days

If T.K. Construction, Inc. refers collection of balances due under this contract to an attorney, then reasonable attorney fees of 33.3% of the balance plus court costs will be charged. All accounts with balances over thirty (30) days will receive a finance charge of 18% annually and computed monthly.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

T.K. Construction warrants its work against all deficiencies and defects in materials and/ or workmanship for a period of **1 year** from the date of our final invoice.
We agree to satisfy such warranty obligations which appear within the guarantee or warranty period established above without cost to the Owner.

Initial Here _____

(410)-742-5684 31812 Johnson Rd. Salisbury, MD 21804 info@tk-construction.com tk-construction.com

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

Payment will be made as outlined above.

Signature_____ **Date:** _____

T.K. CONSTRUCTION, INC.

Signature_____ **Date:** _____

Initial Here _____

(410)-742-5684 31812 Johnson Rd. Salisbury, MD 21804 info@tk-construction.com tk-construction.com

TK Construction Co., Inc.
PO Box 1696
Salisbury Md 21802
9-25-26

Worcester County Central Landfill Cell 1 Pump Station Upgrades

Force Main Relocate Cost Breakdown

Materials $1,950.00
Equipment $1,325.00
Labor $1,875.00
Total $5,150.00

TK Construction Co., Inc.
Phone: 410-742-5684
E-mail: info@tk-construction.com

MARYLAND'S Coast WORCESTER COUNTY

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

Memorandum

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

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

Subject: **Bond Waiver Requests**
Town of Ocean City
Runway 14-32 RSA Runway Rehab Program
2026 Tree Removal Project

Date: 9/28/26

Attached you will find letter from Hal Adkins, Public Works Director for the Town of Ocean City, who is requesting a waiver for Stormwater and Critical Area bonding requirements for the above-referenced projects.

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

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

Enclosures

cc: David Bradford
Brian Soper

TOWN OF OCEAN CITY

The White Marlin Capital of the World

MAYOR
Richard W. Meehan

CITY COUNCIL
Matthew M. James
President

William C. Savage III
Secretary

Peter S. Buas
John F. Gehrig, Jr.
Jeff Heiser
Jacob H. Mitrecic
Carol Proctor

CITY MANAGER
Terence J. McGean, PE

CITY CLERK
Diana L. Chavis, MMC

September 24, 2026

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

Reference: Town of Ocean City - Request for Waiver of Stormwater and Critical Area Bond Requirement
Relocate Taxiway A – Package 2
Runway 14-32 RSA Standards and Rehabilitation Program
Ocean City Municipal Airport
Berlin, Maryland

Dear Mr. Mitchell:

Please consider this letter as a request for Worcester County to waive the Stormwater bond requirement for the Relocate Taxiway A project as part of the Runway 14-32 RSA Standards and Rehabilitation Program at Ocean City Municipal Airport.

The Town of Ocean City is in process of completing the Runway 14-32 RSA Standards and Rehabilitation Program. The program adheres to Federal Aviation Administration (FAA) standards and improves safety by enhancing the Runway Safety Area (RSA) and Runway Object Free Area (ROFA) of Runway 14-32; maintaining the function, safety, and utility of Runway 14-32 by rehabilitating the pavement; increasing the runway to taxiway separation distance from 200 feet to 300 feet; demolishing direct runway access taxiways from the terminal apron to the runway; and providing for the required wingtip clearances from the terminal apron taxilane to transient parking positions. The relocation of Taxiway A is being completed as part of the second of two (2) construction projects over the next year which will complete the respective program that was initiated with the County in 2019.

All proposed work is located on Airport property owned by the Town of Ocean City at 12724 Airport Road, Berlin, Maryland 21811, portions of which are located within the Atlantic Coastal Bays Critical Area. Per communications with the Department of Environmental Programs, there is a required stormwater and critical area bond amount as determined in accordance with Section ZS 1-125 of the Worcester County Zoning and Subdivision Control Article, of which the Town of Ocean City is requesting full exemption similar to past Town projects within the County.

Thank you for your consideration. Should you require additional documentation or have any questions, please contact me directly at 443.235.4440.

Sincerely,

Hal Adkins
Public Works Director

cc: David Bradford, Worcester County Department of Environmental Programs
Jaime Giandomenico, Airport Manager, Town of Ocean City
Weston Young, Chief Administrative Officer, Worcester County
Joseph Mitrecic, County Commissioner, Town of Ocean City

TOWN OF
OCEAN CITY

The White Marlin Capital of the World

MAYOR
Richard W. Meehan

CITY COUNCIL
Matthew M. James
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William C. Savage III
Secretary

Peter S. Buas
John F. Gehrig, Jr.
Jeff Heiser
Jacob H. Mitrecic
Carol Proctor

CITY MANAGER
Terence J. McGean, PE

CITY CLERK
Diana L. Chavis, MMC

September 22, 2026

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

Reference: Town of Ocean City - Request for Waiver of Stormwater and Critical Area Bond Requirement
2026 Tree Removal Project
Ocean City Municipal Airport
Berlin, Maryland

Dear Mr. Mitchell: BOB

Please consider this letter as a request for Worcester County to waive the stormwater and critical area bond requirement for the 2026 tree removal project at Ocean City Municipal Airport.

The Town of Ocean City is in process of completing the removal of trees (approximately 60 flush cut) to protect airspace for helicopter arrival paths per 14 Code of Federal Regulations (CFR) Part 77. The program adheres to Federal Aviation Administration (FAA) standards and improves safety by enhancing the airspace. All areas disturbed will be revegetated with a critical area vegetative management seed mix planting.

All proposed work is located on Airport property owned by the Town of Ocean City at 12724 Airport Road, Berlin, Maryland 21811, portions of which are located within the Atlantic Coastal Bays Critical Area. Per communications with the Department of Environmental Programs, there is a required stormwater and critical area bond amount as determined in accordance with Section ZS 1-125 of the Worcester County Zoning and Subdivision Control Article, of which the Town of Ocean City is requesting full exemption similar to past Town projects within the County.
Thank you for your consideration. Should you require additional documentation or have any questions, please contact me directly at 443.235.4440.

Sincerely,

Hal Adkins
Public Works Director

cc: David Bradford, Worcester County Department of Environmental Programs
Jaime Giandomenico, Airport Manager, Town of Ocean City
Weston Young, Chief Administrative Officer, Worcester County
Joseph Mitrecic, County Commissioner, Town of Ocean City

The Maryland Broadband Cooperative's Continuing Commitment To Worcester County

County Commissioners Meeting
Snow Hill, Maryland
October 6, 2026

FOUNDING VISION: A REGIONAL LEADERSHIP BREAKTHROUGH

In 2006, Maryland faced a critical challenge: rural communities lacked access to affordable, reliable broadband infrastructure. This digital divide threatened the economic competitiveness of entire regions, leaving businesses, schools, healthcare providers, and residents without the connectivity essential for growth and opportunity.

Recognizing that no single organization would step forward to take statewide responsibility, the Five Regional Councils — with the support of the Rural Maryland Council — made a bold, historic decision: to collectively create the Maryland Broadband Cooperative as a statewide solution.

Lack of affordable, reliable broadband threatened rural competitiveness across Maryland

No single organization would take statewide responsibility for broadband infrastructure

Five Regional Councils stepped forward as the founding genesis kernel of MdBC

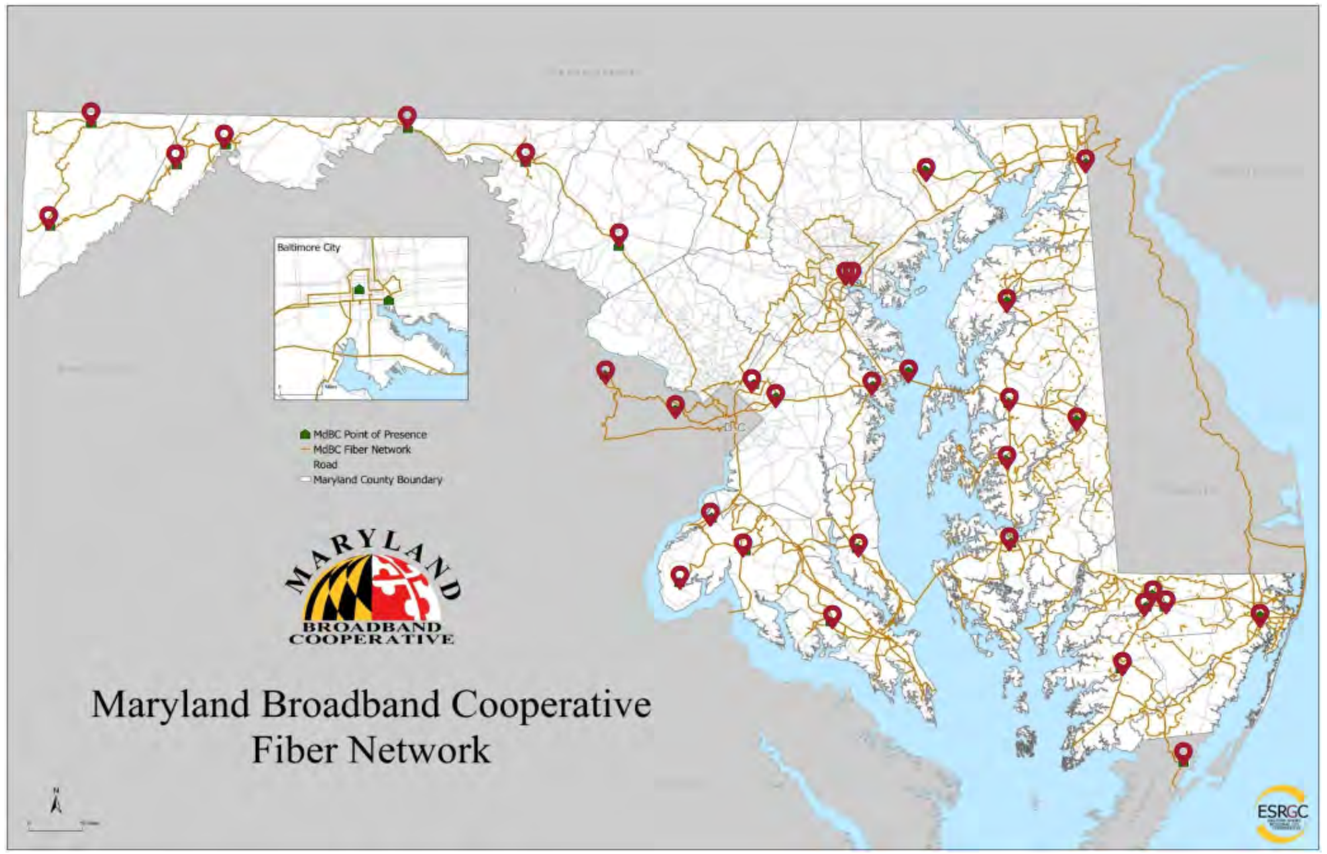
20 YEARS OF NETWORK GROWTH BY LIVING THE MISSION

OUR VISION

The Maryland Broadband Cooperative will be at the forefront of providing innovative and sustainable digital connectivity solutions and support to all of its stakeholders.

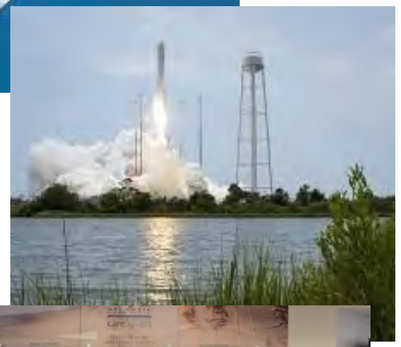
OUR MISSION

The Maryland Broadband Cooperative provides reliable and competitive digital connectivity solutions supporting our stakeholders in unserved and underserved areas.



OUR COLLABORATIVE MODEL HAS DRIVEN SUCCESS IN WORCESTER COUNTY













Tri-County Council for the Lower Eastern Shore of Maryland

Department of INFORMATION TECHNOLOGY

Maryland DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

EDA U.S. ECONOMIC DEVELOPMENT ADMINISTRATION



U.S. DEPARTMENT OF COMMERCE NTIA NATIONAL TELECOMMUNICATIONS & INFORMATION ADMINISTRATION

ATLANTIC GENERAL HOSPITAL care.givers TidalHealth

glofiber

Choptank Fiber

AT&T

Comcast

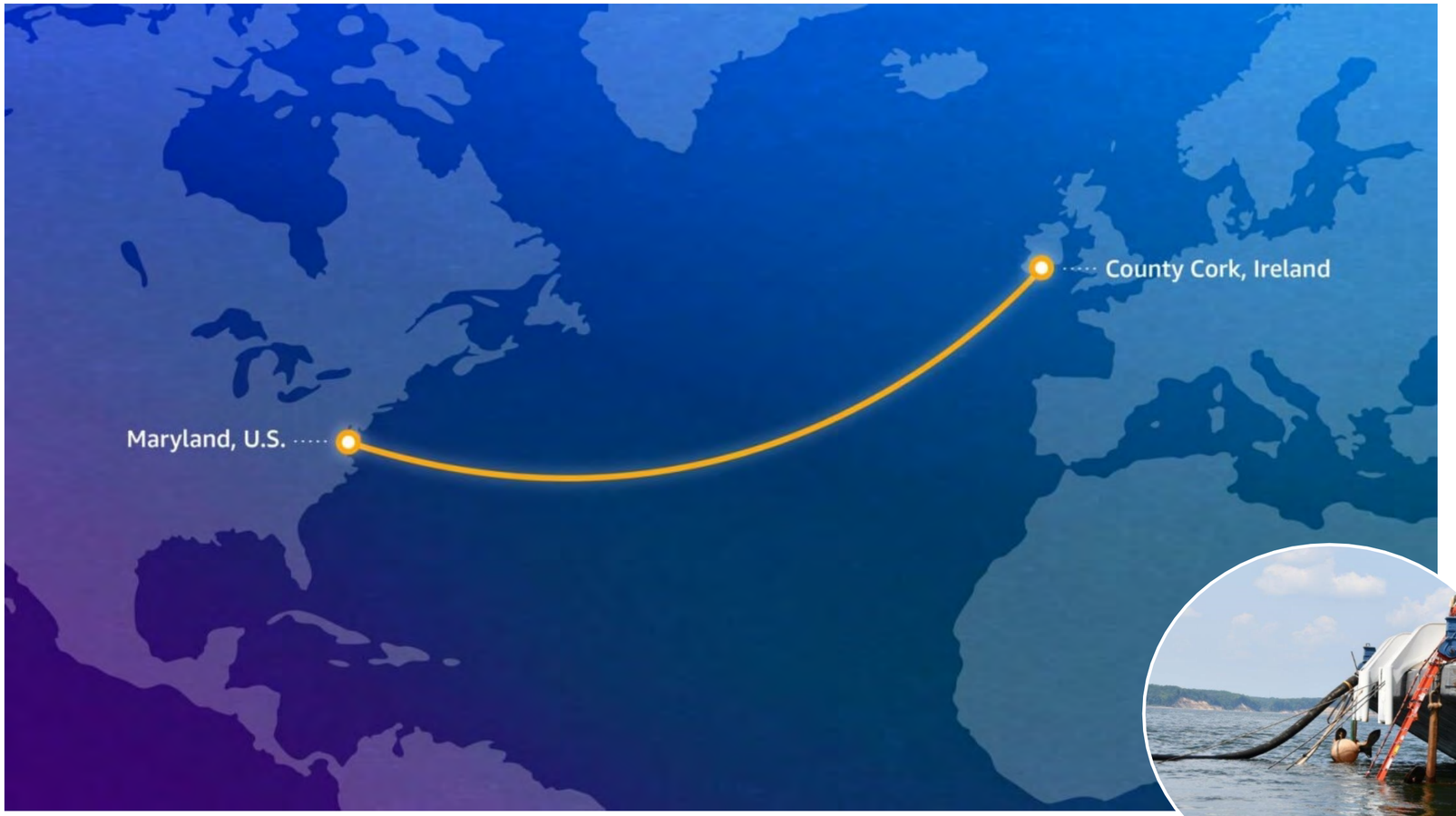
FUTURE GROWTH AND INNOVATION

*"Building Maryland's first-ever subsea fiber cable is **an achievement bigger than broadband connectivity**—it's about securing Maryland's status as a global hub for innovation, job creation, and high-tech investment," said **Wes Moore, Governor of Maryland.** "To grow our economy, we need to prioritize industries of the future. That is exactly what this project helps us deliver, **in partnership with leaders with deep local ties and robust commitment to community engagement."***

AWS FastNet Subsea Fiber Cable

Maryland's first-ever subsea fiber cable connecting the state to Ireland — the AWS FastNet project — marks a historic milestone. This international link opens new doors for data exchange, global commerce, and positions Maryland's Eastern Shore as a critical node in the global digital economy.

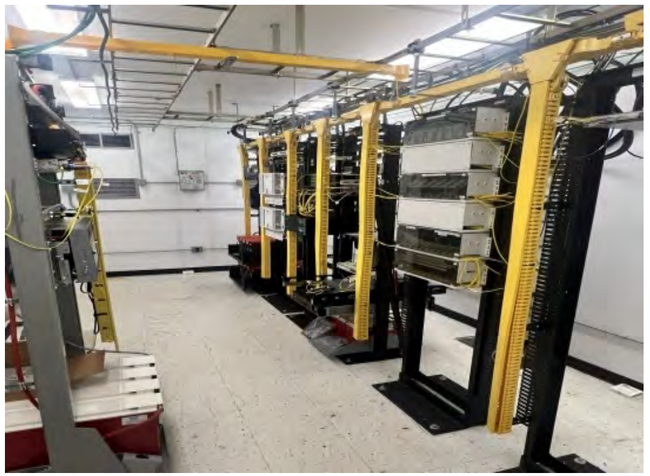
aws



THIS IS WHAT WE ARE TALKING ABOUT







Helping the people of Maryland

STAY CONNECTED

Scan to connect with Maryland Broadband Cooperative

LinkedIn

www.mdbc.us

Maryland Broadband Cooperative, INC. | 410-341-6322 | 2129A Northwood Drive, Salisbury MD 21801
Drew Van Dopp, President & CEO | dvandopp@mdbc.us
Megan Speake, Impact Analyst | mspeake@mdbc.us

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
Telephone: (410) 632-5000 | Fax: (410) 632-0364
www.worcesterk12.org

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September 25, 2026

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

Dear President Elder:

Each year, Worcester County Public Schools reviews its Capital Improvement Program (CIP) with the Commissioners. We will look forward to presenting the proposed FY 2028 CIP with you on October 6, 2026. The FY 2028 CIP has been developed in accordance with the County Capital Improvement Plan and complies with all applicable Maryland Interagency Commission for School Construction (IAC) regulations.

As a part of this process, we will request the Commissioners' approval of the enclosed CIP as a planning document. Verification of County Commissioner approval is required by the IAC as part of its review process. Additional information regarding our current and future facility needs is available in the 2026-2027 Educational Facilities Master Plan, which may be viewed or downloaded from the Worcester County Public Schools website at www.worcesterk12.org under Business & Operations, Facilities + Capital Programs.

The proposed FY 2028 CIP is consistent with the Worcester County Ten-Year Capital Improvement Plan and incorporates all prior recommendations of the County Commissioners regarding our future school construction needs, as follows:

Planning / Funding Requests

1. **Buckingham Elementary School Replacement Project:** The FY 2028 CIP includes construction funding for the Buckingham Elementary School Replacement Project. The feasibility study, educational specifications, schematic design, and construction document phases have been completed. The project is currently out for bid, and we anticipate finalizing the Guaranteed Maximum Price (GMP) upon completion of the bidding process.

2. **Berlin Intermediate School Replacement Project:** The CIP includes continued funding for planning and design services for the Berlin Intermediate School Replacement Project.

3. **Worcester Technical High School Roof Replacement Project:** The CIP includes construction funding for the Worcester Technical High School Roof Replacement Project, with construction anticipated to begin, pending approvals, in June 2027.

Future Roof Replacement Projects

1. The FY 2028 CIP includes future roof replacements projects at Stephen Decatur High School and Ocean City Elementary School

We believe our continued success in addressing school construction and facility needs is the result of the strong partnership among the Board of Education, County Commissioners, state legislators, and community stakeholders. With the continued support of the County Commissioners, we will ensure that all Worcester County students have access to safe, modern, and high-quality educational facilities.

On behalf of the Board of Education, thank you for your ongoing commitment and support of Worcester County Public Schools. I look forward to meeting with you on October 6 to discuss the FY 2028 Capital Improvement Program.

Sincerely,

Annette E. Wallace
Superintendent of School

CC: Board of Education Members
Mr. Weston Young

WORCESTER COUNTY PUBLIC SCHOOLS

FY2028
CAPITAL IMPROVEMENT PROGRAM (CIP)

REVISED: October 6, 2026
September 15, 2026

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Program Summary: Worcester County FY2028 Capital Improvement

1. **Funding Requests:**

   The FY2028 CIP includes:

   1. Buckingham Elementary School Replacement Project
   2. Berlin Intermediate School Replacement Project
   3. Worcester Technical High School Roof Replacement Project

2. **Future Funding Requests**
   The FY 2028 CIP also identifies future projects, including:

   - Roof Replacement at Stephen Decatur High School
   - Roof Replacement at Ocean City Elementary School

Worcester County Public Schools

Buckingham Elementary

Replacement, N/A

Facility Details

PSC Number:	L23F007
Address:	100 Buckingham Rd, Berlin, MD 21811
School Number:	

Request Details

Funding Request Type:	Construction
Prior Funding:	$8,261,003.00
Current FY Request:	$11,277,000.00

Future Funding Requests

Prior Year Construction	$5,599,332.00
Prior Year Construction	$1,867,000.00
Prior Year Construction	$394,671.00
Current Year Request	$11,277,000.00
Expected FY2	$6,617,997.00

Project Scope and Description

Scope Description:

Worcester County Public Schools (WCPS), the Worcester County Commissioners, and the Interagency Commission on School Construction (IAC) completed a three-party Memorandum of Understanding (MOU) that includes the replacement of Buckingham Elementary School. Under the MOU, the Maximum State Allocation for the Buckingham Elementary School replacement project is $25,756,000. WCPS recently submitted responses to comments received as part of the technical review of the project's Construction Documents (CDs).

Estimated Maximum State Award

Cost Share Details

Total State Cost Share %:	60%

Estimated Maximum State

Maximum State Award	$25,756,000.00

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ITEM: 27

LEA DRAFT CIP SUBMISSION - 1 **SEPTEMBER**

THIS IS A RECORD OF A DRAFT SUBMISSION AND IS NOT YET APPROVED BY THE IAC

Worcester County Public Schools

Berlin Intermediate

Replacement,

Facility Details

PSC Number:	L23F012
Address:	309 Franklin Ave, Berlin, MD 21811
School Number:	
Existing SRC:	0
Grades:	5, 6

Request Details

Funding Request Type:	Construction
Total Amount of Request:	$23,145,000
Prior Funding:	$2,027,000.00
Current FY Request:	$160,000

Future Funding Requests

Prior Year	$2,027,000.00
Current Year	$160,000.00
Expected FY3	$10,559,000.00
Expected FY4	$10,399,000.00

Project Scope and Description

GSF of building systems affected by this scope:

Year primary systems entered service/were replaced with State funds:

Scope Description:

Worcester County Public Schools (WCPS), the Worcester County Commissioners, and the Interagency Commission on School Construction (IAC) completed a three-party Memorandum of Understanding (MOU) that includes the renovation or replacement of Berlin Intermediate School. Under the MOU, the Maximum State Allocation for the Berlin Intermediate School project is **$23,145,000**.
Following completion of the Educational Specifications (EdSpecs) and Feasibility Study, the Worcester County Board of Education approved the Feasibility Study in March 2026, followed by approval from the Worcester County Commissioners in April 2026 and the IAC in August 2026.

With these approvals in place, WCPS is moving forward with the design phase of the Berlin Intermediate School project.

Estimated Maximum State Award

Cost Share Details

Base State Cost Share %:	50%	
Applicable Add-Ons:	**CPG**	N/A
	MEA	Yes
	NZE	No
Total State Cost Share %:	55%	

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ITEM: 27

LEA DRAFT CIP SUBMISSION - 1 **SEPTEMBER**

THIS IS A RECORD OF A DRAFT SUBMISSION AND IS NOT YET APPROVED BY THE IAC

Worcester County Public Schools

Worcester Technical High School

Renovation, Roofing

Facility Details

PSC Number:	L23F015
Address:	6270 Worcester Hwy, Newark, MD 21841
School Number:	

Request Details

Funding Request Type:	Construction
Prior Funding:	$1,757,059.00
Current FY Request:	$3,734,855.00

Future Funding Requests

Prior Year Construction	$1,757,059.00
Current Year Request	$3,734,855.00

Project Scope and Description

Scope Description: This project will replace the existing shingle roof system at Worcester Technical High School, which has reached the end of its serviceable life following repeated leak repairs and documented condition ratings ranging from 1.5 to 2.5 out of 4 during annual inspections.

The project will include the removal of the existing shingle roof system and installation of new insulation, high-temperature underlayment, and a new standing seam metal roof system across all applicable roof sections, totaling approximately 58,000–65,000 square feet based on EagleView measurements.

The project scope also includes:

- Installation of new gutters and downspouts throughout the project area;
- Installation of snow retention systems at all required roof slopes;
- Installation of metal coping, edge, and fascia systems meeting ANSI/SPRI ES-1 standards;
- Installation of insulation meeting or exceeding the State of Maryland R-30 requirement; and
- Use of Factory Mutual (FM)-approved roofing systems and components.

Upon completion, the new roofing system will carry a 30-year warranty, providing long-term protection of the facility while reducing ongoing maintenance, leak response, and repair costs.
WCPS received **$1,757,059 in FY27 Capital Improvement Program (CIP) funding** to support the Worcester Technical High School roof replacement project.

Estimated Maximum State Award

Cost Share Details	
Total State Cost Share %:	50%
Estimated Maximum State	
Maximum State Award	$5,491,914.00

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ITEM: 27

LEA DRAFT CIP SUBMISSION - 1 **SEPTEMBER**

ROOF INSPECTION/SURVEY FORM

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

Worcester County

SCHOOL: Worcester Tech

ADDRESS: 6270 Worcester Hwy, Newark Md 21841

LEVEL/SECTION:

LAST REPLACEMENT DATE: 2000

ROOF DECK MATERIAL: Metal

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

OTHER ☐ _____

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

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

Blisters	3	Ridges	3
Splits	3	Exposed Felts	n/a
Eroded Felts	n/a	Drains	3
Alligatoring	n/a	Gravel Stop	n/a
Debris / Vegetation	n/a	Punctures	3
Seam Separation	n/a	Ponding Water	n/a
Pitch Pans	n/a	Expansion Joint	n/a
Parapet Cap	n/a	Parapet Metal	n/a
Gutters	3	Downspout	3.5
Counter Flashing	2.5	Curbs	n/a

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

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

Multiple leak repairs over last few years.

OVERALL ROOF CONDITION 2.5 (1 Poor to 4 Excellent)

PHOTOGRAPHIC/VIDEO RECORD: YES ☒ NO ☐
Identify the area being shown, the item, and the date.

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

COMMENT:

Worchester Tech HS has endured years of repairs to prolong the integirity of the prodominate shingle system. Worchester county facilities (Joe Price) and Garland will be meeting with a third party consultant to move forward in identifing the best plan of action for the school's roof system. Reported internal leaks throughout the building.
Roof replacement should be considered for FY26.

INSPECTED BY: Jeff Smith DATE: April 2023

ROOF INSPECTION/SURVEY FORM

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

Worcester County

SCHOOL: Worcester Tech

ADDRESS: 6270 Worcester Hwy, Newark Md 21841

LEVEL/SECTION:

LAST REPLACEMENT DATE: 2000

ROOF DECK MATERIAL: Metal

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

OTHER ☐ _____

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

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

Blisters	3	Ridges	2.5
Splits	3	Exposed Felts	n/a
Eroded Felts	n/a	Drains	3
Alligatoring	n/a	Gravel Stop	n/a
Debris / Vegetation	n/a	Punctures	3
Seam Separation	n/a	Ponding Water	n/a
Pitch Pans	n/a	Expansion Joint	n/a
Parapet Cap	n/a	Parapet Metal	n/a
Gutters	3	Downspout	3
Counter Flashing	2.5	Curbs	n/a

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

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

Multiple leak repairs over last few years.

OVERALL ROOF CONDITION 2.0 (1 Poor to 4 Excellent)

PHOTOGRAPHIC/VIDEO RECORD: YES ☒ NO ☐
Identify the area being shown, the item, and the date.

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

COMMENT:

Worchester Tech HS has endured years of repairs to prolong the integirity of the prodominate shingle system. The repairs this year have included consultants,Worchester county facilities department and Garland to best prolong the shingle system. Reported internal leaks throughout the building. Roof replacement should be considered for FY26.

INSPECTED BY: Jeff Smith DATE: June 2024

ROOF INSPECTION/SURVEY FORM

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

Worcester County

SCHOOL: Worchester Tech

ADDRESS: 6270 Worchester Hwy, Newark Md 21841

LEVEL/SECTION:

LAST REPLACEMENT DATE: 2000

ROOF DECK MATERIAL: Metal

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

OTHER ☐ _____

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

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

Blisters	2.5	Ridges	2.5
Splits	3	Exposed Felts	n/a
Eroded Felts	n/a	Drains	3
Alligatoring	n/a	Gravel Stop	n/a
Debris / Vegetation	n/a	Punctures	2
Seam Separation	n/a	Ponding Water	n/a
Pitch Pans	n/a	Expansion Joint	n/a
Parapet Cap	n/a	Parapet Metal	n/a
Gutters	2.5	Downspout	2.5
Counter Flashing	2	Curbs	n/a

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

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

Multiple leak repairs over last few years.

OVERALL ROOF CONDITION 1.5 (1 Poor to 4 Excellent)

PHOTOGRAPHIC/VIDEO RECORD: YES ☒ NO ☐
Identify the area being shown, the item, and the date.

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

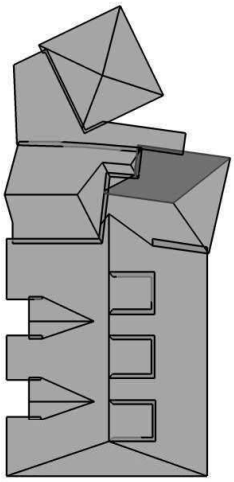
COMMENT:

Worchester Tech HS has endured years of repairs to prolong the integirity of the majority shingle system. After this year's inspection numerous interal leaks continue to be an issue. Short term a winter preventive maintainence program is recommended. Roof replacement should be considered for FY26.

INSPECTED BY: Jeff Smith DATE: August 2025

Precise Aerial Measurement Report

Prepared for you by The Garland Company Inc



Worcester Technical High School

6290 Worcester Hwy, Newark, MD 21841

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

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

Measurements provided by EagleView Technologies

EAGLEVIEW TECHNOLOGIES

PRE-PITCH 2D REPORT

Enclosed is your Pre-pitch 2D report. It is not the completed measurement report but includes data to assist you in the field.

To generate the completed measurements that will include the line, pitch and area diagrams, please navigate to the link below and enter the pitch.

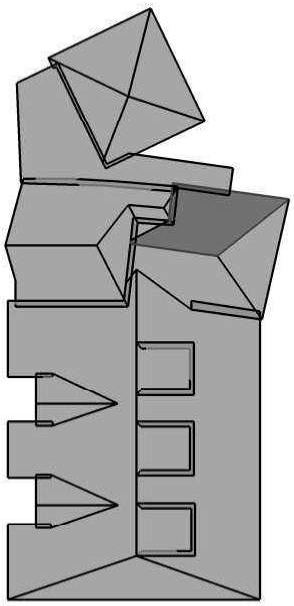
Enter pitch values

If you have questions or need assistance, please contact Customer Service at 1-866-659-8439.

The Garland Company Inc.

EXTENDED COVERAGE 2D
June 8, 2016

6290 Worcester Hwy, Newark, MD 21841



Report Details	Property Details	Report Contents
Report: 13355642	Total Roof Area = Click here to assign pitch values and your report will be generated. Total Roof Facets = 24 Longitude = -75.3399532 Latitude = 38.2225995 Number of Stories <=1 Online map of property	Notes Diagram.....2 Facet Area Table.....3

Contact: Todd Holtzner
Company: **The Garland Company Inc.**
Address: 3800 East 91st St
Cleveland, OH 44105

EAGLEVIEW TECHNOLOGIES

SATISFACTION EXTENDED COVERAGE GUARANTEED

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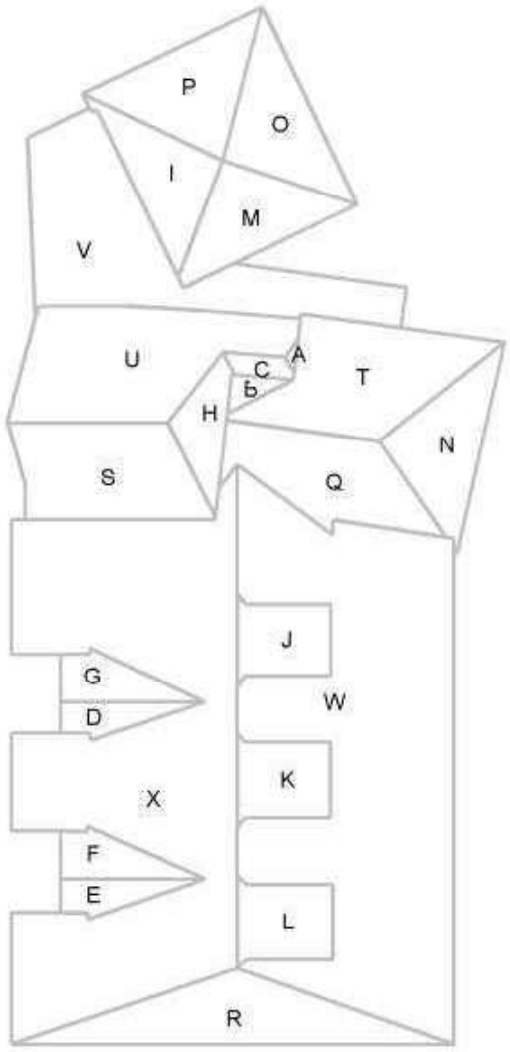
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Notes Diagram

Roof facets are labeled from smallest to largest (A to Z) for easy reference. Total Roof Facets = 24



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Report: 13355642

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6290 Worcester Hwy, Newark, MD 21841 June 8, 2016

Facet Area (sq ft) Based Upon Pitch

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

Facet	Pitch(inches per foot)										
	0	2	4	6	8	10	12	14	16	18	20
A	97.9	99.3	103.2	109.5	117.7	127.4	138.5	150.4	163.2	176.5	190.3
B	175.5	177.9	185	196.2	210.9	228.4	248.2	269.7	292.5	316.4	341.1
C	259.2	262.8	273.2	289.8	311.5	337.4	366.6	398.3	432	467.3	503.8
D	467.1	473.5	492.4	522.2	561.4	608	660.6	717.7	778.5	842.1	907.9
E	488.8	495.5	515.2	546.5	587.5	636.3	691.3	751.1	814.7	881.2	950.1
F	635.3	644.1	669.7	710.3	763.5	827	898.4	976.2	1058.8	1145.3	1234.8
G	659.5	668.6	695.2	737.3	792.6	858.5	932.7	1013.4	1099.2	1188.9	1281.8
H	900	912.4	948.7	1006.2	1081.7	1171.5	1272.8	1382.9	1500	1622.5	1749.3
I	1294.2	1312.1	1364.2	1447	1555.4	1684.7	1830.3	1988.7	2157	2333.2	2515.5
J	1327.4	1345.7	1399.2	1484.1	1595.3	1727.9	1877.2	2039.7	2212.3	2393	2580
K	1337.4	1355.8	1409.7	1495.3	1607.4	1740.9	1891.4	2055	2229	2411	2599.4
L	1347.5	1366.1	1420.4	1506.6	1619.5	1754.1	1905.7	2070.6	2245.8	2429.2	2619.1
M	1407.8	1427.2	1484	1574	1692	1832.5	1990.9	2163.2	2346.3	2537.9	2736.3
N	1528.7	1549.8	1611.4	1709.1	1837.3	1989.9	2161.9	2349	2547.8	2755.9	2971.3
O	1571.9	1593.6	1656.9	1757.4	1889.2	2046.2	2223	2415.4	2619.8	2833.8	3055.2
P	1696.6	1720	1788.4	1896.9	2039.1	2208.5	2399.4	2607	2827.7	3058.6	3297.6
Q	2281.6	2313.1	2405	2550.9	2742.1	2970	3226.7	3505.9	3802.7	4113.2	4434.6
R	2365.4	2398	2493.4	2644.6	2842.9	3079.1	3345.2	3634.7	3942.3	4264.3	4597.5
S	2651.4	2688	2794.8	2964.4	3186.6	3451.3	3749.6	4074.1	4419	4779.9	5153.4
T	2665.2	2702	2809.4	2979.8	3203.2	3469.3	3769.2	4095.3	4442	4804.8	5180.2
U	3377.4	3424	3560.1	3776	4059.1	4396.4	4776.4	5189.7	5629	6088.7	6564.5
V	4997.8	5066.7	5268.1	5587.7	6006.6	6505.7	7068	7679.6	8329.7	9009.9	9714
W	11923	12087.5	12567.9	13330.3	14329.7	15520.3	16861.7	18320.8	19871.7	21494.5	23174.1
X	12315.1	12485	12981.3	13768.7	14800.9	16030.7	17416.2	18923.3	20525.2	22201.4	23936.3
Total	57772	58569	60897	64591	69433	75202	81702	88772	96286	104150	112288

To generate a completed report with all line lengths and dimensions, click here. Your report will be completed as soon as you assign pitch values to the areas in questions.
Each value is rounded to the nearest square foot. The totals are based on the unrounded values.

Access and edit your Extended Coverage 2D Report by logging into your account here:
#https://www.eagleview.com/EditPitches.aspx?ReportId=VzQ2RlFad085TzJXTmpPM0IwVitLdz09

Report: 13355642

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Future Project Request (Optional Form)

State of Maryland Interagency Commission on School Construction

Form 102.3

Instructions: Populate column B to provide information on the anticipated requests for the next five future fiscal years.

Project Information	Populate this Column
LEA	Worcester
Date	Friday, August 28, 2026
Fiscal Year	2028
PSC Number	L23F004
Project Type	Systemic Renovations
School Name	Stephen Decatur High
School Address	9913 SEAHAWK ROAD, BERLIN, MD, 21811
Project Description	The proposed project will provide a full roof replacement with a Two-Ply Cold Applied Modified Roof System with white flood coat and gravel, including vapor barrier installation, new internal drains, tapered insulation to achieve slope-to-drain, and new metal coping and edge systems compliant with ANSI-SPRI ES-1. The new system will meet or exceed State of Maryland R-30 insulation requirements, be Factory Mutual approved, and carry a 30-year warranty.
Proposed Rated Capacity	1454.00
Grades	9-12
Requested Approval for Planning	2029
Funding Fiscal Year	2029
Estimated Cost to State	$ 7,314,000.00
Local Cost	$ 8,017,000.00

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IAC FORM 102.3

ITEM: 27

Project Justification	As the largest school site in Worcester County Public Schools, Stephen Decatur High School has also accumulated the most roof-related work orders. From FY22 to FY26, there have been 52 service calls related to leaks and roof failures. Annual inspections in 2023, 2024, and 2025 rated the roof's overall condition between 2.5 and 2.0 (Fair/Poor) on a 1–4 scale. Inspectors documented blisters, splits, seam separations, ponding water, and coating failures across multiple sections. Despite preventive maintenance, repairs, and caulking, the issues persist and continue to impact building operations. At the projected start of replacement, the roof will be 28 years old, exceeding its serviceable life. Although this project was identified for earlier replacement, it has been deferred due to budgetary constraints. Continued postponement will result in escalating maintenance costs, greater risk of water intrusion, and potential disruption to instruction. Replacement is the only long-term solution to protect the integrity of a 193,090 square foot campus that serves the largest number of students in Worcester County.

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IAC FORM 102.3

ITEM: 27

Future Project Request (Optional Form)

State of Maryland Interagency Commission on School Construction

Form 102.3

Instructions: Populate column B to provide information on the anticipated requests for the next five future fiscal years.

Project Information	Populate this Column
LEA	Worcester
Date	Friday, August 28, 2026
Fiscal Year	2028
PSC Number	L23F006
Project Type	Systemic Renovations
School Name	Ocean City Elementary
School Address	12828 CENTER DRIVE, OCEAN CITY, MD, 21842
Project Description	The proposed project will remove the existing roof systems and install new roofing assemblies designed to correct deficiencies noted in recent inspections. Work will include replacement of shingle and built-up roof sections, repair and replacement of drainage systems, seam and expansion joint improvements, and updated flashings and pitch pans. The new system will be installed to meet or exceed State of Maryland insulation and performance requirements and will provide a long-term warranty to protect the facility.
Proposed Rated Capacity	777.00
Grades	PreK3 - Grade 4
Requested Approval for Planning	2029
Funding Fiscal Year	2030
Estimated Cost to State	$ 2,975,000.00
Local Cost	$ 3,260,000.00

27 – 22

ITEM: 27

Summary of Current Planning and Funding Requests
State of Maryland Interagency Commission on School Construction
Form 102.4

Instructions: Populate column B of the LEA Information table, then populate the summary table with current planning and funding request data.

LEA Information	Populate this Column
LEA	Worcester
Date	Friday, August 28, 2026
Fiscal Year	2028

Priority #	Project Title	Total Estimated Cost	Non PSCP/IAC Funds	Total State Funds	Prior PSCP/IAC Funds	Current Request Fiscal Year	Current Request ($ or LP)	Expected Future Request 1 - Fiscal Year	Expected Future Request 1 - Funding	Expected Future Request 2 - Fiscal Year	Expected Future Request 2 - Funding	Expected Future Request 3 - Fiscal Year	Expected Future Request 3 - Funding	Expected Future Request 4 - Fiscal Year	Expected Future Request 4 - Funding	Expected Future Request 5 - Fiscal Year	Expected Future Request 5 - Funding
1	Buckingham Elementary School Replacement	$ 75,619,262.00	$ 49,863,262.00	$ 25,756,000.00	$ 7,861,003.00	2028	$ 11,277,000.00	2029	$ 6,617,997.00	2030	$ -	2031	$ -		$ -		$ -
2	Berlin Intermediate School Replacement	$ 84,898,920.00	$ 61,753,920.00	$ 23,145,000.00	$ 2,027,000.00	2028	$ 160,000.00	2029	$ -	2030	$ 10,559,000.00	2031	$ 10,399,000.00		$ -		$ -
3	Worcester Technical High Roof Replacement	$ 10,932,828.00	$ 5,491,914.00	$ 5,491,914.00	$ 1,757,059.00	2028	$ 3,734,855.00	2029	$ -	2030	$ -	2031	$ -		$ -		$ -
4	Stephen Decatur High School Roof Replacement	$ 15,331,000.00	$ 8,017,000.00	$ 7,314,000.00	$ -	2028	$ -	2029	$ 7,314,000.00	2030	$ -	2031	$ -		$ -		$ -
5	Ocean City Elementary School Roof Replacement	$ 6,235,000.00	$ 3,260,000.00	$ 2,975,000.00	$ -	2028	$ -	2029	$ 115,000.00	2030	$ 2,860,000.00	2031	$ -		$ -		$ -
6		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
7		$ -		$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
8		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
9		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
10		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
11		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
12		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
13		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
14		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
15		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
16		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
17		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
18		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
19		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
20		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
21		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
22		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
23		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
24		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
25		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
26		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
27		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
28		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
29		$ -	$ -	$ -	$ -		$ -		$ -		$ -		$ -		$ -		$ -
Total	n/a	$ 193,017,010.00	$ 128,386,096.00	$ 64,681,914.00	$ 11,645,062.00	n/a	$ 15,171,855.00	n/a	$ 14,046,997.00	n/a	$ 13,419,000.00	n/a	$ 10,399,000.00	n/a	$ -	n/a	$ -

end of sheet

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IAC FORM 102.4

ITEM: 27

Status of Previously Approved Projects

State of Maryland Interagency Commission on School Construction

Form 102.5

Instructions: Populate column B of the LEA Information table, then populate the project status table with all projects, including systemic projects and those funded through the Aging School, School Safety, and Healthy Schools programs.

LEA Information	Populate this Column
LEA	Worcester
Date	Friday, August 28, 2026
Fiscal Year	2028

Project Title (list in chronological order by Fiscal Year)	PSC #	Date of IAC Approval (mm/yyyy)	Date of State SD Approval (mm/yyyy)	Date of State DD Approval (mm/yyyy)	Date of State CD Approval (mm/yyyy)	Date of State Contract Award Approval (mm/yyyy)	Percent Construction Completed	Date Occupied
Cedar Chapel S.S. HVAC Units	L23F013	04/2021				06/2021	100%	09/2024
Cedar Chapel S.S. Playground	L23F013	02/2023				09/2023	100%	04/2024
Pocomoke Elementary Cameras SSGP	L23F002	09/2023				09/2023	100%	03/2024
Snow Hill Elementary Cameras SSGP	L23F008	09/2023				09/2023	100%	03/2024
Snow Hill Middle / Cedar Chapel Special Roof Replacement	L23F009 L23F013	05/2024				04/2024	100%	09/2024
Buckingham Elementary Replacement	L23F007	02/2025	11/2025	04/2026	08/01/26			
Berlin Intermediate School Replacement	L23F012	02/2025						
Buckingham Elementary Camera SSGP	L23F007	08/2025				08/2025	100%	04/2026
Showell Elementary Video Management SSGP	L23F001	08/2025				08/2025	100%	04/2026

Status of State-Owned Relocatables
State of Maryland Interagency Commission on School Construction
Form 102.6

Instructions: Populate column B of the LEA Information table, then populate the relocatable status table. Provide current use and justification for keeping each State-owned relocatable that has been sited for more than two years. For relocatables that are justified by a need for additional seats, include the State Rated Capacity, FTE enrollment, and two years of projections for the school and adjacent schools. This form should be included with the Capital Improvement Program submission.

LEA Information	Populate this Column
LEA	Worcester
Date	Friday, August 28, 2026
Fiscal Year	2028

School	Building Number	Manufacturer	# of Classrooms	Current Use	Date Sited	Action Requested	Justification
(Note: 11 locally owned portable temporary classrooms are used to accommodate all existing programs.)							

IAC FORM 102.6

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ITEM: 27

SUMMARY OF PORTABLE CLASSROOMS

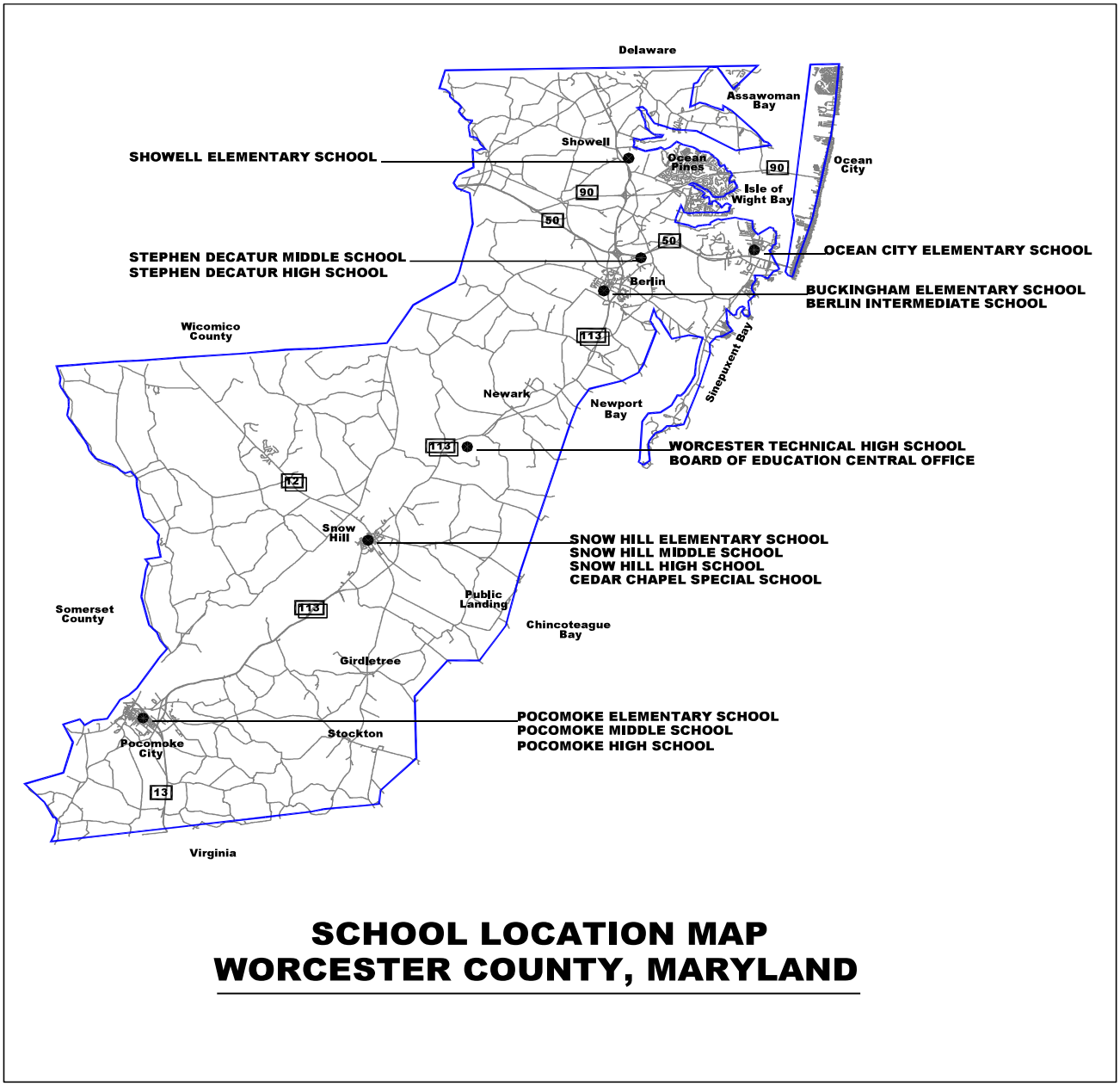
2026 - 2027

SCHOOL	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027	SQ. FT.
Buckingham Elementary	5	5	5	5	5	5	5	5	3,840
Ocean City Elementary	0	0	0	0	0	0	0	0	0
Pocomoke Elementary	0	0	0	0	0	0	0	0	0
Showell Elementary	9	9	0 (Note 1)	0	0	0	0	0	0
Snow Hill Elementary	5	5	5	5	5	5	5	5	3,840
Berlin Intermediate	6	6	6	0 (Note 2)	0	0	0	0	0
Pocomoke Middle	0	0	0	0	0	0	0	0	0
Snow Hill Middle	1	1	1	1	1	1	1	1	768
Cedar Chapel Special	0	0	0	0	0	0	0	0	0
Stephen Decatur Middle	9	9	9	9	0 (Note 3)	0	0	0	0
Pocomoke High	0	0	0	0	0	0	0	0	0
Snow Hill High	0	0	0	0	0	0	0	0	0
Stephen Decatur High	0	0	0	0	0	0	0	0	0
Worcester Tech	0	0	0	0	0	0	0	0	0
TOTAL	**35**	**35**	**26**	**20**	**11**	**11**	**11**	**11**	**8,448**

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

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

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



SCHOOL LOCATION MAP
WORCESTER COUNTY, MARYLAND

WORCESTER COUNTY PUBLIC SCHOOLS

TEN-YEAR ENROLLMENT PROJECTIONS

FULL TIME EQUIVALENTS

SEPTEMBER 30, 2025 - 2035

WORCESTER COUNTY PUBLIC SCHOOLS

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
PRE-K 3	216	193	201	175	184	229	234	234	234	234	237
PRE-K 4	380	412	406	421	370	388	396	407	407	407	407
KINDERGARTEN	417	414	487	482	501	438	460	471	484	484	484
ELEMENTARY SPEC.	12	12	12	12	12	12	12	12	12	12	12
1	417	443	440	513	508	527	464	486	497	510	510
2	482	421	447	444	517	512	531	468	490	501	514
3	402	487	426	452	449	522	521	536	473	495	506
4	486	410	495	434	460	457	530	529	544	481	503
5	447	500	424	509	448	474	471	545	544	557	496
6	490	452	505	429	514	453	479	476	550	549	562
7	504	504	466	519	443	528	467	493	490	564	563
8	469	536	536	498	551	475	560	499	525	522	596
9	576	470	537	537	499	552	476	561	500	526	523
10	560	578	472	539	539	501	554	478	563	502	528
11	558	560	578	472	539	539	501	554	478	563	502
12	534	559	561	579	473	540	540	502	555	479	564
SECONDARY SPEC.	35	35	35	35	35	35	35	35	35	35	35
TOTAL ENROLLMENT	6,985	6,986	7,028	7,051	7,042	7,183	7,231	7,286	7,380	7,420	7,542
K-12 ENROLLMENT	6,389	6,381	6,421	6,454	6,488	6,565	6,601	6,645	6,740	6,780	6,898
STATE PROJECTION	6,389	6,360	6,370	6,390	6,320	6,400	6,370	6,400	6,440	6,480	6,570
STATE - WOR PROJ.	0	-21	-51	-64	-168	-165	-231	-245	-300	-300	-328
% Diff		0.33%	0.80%	1.00%	2.66%	2.58%	3.63%	3.83%	4.66%	4.63%	4.99%

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

BUCKINGHAM ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
PRE-K 3	40	40	42	37	38	80	80	80	80	80	80
PRE-K 4	80	87	86	89	78	82	84	86	86	86	86
KINDERGARTEN	82	79	93	92	95	83	88	90	92	92	92
1	74	83	80	94	93	96	84	89	91	93	93
2	86	75	84	81	95	94	97	85	90	92	94
3	75	87	76	85	82	96	95	98	86	91	93
4	77	77	89	78	87	84	98	97	100	88	93
TOTAL ENROLLMENT	514	528	550	556	568	615	626	625	625	622	631

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

OCEAN CITY ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
PRE-K 3	40	29	30	26	28	28	29	29	29	29	30
PRE-K 4	80	87	86	89	78	82	84	86	86	86	86
KINDERGARTEN	93	89	106	104	108	95	100	102	104	104	104
1	81	100	96	113	111	115	102	107	109	111	111
2	109	84	103	99	116	114	118	105	110	112	114
3	88	109	84	103	99	116	114	118	105	110	112
4	112	92	113	88	107	103	120	118	122	109	114
TOTAL ENROLLMENT	603	590	618	622	646	652	665	664	665	661	672

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

POCOMOKE ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
PRE-K 3	60	57	59	51	54	55	57	57	57	57	58
PRE-K 4	80	87	86	89	78	82	84	86	86	86	86
KINDERGARTEN	90	85	100	99	103	90	95	97	99	99	99
1	91	92	87	102	101	105	92	97	99	101	101
2	85	91	92	87	102	101	105	92	97	99	101
3	67	89	95	96	91	106	105	109	96	101	103
TOTAL ENROLLMENT	473	501	519	524	529	539	538	538	534	543	548

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

SHOWELL ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
PRE-K 3	40	29	30	26	28	28	29	29	29	29	30
PRE-K 4	80	87	86	89	78	82	84	86	86	86	86
KINDERGARTEN	94	97	114	113	117	103	108	110	113	113	113
1	105	109	112	129	128	132	118	123	125	128	128
2	115	105	109	112	129	128	132	118	123	125	128
3	109	115	105	109	112	129	132	132	118	123	125
4	105	109	115	105	109	112	129	132	132	118	123
TOTAL ENROLLMENT	648	651	671	683	701	714	732	730	726	722	733

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

SNOW HILL ELEMENTARY

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
PRE-K 3	36	38	39	35	36	37	38	38	38	38	39
PRE-K 4	60	64	63	65	57	60	62	63	63	63	63
KINDERGARTEN	58	64	75	74	77	68	71	73	74	74	74
1	66	59	65	76	75	78	69	72	74	75	75
2	87	66	59	65	76	75	78	69	72	74	75
3	63	87	66	59	65	76	75	78	69	72	74
TOTAL ENROLLMENT	370	378	367	374	386	394	393	393	390	396	400

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

CEDAR CHAPEL SPECIAL SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
PRE-KINDERGARTEN	0	0	0	0	0	0	0	0	0	0	0
KINDERGARTEN	0	0	0	0	0	0	0	0	0	0	0
ELEMENTARY SPEC.	12	12	12	12	12	12	12	12	12	12	12
SECONDARY SPEC.	35	35	35	35	35	35	35	35	35	35	35
TOTAL ENROLLMENT	47	47	47	47	47	47	47	47	47	47	47

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

BERLIN INTERMEDIATE SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
5	280	299	283	322	276	308	304	352	352	359	320
6	324	280	299	283	322	276	308	304	352	352	359
TOTAL ENROLLMENT	604	579	582	605	598	584	612	656	704	711	679

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

POCOMOKE MIDDLE SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
4	108	68	90	96	97	92	107	106	110	97	102
5	89	112	72	94	100	101	96	111	110	114	101
6	90	93	116	76	98	104	105	100	115	114	118
7	99	94	97	120	80	102	108	109	104	119	118
8	77	103	98	101	124	84	106	112	113	108	123
TOTAL ENROLLMENT	463	470	473	487	499	483	522	538	552	552	562

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

SNOW HILL MIDDLE SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
4	84	64	88	67	60	66	77	76	79	70	73
5	78	89	69	93	72	65	71	82	81	84	75
6	76	79	90	70	94	73	66	72	83	82	85
7	98	79	82	93	73	97	76	69	75	86	85
8	64	103	84	87	98	78	102	81	74	80	91
TOTAL ENROLLMENT	400	414	413	410	397	379	392	380	392	402	409

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

STEPHEN DECATUR MIDDLE SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
7	307	331	287	306	290	329	283	315	311	359	359
8	328	330	354	310	329	313	352	306	338	334	382
TOTAL ENROLLMENT	635	661	641	616	619	642	635	621	649	693	741

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

POCOMOKE HIGH SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
9	106	77	103	98	101	124	84	106	112	113	108
10	96	107	78	104	99	102	125	85	107	113	114
11	102	96	107	78	104	99	102	125	85	107	113
12	98	103	97	108	79	105	100	103	126	86	108
TOTAL ENROLLMENT	402	383	385	388	383	430	411	419	430	419	443

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

SNOW HILL HIGH SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
9	104	65	104	85	88	99	79	103	82	75	81
10	91	105	66	105	86	89	100	80	104	83	76
11	94	91	105	66	105	86	89	100	80	104	83
12	92	94	91	105	66	105	86	89	100	80	104
TOTAL ENROLLMENT	381	355	366	361	345	379	354	372	366	342	344

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

STEPHEN DECATUR HIGH SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
9	366	328	330	354	310	329	313	352	306	338	334
10	373	366	328	330	354	310	329	313	352	306	338
11	362	373	366	328	330	354	310	329	313	352	306
12	344	362	373	366	328	330	354	310	329	313	352
TOTAL ENROLLMENT	1445	1429	1397	1378	1322	1323	1306	1304	1300	1309	1330

REVISED 04/29/2026 I 2025-2035 Projected-930

WORCESTER COUNTY PUBLIC SCHOOLS

WORCESTER TECHNICAL HIGH SCHOOL

TEN YEAR ENROLLMENT PROJECTIONS

SEPTEMBER 30, 2025-2035

GRADE	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035
ALL	580	599	568	561	547	557	563	541	563	545	562
TOTAL ENROLLMENT	580	599	568	561	547	557	563	541	563	545	562

REVISED 04/29/2026 I 2025-2035 Projected-930

MARYLAND'S Coast WORCESTER COUNTY

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

MEMORANDUM

To: Worcester County Commissioners; Weston Young, Chief Administrative Officer; Candace Savage, Deputy CAO

CC: Kim Reynolds, Budget Officer; Lynn Wright, Senior Budget Accountant

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

Date: September 23, 2026

Re: FY27 MTDB Marketing Grant Agreement & Request for Supplemental Funding

---

Worcester County Tourism has received its FY27 Marketing Grant award from the Maryland Tourism Development Board (MTDB). The grant amount is **$114,749**, which reflects a slight increase from last year's award. However, the Tourism Department budgeted $195,000 in grant funding for FY27 which leaves a shortfall of $80,251 from what was planned for FY27. As a result of this shortfall, I am requesting the following:

1. **Approval and signature of the FY27 MTDB Marketing Grant Agreement** (attached).
2. **Allocation of FY26 surplus county funds to cover the deficit**, to maintain our planned advertising expenditure for FY27.

As the official Destination Marketing Organization (DMO) for Worcester County, we receive annual marketing grant funds from the state to support advertising and promotional efforts. This grant is based on a formula that considers:

- The county's qualifying advertising expenditures.
- The performance of tourism-related tax revenues.
- The comparative levels of investment across other counties and DMOs in Maryland.

These funds are used exclusively for advertising efforts across digital, print, outdoor, online, television, and radio platforms, both in and out of market.

Grant Variability and Budget Impact:
Because the grant formula is performance-based and includes comparisons to other jurisdictions, the amount awarded can vary each year. Additionally, award notifications are not issued until August, after the county budget process concludes.

MARYLAND'S Coast WORCESTER COUNTY

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

Although Worcester County increased its advertising investment in the prior year, our actual grant award came in **less than projected**. As a result, our planned marketing activities will need to be reduced unless the funding gap can be addressed. To maintain our originally planned level of advertising and marketing for FY27 which was presented to you in our Media Plan, I respectfully request:

1. **Approval and execution of the attached FY27 MTDB Grant Agreement.**
2. **Authorization to allocate county surplus funds** to make up for the shortfall in grant funding and preserve our full marketing strategy.

Maintaining our planned marketing investment is critical to sustaining tourism growth and revenue for Worcester County. We sincerely appreciate the Commissioner's support of Visit Maryland's Coast initiatives.

MARYLAND DEPARTMENT OF COMMERCE
MARYLAND TOURISM DEVELOPMENT BOARD

FY 2027 DESTINATION MARKETING ORGANIZATION

GRANT AGREEMENT

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

RECITALS

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

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

C. MTDB has approved the award of funding assistance to Grantee, to be expended by Grantee in accordance with this Agreement and the MTDB FY 2027 Destination Marketing Organization Grant Guidelines, attached hereto and incorporated herein as Exhibit A.

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

1. Grant. MTDB agrees to provide Grantee with funds in an amount not to exceed One Hundred Fourteen Thousand Seven Hundred Forty-Nine Dollars ($114,749) (the "Grant" or "Grant Funds"), subject to the availability of funds for such purpose.

a) Grant Formula: Grants are allocated using a formula that considers a $20,000 base grant; each grantee's calendar year (CY) 2025 qualifying expenditures; the growth of those expenditures compared with the three-year average for CY 2023–CY 2025; and the growth of FY 2025 county accommodations tax revenues compared with the three-year average for FY 2023–FY 2025.

b) Grant Term: The Agreement is in effect from July 1, 2026, to June 30, 2027.

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

2. Purpose. Grantee may use the Grant only for the purposes and in the manner set forth in its FY 2027 Destination Marketing Organization Application Questionnaire, attached hereto and incorporated herein as Exhibit B. Grant funds are intended to supplement the Grantee's annual budget and shall not replace year-over-year budget reductions incurred by the Grantee.

3. Guidelines; Grantee Certifications.

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

b) As a material inducement to Grantor to make the Grant, Grantee hereby certifies and warrants to Grantor that (1) Grantee has all requisite power and authority to enter into this Agreement. The person whose signature is affixed to this Agreement on behalf of Grantee has been duly granted authority to sign this Agreement; (2) This Agreement has been executed and delivered by Grantee in such manner and form as to comply with all applicable laws and corporate requirements to make this Agreement the valid and legally binding act and agreement of Grantee; and (3) Grantee represents that Grantee is not in arrears with respect to the payment of any funds due and owing the State of Maryland, or any department or unit thereof, including, but not limited to, the payment of taxes and employee benefits, and that is shall not become so arrears during the term of this Agreement.

4. Disbursement.

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

b) Grantee must submit all reimbursement requests no later than July 31, 2027. Disbursements of Grant Funds are subject to the continuing availability of funds for such purpose, the State's fiscal position, the Department's financial resources, and compliance with all applicable laws. The Department may, at any time, assess the State's fiscal position and the Department's financial resources and reduce the amount of undisbursed Grant

funds. If Grantee is a nonprofit entity under Section 501(c)(3), (4) or (6) of the Internal Revenue Code, the Grant Funds may be applied toward indirect costs in accordance with Section 2-208 of the State Finance and Procurement Article, Annotated Code of Maryland. Grantee shall report any Grant Funds applied to indirect costs in funding requests and financial reports submitted to Commerce.

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

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

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

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

b) Communications to Grantee (required):
Name: Melanie Pursel
Title: Director, Tourism and Economic Development
Address: 107 West Green St., Snow Hill, MD 21863
Phone: 410-632-3110
Email: mpursel@worcestermd.gov

c) Communications to Grantee (alternate):
Name: Janet Stephenson
Title: Administrative Assistant
Address: 107 West Green St., Snow Hill, MD 21863
Phone: 410-632-3110
Email: jstephenson@worcestermd.gov

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

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

8. Political Contributions.

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

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

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

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

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
[SIGNATURES ON FOLLOWING PAGE]

WITNESS/ATTEST:

By: _____
(Signature)

_____
(Typed Name)

GRANTEE:

By: _____
(Signature)

_____
(Printed Name)

_____
(Title)

WITNESS:

_____
(Signature)

_____
(Printed Name and Title)

MARYLAND TOURISM DEVELOPMENT BOARD:

By: _____
(Signature)

_____
(Printed Name and Title)

Date: _____

Approved for form and legal sufficiency by:

_____, Assistant Attorney General

Attachments: Exhibit A: FY 2027 DMO Grant Guidelines
Exhibit B: FY 2027 DMO Application Questionnaire
Exhibit C: Application Affidavit, if applicable

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: September 24, 2026
RE: Request to Award – Ocean Pines WWTP FET #1 Cleaning

Public Works – Water & Wastewater Division is requesting that the Commissioners approve awarding the **Ocean Pines Wastewater Treatment Plant (WWTP) Flow Equalization Tanks (FET) #1 Cleaning Project** to the lowest responsive and responsible vendor, **Chesapeake Turf LLC**, in the amount of **$162,375.00**. The facility is located at 1000 Shore Drive, Ocean Pines, MD 21811.

CES is the sub-contractor for this project. They are very familiar with our WWTP and have the capability to handle the work.

Their base bid was $23,625 for the first 15,000 gallons on sludge removed. We are estimating that there could be up to an additional 75,000 gallons of material to remove based on prior tank cleanings ($1.85 per gallon x 75,000 gallons = $138,750 contingency funds). The total amount of funding requested is based on the $23,625 base bid + plus $138,750 contingency = **$162,375 Total**.

Bids were due and opened on Thursday, September 10, 2026, at 1 p.m. Two (2) bids were received. *(see bid tabulation below)*

Funding for this project is included in the FY27 Budget in G/L account 555.8003.9010.090.

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

WWW - OP - Cleaning of Flow Equalization Tank No. 1	
Thursday, Sept. 10, 2026, at 1:00 pm	
Bid Tabulation	
Vendor Name	**Base Bid**
Chesapeake Turf *(Salisbury, MD)*	$23,625.00 - $1.85 per gal.
Clean Harbors *(Norwell, MA)*	$187,500.00 - $12.50 per gal.

SECTION IV: BID SPECIFICATIONS

A. SUMMARY

1. The County is seeking bids from qualified Vendors to provide all necessary labor, material, equipment, supervision, and services required for the cleaning of Flow Equalization Tank No. 1 (FET 1) at the Ocean Pines Wastewater Treatment Plant (WWTP).
2. This Work includes but is not limited to: the removal, transportation, and disposal of wastewater, sludge, solids, sediment, sand, grit and debris from FET 1 and pressure-washing FET 1 upon completion of debris removal.
3. All Work shall be performed in accordance with the latest edition of any and all State and Local Laws, Codes and Regulations of the State of Maryland having jurisdiction in connection with the work as described hereinafter in these specifications.

B. PRE-BID CONFERENCE

1. A **mandatory** pre-bid site visit will be held on **August 12, 2026,** at **10:00 a.m.** at the Ocean Pines WWTP, 1000 Shore Drive, Berlin, MD 21811. Bidders should meet at **Operations Building**. Attendance is required in order to submit a responsive bid. Bidders unable to attend may contact Lee Beauchamp, Water and Wastewater Superintendent, at 410.641.5251 to arrange an alternate site visit prior to the bid due date.

C. CONTRACT PRICING

1. Project timeline is 15 business days from Notice to Proceed
2. Contract pricing will be valid for the term of **12 months** ("Contract Period").
3. Pricing must include all labor, materials, supervision, services, tools, and equipment to perform Work.
4. Pricing will not change during the Contract Period.

D. WORK LOCATION:

1. Ocean Pines WWTP, 1000 Shore Drive, Berlin, MD 21811.

E. WORK HOURS AND DURATION

1. The successful bidder is to schedule work during operating hours, 7:30 a.m.–4:00 p.m., Monday-Friday.
2. No Work is permitted on County observed Holidays.
3. If the successful bidder is to work outside these regular working hours to meet the deadline it shall be noted in the bid. No work is to be completed over the weekend.

F. CONTACT:

1. Dominic Ross, Ocean Pines WWTP Superintendent

G. FET 1 OVERVIEW

1. See Attachment A for details on Flow Equalization Tank 1.

H. SUBMITTALS

1. **Submitted with the Bid:**
    a. A Tank Cleaning and Material Quantification Plan describing the proposed method for determining the quantity of material removed. The plan shall include the equipment to be used, survey or measurement procedures, calculation methodology, assumptions, and documentation to be provided for payment.
2. **Submitted post-Award and prior to site mobilization:**
    a. Vendor shall submit a plan showing proposed equipment and hose/pipe layout used for removal of residual wastewater and liquid sludge for approval by the County,

I. SCOPE OF WORK

1. **GENERAL:**
    a. FET 1 will be taken out of service prior to Vendor's Work.
    b. The Vendor shall utilize a cleaning method comprised of a combination of vacuum trucks, dewatering boxes, and all necessary hoses and equipment that removes and dewaters sludge, sediment, sand, solids, grit, and any other debris settled on the bottom of the FET 1 basin. **Volume of solids, grit and debris in the tank is unknown.**
    c. Classification and destination of material removed from FET 1 will be determined by the County.
    d. Wastewater and Liquid Sludge
        i. The Vendor shall pump all recoverable residual wastewater and liquid sludge to the designated anaerobic digesters or lagoon.
        ii. All above-ground hoses and/or temporary piping must be water-tight and leak-free.
    e. Solids, Grit and Other Debris
        i. The Vendor shall remove accumulated solids, grit, trash, and debris from the tank floor, channels, and other surfaces from FET 1 and transport solids to the designated sludge drying beds.
        ii. Extracted sand, solids, grit, and debris suitable for placement in the drying beds shall be loaded directly into liquid tight truck, trailer, or container for transport. No gravity dewatering of the removed material will be permitted outside of the drying beds.
        iii. The Vendor shall wash down tank walls, floor, piping, and appurtenances of FET 1 as necessary to remove remaining deposits.
        iv. Offsite disposal of rags, trash, or non-process debris shall be performed in accordance with applicable regulations.
    f. All work shall be performed in a professional manner with great caution and within OSHA and any other governing safety and health standards/guidelines.
    g. Vendor may use County supplied water at no cost for the cleaning/removal process.
2. **NOISE SUPPRESSION**
    a. The Vendor shall conduct operations in a manner that minimizes noise impacts to adjacent residential properties. Noise generated by construction equipment, pumps, vacuum trucks, pressure washers, generators, and other equipment shall not exceed:
        a. 85 dBA measured 50 feet from the operating equipment, and
        b. 65 dBA measured at the WWTP property line
    b. All equipment shall be equipped with manufacturer-recommended mufflers and maintained in good operating condition.
    c. The Vendor shall be solely responsible for controlling noise generated by its operations. The Vendor shall provide all equipment, temporary barriers, mufflers, enclosures, and other noise attenuation measures necessary to ensure compliance with the noise requirements specified herein, at no additional cost to the Owner.
3. **CLEANING REQUIREMENTS**

a. The Vendor shall pressure wash all exposed FET 1 surfaces using equipment using the minimum pressure necessary to remove dirt, biological growth, grease, and loose coatings without damaging the tank surface.

4. **SITE RESTORATION**
    a. The Vendor shall fully restore all areas impacted by their Work.

J. COOPERATION BETWEEN CONTRACTORS:

1. The Owner reserves the right at any time to contract for and perform other or additional work on or near the work covered by the contract.
2. When separate contracts are let within the limits of any one project, each Vendor shall conduct their work so as not to interfere with or hinder the progress or completion of the work being performed by other Vendors. Vendors working on the same project shall cooperate with each other as directed.
3. Each Vendor involved shall assume all liability, financial or otherwise, in connection with their contract and shall protect and save harmless the Owner from any and all damages or claims that may arise because of inconvenience, delay, or loss experienced by them because of the presence and operations of other Vendors working within the limits of the same project.
4. The Vendor shall arrange their work and shall place and dispose of the materials being used so as not to interfere with the operations of the other Vendors within the limits of the same project. They shall join their work with that of others in an acceptable manner and shall perform it in proper sequence to that of others.

K. CONTRACTOR RESPONSIBILITY FOR IMPLIED WORK

1. The Contractor shall perform, without additional cost to the Owner, any work that is:
    a. Shown on the Plans but not mentioned in the Specifications;
    b. Described in the Specifications but not shown on the Plans;
    c. Neither shown on the Plans nor described in the Specifications, but necessary for the satisfactory and legal operation of the installation. Such work shall be considered incidental, and its cost shall be included in the applicable unit prices or lump sum bid for the work.

L. DELIVERABLES

1. The Vendor is required to send a report with each invoice stating total volume of material removed, transported and disposed.

M. SITE CLEANING

1. The Vendor shall execute cleaning during progress of the Work, and at completion of the Work.
2. Conduct cleaning and disposal operations to comply with codes, ordinances, regulations, and anti-pollution laws.
3. Execute daily cleaning to keep the Work, the site and adjacent properties free from accumulations of waste materials, rubbish and windblown debris, resulting from operations.
4. Provide onsite containers for the collection of waste materials, debris and rubbish. All waste materials including containers, food debris and other miscellaneous materials must be disposed of daily in onsite containers.
5. Remove waste materials, debris and rubbish from the site periodically and dispose of at legal disposal areas away from the site.

N. MEASUREMENT AND PAYMENT

1. **General**

a. The following items are incidental or subsidiary obligations of the Vendor to the Work being performed and shall not be paid for separately.
    i. Mobilization.
    ii. Confined space entry.
    iii. Vacuuming, pumping, excavation, shoveling, and mechanical handling.
    iv. Transport and discharge of material to treatment units
    v. All hoses, piping, fittings, and temporary connections
    vi. Pressure washing or hydro-jetting required to mobilize or expose solids.
    vii. Pressure-washing tank surfaces to an acceptable condition.
    viii. Compliance with operational and safety requirements.
    ix. Disposal of non-process debris.
b. The Owner reserves the right to verify quantities using any combination of:
    i. Pre- and post-cleaning tank sludge depth surveys
    ii. Independent field measurements of stockpiles
    iii. Review of vacuum truck logs and disposal records
    iv. Visual inspection of tank conditions after cleaning
    v. Where discrepancies exist, Owner-verified measurements shall govern.

2. **Measurement**
    a. Measurement of material removed from FET 1 and properly placed in the designated location shall be determined using the approved Tank Cleaning and Material Quantification Plan.
3. **Payment**
    a. Payment will be made at the unit price bid for the Removal, Transport, and Placement of Material to the designated location.
        i. Unit prices include, but are not limited to, all materials, labor, and incidentals required for the completion of the Work.
    b. The County will make payment(s) to the Successful Vendor within thirty calendar days from the receipt of a proper invoice for approved and accepted work performed.
    c. Unless otherwise noted, **all additional charges shall be included in the price quoted.**
        i. This includes delivery, shipping, and any other materials (proofs, paper, etc.) needed to successfully complete the project according to the terms described.
        ii. The County will <u>not</u> be responsible for any costs incurred by any Vendor in preparing and submitting a bid.
    d. Successful Vendor agrees to complete any necessary Vendor paperwork as required by the County.
4. **Additional Excess Material Removal and Disposal**
    a. Removal and disposal of excess material exceeding the estimated volumes included in the Base Bid shall be performed only when authorized by the County.
    b. Payment shall be made at the contract unit price for the actual quantities removed, transported and placed beyond the initial quantity included in the Base Bid.

O. GENERAL REQUIREMENTS

1. The Successful Vendor must be licensed to perform Work in the state of Maryland.

P. AWARD

1. The County intends to award to the Vendor whose Completed Bid Documents represents the best value to the County.

END OF SECTION

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

Weston Young
Chief Administrative Officer

Edward Welch
Procurement Officer

CONTRACT

THIS CONTRACT, made on **September 28, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and insert **Chesapeake Turf LLC** ("Successful Vendor").

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

1. Successful Vendor will commence and complete the: **Ocean Pines Wastewater Treatment Plant (WWTP) Flow Equalization Tanks (FET) #1 Cleaning 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 a sum not to exceed **$162,375.$\underline{00}$ (One Hundred Sixty-Two Thousand Three Hundred Seventy-Five Dollars and zero cents)**. The base bid was $23,625 for the first 15,000 gallons on sludge removed. It is estimated that there could be up to an additional 75,000 gallons of material to remove based on prior tank cleanings ($1.85 per gallon x 75,000 gallons = $138,750 contingency funds). The total amount of funding approved is based on the $23,625 base bid + $138,750 contingency = $162,375 Total. No work is to be initiated that exceeds this amount without the mutual written approval of both parties.
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 Government
One West Market Street | Room 1103 | Snow Hill, MD 21863
(410) 632-1194 | purchasing@worcestermd.gov | https://worcestermd.gov/

MEMORANDUM

To: Worcester County Commissioners
From: Ed Welch, Procurement Officer
Date: September 16, 2026
Re: **Request to Award – Ocean Pines Force Main (FM) Pump Station N to Pump Station L**

Public Works-Water and Wastewater Division is recommending that the County award the contract for the **Ocean Pines Force Main Replacement, Pump Station N to Pump Station L**, to **EA Engineering, Science, and Technology, Inc.** (EA Engineering), of Ocean Pines, Maryland, in the amount of **$233,794.38.**

Proposals were due and opened on September 3, 2026, at 1:30 PM. Five proposals were received and evaluated by a four-member evaluation committee, with each member independently scoring the proposals on a 0–4 scale using the criteria and weighting established in the RFP.

EA Engineering received the highest overall score and was ranked first by all four committee members. They also remained the highest-ranked firm when price was excluded. The evaluation results were consistent across all four evaluators and under both scoring scenarios. Of the five proposals received, two exceeded the available project budget. EA Engineering's proposal of $233,794.38 is within the $300,000 budget established for the project, and sufficient funding is available in General Ledger account 555.8004.9010.090.

Based on the evaluation committee's scoring and the results summarized above, Public Works recommends that the Commissioners approve the award of RFP 27-WWW-02, Ocean Pines Force Main Replacement, Pump Station N to Pump Station L, to EA Engineering in the amount of $233,794.38.

Please feel free to contact me with any questions. Thank you.

Engineering Services- Ocean Pines Force Main
Thursday, Sept. 3, 2026, at 1:30 pm
Request for Proposals Tabulation Sheet
Respondent's Name(s):
EA ENGINEERING *(Ocean Pines, MD)*
WHITMAN, REQUARDT & ASSOC. LLP *(Georgetown, DE)*
RAUCH *(Easton, MD)*
MCKIM & CREED *(Newark, DE)*
DAVIS, BOWEN & FRIEDEL *(Salisbury, MD)*

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

Weston Young
Chief Administrative Officer

Edward Welch
Procurement Officer

CONTRACT

THIS CONTRACT, made on **October 6, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **EA Engineering, Science, and Technology Inc.** ("Successful Vendor").

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

1. Successful Vendor will commence and complete:
   Ocean Pines Force Main (FM) Pump Station N to Pump Station L.
2. Successful Vendor will furnish all materials, supplies, equipment, labor, and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all the Work described in the Contract Documents and comply with the terms therein for the sum of **$233,794.38 (Two Hundred Thirty-Three Thousand Seven Hundred Ninety-Four Dollars and thirty-eight cents)** as shown in the Form of Bid.
5. The term 'Contract Documents' means and includes the following:
   a. This Contract
   b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
   c. Advertisement
   d. Section I: Introduction
   e. Section II: General Information
   f. Section III: General Conditions
   g. Section IV: Bid Specifications
   h. Form of Bid
   i. References
   j. Exceptions
   k. Individual Principal
   l. Vendor's Affidavit of Qualification to Bid
   m. Non-Collusive Affidavit
   n. Addenda

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

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

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

_____
Theodore J. Elder
President
Date:

CONTRACTOR:

_____

_____
By:
Title:
Date:

MARYLAND'S Coast WORCESTER COUNTY

Worcester County Recreation & Parks
6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
Jacob Stephens, Deputy Director of Recreation & Parks
DATE: September 28, 2026
SUBJECT: Norther Worcester Athletic Complex Masterplan – Public Meeting

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In order to move forward with the Northern Worcester Athletic Complex masterplan project, we are requesting Commissioner approval to hold a Public Information Meeting. This would give us the opportunity to present the proposed masterplan and allow for feedback from the public. We would like to schedule the meeting for mid-October. We would then bring this before you in November, presenting the project and including the feedback we received.

As part of their contracted services, Davis, Bowen & Friedel, Inc. will be in attendance and will assist with presenting the proposed plan and answering questions during the Public Information meeting.

Attached you will find both the proposed masterplan and the power point we plan to present. The presentation will include the proposed color rendering, existing conditions, layout of the park, the existing amenities that will remain, the new additions we are proposing, benefits and goals of the project, along with next steps.

OPTIONAL TEEBALL
OPTIONAL DIAMOND
ARTIFICIAL TURF MULTI-PURPOSE FIELDS 360'x180'
ARTIFICIAL TURF MULTI-PURPOSE FIELDS 360'x180'
BUCKINGHAM LANE
20'x40' BATHROOM
EXISTING 280 PARKING SPACES
NEW 40 PARKING
PICKLEBALL COURT
EXISTING MULTIPURPOSE FIELDS
GOLF CART / WALKING PATH
RENOVATE EXISTING BASEBALL FIELD
PLAYGROUND
EXISTING CONCESSION
NEW 60 PARKING
NEW 10 PARKING
EXISTING MULTIPURPOSE FIELDS
EXISTING MULTIPURPOSE FIELDS
EXISTING MULTIPURPOSE FIELDS
40'x30' SHED
BATTING CAGE
EXISTING CONCESSION
BASEBALL/ SOFTBALL DIAMONDS
BASEBALL/ SOFTBALL DIAMONDS
BASEBALL/ SOFTBALL DIAMONDS
BATTING CAGE
BASEBALL/ SOFTBALL DIAMONDS
BATTING CAGE
NEW 60 PARKING
NEW 10 PARKING
20'x40' BATHROOM
NEW 60 PARKING
40'x60' MAINTENANCE BUILDING
BASEBALL/ SOFTBALL DIAMONDS
BASEBALL/ SOFTBALL DIAMONDS
BATTING CAGE
30'x60 CONCRETE PAD
S. MAIN ST.
S. MAIN ST.
WORCESTER HWY
WORCESTER HWY
MD GRID NAD83

0' 100' 200' 300'
SCALE: 1" = 100'

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS · ENGINEERS · PLANNERS · SURVEYORS
SALISBURY, MD 410 543 9091
MILFORD, DE 302 424 1441
EASTON, MD 410 770 4744
CENTREVILLE, MD 443 262 9150

NORTHERN WORCESTER ATHLETIC COMPLEX
WORCESTER COUNTY, MARYLAND

Date:	JUNE 2026
Scale:	1" = 100'
Dwn.By:	TMM / YAP
Proj.No.:	0085G001

CONCEPT PLAN

Dwg.No.: **1 of 1**

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P:\0085\0085G001\Northern Worcester Athletic Complex\CAD\SHEET\0085G001-CONCEPT PLAN.dwg, Jul 06, 2026 - 2:22pm, mett



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NORTHERN WORCESTER
ATHLETIC COMPLEX
WORCESTER COUNTY, MARYLAND

CONCEPT PLAN

Drwg No:	1 of 1
Proj No:	00850001
Drwn By:	TMM / YAP
Scale:	1" = 100'
Date:	JUNE 2026

DAVIS BOWEN & FRIEDEL, INC.
ARCHITECTS · ENGINEERS · PLANNERS · SURVEYORS
SALISBURY, MD 410 543 9091 | MILFORD, DE 302 424 1441 | EASTON, MD 410 770 4744 | CENTREVILLE, MD 443 262 9130

ITEM: 31

31-3

Northern Worcester Athletic Complex Masterplan

Engineered by DBF for Worcester County Recreation and Parks

Existing Conditions









Existing Layout

- 5 Multipurpose Fields (4 with lights)
- 2 concession stands
- 1 senior league field (300+ feet)
- 1 tee ball field- 150’
- 1 rookie field- 165’
- 1 softball field- 180’
- 2 baseball fields- 200’
- 1 baseball/softball field- 250’
- Approximately 300 parking spaces.



Proposed Color Rendering





Existing Amenities to Remain

- 280 car parking lot (NW Side of property)
- Senior League Field (renovations to field in current location)
- 2 concession stands
- 5-12 year old playground
- 5 Multi-purpose Bermuda fields (4 with lights)

New Additions

- Re-development of six 200’ baseball/softball fields (1 stadium style field)
- 2 artificial turf multi-purpose fields
- Additional 280 asphalt parking spaces
- Stone Dust walking trail
- 6 pickleball courts
- 2-5 year old playground
- Parks maintenance shop
- Recreation equipment storage building
- 2 new restroom locations
- 3 batting cages



Benefits/Project Goals







- Growth and opportunity in Worcester County Recreation and Parks youth and adult programming
- Growth and support for Berlin Little League, Beach Lacrosse, Pop Warner Youth Football, etc.
- Expanded opportunities for local athletic tournaments.
- Expanded opportunities for regional athletic tournaments.

Next Steps



Approval of masterplan by the Worcester County Commissioners



Seek approval for Sewer/Water from the Town of Berlin



Contract engineering services for design, construction drawings, permitting, and construction phase services for a phased approach.



Secure necessary funding



Apply for Land and Water Conservation grant funds when applications open.

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

DALLAS BAKER JR., P.E.
DIRECTOR

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

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: **September 28, 2026**
SUBJECT: **MD 611 Shared Use Path**

Public Works is requesting Commissioner approval to award the MD 611 Shared Use Path design project to RK&K, contingent upon concurrence from the Maryland Department of Transportation State Highway Administration (MDOT SHA). RK&K's final price proposal is based on the approved scope of work and RFQ documents. The total cost for Federal Aid-funded design services is $1,542,208.33. Previous agreements identified a 25% County share; however, recent discussions with the Transportation Alternatives Program (TAP) staff indicate that the Supplemental Agreement does not establish a fixed local contribution and that the standard TAP match is 20%. Based on RK&K's proposal, the anticipated County match is $308,441.66. The $246,771 Bikeways grant would reduce the County's anticipated out-of-pocket contribution to $61,670.66, which is below the $136,024.00 currently budgeted in PWKRDS 2515 – Strategic Highway Safety Plan and Shared Use Path 611.

MDOT SHA has advised that the next step is to submit RK&K's final price proposal and draft contract for Concurrence in Award. Upon receipt of SHA concurrence and federal authorization, the County may proceed with the contract and authorize RK&K to begin the design work. The RK&K price proposal and draft contract are attached.

Right-of-way plat preparation and bid phase services are not included in the grant-funded design scope and would be County-funded if needed. ROW acquisition is not required to advance the design beyond the 30% phase; any required acquisition would be addressed prior to construction. Bid phase services will be evaluated once the construction funding source and responsible entity are established. If SHA District 1 is unable to fund construction, the County may pursue additional TAP funding.

Please let me know if there are any questions.

Attachments

cc: Ed Welch
Jana Potvin

700 East Pratt Street, Suite 500 | Baltimore, MD 21202 | P 410.728.2900 | www.rkk.com

September 16, 2026

Ms. Jana Potvin
Deputy Director
Worcester County Public Works
6113 Timmons Road
Snow Hill, MD 21863

Reference: MD 611 Shared Use Path
Price Proposal

Dear Ms. Potvin,

RK&K is very pleased to submit our price proposal to provide preliminary and final engineering services for the MD 611 Shared Use Path in West Ocean City. We have examined the project documents, assessed the site and incorporated the tasks and services identified in your RFP and our technical proposal to ensure the delivery of complete and accurate construction documents for the proposed improvements. Our total estimated fee is as follows:

- Federal Aid Funded Services = $1,542,208.33
- Worcester County Funded Services (Right of Way Plat Development and Bid Phase Services) = $47,896.18
- Total Project = $1,590,104.51

Our Price Proposal includes the following:

- Hour and Fee Derivation - Federal Aid Funding
- Hour and Fee Derivation - Worcester County Funding
- Subconsultant Proposals - AI Data, Hillis-Carnes and SAM
- Scoping Plans (sheets 1-5)

Please contact us if you would like to discuss any items in our fee estimate, scope, work plan and/or subconsultant proposals.

The RK&K team is very eager to apply our experience, knowledge and enthusiasm and work collaboratively with Worcester County and SHA to advance the project to construction within your schedule and budget and deliver a very safe, enjoyable and sustainable multimodal transportation improvement for Worcester County.

Sincerely,
Rummel, Klepper & Kahl, LLP

Patrick C. Martino, P.E., Associate DBIA
Partner

Enclosure
cc: RJA, RJG

HOUR AND FEE DERIVATION

FEDERAL AID FUNDED SERVICES

RK&K	WORCESTER COUNTY MD 611 SHARED USE PATH				9/15/2026
	Federal Aid Funded Services				
	HOUR & FEE ESTIMATE				
Task	Description	RK&K	A/I/Data	Hillis-Carnes	SAM	Totals
	PRELIMINARY (30%)					
A	Project Management	$ 29,605.99				$ 29,605.99
B	Surveys and Plats	$ 69,981.74			$ 37,950.00	$ 107,931.74
C	Natural Resources Inventory / Forest Stand Delineation	$ 32,293.02				$ 32,293.02
D	Utility Mapping and Coordination	$ 17,089.95	$ 97,930.00			$ 115,019.95
E	Roadway and Shared Use Path Design	$ 115,661.25				$ 115,661.25
F	Drainage, Stormwater Management and Erosion/Sediment Control	$ 131,615.84				$ 131,615.84
G	Structural Engineering	$ 52,680.94				$ 52,680.94
H	Geotechnical Engineering	$ -				$ -
I	Traffic Engineering	$ 17,235.92				$ 17,235.92
J	Landscape Design	$ 12,110.56				$ 12,110.56
	Direct Expenses	$ 11,402.00				$ 11,402.00
	TOTAL PHASE 1 - PRELIMINARY DESIGN (30%)	$ 489,677.21	$ 97,930.00	$ -	$ 37,950.00	$ 625,557.21
	SEMI-FINAL (65%)					
A	Project Management	$ 25,761.97				$ 25,761.97
B	Surveys and Plats	$ -				$ -
C	Natural Resources Inventory / Forest Stand Delineation	$ 33,352.70				$ 33,352.70
D	Utility Mapping and Coordination	$ 13,656.82	$ 24,695.00			$ 38,351.82
E	Roadway and Shared Use Path Design	$ 95,003.02				$ 95,003.02
F	Drainage, Stormwater Management and Erosion/Sediment Control	$ 128,528.72				$ 128,528.72
G	Structural Engineering	$ 39,397.17				$ 39,397.17
H	Geotechnical Engineering	$ 53,308.09		$ 105,000.00		$ 158,308.09
I	Traffic Engineering	$ 12,197.06				$ 12,197.06
J	Landscape Design	$ 20,314.92				$ 20,314.92
	Direct Expenses	$ 4,772.00				$ 4,772.00
	TOTAL PHASE 2 - SEMI-FINAL DESIGN (65%)	$ 426,292.48	$ 24,695.00	$ 105,000.00	$ -	$ 555,987.48

RK&K	WORCESTER COUNTY MD 611 SHARED USE PATH				9/15/2026
	Federal Aid Funded Services				
	HOUR & FEE ESTIMATE				

Task	Description	RK&K	A/I/Data	Hillis-Carnes	SAM	Totals
	FINAL (95%)					
A	Project Management	$ 15,819.42				$ 15,819.42
B	Surveys and Plats	$ -				$ -
C	Natural Resources Inventory / Forest Stand Delineation	$ 10,999.52				$ 10,999.52
D	Utility Mapping and Coordination	$ 12,099.75				$ 12,099.75
E	Roadway and Shared Use Path Design	$ 87,093.31				$ 87,093.31
F	Drainage, Stormwater Management and Erosion/Sediment Control	$ 71,214.42				$ 71,214.42
G	Structural Engineering	$ 34,066.36				$ 34,066.36
H	Geotechnical Engineering	$ -				$ -
I	Traffic Engineering	$ 13,121.58				$ 13,121.58
J	Landscape Design	$ 18,706.49				$ 18,706.49
	Direct Expenses	$ 1,911.00				$ 1,911.00
	TOTAL PHASE 3 - FINAL (95%)	$ 265,031.84	$ -	$ -	$ -	$ 265,031.84
	PSE (100%)					
A	Project Management	$ 9,180.24				$ 9,180.24
B	Surveys and Plats	$ -				$ -
C	Natural Resources Inventory / Forest Stand Delineation	$ 892.07				$ 892.07
D	Utility Mapping and Coordination	$ 1,670.61				$ 1,670.61
E	Roadway and Shared Use Path Design	$ 29,803.33				$ 29,803.33
F	Drainage, Stormwater Management and Erosion/Sediment Control	$ 27,692.09				$ 27,692.09
G	Structural Engineering	$ 7,271.74				$ 7,271.74
H	Geotechnical Engineering	$ -				$ -
I	Traffic Engineering	$ 4,465.77				$ 4,465.77
J	Landscape Design	$ 12,434.95				$ 12,434.95
K	Bid Phase Services	$ -				$ -
	Direct Expenses	$ 2,221.00				$ 2,221.00
	TOTAL PHASE 4 - CONTRACT DOCUMENTS (100%)	$ 95,631.80	$ -	$ -	$ -	$ 95,631.80

RK&K	WORCESTER COUNTY MD 611 SHARED USE PATH	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	RK&K	A/I/Data	Hillis-Carnes	SAM	Totals
	TOTAL PROJECT FEE - PHASES 1-4	**$ 1,276,633.33**	**$ 122,625.00**	**$ 105,000.00**	**$ 37,950.00**	**$ 1,542,208.33**

ASSUMPTIONS/EXCLUSIONS

1. Include 5 boardwalks per scoping plans
2. Includes 4 new SWM facilities; does not include modifying ex swm ponds
3. Does not include modification of existing SWM facilities
4. Does not include Code 378 analysis (ponds)
5. Does not include MDE Dam Safety review
6. Does not include Phase 1 or Phase 2 Environmental Assessment (hazmat)
7. No utility relocation design
8. No wetland/waterway mitigation required
9. No Floodplain Study required
10. Natural Resources Inventory (NRI) will be conducted on east side of MD 611
11. NRI will include a wetland delineation, simplified Forest Stand Delineation (FSD), and tree inventory. Woody vegetation will only be inventoried within Critical Area
12. NRI/FSD Plan and Memo and Forest Conservation Act Exemption request will be reviewed by MDNR Forest Service (federal funding)
13. NEPA: SHA will assign an Environmental Manager (EM) as part of TAP support from SHA. The EM will coordinate with MDNR WH, MHT, and USFWS, and Prepare the NEPA Document
14. Critical Area Package will be reviewed by Worcester County's Critical Area Program
15. No Critical Area Buffer impacts are anticipated and Critical Area Variance will not be required.

RK&K	WORCESTER COUNTY MD 611 Shared Use Path							9/15/2026
	Federal Aid Funded Services							
	HOUR & FEE ESTIMATE							
Task	**Description**	**Director / Sr. Manager**	**Project Manager**	**Project Engineer / Licensed Surveyor**	**Engineer / Project Scientist / Sr. Technician**	**Crew Chief/ CADD Technician / Environ Scientist**	**Planner / Technician**	**Instrument Person**	**Totals**
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	PRELIMINARY (30%), 7 months								
A	**Project Management**								
1	Kickoff and Monthly Progress Meetings - Agenda, Minutes, Tracking (6)	2	6	6					14
2	Monthly Progress Reports and Invoicing (6)		4						4
3	Coordination with DPW, SHA, agency stakeholders		12						12
4	Misc. Meetings, Video Conferencing (3) and Minutes	2	4	4					10
5	Budget and Schedule Management / Updates		2						2
	SHA Milestone Reviews at 30%		2	2					4
	Review, respond and resolve agency comments	2	4	4					10
	Submittal Log, Risk Register, DBE Goals per SHA LPA Guidelines		2						2
	QAQC at 30%	4	4						8
	Constructability Review at 30%	6	2	2					10
	Utility Coordination Meetings (see Task D)								0
	Environmental Permit Coordination (see Task C)								0
	Public Outreach								0
	Prepare agenda, PowerPoint Presentation and Displays		4	6	16				26
	Attend public meetings (1) - 2 staff		12	12					24
	Assemble comments and review with DPW		2	2					4
	TAP Management								0
	Meetings with SHA/DPW (1)		2	2					4
	Quarterly Reports (2)		2						2
	Collection and Review of Record Plans and Data		4	4					8
	Subtotal Hours	**16**	**68**	**44**	**16**	**0**	**0**	**0**	**144**
	Subtotal Task Fee	**$ 5,190.24**	**$ 14,521.86**	**$ 7,731.30**	**$ 2,162.60**	**$ -**	**$ -**	**$ -**	**$ 29,605.99**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
B	**Surveys and Plats**								
	Topograhic Survey								
1	Prepare Project Site Data for Survey Crew			4	6				10
2	Set Survey Control at Site				4	80		80	164
3	Supplemental Field-run Topographic Survey			2	4	24		24	54
4	Process and Adjust All Fieldwork			2	24				26
5	Develop Cadd Drawing and Three-Dimmensional Surface			2	8				10
	Boundary Survey								
6	Prepare Deed and Plat mosaic.			2	60				62
7	Prepare Field Work for Survey Crew				6				6
8	Establish Survey Control for Sites				2	8		8	18
9	Search for and Locate Boundary Evidence					96		96	192
10	Process and Adjust All Fieldwork				24				24
11	Analyze Boundary Survey Data and Computations to Set Property Lines			16					16
12	QAQC		8	8					16
									0
	Subtotal Hours	**0**	**8**	**36**	**138**	**208**	**0**	**208**	**598**
	Subtotal Task Fee	**$ -**	**$ 1,708.45**	**$ 6,325.61**	**$ 18,652.43**	**$ 25,302.42**	**$ -**	**$ 17,992.83**	**$ 69,981.74**
C	**Natural Resources Inventory / Forest Stand Delineation**								
1	Review, Collect Background Information, Project Kickoff Coordination		2		8		8		18
2	Natural Resources Inventory Fieldwork & Survey Coordination		1		50		56		107
3	Natural Resources Inventory Memo and Plan, and Forest Conservation Act Exemption Request (Submission and Addressing MDNR comments)		4		16	42	46		108
4	Design Support for Impact Avoidance and Minimization		1		3		3		7
5	NEPA Support - Wetlands and Waters of US, Floodplains, Parks (Section 4f), Historic / Archeological Resources, RTEs, Forests, Trees		2		5		5		12
6	Pre-Application Meeting (Regulatory Agency Coordination)		2		8		10		20
									0
	Subtotal Hours	**0**	**12**	**0**	**90**	**42**	**128**	**0**	**272**
	Subtotal Task Fee	**$ -**	**$ 2,562.68**	**$ -**	**$ 12,164.63**	**$ 5,109.14**	**$ 12,456.58**	**$ -**	**$ 32,293.02**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
D	**Utility Mapping and Coordination**								
1	Coordinate Utility Designating with AI Data		2	4					6
2	Perform Site and Records Review and Finalize Mapping		2	8		4			14
3	Assess Impacts and Coordinate with Engineering Team and Utility Owners	1	8	16					25
4	Prepare Utility Impact Matrix		4	8		4			16
5	Distribute Preliminary Plans and Utility Impact Matrix to Utility Owners		4	4					8
6	Review and Respond to Utility Owner Comments; Coordinate Utility Adjustment/Relocation Options with DPW and Utility Owners	2	8	8		6			24
									0
	Subtotal Hours	**3**	**28**	**48**	**0**	**14**	**0**	**0**	**93**
	Subtotal Task Fee	**$ 973.17**	**$ 5,979.59**	**$ 8,434.14**	**$ -**	**$ 1,703.05**	**$ -**	**$ -**	**$ 17,089.95**
E	**Roadway and Shared Use Path Design**								
	15% Concept Design								
1	Site Reconnaissance		10	10					20
2	Prepare Concept - Plan, Profile, Sections	2	16	60	60	16			154
3	Review with DPW and SHA	1	3	3					7
4	Update Concept - Plan Profile, Sections		12	24	56	12			104
5	Review Concept with DPW and SHA	1	3	3					7
6	Refine Concept and Resubmit for approval to DPW/SHA	1	4	8		8			21
	30% Preliminary Design								
7	Title Sheet		1	2		8			11
8	Typical Sections		2	4	8				14
9	Roadway and Pavement Details		2	4	4				10
10	Geometry Plan		2	8	16				26
11	Roadway Plans (9 sheets @ 1"=30')		6	24	54	36			120
12	Roadway Profiles		3	24	32	24			83
13	Cross Sections		2	16	20				38
14	Cost Estimate		2	12	16				30
15	QAQC	4	4	4					12
16	Constructability Review	6	2	2					10
17	Submit to DPW / SHA / Agencies		4	4					8
18	Review and Resolve Comments; Prepare and Submit PI Report	3	16	16	8				43
	Subtotal Hours	**18**	**94**	**228**	**274**	**104**	**0**	**0**	**718**
	Subtotal Task Fee	**$ 5,839.02**	**$ 20,074.33**	**$ 40,062.17**	**$ 37,034.53**	**$ 12,651.21**	**$ -**	**$ -**	**$ 115,661.25**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path							9/15/2026
	Federal Aid Funded Services							
	HOUR & FEE ESTIMATE							
Task	**Description**	**Director / Sr. Manager**	**Project Manager**	**Project Engineer / Licensed Surveyor**	**Engineer / Project Scientist / Sr. Technician**	**Crew Chief/ CADD Technician / Environ Scientist**	**Planner / Technician**	**Instrument Person**	**Totals**
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
F	**Drainage, Stormwater Management and Erosion/Sediment Control**								
	15% Concept Drainage/SWM								
1	Review Record Data, Plans, Site Visit		20		20				40
2	Preliminary storm drain layout		4	16	24				44
3	Conceptual SWM design (POI identification (assume 5 POIs), draft facility locations (assume 6 preliminary facilities))		8	36	48				92
4	Assess impacts to existing facilities		6	24	32				62
5	Review Concepts with SHA, County	2	4	4					10
6	Finalize Drainage and SWM Concept		8	16	16				40
	30% Preliminary Drainage								
7	Preliminary Drainage Design (pipe layout, ditch sizing, culvert sizing, rough spread. Assumed closed section full route)		16	40	40				96
8	Drainage memo		6	16	16				38
9	QAQC	4	6	6					16
	30% Preliminary Stormwater Management								
10	Develop SWM Concept Report (6 facility comps, DA and resource mapping, existing facilities analysis)		20	64	72				156
11	SWM Concept Plans		6	24	28				58
12	Submit concept report to Worcester County EPD; Respond to comments		8	12	16				36
13	QAQC	4	6	6					16
14	**30% Preliminary Design Submission and Review**								
15	Plan Coordination		4	4	4				12
16	Cost Estimate		2	8	8				18
17	Address SHA and County Comments	4	8	16	28				56
	Subtotal Hours	**14**	**132**	**292**	**352**	**0**	**0**	**0**	**790**
	Subtotal Task Fee	**$ 4,541.46**	**$ 28,189.49**	**$ 51,307.69**	**$ 47,577.20**	**$ -**	**$ -**	**$ -**	**$ 131,615.84**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
G	**Structural Engineering**								
	15% Concept								
1	Guideance/Input on Boardwalks	1	6	18	8	10			43
	30% Preliminary Design								0
2	Preliminary Design for Boardwalks		4	16	24				44
3	Plan Development for Boardwalks (6 sheets)		3	16	32	144			195
4	Cost Estimate		2	8	16				26
5	QAQC	4	8						12
6	Internal Meeting and External Review Meetings		8	8					16
7	Address SHA and County Comments	1	1	4	8	8			22
									0
	Subtotal Hours	**6**	**32**	**70**	**88**	**162**	**0**	**0**	**358**
	Subtotal Task Fee	**$ 1,946.34**	**$ 6,833.82**	**$ 12,299.79**	**$ 11,894.30**	**$ 19,706.69**	**$ -**	**$ -**	**$ 52,680.94**
H	**Geotechnical Engineering**								
1									0
2									0
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
I	**Traffic Engineering**								
1	Review of Existing Traffic and Crash Data & Prior Analyses		4	8	8				20
2	Assess Intersection Operations and Provide Recommendations for Signal Upgrades		4	16	16				36
3	Perform Photometric Analysis of Intersections and Commercial Driveways and Develop Lighting Recommendations.		4	8	24				36
4	Prepare Technical Memorandum - Signals and Lighting		2	6	8				16
									0
	Subtotal Hours	**0**	**14**	**38**	**56**	**0**	**0**	**0**	**108**
	Subtotal Task Fee	**$ -**	**$ 2,989.79**	**$ 6,677.03**	**$ 7,569.10**	**$ -**	**$ -**	**$ -**	**$ 17,235.92**
J	**Landscape Design**								
1	Concept Development - Mitigation of Impacts	4		40		20			64
2	Team meetings	2		4					6
									0
	Subtotal Hours	**6**	**0**	**44**	**0**	**20**	**0**	**0**	**70**
	Subtotal Task Fee	**$ 1,946.34**	**$ -**	**$ 7,731.30**	**$ -**	**$ 2,432.93**	**$ -**	**$ -**	**$ 12,110.56**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	Subtotal Preliminary Design (30%)								
	Total - Labor Hours	**63**	**388**	**800**	**1014**	**550**	**128**	**208**	**3151**
	Hourly Labor Rate	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	Total Payroll (Direct Salaries)	$ 7,560.00	$ 30,652.00	$ 52,000.00	$ 50,700.00	$ 24,750.00	$ 4,608.00	$ 6,656.00	$ 176,926.00
	Payroll Burden and Overhead (145.75)	$ 11,018.70	$ 44,675.29	$ 75,790.00	$ 73,895.25	$ 36,073.13	$ 6,716.16	$ 9,701.12	$ 257,869.65
	Subtotal	$ 18,578.70	$ 75,327.29	$ 127,790.00	$ 124,595.25	$ 60,823.13	$ 11,324.16	$ 16,357.12	$ 434,795.65
	Fee (10%)	$ 1,857.87	$ 7,532.73	$ 12,779.00	$ 12,459.53	$ 6,082.31	$ 1,132.42	$ 1,635.71	$ 43,479.56
	Total Loaded Labor (Payroll + Overhead + Profit(10%))	**$ 20,436.57**	**$ 82,860.02**	**$ 140,569.00**	**$ 137,054.78**	**$ 66,905.44**	**$ 12,456.58**	**$ 17,992.83**	**$ 478,275.21**
	Subconsultants:								
	A/I/DATA Utility Designation			$ 97,930.00					
	Hillis-Carnes Borings / Lab Testing								
	SAM Aerial Lidar			$ 37,950.00					
	Total Subconsultants								**$ 135,880.00**
	Direct Costs:								
	Copy/Print 34x22 (B&W) - xx @$0.09/sf	500	$ 0.09	$ 45.00					
	Copy/Print 8.5x11 (B/W) - xx @ $0.09/sheet	500	$ 0.09	$ 45.00					
	Copy/Print 8.5x11 (Color) - xx @ $0.40/sheet	500	$ 0.40	$ 200.00					
	Copy/Print (Color) - xx @$0.65/sf	200	$ 0.65	$ 130.00					
	Mylars - xx @ $1.40 /SF		$ 1.40	$ -					
	Mileage (xx @ $0.76/mi)	1200	$ 0.760	$ 912.00					
	Lodging	50	$ 115.00	$ 5,750.00	Surveys, NRI, Public Meeting, Site Visits				
	Meals	54	$ 80.00	$ 4,320.00	Surveys, NRI, Public Meeting, Site Visits				
	Subtotal Direct Costs			**$ 11,402.00**					
	Total Direct Expenses								**$ 11,402.00**
TOTAL ESTIMATED FEE (30% Preliminary Design)									**$ 625,557.21**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path							9/15/2026
	Federal Aid Funded Services							
	HOUR & FEE ESTIMATE							
Task	**Description**	**Director / Sr. Manager**	**Project Manager**	**Project Engineer / Licensed Surveyor**	**Engineer / Project Scientist / Sr. Technician**	**Crew Chief/ CADD Technician / Environ Scientist**	**Planner / Technician**	**Instrument Person**	**Totals**
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	SEMI-FINAL (65%), 6 months								
A	**Project Management**								
1	Monthly Progress Meetings - Agenda, Minutes, Tracking (6)	2	6	6					14
2	Monthly Progress Reports and Invoicing (6)		4						4
3	Coordination with DPW, SHA, agency stakeholders		8						8
4	Misc. Meetings, Video Conferencing (3) and Minutes	2	4	4					10
5	Budget and Schedule Management / Updates		2						2
	SHA Milestone Reviews at 65%		2	2					4
	Review, respond and resolve agency comments	2	4	4					10
	Submittal Log, Risk Register, DBE Goals per SHA LPA Guidelines		2						2
	QAQC at 65%	4	4						8
	Constructability Review at 65%	6	2	2					10
	Utility Coordination Meetings (see Task D)								0
	Environmental Permit Coordination (see Task C)								0
	Public Outreach								0
	Prepare agenda, PowerPoint Presentation and Displays		4	4	8				16
	Attend public meetings (1) - 2 staff		12	12					24
	Assemble comments and review with DPW		2	2					4
	TAP Management								0
	Meetings with SHA/DPW (1)		2	2					4
	Quarterly Reports (2)		2						2
	Collection and Review of Record Plans and Data								0
	Subtotal Hours	**16**	**60**	**38**	**8**	**0**	**0**	**0**	**122**
	Subtotal Task Fee	**$ 5,190.24**	**$ 12,813.41**	**$ 6,677.03**	**$ 1,081.30**	**$ -**	**$ -**	**$ -**	**$ 25,761.97**
B	**Surveys and Plats**								
1	Prepare Preliminary Plats and Deed Descriptions								0
2	QAQC								0
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
C	**Natural Resources Inventory / Forest Stand Delineation**								
1	Design Support for Impact Avoidance and Minimization		1		4		2		7
2	NEPA Support		2		2		2		6
3	Tree Protection on Sediment Control Plans (specs and cost estimate)		2		6	12	24		44
4	JPA		6		20	48	48		122
5	Critical Area Package		7		20	32	40		99
	Subtotal Hours	**0**	**18**	**0**	**52**	**92**	**116**	**0**	**278**
	Subtotal Task Fee	**$ -**	**$ 3,844.02**	**$ -**	**$ 7,028.45**	**$ 11,191.46**	**$ 11,288.77**	**$ -**	**$ 33,352.70**
D	**Utility Mapping and Coordination**								
1	Coordinate Utility Test Holes with AI Data		4	8					12
2	Assess Impacts and Coordinate with Engineering Team and Utility Owners		8	12					20
3	Update Utility Impact Matrix		4	8					12
4	Distribute Plans and Utility Impact Matrix to Utility Owners		4	4					8
5	Review and Respond to Utility Owner Comments; Coordinate Utility Adjustment/Relocation Options with DPW and Utility Owners	2	8	8					18
	Subtotal Hours	**2**	**28**	**40**	**0**	**0**	**0**	**0**	**70**
	Subtotal Task Fee	**$ 648.78**	**$ 5,979.59**	**$ 7,028.45**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 13,656.82**
E	**Roadway and Shared Use Path Design**								
1	Title Sheet		1	1		2			4
2	Typical Sections		2	4	8	8			22
3	Roadway and Pavement Details		2	4	6	8			20
4	Geometry Plan		1	3	8	8			20
5	Roadway Plans (9 sheets @ 1"=30')		8	80	80	40			208
6	Roadway Profiles		6	24	32	16			78
7	Cross Sections		2	28	28	16			74
8	Cost Estimate		2	12	16				30
9	Special Provisions		4	6					10
10	QAQC	4	8	8					20
11	Constructability Review	8	4	4					16
12	Submit to DPW / SHA / Agencies		4	4					8
13	Review and Resolve Comments; Prepare and Submit Semi_Final Review Report	4	16	16	8				44
14	ADA and Bike Waivers	2	6	10	16				34
	Subtotal Hours	**18**	**66**	**204**	**202**	**98**	**0**	**0**	**588**
	Subtotal Task Fee	**$ 5,839.02**	**$ 14,094.75**	**$ 35,845.10**	**$ 27,302.83**	**$ 11,921.33**	**$ -**	**$ -**	**$ 95,003.02**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path							9/15/2026
	Federal Aid Funded Services							
	HOUR & FEE ESTIMATE							
Task	**Description**	**Director / Sr. Manager**	**Project Manager**	**Project Engineer / Licensed Surveyor**	**Engineer / Project Scientist / Sr. Technician**	**Crew Chief/ CADD Technician / Environ Scientist**	**Planner / Technician**	**Instrument Person**	**Totals**
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
F	**Drainage, Stormwater Management and Erosion/Sediment Control**								
	Drainage								
1	Drainage Plans, Profiles, Sections, Schedules, Details		16	48	72	28			164
2	Drainage Report ((detailed spread analysis, HGL comps, capacity, DA mapping, ditch comps)		8	32	48				88
3	QAQC	2	4	8					14
	Stormwater Management								
4	SWM Plans, Details, Sections (assume 4 facilities progressed)		20	48	100				168
5	SWM Report		6	20	24				50
6	Submit report to Worcester County DEP; Respond to comments	2	8	12	16				38
7	QAQC	4		8					12
	Erosion and Sediment Control								
8	Plans and Details		16	40	64				120
9	Submit to Worcester County SCD, Respond to comments	2	8	8	8				26
	Submission and Review								
10	Plan Assembly and Submission		4	4	4				12
11	Cost Estimate		4	8	8				20
12	Address SHA and County Comments	2	20	20	40				82
	Subtotal Hours	**12**	**114**	**256**	**384**	**28**	**0**	**0**	**794**
	Subtotal Task Fee	**$ 3,892.68**	**$ 24,345.47**	**$ 44,982.08**	**$ 51,902.40**	**$ 3,406.10**	**$ -**	**$ -**	**$ 128,528.72**
G	**Structural Engineering**								
1	Foundation Design for Boardwalks	**1**	4	16	24	8			53
2	Plan Development for Boardwalk, Foundation, (5 Additional Sheets); Update Previous Sheets		3	16	24	100			143
3	Cost Estimate		2	8	8				18
4	QAQC	4	8						12
5	Internal Meeting and External Review Meetings		8	8					16
7	Address SHA and County Comments	1	1	4	8	8			22
									0
	Subtotal Hours	**6**	**26**	**52**	**64**	**116**	**0**	**0**	**264**
	Subtotal Task Fee	**$ 1,946.34**	**$ 5,552.48**	**$ 9,136.99**	**$ 8,650.40**	**$ 14,110.97**	**$ -**	**$ -**	**$ 39,397.17**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
H	**Geotechnical Engineering**								
1	Subsurface Exploration Plan and Coordination	1	1		2		8		12
2	Boring stakeout and Inspection (1 days stakeout and 13 days drilling)		8		150		4		162
3	Assign Laboratory Testing, Boring Log Update		6		24				30
4	Design/Analysis: Soil Parameters, Settlement, Boardwalk Foundation, Trail, RW's	2	16		40		8		66
5	Geotechnical Engineering Report	2	8		24		12		46
6	Aid in Development of Plans and Specificatons	2	5		4		2		13
7	QA/QC of Geotechnical Documents	2	4		4				10
8	Meetings / Interdisciplinary Coordination	1	8		8		2		19
9									0
	Subtotal Hours	**10**	**56**	**0**	**256**	**0**	**36**	**0**	**358**
	Subtotal Task Fee	**$ 3,243.90**	**$ 11,959.18**	**$ -**	**$ 34,601.60**	**$ -**	**$ 3,503.41**	**$ -**	**$ 53,308.09**
I	**Traffic Engineering**								
	Signing and Pavement Markings								
1	Plans, Details		4	4	24				32
2	Cost Estimate		2	2	4				8
3	Special Provisions		2	4					6
4	Lighting and Signal Coordination (Design by Others)		8	8					16
5	QAQC		2	8					10
									0
	Subtotal Hours	**0**	**18**	**26**	**28**	**0**	**0**	**0**	**72**
	Subtotal Task Fee	**$ -**	**$ 3,844.02**	**$ 4,568.49**	**$ 3,784.55**	**$ -**	**$ -**	**$ -**	**$ 12,197.06**
J	**Landscape Design**								
1	Plans and Details	2		42		54			98
2	Cost Estimate			8					8
3	Special Provisions			8					8
4	QAQC	2		3					5
5	Team Meetings- Response to comments	1		8					9
	Subtotal Hours	**5**	**0**	**69**	**0**	**54**	**0**	**0**	**128**
	Subtotal Task Fee	**$ 1,621.95**	**$ -**	**$ 12,124.08**	**$ -**	**$ 6,568.90**	**$ -**	**$ -**	**$ 20,314.92**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	Subtotal Semi-Final Design (65%)								
	Total - Labor Hours	**69**	**386**	**685**	**994**	**388**	**152**	**0**	**2674**
	Hourly Labor Rate	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	Total Payroll (Direct Salaries)	$ 8,280.00	$ 30,494.00	$ 44,525.00	$ 49,700.00	$ 17,460.00	$ 5,472.00	$ -	$ 155,931.00
	Payroll Burden and Overhead (145.75)	$ 12,068.10	$ 44,445.01	$ 64,895.19	$ 72,437.75	$ 25,447.95	$ 7,975.44	$ -	$ 227,269.43
	Subtotal	$ 20,348.10	$ 74,939.01	$ 109,420.19	$ 122,137.75	$ 42,907.95	$ 13,447.44	$ -	$ 383,200.43
	Fee (10%)	$ 2,034.81	$ 7,493.90	$ 10,942.02	$ 12,213.78	$ 4,290.80	$ 1,344.74	$ -	$ 38,320.04
	Total Loaded Labor (Payroll + Overhead + Profit(10%))	**$ 22,382.91**	**$ 82,432.91**	**$ 120,362.21**	**$ 134,351.53**	**$ 47,198.75**	**$ 14,792.18**	**$ -**	**$ 421,520.48**

Subconsultants:

A/I/DATA	Utility Test Holes	$ 24,695.00	$ 122,625.00	
Hillis-Carnes	Borings / Lab Testing	$ 105,000.00		
SAM				
	Total Subconsultants			**$ 129,695.00**

Direct Costs:

Copy/Print 34x22 (B&W) - xx @$0.09/sf		500	$ 0.09	$ 45.00		
Copy/Print 8.5x11 (B/W) - xx @ $0.09/sheet		500	$ 0.09	$ 45.00		
Copy/Print 8.5x11 (Color) - 400 @ $0.40/sheet		500	$ 0.40	$ 200.00		
Copy/Print (Color) - xx @$0.65/sf		200	$ 0.65	$ 130.00		
Mylars - xx @ $1.40 /SF			$ 1.40	$ -		
Mileage (1,000 @ $0.76/mi)		1200	$ 0.760	$ 912.00		
Lodging	$	16.00	$ 115.00	$ 1,840.00	Soil Borings, Site Visits, Public Meeting	
Meals	$	20.00	$ 80.00	$ 1,600.00	Soil Borings, Site Visits, Public Meeting	
Subtotal Direct Costs			180	**$ 4,772.00**		
Total Direct Expenses						**$ 4,772.00**

TOTAL ESTIMATED FEE (65% Semi-Final Design) **$ 555,987.48**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	FINAL (95%), 5 months								
A	**Project Management**								
1	Monthly Progress Meetings - Agenda, Minutes, Tracking (5)	2	6	5					13
2	Monthly Progress Reports and Invoicing (5)		3						3
3	Coordination with DPW, SHA, agency stakeholders		8						8
4	Misc. Meetings, Video Conferencing (3) and Minutes	2	3	3					8
5	Budget and Schedule Management / Updates		1						1
	SHA Milestone Reviews at 95%		2	2					4
	Review, respond and resolve agency comments	2	4	4					10
	Submittal Log, Risk Register, DBE Goals per SHA LPA Guidelines		1						1
	QAQC at 95%	4	4						8
	Constructability Review at 95%	4	2	2					8
	Utility Coordination Meetings (see Task D)								0
	Environmental Permit Coordination (see Task C)								0
	Public Outreach (N/A in 95%)								0
	Prepare agenda, PowerPoint Presentation and Displays								0
	Attend public meetings (1) - 2 staff								0
	Assemble comments and review with DPW								0
	TAP Management								0
	Meetings with SHA/DPW (1)		2	2					4
	Quarterly Reports (2)		2						2
	Collection and Review of Record Plans and Data								0
	Subtotal Hours	**14**	**38**	**18**	**0**	**0**	**0**	**0**	**70**
	Subtotal Task Fee	**$ 4,541.46**	**$ 8,115.16**	**$ 3,162.80**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 15,819.42**
B	**Surveys and Plats**								
1	Prepare Final Plats and Deed Descriptions								0
2	QAQC								0
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path Federal Aid Funded Services HOUR & FEE ESTIMATE								9/15/2026
Task	**Description**	**Director / Sr. Manager**	**Project Manager**	**Project Engineer / Licensed Surveyor**	**Engineer / Project Scientist / Sr. Technician**	**Crew Chief/ CADD Technician / Environ Scientist**	**Planner / Technician**	**Instrument Person**	**Totals**
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
C	**Natural Resources Inventory / Forest Stand Delineation**								
1	Design Support for Impact Avoidance and Minimization		1		2				3
2	NEPA Support								0
3	Tree Protection on Sediment Control Plans		1		2	6	6		15
4	JPA		2		4	8	8		22
5	Critical Area Package		3		8	8	16		35
6	Roadside Tree Permit Application Package		2		4		8		14
	Subtotal Hours	**0**	**9**	**0**	**20**	**22**	**38**	**0**	**89**
	Subtotal Task Fee	**$ -**	**$ 1,922.01**	**$ -**	**$ 2,703.25**	**$ 2,676.22**	**$ 3,698.05**	**$ -**	**$ 10,999.52**
D	**Utility Mapping and Coordination**								
1	Assess Impacts and Coordinate with Engineering Team and Utility Owners		8	16					24
2	Update Utility Impact Matrix		4	8					12
3	Distribute Plans and Utility Impact Matrix to Utility Owners		4	4					8
4	Review and Respond to Utility Owner Comments; Coordinate Utility Adjustment/Relocation Options with DPW and Utility Owners	2	8	8					18
5									
	Subtotal Hours	**2**	**24**	**36**	**0**	**0**	**0**	**0**	**62**
	Subtotal Task Fee	**$ 648.78**	**$ 5,125.36**	**$ 6,325.61**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 12,099.75**
E	**Roadway and Shared Use Path Design**								
1	Title Sheet		1	1		2			4
2	Typical Sections		1	1	6	4			12
3	Roadway and Pavement Details		1	4	8	8			21
4	Geometry Plan		1	2	6	4			13
5	Roadway Plans (9 sheets @ 1"=30')		12	54	64	36			166
6	Roadway Profiles		6	16	28	18			68
7	Cross Sections		2	12	12	8			34
8	Cost Estimate		2	12	16				30
9	IFB (Specs)	2	12	24	12				50
10	QAQC	4	8	8					20
11	Constructability Review	8	4	4					16
12	Submit to DPW / SHA / Agencies		8	8					16
13	Review and Resolve Comments; Prepare and Submit Final Review Report	4	20	24	8				56
14	ADA and Bike Waivers	2	4	6	6				18
	Subtotal Hours	**20**	**82**	**176**	**166**	**80**	**0**	**0**	**524**
	Subtotal Task Fee	**$ 6,487.80**	**$ 17,511.65**	**$ 30,925.18**	**$ 22,436.98**	**$ 9,731.70**	**$ -**	**$ -**	**$ 87,093.31**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
F	**Drainage, Stormwater Management and Erosion/Sediment Control**								
	Drainage								
1	Update Drainage Plans, Profiles, Sections, Schedules, Details		8	20	24	12			64
2	Drainage Report		6	12	16				34
3	QAQC	6		6	8				20
	Stormwater Management								
4	Update SWM Plans, Details, Sections		16	32	32	16			96
5	Update SWM Report		8	12	8				28
6	Submit report to Worcester County DEP; Respond to 1 round of comments	2	4	12	8				26
7	QAQC	6		8	6				20
	Erosion and Sediment Control								
8	Update Plans and Details		4	12	16				32
9	Submit to Worcester County SCD, Respond to 1 rounds of comments		4	8	8				20
	Submission and Review								
10	Plan Assembly and Submission		4	4					8
11	Cost Estimate		4	8	4				16
12	Address SHA and County Comments	4	8	20	24				56
	Subtotal Hours	**18**	**66**	**154**	**154**	**28**	**0**	**0**	**420**
	Subtotal Task Fee	**$ 5,839.02**	**$ 14,094.75**	**$ 27,059.53**	**$ 20,815.03**	**$ 3,406.10**	**$ -**	**$ -**	**$ 71,214.42**
G	**Structural Engineering**								
1	Structural Design for Boardwalks	**1**	1	16	24				42
2	Plan Development for Boardwalk, Structural Details, (2 Additional Sheets); Update Previous Sheets		1	12	24	60			97
3	Special Provisions		4	12					16
4	Cost Estimate		1	2	6				9
4	QAQC	4	12						16
5	Internal Meeting and External Review Meetings		8	8					16
6	Address SHA and County Comments	1	1	4	8	8			22
									0
	Subtotal Hours	**6**	**28**	**54**	**62**	**68**	**0**	**0**	**218**
	Subtotal Task Fee	**$ 1,946.34**	**$ 5,979.59**	**$ 9,488.41**	**$ 8,380.08**	**$ 8,271.95**	**$ -**	**$ -**	**$ 34,066.36**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
H	**Geotechnical Engineering**								
1									0
2									
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
I	**Traffic Engineering**								
	Signing and Pavement Markings								
1	Plans, Details		2	4	32				38
2	Cost Estimate		4	6	6				16
3	Special Provisions		2	4					6
4	Lighting and Signal Coordination (Design by Others)		4	4					8
5	QAQC		4	8					12
	Subtotal Hours	**0**	**16**	**26**	**38**	**0**	**0**	**0**	**80**
	Subtotal Task Fee	**$ -**	**$ 3,416.91**	**$ 4,568.49**	**$ 5,136.18**	**$ -**	**$ -**	**$ -**	**$ 13,121.58**
J	**Landscape Design**								
1	Plans and Details	2		35		54			91
2	Cost Estimate			8					8
3	Special Provisions			6					6
4	QAQC	2		4					6
5	Team Meetings/Response to comments	2		5					7
	Subtotal Hours	**6**	**0**	**58**	**0**	**54**	**0**	**0**	**118**
	Subtotal Task Fee	**$ 1,946.34**	**$ -**	**$ 10,191.25**	**$ -**	**$ 6,568.90**	**$ -**	**$ -**	**$ 18,706.49**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	Subtotal Final Design (95%)								
	Total - Labor Hours	**66**	**263**	**522**	**440**	**252**	**38**	**0**	**1581**
	Hourly Labor Rate	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	Total Payroll (Direct Salaries)	$ 7,920.00	$ 20,777.00	$ 33,930.00	$ 22,000.00	$ 11,340.00	$ 1,368.00	$ -	$ 97,335.00
	Payroll Burden and Overhead (145.75)	$ 11,543.40	$ 30,282.48	$ 49,452.98	$ 32,065.00	$ 16,528.05	$ 1,993.86	$ -	$ 141,865.76
	Subtotal	$ 19,463.40	$ 51,059.48	$ 83,382.98	$ 54,065.00	$ 27,868.05	$ 3,361.86	$ -	$ 239,200.76
	Fee (10%)	$ 1,946.34	$ 5,105.95	$ 8,338.30	$ 5,406.50	$ 2,786.81	$ 336.19	$ -	$ 23,920.08
	Total Loaded Labor (Payroll + Overhead + Profit(10%))	**$ 21,409.74**	**$ 56,165.43**	**$ 91,721.27**	**$ 59,471.50**	**$ 30,654.86**	**$ 3,698.05**	**$ -**	**$ 263,120.84**

Subconsultants:

A/I/DATA Utility Test Holes
Hillis-Carnes Borings / Lab Testing
SAM Aerial Lidar

Total Subconsultants					**$ -**
Direct Costs:					
Copy/Print 34x22 (B&W) - xx @$0.09/sf	800	$ 0.09	$ 72.00		
Copy/Print 8.5x11 (B/W) - xx @ $0.09/sheet	500	$ 0.09	$ 45.00		
Copy/Print 8.5x11 (Color) - 400 @ $0.40/sheet	500	$ 0.40	$ 200.00		
Copy/Print (Color) - xx @$0.65/sf	200	$ 0.65	$ 130.00		
Mylars - xx @ $1.40 /SF		$ 1.40	$ -		
Mileage (1,000 @ $0.76/mi)	900	$ 0.760	$ 684.00		
Lodging	4	$ 115.00	$ 460.00		
Meals	4	$ 80.00	$ 320.00		
Subtotal Direct Costs			**$ 1,911.00**		
Total Direct Expenses					**$ 1,911.00**

TOTAL ESTIMATED FEE (95% Final Design)	**$ 265,031.84**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path							9/15/2026
	Federal Aid Funded Services							
	HOUR & FEE ESTIMATE							
Task	**Description**	**Director / Sr. Manager**	**Project Manager**	**Project Engineer / Licensed Surveyor**	**Engineer / Project Scientist / Sr. Technician**	**Crew Chief/ CADD Technician / Environ Scientist**	**Planner / Technician**	**Instrument Person**	**Totals**
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	PS&E (100%), 9 months								
A	**Project Management**								
1	Monthly Progress Meetings - Agenda, Minutes, Tracking (6)	2	3	3					8
2	Monthly Progress Reports and Invoicing (9)		2						2
3	Coordination with DPW, SHA, agency stakeholders		3						3
4	Misc. Meetings, Video Conferencing (3) and Minutes	1	2	2					5
5	Budget and Schedule Management / Updates		1						1
	SHA Milestone Reviews at 100%		2	2					4
	Review, respond and resolve agency comments	1	3	3					7
	Submittal Log, Risk Register, DBE Goals per SHA LPA Guidelines								0
	QAQC at 100%	2	4						6
	Constructability Review at 100% (N/A)								0
	Utility Coordination Meetings (see Task D)								0
	Environmental Permit Coordination (see Task C)								0
	Public Outreach (N/A in 100%)								0
	Prepare agenda, PowerPoint Presentation and Displays								0
	Attend public meetings (1) - 2 staff								0
	Assemble comments and review with DPW								0
	TAP Management								0
	Meetings with SHA/DPW (1)		2	2					4
	Quarterly Reports (3)		2						2
	Collection and Review of Record Plans and Data								0
	Subtotal Hours	**6**	**24**	**12**	**0**	**0**	**0**	**0**	**42**
	Subtotal Task Fee	**$ 1,946.34**	**$ 5,125.36**	**$ 2,108.54**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 9,180.24**
B	**Surveys and Plats**								
1									0
2									0
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
C	**Natural Resources Inventory / Forest Stand Delineation**								
1	Finalize Permits, Plans, Specificationsand Estimate		2		2		2		6
2									0
	Subtotal Hours	**0**	**2**	**0**	**2**	**0**	**2**	**0**	**6**
	Subtotal Task Fee	**$ -**	**$ 427.11**	**$ -**	**$ 270.33**	**$ -**	**$ 194.63**	**$ -**	**$ 892.07**
D	**Utility Mapping and Coordination**								
1	Assess Impacts and Coordinate with Engineering Team and Utility Owners		2	4	4				10
2	Update Utility Impact Matrix								0
3	Distribute Plans and Utility Impact Matrix to Utility Owners								0
4	Review and Respond to Utility Owner Comments; Coordinate Utility Adjustment/Relocation Options with DPW and Utility Owners								0
	Subtotal Hours	**0**	**2**	**4**	**4**	**0**	**0**	**0**	**10**
	Subtotal Task Fee	**$ -**	**$ 427.11**	**$ 702.85**	**$ 540.65**	**$ -**	**$ -**	**$ -**	**$ 1,670.61**
E	**Roadway and Shared Use Path Design**								
1	Title Sheet			1		1			2
2	Typical Sections			1	1	1			3
3	Roadway and Pavement Details			1	1	1			3
4	Geometry Plan			1	1	1			3
5	Roadway Plans (9 sheets @ 1"=30')		8	12	36	16			72
6	Roadway Profiles		1	2	2	2			7
7	Cross Sections			2	4	2			8
8	Cost Estimate		2	6	6				14
9	IFB (Specs)	2	8	12	8				30
10	QAQC	2	4	4					10
11	Constructability Review (N/A)								0
12	Submit to DPW / SHA / Agencies		4	4					8
13	Review and Resolve Comments; Secure Signatures from DPW / Agencies	2	6	6					14
14	ADA and Bike Waivers		2	2					4
	Subtotal Hours	**6**	**35**	**54**	**59**	**24**	**0**	**0**	**178**
	Subtotal Task Fee	**$ 1,946.34**	**$ 7,474.49**	**$ 9,488.41**	**$ 7,974.59**	**$ 2,919.51**	**$ -**	**$ -**	**$ 29,803.33**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026
	Federal Aid Funded Services	
	HOUR & FEE ESTIMATE	

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
F	**Drainage, Stormwater Management and Erosion/Sediment Control**								
	Drainage								
1	Finalize Plans, Specifications and Estimate		4	8	8	4			24
2	Finalize report		2	2	2				6
3	QAQC	2	2		4				8
	Stormwater Management								
4	Finalize SWM Plans, Details, Sections		2	16	12				30
5	Finalze SWM Report		2	4	4				10
6	Submit report to Worcester County EPD for approval		2	4	2				8
7	QAQC	4		8	4				16
	Erosion and Sediment Control								0
8	Finalize Plans and Details		2	8	8				18
9	Submit to Worcester County SCD for approval		2	2	2				6
	Submission and Review								0
10	Plan Assembly and Submission		2	2	2				6
11	Cost Estimate		2	4	4				10
12	Address SHA and County Comments		4	8	8				20
	Subtotal Hours	**6**	**26**	**66**	**60**	**4**	**0**	**0**	**162**
	Subtotal Task Fee	**$ 1,946.34**	**$ 5,552.48**	**$ 11,596.94**	**$ 8,109.75**	**$ 486.59**	**$ -**	**$ -**	**$ 27,692.09**
G	**Structural Engineering**								
1	Update Plans, SP, Estimates		2	8	8	16			34
2	QAQC		4						4
3	Internal Meetings		4	4					8
									0
	Subtotal Hours	**0**	**10**	**12**	**8**	**16**	**0**	**0**	**46**
	Subtotal Task Fee	**$ -**	**$ 2,135.57**	**$ 2,108.54**	**$ 1,081.30**	**$ 1,946.34**	**$ -**	**$ -**	**$ 7,271.74**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Federal Aid Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
H	**Geotechnical Engineering**								
1									0
2									
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
I	**Traffic Engineering**								
	Signing and Pavement Markings								0
1	Plans, Details		2	2	4				8
2	Cost Estimate		1	1	2				4
3	Special Provisions		1	1					2
4	Lighting and Signal Coordination (Design by Others)		1	1					2
5	QAQC		8						8
	Subtotal Hours	**0**	**13**	**5**	**6**	**0**	**0**	**0**	**24**
	Subtotal Task Fee	**$ -**	**$ 2,776.24**	**$ 878.56**	**$ 810.98**	**$ -**	**$ -**	**$ -**	**$ 4,465.77**
J	**Landscape Design**								
1	Plans and Details	1		32		28			61
2	Cost Estimate			4					4
3	Special Provisions			2					2
4	QAQC	2		2					4
5	Team Meeting/Respose to comments	1		4					5
	Subtotal Hours	**4**	**0**	**44**	**0**	**28**	**0**	**0**	**76**
	Subtotal Task Fee	**$ 1,297.56**	**$ -**	**$ 7,731.30**	**$ -**	**$ 3,406.10**	**$ -**	**$ -**	**$ 12,434.95**
K	**Bid Phase Services**								
1	Support Advertisement								0
2	Pre-Bid Meeting								0
3	Review Respond to Bid Questions								0
4	Review and Analyze Bids; Prepare Recommendation								0
5	Submit and Secure Concurrence In Award from SHA								0
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026
	Federal Aid Funded Services	
	HOUR & FEE ESTIMATE	

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	Subtotal PS&E (100%)								
	Total - Labor Hours	**22**	**112**	**197**	**139**	**72**	**2**	**0**	**544**
	Hourly Labor Rate	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	Total Payroll (Direct Salaries)	$ 2,640.00	$ 8,848.00	$ 12,805.00	$ 6,950.00	$ 3,240.00	$ 72.00	$ -	$ 34,555.00
	Payroll Burden and Overhead (145.75)	$ 3,847.80	$ 12,895.96	$ 18,663.29	$ 10,129.63	$ 4,722.30	$ 104.94	$ -	$ 50,363.91
	Subtotal	$ 6,487.80	$ 21,743.96	$ 31,468.29	$ 17,079.63	$ 7,962.30	$ 176.94	$ -	$ 84,918.91
	Fee (10%)	$ 648.78	$ 2,174.40	$ 3,146.83	$ 1,707.96	$ 796.23	$ 17.69	$ -	$ 8,491.89
	Total Loaded Labor (Payroll + Overhead + Profit(10%))	**$ 7,136.58**	**$ 23,918.36**	**$ 34,615.12**	**$ 18,787.59**	**$ 8,758.53**	**$ 194.63**	**$ -**	**$ 93,410.80**

Subconsultants:

A/I/DATA Utility Test Holes
Hillis-Carnes Borings / Lab Testing
SAM Aerial Lidar

Total Subconsultants					**$ -**
Direct Costs:					
Copy/Print 34x22 (B&W) - xx @$0.09/sf	800	$ 0.09	$ 72.00		
Copy/Print 8.5x11 (B/W) - xx @ $0.09/sheet	500	$ 0.09	$ 45.00		
Copy/Print 8.5x11 (Color) - 400 @ $0.40/sheet	500	$ 0.40	$ 200.00		
Copy/Print (Color) - xx @$0.65/sf	200	$ 0.65	$ 130.00		
Mylars - xx @ $1.40 /SF	500	$ 1.40	$ 700.00		
Mileage (1,000 @ $0.76/mi)	900	$ 0.760	$ 684.00		
Lodging	2	$ 115.00	$ 230.00		
Meals	2	$ 80.00	$ 160.00		
Subtotal Direct Costs			**$ 2,221.00**		
Total Direct Expenses					**$ 2,221.00**
TOTAL ESTIMATED FEE (100% PS&E Design)					**$ 95,631.80**

HOUR AND FEE DERIVATION

WORCESTER COUNTY FUNDED SERVICES

RK&K	WORCESTER COUNTY MD 611 SHARED USE PATH				9/15/2026
	Worcester County Funded Services				
	HOUR & FEE ESTIMATE				
Task	Description	RK&K	A/I/Data	Hillis-Carnes	SAM	Totals
	PRELIMINARY (30%)					
A	Project Management	$ -				$ -
B	Surveys and Plats	$ -			$ -	$ -
C	Natural Resources Inventory / Forest Stand Delineation	$ -				$ -
D	Utility Mapping and Coordination	$ -	$ -			$ -
E	Roadway and Shared Use Path Design	$ -				$ -
F	Drainage, Stormwater Management and Erosion/Sediment Control	$ -				$ -
G	Structural Engineering	$ -				$ -
H	Geotechnical Engineering	$ -				$ -
I	Traffic Engineering	$ -				$ -
J	Landscape Design	$ -				$ -
	Direct Expenses	$ -				$ -
	TOTAL PHASE 1 - PRELIMINARY DESIGN (30%)	$ -	$ -	$ -	$ -	$ -
	SEMI-FINAL (65%)					
A	Project Management	$ -				$ -
B	Surveys and Plats	$ 26,627.01				$ 26,627.01
C	Natural Resources Inventory / Forest Stand Delineation	$ -				$ -
D	Utility Mapping and Coordination	$ -	$ -			$ -
E	Roadway and Shared Use Path Design	$ -				$ -
F	Drainage, Stormwater Management and Erosion/Sediment Control	$ -				$ -
G	Structural Engineering	$ -				$ -
H	Geotechnical Engineering	$ -		$ -		$ -
I	Traffic Engineering	$ -				$ -
J	Landscape Design	$ -				$ -
	Direct Expenses	$ -				$ -
	TOTAL PHASE 2 - SEMI-FINAL DESIGN (65%)	$ 26,627.01	$ -	$ -	$ -	$ 26,627.01

RK&K	WORCESTER COUNTY MD 611 SHARED USE PATH					9/15/2026
	Worcester County Funded Services					
	HOUR & FEE ESTIMATE					
Task	Description	RK&K	A/I/Data	Hillis-Carnes	SAM	Totals
	FINAL (95%)					
A	Project Management	$ -				$ -
B	Surveys and Plats	$ 12,251.13				$ 12,251.13
C	Natural Resources Inventory / Forest Stand Delineation	$ -				$ -
D	Utility Mapping and Coordination	$ -				$ -
E	Roadway and Shared Use Path Design	$ -				$ -
F	Drainage, Stormwater Management and Erosion/Sediment Control	$ -				$ -
G	Structural Engineering	$ -				$ -
H	Geotechnical Engineering	$ -				$ -
I	Traffic Engineering	$ -				$ -
J	Landscape Design	$ -				$ -
	Direct Expenses	$ -				$ -
	TOTAL PHASE 3 - FINAL (95%)	$ 12,251.13	$ -	$ -	$ -	$ 12,251.13
	PSE (100%)					
A	Project Management	$ -				$ -
B	Surveys and Plats	$ -				$ -
C	Natural Resources Inventory / Forest Stand Delineation	$ -				$ -
D	Utility Mapping and Coordination	$ -				$ -
E	Roadway and Shared Use Path Design	$ -				$ -
F	Drainage, Stormwater Management and Erosion/Sediment Control	$ -				$ -
G	Structural Engineering	$ -				$ -
H	Geotechnical Engineering	$ -				$ -
I	Traffic Engineering	$ -				$ -
J	Landscape Design	$ -				$ -
K	Bid Phase Services	$ 9,018.04				$ 9,018.04
	Direct Expenses	$ -				$ -
	TOTAL PHASE 4 - CONTRACT DOCUMENTS (100%)	$ 9,018.04	$ -	$ -	$ -	$ 9,018.04

RK&K	WORCESTER COUNTY MD 611 SHARED USE PATH	9/15/2026

Worcester County Funded Services

HOUR & FEE ESTIMATE

Task	Description	RK&K	A/I/Data	Hillis-Carnes	SAM	Totals
	TOTAL PROJECT FEE - PHASES 1-4	$ 47,896.18	$ -	$ -	$ -	$ 47,896.18

ASSUMPTIONS/EXCLUSIONS

1. Include 5 boardwalks per scoping plans
2. Includes 4 new SWM facilities; does not include modifying ex swm ponds
3. Does not include modification of existing SWM facilities
4. Does not include Code 378 analysis (ponds)
5. Does not include MDE Dam Safety review
6. Does not include Phase 1 or Phase 2 Environmental Assessment (hazmat)
7. No utility relocation design
8. No wetland/waterway mitigation required
9. No Floodplain Study required
10. Natural Resources Inventory (NRI) will be conducted on east side of MD 611
11. NRI will include a wetland delineation, simplified Forest Stand Delineation (FSD), and tree inventory. Woody vegetation will only be inventoried within Critical Area
12. NRI/FSD Plan and Memo and Forest Conservation Act Exemption request will be reviewed by MDNR Forest Service (federal funding)
13. NEPA: SHA will assign an Environmental Manager (EM) as part of TAP support from SHA. The EM will coordinate with MDNR WH, MHT, and USFWS, and Prepare the NEPA Document
14. Critical Area Package will be reviewed by Worcester County's Critical Area Program
15. No Critical Area Buffer impacts are anticipated and Critical Area Variance will not be required.

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026
	Worcester County Funded Services	
	HOUR & FEE ESTIMATE	

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	Hourly Labor Rate	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	SEMI-FINAL (65%), 6 months								
A	**Project Management**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
B	**Surveys and Plats**								
1	Prepare Preliminary Plats and Deed Descriptions		4	38	124				166
2	QAQC		6	6					12
	Subtotal Hours	**0**	**10**	**44**	**124**	**0**	**0**	**0**	**178**
	Subtotal Task Fee	**$ -**	**$ 2,135.57**	**$ 7,731.30**	**$ 16,760.15**	**$ -**	**$ -**	**$ -**	**$ 26,627.01**
C	**Natural Resources Inventory / Forest Stand Delineation**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
D	**Utility Mapping and Coordination**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
E	**Roadway and Shared Use Path Design**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
F	**Drainage, Stormwater Management and Erosion/Sediment Control**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
G	**Structural Engineering**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
H	**Geotechnical Engineering**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
I	**Traffic Engineering**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
J	**Landscape Design**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026
	Worcester County Funded Services	
	HOUR & FEE ESTIMATE	

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	Subtotal Semi-Final Design (65%)								
	Total - Labor Hours	**0**	**10**	**44**	**124**	**0**	**0**	**0**	**178**
	Hourly Labor Rate	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	Total Payroll (Direct Salaries)	$ -	$ 790.00	$ 2,860.00	$ 6,200.00	$ -	$ -	$ -	$ 9,850.00
	Payroll Burden and Overhead (145.75)	$ -	$ 1,151.43	$ 4,168.45	$ 9,036.50	$ -	$ -	$ -	$ 14,356.38
	Subtotal	$ -	$ 1,941.43	$ 7,028.45	$ 15,236.50	$ -	$ -	$ -	$ 24,206.38
	Fee (10%)	$ -	$ 194.14	$ 702.85	$ 1,523.65	$ -	$ -	$ -	$ 2,420.64
	Total Loaded Labor (Payroll + Overhead + Profit(10%))	**$ -**	**$ 2,135.57**	**$ 7,731.30**	**$ 16,760.15**	**$ -**	**$ -**	**$ -**	**$ 26,627.01**

Subconsultants:

A/I/DATA	Utility Test Holes	$	-
Hillis-Carnes	Borings / Lab Testing		
SAM			
Total Subconsultants		**$**	**-**

Direct Costs:

Copy/Print 34x22 (B&W) - xx @$0.09/sf	$	0.09	$	-	
Copy/Print 8.5x11 (B/W) - xx @ $0.09/sheet	$	0.09	$	-	
Copy/Print 8.5x11 (Color) - 400 @ $0.40/sheet	$	0.40	$	-	
Copy/Print (Color) - xx @$0.65/sf	$	0.65	$	-	
Mylars - xx @ $1.40 /SF	$	1.40	$	-	
Mileage (1,000 @ $0.76/mi)	$	0.760	$	-	
Lodging	$	115.00	$	-	Soil Borings, Site Visits, Public Meeting
Meals	$	80.00	$	-	Soil Borings, Site Visits, Public Meeting
Subtotal Direct Costs		180	**$**	**-**	
Total Direct Expenses					**$ -**

TOTAL ESTIMATED FEE (65% Semi-Final Design)	**$ 26,627.01**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path							9/15/2026
	Worcester County Funded Services							
	HOUR & FEE ESTIMATE							
Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	Hourly Labor Rate	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	FINAL (95%), 5 months								
A	**Project Management**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
B	**Surveys and Plats**								
1	Prepare Final Plats and Deed Descriptions		4	16	52				72
2	QAQC		4	4					8
	Subtotal Hours	**0**	**8**	**20**	**52**	**0**	**0**	**0**	**80**
	Subtotal Task Fee	**$ -**	**$ 1,708.45**	**$ 3,514.23**	**$ 7,028.45**	**$ -**	**$ -**	**$ -**	**$ 12,251.13**
C	**Natural Resources Inventory / Forest Stand Delineation**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
D	**Utility Mapping and Coordination**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
E	**Roadway and Shared Use Path Design**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
F	**Drainage, Stormwater Management and Erosion/Sediment Control**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
G	**Structural Engineering**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
H	**Geotechnical Engineering**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
I	**Traffic Engineering**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
J	**Landscape Design**								
	Subtotal Hours	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**0**
	Subtotal Task Fee	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026
	Worcester County Funded Services	
	HOUR & FEE ESTIMATE	

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	Subtotal Final Design (95%)								
	Total - Labor Hours	**0**	**8**	**20**	**52**	**0**	**0**	**0**	**80**
	Hourly Labor Rate	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	Total Payroll (Direct Salaries)	$ -	$ 632.00	$ 1,300.00	$ 2,600.00	$ -	$ -	$ -	$ 4,532.00
	Payroll Burden and Overhead (145.75)	$ -	$ 921.14	$ 1,894.75	$ 3,789.50	$ -	$ -	$ -	$ 6,605.39
	Subtotal	$ -	$ 1,553.14	$ 3,194.75	$ 6,389.50	$ -	$ -	$ -	$ 11,137.39
	Fee (10%)	$ -	$ 155.31	$ 319.48	$ 638.95	$ -	$ -	$ -	$ 1,113.74
	Total Loaded Labor (Payroll + Overhead + Profit(10%))	**$ -**	**$ 1,708.45**	**$ 3,514.23**	**$ 7,028.45**	**$ -**	**$ -**	**$ -**	**$ 12,251.13**

Subconsultants:

A/I/DATA	Utility Test Holes	
Hillis-Carnes	Borings / Lab Testing	
SAM	Aerial Lidar	
Total Subconsultants		**$ -**

Direct Costs:

Copy/Print 34x22 (B&W) - xx @$0.09/sf	$	0.09	$	-
Copy/Print 8.5x11 (B/W) - xx @ $0.09/sheet	$	0.09	$	-
Copy/Print 8.5x11 (Color) - 400 @ $0.40/sheet	$	0.40	$	-
Copy/Print (Color) - xx @$0.65/sf	$	0.65	$	-
Mylars - xx @ $1.40 /SF	$	1.40	$	-
Mileage (1,000 @ $0.76/mi)	$	0.760	$	-
Lodging	$	115.00	$	-
Meals	$	80.00	$	-
Subtotal Direct Costs			**$**	**-**
Total Direct Expenses				**$ -**

TOTAL ESTIMATED FEE (95% Final Design) **$ 12,251.13**

RK&K	WORCESTER COUNTY MD 611 Shared Use Path							9/15/2026
	Worcester County Funded Services							
	HOUR & FEE ESTIMATE							
Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	Hourly Labor Rate	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	PS&E (100%), 9 months								
A	Project Management								
	Subtotal Hours	0	0	0	0	0	0	0	0
	Subtotal Task Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
B	Surveys and Plats								
	Subtotal Hours	0	0	0	0	0	0	0	0
	Subtotal Task Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
C	Natural Resources Inventory / Forest Stand Delineation								
	Subtotal Hours	0	0	0	0	0	0	0	0
	Subtotal Task Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
D	Utility Mapping and Coordination								
	Subtotal Hours	0	0	0	0	0	0	0	0
	Subtotal Task Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
E	Roadway and Shared Use Path Design								
	Subtotal Hours	0	0	0	0	0	0	0	0
	Subtotal Task Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
F	Drainage, Stormwater Management and Erosion/Sediment Control								
	Subtotal Hours	0	0	0	0	0	0	0	0
	Subtotal Task Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
G	Structural Engineering								
	Subtotal Hours	0	0	0	0	0	0	0	0
	Subtotal Task Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
H	Geotechnical Engineering								
	Subtotal Hours	0	0	0	0	0	0	0	0
	Subtotal Task Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
I	Traffic Engineering								
	Subtotal Hours	0	0	0	0	0	0	0	0
	Subtotal Task Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
J	Landscape Design								
	Subtotal Hours	0	0	0	0	0	0	0	0
	Subtotal Task Fee	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -

RK&K	WORCESTER COUNTY MD 611 Shared Use Path	9/15/2026

Worcester County Funded Services

HOUR & FEE ESTIMATE

Task	Description	Director / Sr. Manager	Project Manager	Project Engineer / Licensed Surveyor	Engineer / Project Scientist / Sr. Technician	Crew Chief/ CADD Technician / Environ Scientist	Planner / Technician	Instrument Person	Totals
2.70	**Hourly Labor Rate**	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
K	**Bid Phase Services**								
1	Support Advertisement		2	2					4
2	Pre-Bid Meeting		2	2					4
3	Review Respond to Bid Questions		3	3					6
4	Review and Analyze Bids; Prepare Recommendation		8	8	8				24
5	Submit and Secure Concurrence In Award from SHA		4	4	4				12
	Subtotal Hours	**0**	**19**	**19**	**12**	**0**	**0**	**0**	**50**
	Subtotal Task Fee	**$ -**	**$ 4,057.58**	**$ 3,338.51**	**$ 1,621.95**	**$ -**	**$ -**	**$ -**	**$ 9,018.04**
	Subtotal PS&E (100%)								
	Total - Labor Hours	**0**	**19**	**19**	**12**	**0**	**0**	**0**	**50**
	Hourly Labor Rate	$ 120.00	$ 79.00	$ 65.00	$ 50.00	$ 45.00	$ 36.00	$ 32.00	
	Total Payroll (Direct Salaries)	$ -	$ 1,501.00	$ 1,235.00	$ 600.00	$ -	$ -	$ -	$ 3,336.00
	Payroll Burden and Overhead (145.75)	$ -	$ 2,187.71	$ 1,800.01	$ 874.50	$ -	$ -	$ -	$ 4,862.22
	Subtotal	$ -	$ 3,688.71	$ 3,035.01	$ 1,474.50	$ -	$ -	$ -	$ 8,198.22
	Fee (10%)	$ -	$ 368.87	$ 303.50	$ 147.45	$ -	$ -	$ -	$ 819.82
	Total Loaded Labor (Payroll + Overhead + Profit(10%))	**$ -**	**$ 4,057.58**	**$ 3,338.51**	**$ 1,621.95**	**$ -**	**$ -**	**$ -**	**$ 9,018.04**

Subconsultants:

A/I/DATA	Utility Test Holes	
Hillis-Carnes	Borings / Lab Testing	
SAM	Aerial Lidar	
Total Subconsultants		**$ -**

Direct Costs:

Copy/Print 34x22 (B&W) - xx @$0.09/sf	$ 0.09	$ -
Copy/Print 8.5x11 (B/W) - xx @ $0.09/sheet	$ 0.09	$ -
Copy/Print 8.5x11 (Color) - 400 @ $0.40/sheet	$ 0.40	$ -
Copy/Print (Color) - xx @$0.65/sf	$ 0.65	$ -
Mylars - xx @ $1.40 /SF	$ 1.40	$ -
Mileage (1,000 @ $0.76/mi)	$ 0.760	$ -
Lodging	$ 115.00	$ -
Meals	$ 80.00	$ -
Subtotal Direct Costs		**$ -**
Total Direct Expenses		**$ -**

TOTAL ESTIMATED FEE (100% PS&E Design) **$ 9,018.04**

SUBCONSULTANT PROPOSALS

A|I|DATA

1123 Hanzlik Avenue
Baltimore, MD 21237-2956

Phone: 410-686-5091
Fax: 410-686-5093
Free: 1-888-686-5091

MDOT DBE/WBE/SBE certified no. 22-066

ESTABLISHED 2005

Subsurface Utility Engineering and Land Surveying

September 11, 2026

Richard J. Adams, Jr., P.E.
Director, Transportation
Rummel, Klepper & Kahl, LLP
700 East Pratt Street, Suite 500
Baltimore, MD 21202

Re: Worcester County, MD 611 Shared Use Path – Subsurface Utility Engineering Services

Dear Rick:

Accurate Infrastructure Data, Inc. (A|I|DATA) is pleased to submit this proposal to Rummel, Klepper & Kahl, LLP (CLIENT) for subsurface utility engineering services at the subject project. The scope identified in this proposal is based on your request for proposal and supporting documents received on August 31, 2026.

SCOPE OF SERVICES

The scope of this proposal includes:

- Subsurface utility designation and QLB Utility Mapping
- QLA Utility Test holes

The project deliverables will consist of an ASCE/UESI/CI 38-22 Utility Drawing and Test Hole Data Sheets signed and sealed by a professional engineer licensed in Maryland.

Utility Designating Services

At project initiation, A|I|DATA will conduct utility records research. The records will be requested from the CLIENT, any public utilities and private utility companies known to provide service within the PROJECT EXTENTS, and other sources. The intent of this effort is to develop a comprehensive inventory of utility systems likely to be encountered at the site. Record documents may include construction plans, system diagrams, distribution and transmission maps, and geographic information system data as well as oral descriptions of existing systems.

Historical record documents will be reviewed and assessed for applicability to the subject project area. Record information will not be employed as a substitute for field location methods unless it is determined to be the most appropriate method for depicting the utilities at the site. The depiction of utilities from records (ASCE 38-22 QLC or D) will be based on thorough field and office activities and shall be based on the most reliable indications of position available.

A|I|DATA will field investigate **non-gravity** utility systems, including **water, gas, electrical, communication, steam, hot water, chill water, force mains, and security systems** that are within the PROJECT EXTENTS. Visible surface features and appurtenances of subsurface utilities found within the project area will be evaluated. A|I|DATA will also sweep and search for unknown or undocumented utilities through the project area. Using surface geophysical methods, A|I|DATA will search for detectible indications of the location of subsurface utilities. Locations that can be validated will be marked or targeted using paint, flags, or other devices that are color-coded according to the APWA/ULCC Uniform Color Code.

The field investigator will prepare sketched documentation of the utilities encountered and marked that will include their general location, orientation, type, and size, if known. Clarifying remarks and notes will also be included.

A|I|DATA will conduct location surveys, based on control points provided by CLIENT, of utility marks and surface features that relate to the utility systems to be mapped. A|I|DATA will extend the local control through the area of interest as needed. The data collected by survey will be downloaded, processed, and mapped in CAD. Mapped data will be correlated with the field documentation and existing record drawings. Utility quality levels will be assigned to utility line segments per ASCE 38-22. The drawing will be signed and sealed by a professional engineer licensed in Maryland. Digital mapping files in CAD format will be sent to the CLIENT along with a .pdf file.

QLA Utility Test Hole Services

A|I|DATA will provide test hole services by air-vacuum or other minimally invasive methods at the locations described in the PROJECT EXTENTS. A|I|DATA will provide, directly or on a sub-contract basis, necessary personnel, equipment, supplies, management, and supervision needed for the test holes. A|I|DATA will prepare and process a permit application, notify Miss Utility of Maryland of the proposed excavation, and coordinate with the CLIENT, property owner, Miss Utility, and permitting agencies, as needed.

Test hole services include the set-up or final positioning based on site conditions and plan information provided by the CLIENT. Excavation, measurement, and documentation of the horizontal and vertical position of the target structure are included. Test hole documentation will contain a general description of the target structure with condition, material, and general orientation noted as well as data on paving material and thickness and a generalized description of the material encountered in the test hole.

A test hole data sheet will be prepared for each excavation or attempt. The sheets will include field observations noted above as well as elevation data and horizontal positioning information. Horizontal positions will be provided by means of at least three (3) measured dimensions to existing site features. Elevation information will be determined through trigonometric or differential leveling referenced to benchmarks to be provided by CLIENT. Coordinated positions will also be determined by field survey and reported on the test hole data sheets. The test hole data sheets will be signed and sealed by a professional engineer or surveyor licensed in Maryland.

Test holes will be backfilled with excavated materials and compacted with a pneumatic tamper. Turf areas will be restored with the salvaged turf plug removed before the start of excavation. Pavement cuts will be restored using suitable patching material and methods. Except as otherwise stated herein, bituminous cold patch materials will be used to close each test hole repair in pavement.

The surface may not be restored to conditions prior to excavation and may show evidence of equipment access and excavation activities. Permanent paving restoration will not be provided by A|I|DATA and shall be the responsibility of others.

Note: A|I|DATA will provide temporary repair of paved surfaces. Permanent repairs, if required, shall be completed by others and are not included in this proposal.

SCOPE CLARIFICATIONS

CLIENT will provide or coordinate unrestricted site access between the hours of 7:00 AM and 5:00 PM Monday through Friday for work activities. CLIENT will facilitate access for A|I|DATA's air-vacuum equipment to test hole locations.

CLIENT will provide or coordinate building access to mechanical, electrical, and communication rooms and facilities that may be needed to investigate the existing subsurface utility systems thoroughly.

Ground penetrating radar (GPR) will not be used as the principal method of field investigation of the project site unless that use has been specifically addressed within the scope of services described. GPR may be used as a supplemental method on the project.

Unmaintained areas with vegetation greater than 24 inches high will make the use of the proposed electro-magnetic detection methods of location impractical. Unless the vegetation is mowed by others, the existing utilities will not be located, marked, or surveyed through areas of high/dense vegetation.

Detected utilities in congested corridors are subject to mis-identification due to their proximity to adjacent utilities. While the investigative and search methods described above can be effective at discovering undocumented utilities, A|I|DATA disclaims liability for utilities of which we have no prior knowledge, i.e., utilities for which no or inadequate record information is available.

Where feasible subsurface utilities will be detected and depicted at QLB. Some utilities may be depicted at QLC or QLD per record or field evidence, as necessary.

The subsurface utilities depicted at QLB on the map to be provided under the scope described above represent the remotely sensed indications of the subsurface utilities. Utility pipe sizes and configurations may be taken from record drawings or accessible field evidence. The actual location, size and extent of subsurface utilities must be determined through test holes or other QLA investigation methods.

Air-vacuum test hole excavation is the preferred method of safely exposing subsurface utilities for engineering purposes and for the documentation of location, elevation, and condition. The most common depths for successful air-vacuum excavation and documentation of utilities range from two (2) to ten (10) feet. Utilities buried at depths greater than ten (10) feet are increasingly less likely to be successfully exposed and documented using air-vacuum methods as the depth of excavation increases.

The typical surface disturbance of an air-vacuum test hole is approximately 144 square inches (12 inches by 12 inches) but may vary depending on site conditions and the subsurface feature to be documented. Given this size of excavation, some subsurface conditions may prevent the completion of test holes. These can include rock(s), groundwater, and other utilities or structures. Test hole attempts that cannot be completed due to site conditions will be documented and included in the invoice for the project.

Test holes requested on encased or non-encased conduit duct banks and other concrete-encased systems will typically be performed on one edge so that the top and bottom extents of these often non-uniform structures can be observed and documented. It is important to note that the lowest extent of a cast-in-place structure or conditions beneath the structure may not be discernable in the test hole. Generally, the width of duct banks or concrete encasements cannot be determined in one test hole.

In order to document and report nominal pipe sizes of target utilities, a field measurement of the outside diameter of the pipe is made to the nearest one (1) inch. The nominal pipe size is then reported based on the measured dimension, typical pipe wall thickness data, and other available data including record information. Pipe diameters that are too large to be measured in a single test hole will be reported based on best available information.

Utility surface features, e.g., valves, manholes, and vaults, will be shown symbolically and their sizes and shapes will be schematic and not to scale. Except as specifically stated herein, subsurface conditions such as size and orientation of any associated structure will not be determined. Actual dimensions and positions must be determined through additional subsurface utility investigation.

The documented results produced by A|I|DATA represent a professional opinion and interpretation based on record indications and field evidence. The results of the utility investigation by A|I|DATA may be affected by a variety of existing site conditions. Site conditions that may affect the reliability of utility locations include soil content, depth of utility, density of utility clusters, and electro-magnetic characteristics of the target utilities.

Note: Unless a trace wire has been buried with a utility constructed with non-conductive materials such as PVC, HDPE, etc., the successful detection and location of the utility is unlikely. If a utility line can be accessed through manholes, cleanouts, or lampholes, then A|I|DATA may attempt to insert a detectible duct rodder or other conductor into the line to enable location detection of the utility. This method is dependent on the access to, size, and condition of the utility.

A|I|DATA does not guarantee that all underground utilities can or will be located. A|I|DATA rejects responsibility for damages to utilities caused by others or for consequential damages that may result due to utility damages by others.

No part or parts of the services provided by A|I|DATA relieve the CLIENT or others from the responsibility to conform with the statutory requirements to notify one-call systems prior to any and all excavation at the site.

Note: Test holes will be needed to determine utility depths/elevations and may be needed to confirm horizontal locations. A separate proposal for any test hole services that may be required can be submitted following the completion of the designating phase of the project.

PROJECT EXTENTS

The PROJECT EXTENTS identified for this proposal are described below for test holes and depicted on Exhibit "A" for Subsurface utility designation and QLB Utility Mapping.

PROPOSED TEST HOLES

Test Hole ID	Target Utility	Location
TH-1 - 5	TBD	TBD

PROJECT SCHEDULE

Personnel and equipment will be scheduled for this work upon written authorization to proceed.

PROJECT COST SCHEDULE

Utility Designating & QLB Mapping				
Project Manager	42.0	hours @	$280.00	$11,760.00
SUE Technical Specialist	32.0	hours @	$185.00	$5,920.00
SUE Field Manager	180.0	hours @	$165.00	$29700.00
SUE Field Technician	180.0	hours @	$110.00	$19,800.00
CAD Technician	32.0	hours @	$125.00	$4,000.00
Field Surveyor Party Chief	63.0	hours @	$165.00	$10,395.00
SUE Director	4.0	hours @	$340.00	$1,360.00
Project Principal	2.0	hours @	$360.00	$720.00
			Subtotal	**$83,655.00**
Per Diem Direct Expense Allowance				
Per Diem (2026 GSA Rate) First and Last	20.0	days @	$60.00	$1,20.00
Per Diem (2026 GSA Rate) Full Days	27.0	days @	$80.00	$2,160.00
Per Diem (2026 GSA Rate) Lodging	37.0	days @	$295.00	$10,915.00
			Subtotal	**$14,275.00**

- Per diem, lodging, meals, and incidental expenses are budgetary estimates only. Actual costs will be invoiced at the applicable GSA rates in effect at the time of travel and service performance.

Total Estimated Fee (Utility Designating, QLB Mapping, and Direct Expenses).....**$97,930.00**

Test Holes

Mobilization	1	@	$4,000.00 each	=	$4,000.00
Unit Cost to 6' depth	5	@	$1,500.00 each	=	$7,500.00
			Test Hole Subtotal	**=**	**$11,500.00**

Contingent Items and Allowances

Extra Depth > 6'	3	@	$150.00 per foot	=	$450.00
Permit Fee Allowance	1	@	$500.00 each	=	$500.00
MOT Flagging & Rumble Strips	2	@	$3,500.00 per day	=	$7,000.00
MOT Lane Closure	2	@	$1,200.00 per day	=	$2,400.00
MOT Shoulder Closure	2	@	$800.00 per day	=	$1,600.00
Per Diem (2026 GSA Rate) First and Last	6	@	$60.00 per day	=	$360.00
Per Diem (2026 GSA Rate) Lodging	3	@	$295.00 per day	=	$885.00
			Test Hole Subtotal	**=**	**$13,195.00**

- Mobilization includes test-hole setup, preparation, and permit processing.
- Additional test holes requested and authorized during the initial mobilization will be invoiced at the unit rates listed above, along with any additional per diem charges applicable.
- Extra depth is a contingent item and will be invoiced based on actual depth measurements exceeding 6 feet.
- The estimate includes four days of each listed MOT and is a contingent item and will be invoiced based on the traffic control type required and the actual number of days required.
- Permit fees, including direct bonding expenses, will be invoiced at cost.
- Per diem allowances are budgetary estimates only. Actual lodging, meals, and incidental expenses will be invoiced at the applicable GSA rates in effect at the time of travel and service performance.

QLA Test Holes (5) $24,695.00

Total Estimated Fee $122,625.00

The above fees are valid if accepted and authorized within 90 days from the date of this proposal.

An invoice that reflects the above unit rates and actual quantities for designating and test holes will be prepared and submitted to the CLIENT. The invoice will also include actual costs associated with per diem, contingent items, and allowances. This estimate is not a lump sum fee, and the final invoice amount may be more or less than the total estimated. If the project estimate is exceeded, then A|I|DATA recognizes that any amount invoiced in excess of the estimate may be at risk unless it has been authorized by the CLIENT before additional services are provided.

TERMS OF PAYMENT

Payment for invoiced services is due upon receipt of invoice; however, A|I|DATA understands that it may not be paid until after CLIENT has been paid for its services. A|I|DATA shall be paid not more than ten (10) business days after CLIENT receives payment. CLIENT shall submit an invoice for A|I|DATA's services not later than its next billing cycle following the receipt of an invoice from A|I|DATA.

Notice of disputed invoices shall be provided to A|I|DATA within ten (10) days of receipt of the invoice.

Credit card payments are subject to a processing fee equal to 4% of the invoiced amount.

Legal fees incurred by A|I|DATA in pursuit of payment shall become the obligation of the party responsible for payment of the invoice.

Please let me know if you have any questions or concerns about the scope or conditions of this proposal. If you are satisfied and accept the terms of the proposal, then please indicate your acceptance in the space provided below and return a copy with your signature to me.

Thank you for requesting this proposal. Please let me know if you have other needs for services that A|I|DATA may be able to provide.

Sincerely,



Accurate Infrastructure Data, Inc.
Kenneth L. Shipley
Senior Project Manager

Enclosure: Exhibit "A"

Scope approved and terms and conditions accepted.

Rummel, Klepper & Kahl, LLP

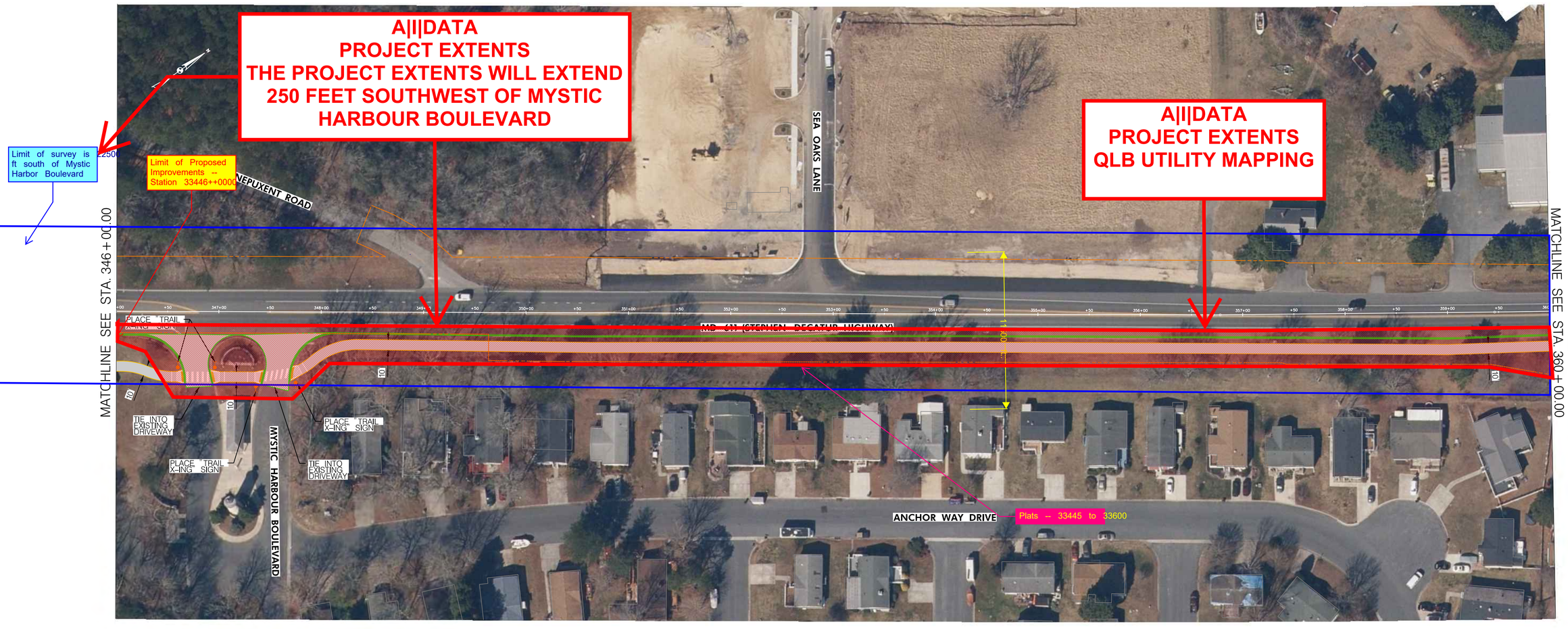
Signed By: _____ Date: _____

Print Name: _____ Title: _____

EXHIBIT "A"

A|I|DATA
PROJECT EXTENTS
THE PROJECT EXTENTS WILL EXTEND 250 FEET SOUTHWEST OF MYSTIC HARBOUR BOULEVARD

A|I|DATA
PROJECT EXTENTS
QLB UTILITY MAPPING



McCORMICK TAYLOR
1501 South Clinton Street
Suite 1150
Baltimore, MD 21224
(410) 662-7400

LEGEND

- EXISTING SHA ROW
- PROPOSED CONCRETE DRIVEWAY
- PROPOSED "TYPE A" CURB AND GUTTER – MD SHA STD. 620.02
- PROPOSED ASPHALT DRIVEWAY
- PROPOSED SHARED USE PATH
- POTENTIAL BOARDWALK LOCATION
- DETECTABLE WARNING SURFACE

50' 0 50' 100'
SCALE: 1" = 50'

DISTRICT 1 PROJECT DEVELOPMENT

MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

MD 611 FEASIBILITY CONCEPT

FEASIBILITY CONCEPT

SCALE 1" = 50' ADVERTISED DATE TBD CONTRACT NO. TBD

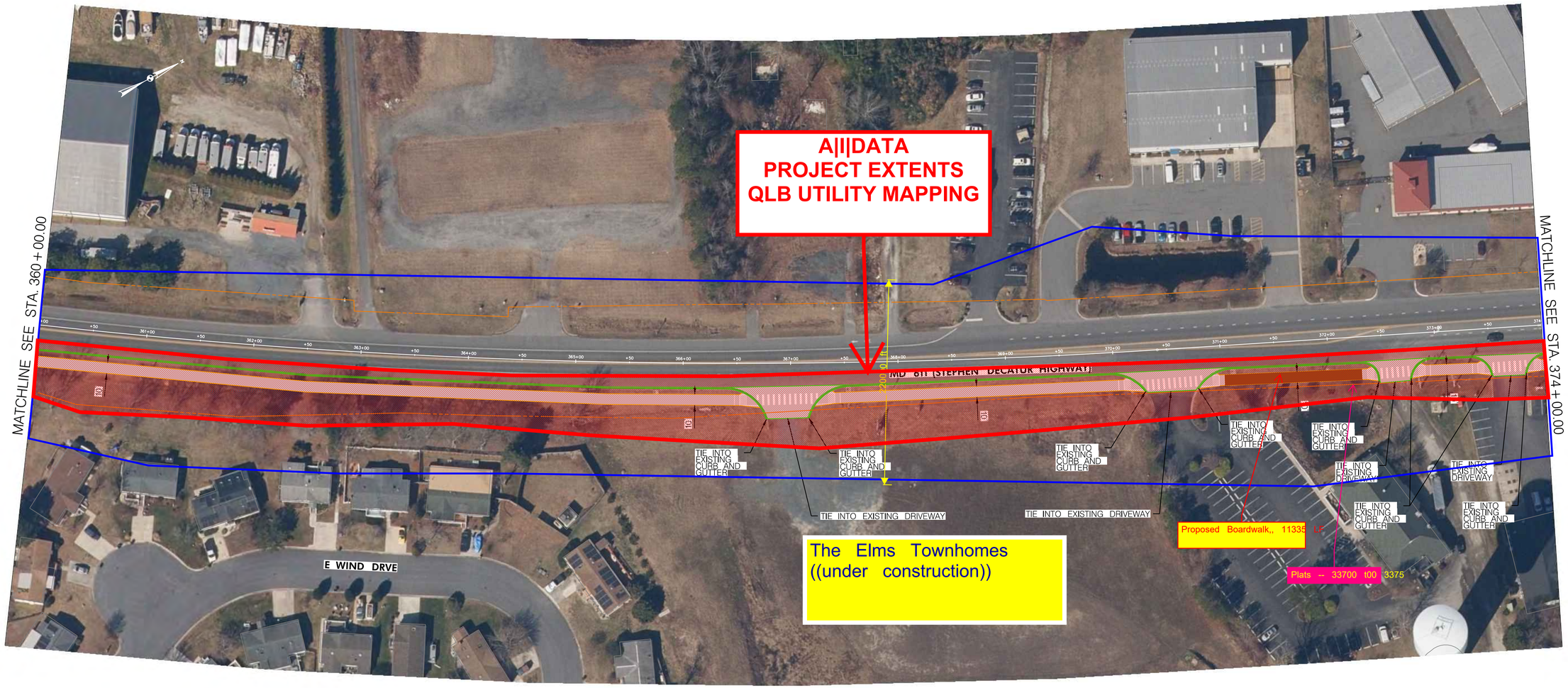
DESIGNED BY DGR /JLJ
DRAWN BY DGR /JLJ
CHECKED BY KAB /RZB
MDE/PRD ——
COUNTY WICOMICO
LOGMILE XXX TO XXX
HORIZONTAL SCALE N/A
VERTICAL SCALE N/A

DRAWING NO. OF SHEET NO. 23 OF 27

BY: jljohnson –

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EXHIBIT "A"



McCORMICK TAYLOR
1501 South Clinton Street
Suite 1150
Baltimore, MD 21224
(410) 662-7400

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MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

DISTRICT 1 PROJECT DEVELOPMENT

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FEASIBILITY CONCEPT

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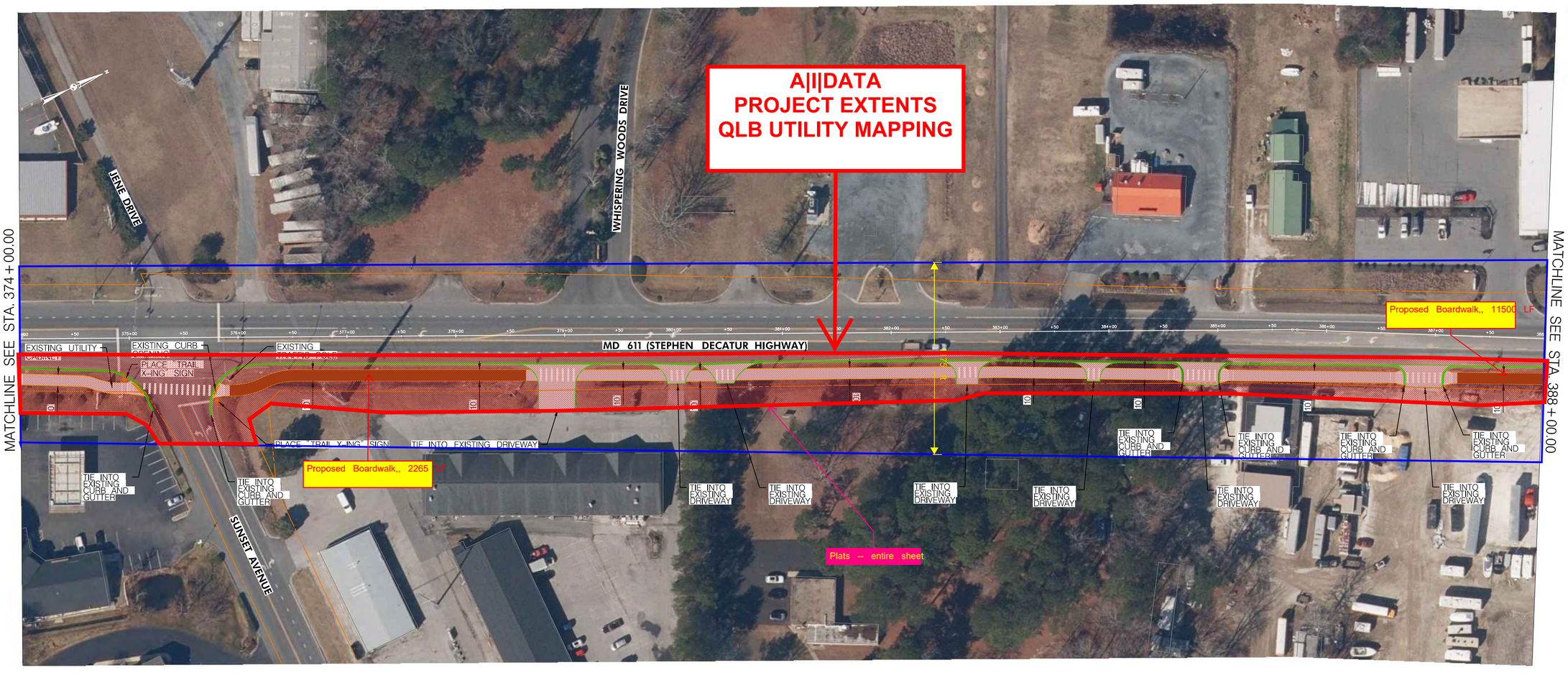
COUNTY WICOMICO
LOGMILE XXX TO XXX
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VERTICAL SCALE N/A

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BY: jljohnson –

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EXHIBIT "A"



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1501 South Clinton Street
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(410) 662-7400

BY: jljohnson

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MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

DISTRICT 1 PROJECT DEVELOPMENT

MD 611 FEASIBILITY CONCEPT

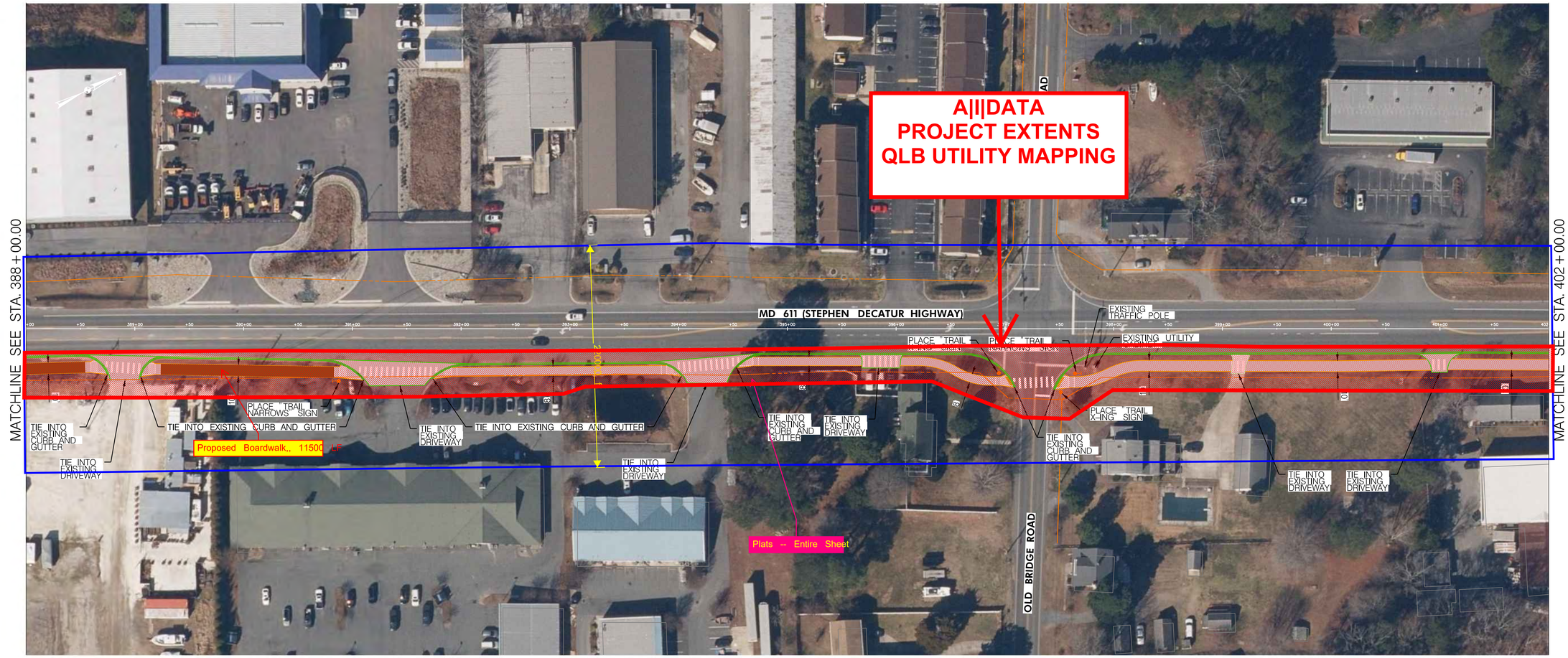
FEASIBILITY CONCEPT

SCALE	1" = 50'	ADVERTISED DATE	TBD
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MDE/PRD	——	VERTICAL SCALE	N/A

DRAWING NO. OF SHEET NO. 25 OF 27

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EXHIBIT "A"



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MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

DISTRICT 1 PROJECT DEVELOPMENT

MD 611 FEASIBILITY CONCEPT

FEASIBILITY CONCEPT

SCALE 1" = 50' ADVERTISED DATE TBD CONTRACT NO. TBD

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CHECKED BY KAB /RZB
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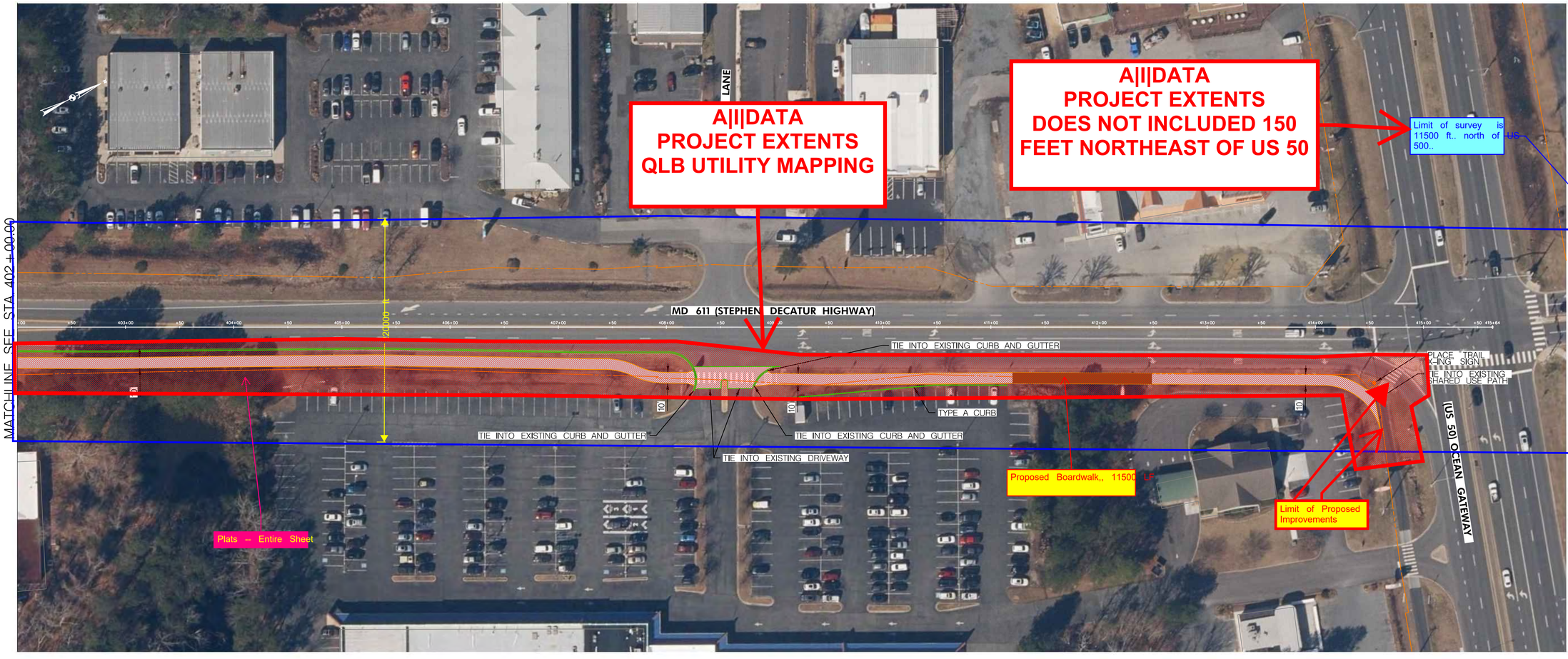
COUNTY WICOMICO
LOGMILE XXX TO XXX
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VERTICAL SCALE N/A

DRAWING NO. OF SHEET NO. 26 OF 27

BY: jljohnson –

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EXHIBIT "A"



McCORMICK TAYLOR
1501 South Clinton Street
Suite 1150
Baltimore, MD 21224
(410) 662-7400

BY: jljohnson

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MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

DISTRICT 1 PROJECT DEVELOPMENT

MD 611 FEASIBILITY CONCEPT

FEASIBILITY CONCEPT

SCALE	1" = 50'	ADVERTISED DATE	TBD
CONTRACT NO.	TBD		
DESIGNED BY	DGR /JLJ	COUNTY	WICOMICO
DRAWN BY	DGR /JLJ	LOGMILE	XXX TO XXX
CHECKED BY	KAB /RZB	HORIZONTAL SCALE	N/A
MDE/PRD	——	VERTICAL SCALE	N/A
DRAWING NO.		OF	SHEET NO. 27 OF 27

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HILLIS-CARNES
ENGINEERING ASSOCIATES

417 Maryland Avenue
Delmar, MD 21875
Phone (410) 749-0940
Fax (410) 896-3478
www.hcea.com

September 10, 2026

Ms. Jennifer Trimble 2
Director Geotechnical
RK&K
3502 Concord Road, Suite 130
York, PA 17402

Re: Proposal to Provide Geotechnical Engineering Services
Maryland 611 Proposed Trail
Stephen Decatur Highway, Ocean City, MD 21842
HCEA Proposal Number P260319SAL

Ms. Trimble:

Hillis-Carnes Engineering Associates, Inc. (HCEA) is pleased to submit this proposal to provide Subsurface Exploration and Laboratory work for the above-referenced project. This proposal outlines our understanding of the project, details our approach to the work, and presents the unit rates which will be applicable for this work and the estimated total cost of our services.

It is our understanding that this project consists of providing subsurface information for a proposed trail and boardwalk along the southside of Maryland 611, extending from Ocean Gateway (US Route 50) to Sinepuxtent Road in Ocean City/Berlin, Maryland.

Please see below for estimated fees related to the subsurface exploration and laboratory work.

If this proposal is acceptable, please sign and return a completed Proposal Acceptance Sheet to HCEA to serve as our signed agreement. Should you require additional services beyond those listed in this proposal or if any of the outlined assumptions should be modified, please notify us so that this proposal can be revised as required.

Thank you for the opportunity to present this proposal. If you have any questions or require any additional information, please do not hesitate to contact us at your convenience.

Sincerely,
HILLIS-CARNES ENGINEERING ASSOCIATES, INC.

Alycen Kus

RE Hackman

Alycen Kus
Project Manager
akus@hcea.com

Robert Hackman, PE
Senior Engineer
rhackman@hcea.com

Budget Estimate:

DESCRIPTION	QTY	RATE	U/M	ITEM TOTAL
DRILLING SERVICES				
Drill Rig Mobilization/Demobilization	1	$ 1,500.00	Each	$ 1,500.00
S.P.T Borings or C.P.T. Soundings	735	$ 27.00	LF	$ 19,845.00
Restoration	28	$ 75.00	Each	$ 2,100.00
Traffic Control	11	$ 5,133.00	DAY	$ 56,463.00
Piezometer Installation	40	$ 30.00	LF	$ 1,200.00
Piezometer Readings	1	$ 500.00	Each	$ 500.00
Bulk Samples	7	$ 250.00	Each	$ 1,750.00
			SUBTOTAL	$ 83,358.00
LABORATORY SERVICES				
Atterberg Limit	30	$ 85.00	Each	$ 2,550.00
Sieve Analysis	30	$ 85.00	Each	$ 2,550.00
Moisture Content	125	$ 10.00	Each	$ 1,250.00
CBR	3	$ 500.00	Each	$ 1,500.00
			SUBTOTAL	$ 7,850.00
GEOTECHNICAL SERVICES				
Sr. Project Engineer	10	$ 175.00	Hour	$ 1,750.00
Private Utility Locator (4 days)	1	$ 10,000.00	LS	$ 10,000.00
Project and Drilling Management	30	$ 120.00	Hour	$ 3,600.00
Stakeout	1	$ 800.00	LS	$ 800.00
ROE Permit & License Fees	1	$ 1,500.00	LS	$ 1,500.00
Miss Utility Coordination	10	$ 120.00	Hour	$ 1,200.00
			SUBTOTAL	$ 18,850.00
			TOTAL BUDGET ESTIMATE	~~**$ 110,058.00**~~

SAY $$11005,,000000

September 11, 2026

Delivery Method: Email
radams@rkk.com

RICHARD J. ADAMS JR., P.E.
Director, Transportation

700 East Pratt Street, Suite 500
Baltimore, MD 21202
410.728.2900

RE: Worcester County MD - MD-611 Shared Use Path

Mr. Adams,

SAM Surveying And Mapping, LLC (SAM) is pleased to provide you with this proposal for professional Surveying services in connection with the above-referenced project. Based upon the request for proposal and information provided to SAM and upon our previous experience providing similar surveying services, we have prepared the attached proposed Scope of Services and Fee Estimate.

After you have reviewed the attached proposed Scope of Services and Fee, please do not hesitate to call if you have any questions or comments. Again, thank you for the opportunity to provide this proposal. We are looking forward to working with you on this project.

Sincerely,

Kevin Graville

Kevin Graville
Aerial Transportation Dept. Manager

Cc: **Dan McIntire,** Business Development Manager / SAM

AERIAL MAPPING SCOPE OF SERVICES

UNDERSTANDING

It is SAM's understanding that the client is requesting aerial LiDAR and Imagery acquisition for a new shared use path along NB MD 611 in West Ocean City MD, spanning from US 50 to Mystic Harbour Boulevard, spanning approximately 1.3 miles. The area also includes some additional areas along Old Bridge Road, Sunset Avenue and at the intersection of MD 611 and 50 as shown in ***Exhibit A*****.** The total size of the project areas is approximately 27.5 acres with approximately 75-feet of either side of the road centerline.

The mapping boundary has been refined to include:

- Provide mapping and ortho to the blue line on the south side of MD 611
- Provide mapping to the green line on north side of MD 611
- Provide ortho to the blue line on the north side of MD 611

Additionally, SAM understands the following regarding drainage on this project:

- RK&K will collect inverts of ditches and storm drain system along south side of the project as well as inverts crossing MD 611 on the north and south side.
- Storm drain dtm on north side is not critical since all improvements are on south side of road.

SCOPE

The scope of work and associated fees are based on these assumptions. Adjustments to the scope of work, fee, or schedule may be necessary if these assumptions are incorrect.

Survey Targets: It is SAM's understanding that RK&K will survey **10** aerial targets (control) throughout the project area.

- **Control Establishment:** Horizontal and vertical control will be established using GPS with a tolerance of +/- 0.1 feet in both horizontal and vertical dimensions.
-
- **Photos of Control:** SAM has identified photo Identifiable locations for the control on this project. To accurately measure these control locations in the collected data, SAM requires a minimum of photos of collected control locations identifying the location of the GPS during collection.

- **Datum References:** SAM will be provided with the project horizontal datum and vertical datum information as it relates to the delivery of the project. Any project specific coordinate system needs to have associated translation parameters from a known grid coordinate system provided. .

Aerial Data Acquisition: SAM will acquire aerial LiDAR data at an average density of approximately 50 points per square meter or better and color imagery suitable to generate 2-inch pixel Ground Sample Distance (GSD) resolution Orthoimagery.

- **Aerial Orthoimagery:** SAM will produce 2-inch Ground Sample Distance (GSD) orthoimagery for the provided mapping limits as represented by the red polygon in Exhibit A.

- **Aerial Planimetric Mapping:** SAM will extract features as outlined in Appendix A, and in accordance with Maryland State Highway Administration levels and Standards.

SAM
9800 Southern Pine Blvd. Suite I Charlotte, NC 28273

ASSUMPTIONS

- **Area of Interest:** SAM will acquire LiDAR and Imagery for the area provided by the client shown on **Exhibit A**. In addition to exhibit A, SAM will also reference the provided document **MD 611 SUP_Scoping Plans_Sept 2_2026.pdf.**
- **Vegetation and Obstruction:** Dense vegetation and certain crops may obscure areas within the project, affecting mapping accuracy. SAM will identify and quantify these areas during LiDAR processing. Any required supplemental ground surveys or feature identification will incur additional fees based on time and materials, if requested.
- **Proposal Adjustments:** If the acquisition limits used to prepare this proposal change, SAM reserves the right to review and adjust the fees accordingly.

PROJECT DELIVERABLES

All files will be provided via a secure FTP site.

- **Surface File** (LandXML)
- **Planimetric Mapping** (.DGN)
- **3D Breakline File** (.DGN)
- **RGB Digital Orthophotography** – 2-inch pixel (.TIF/.ECW)
- **LiDAR Accuracy Report** (.PDF)

SCHEDULE

Upon receipt of an executed Agreement, SAM will commence work on project. Acquisition will be scheduled upon receipt of written notice to proceed (NTP). SAM anticipates that the acquisition can begin within 2 weeks of NTP, weather and ground conditions permitting, and data delivered 6 weeks after acquisition and receipt of ground control surveys. SAM can provide intermittent deliverables, if requested. Once NTP has been provided, we will provide and confirm the final schedule.

FEE SUMMARY

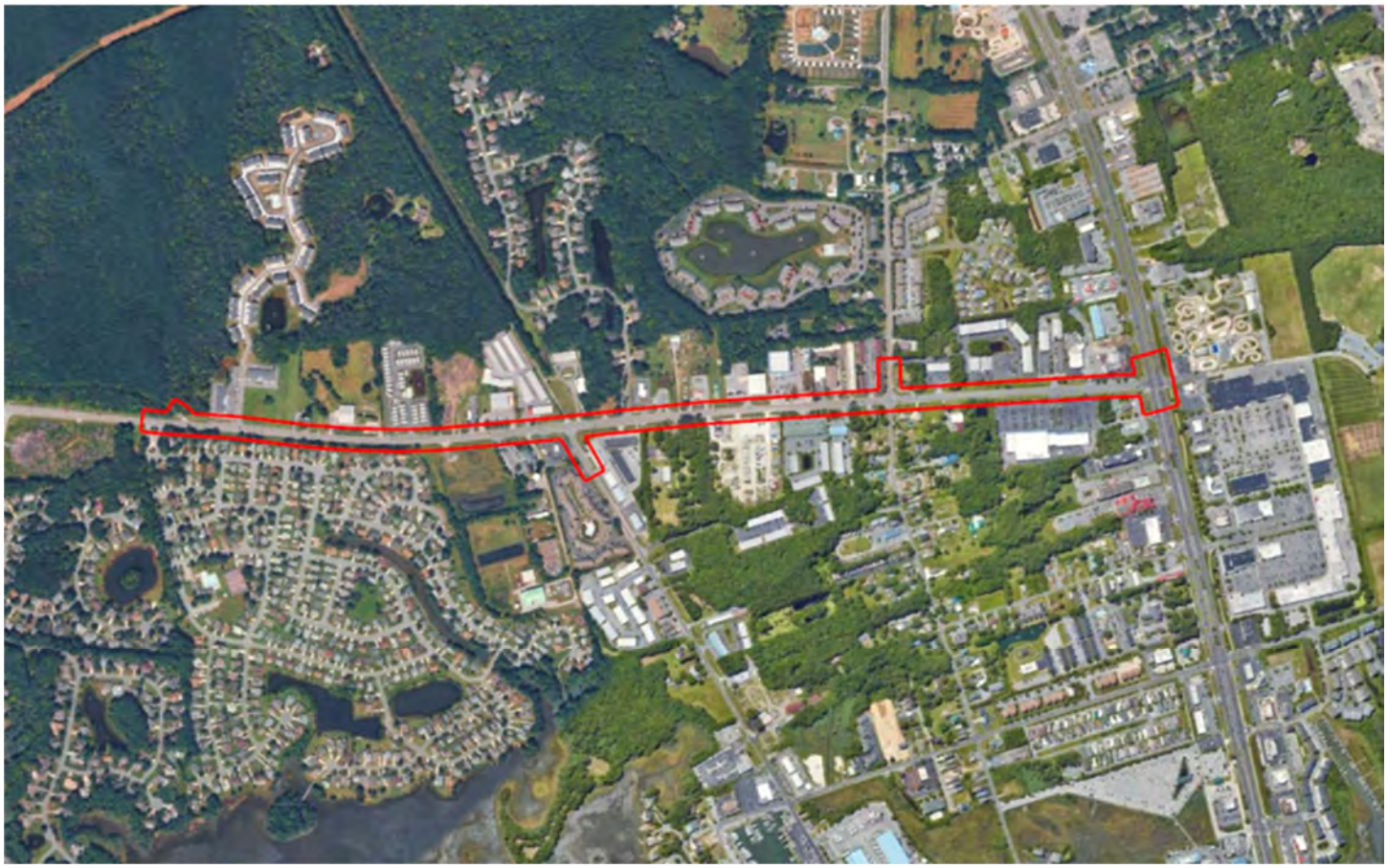
SAM will provide the services outlined above on a Lump Sum basis, with monthly invoices based on percentage complete. Our fee is based on site conditions shown in Google earth imagery dated August 21, 2025, changes to site conditions may result in a change in the fee. SAM estimates the following fee(s):

LiDAR Survey Services (Lump Sum) ……..**$37,950.00**

SAM
9800 Southern Pine Blvd. Suite I Charlotte, NC 28273

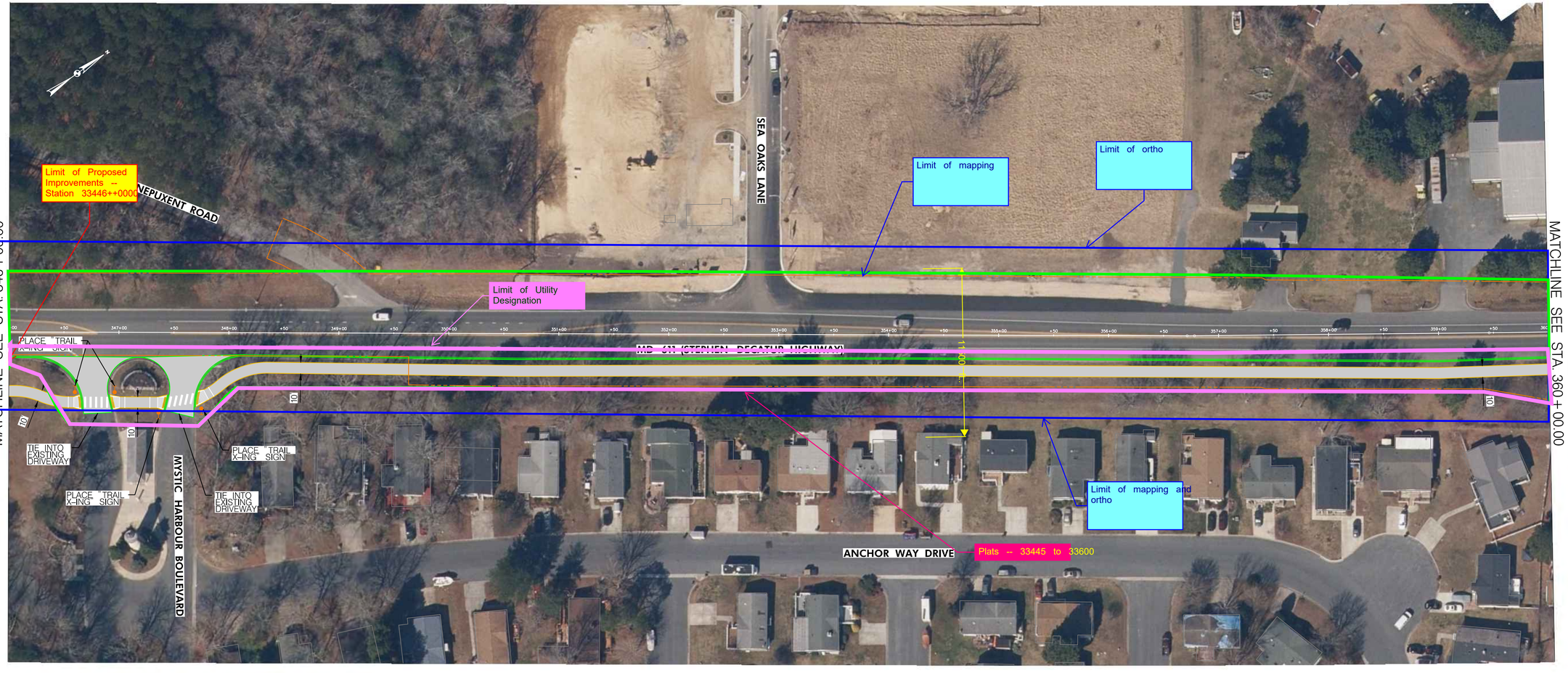
EXHIBIT A

Red polygon represents data collection limits for mapping deliverable area.



SAM
9800 Southern Pine Blvd. Suite I Charlotte, NC 28273

SCOPING PLANS



McCORMICK TAYLOR
1501 South Clinton Street
Suite 1150
Baltimore, MD 21224
(410) 662-7400

LEGEND

- EXISTING SHA ROW
- PROPOSED CONCRETE DRIVEWAY
- PROPOSED "TYPE A" CURB AND GUTTER – MD SHA STD. 620.02
- PROPOSED ASPHALT DRIVEWAY
- PROPOSED SHARED USE PATH
- POTENTIAL BOARDWALK LOCATION
- DETECTABLE WARNING SURFACE

50' 0 50' 100'
SCALE: 1" = 50'

MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

DISTRICT 1 PROJECT DEVELOPMENT

MD 611 FEASIBILITY CONCEPT

FEASIBILITY CONCEPT

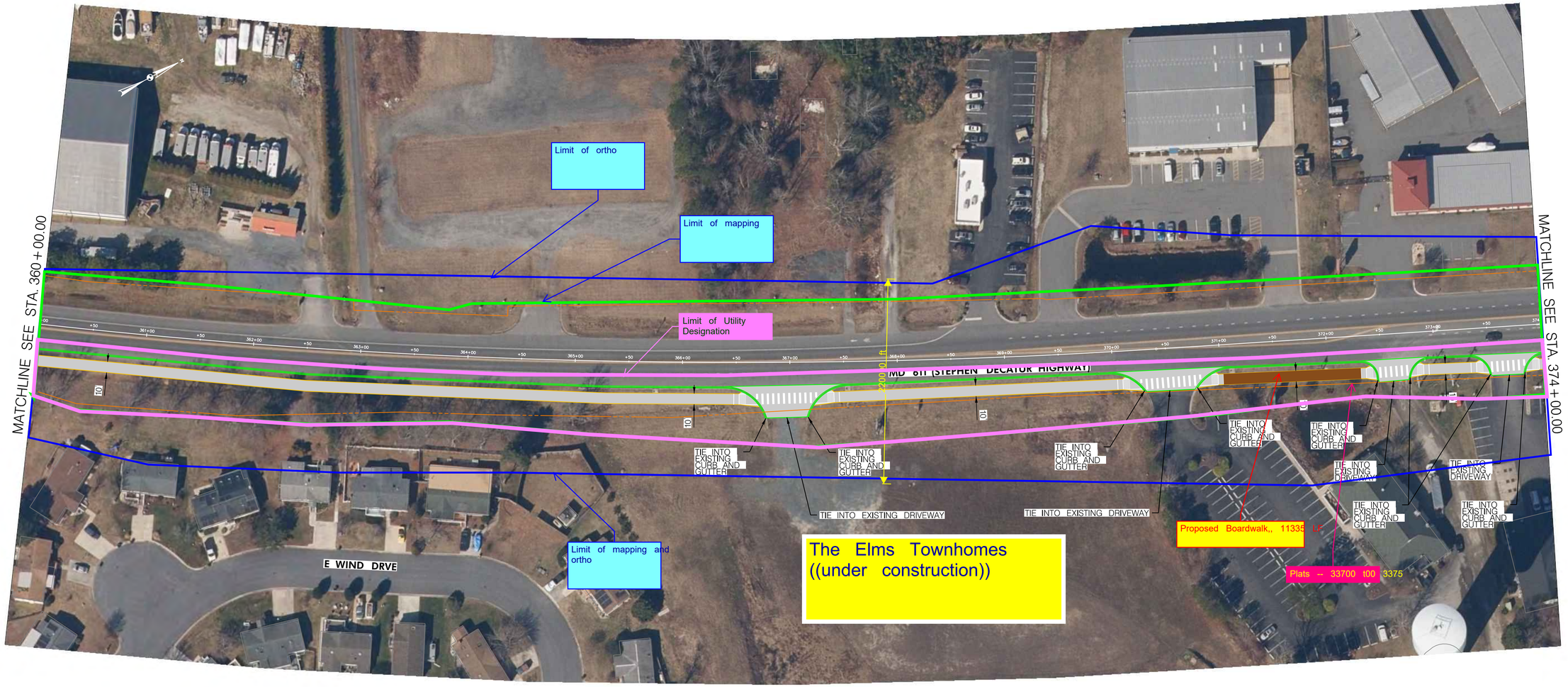
SCALE 1" = 50' ADVERTISED DATE TBD CONTRACT NO. TBD

DESIGNED BY DGR /JLJ
DRAWN BY DGR /JLJ
CHECKED BY KAB /RZB
MDE/PRD ——
COUNTY WICOMICO
LOGMILE XXX TO XXX
HORIZONTAL SCALE N/A
VERTICAL SCALE N/A

DRAWING NO. OF SHEET NO. 23 OF 27

BY: jljohnson –

\\baserver1\Projects\6096_MD_MDSHA_2017-04\06_Assateague_Island_Shared_Use_Path_Feasibility_Study\300_CADD\Plan_Set\Roadway\pHD-P023.dgn



McCORMICK TAYLOR
1501 South Clinton Street
Suite 1150
Baltimore, MD 21224
(410) 662-7400

LEGEND

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MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

DISTRICT 1 PROJECT DEVELOPMENT

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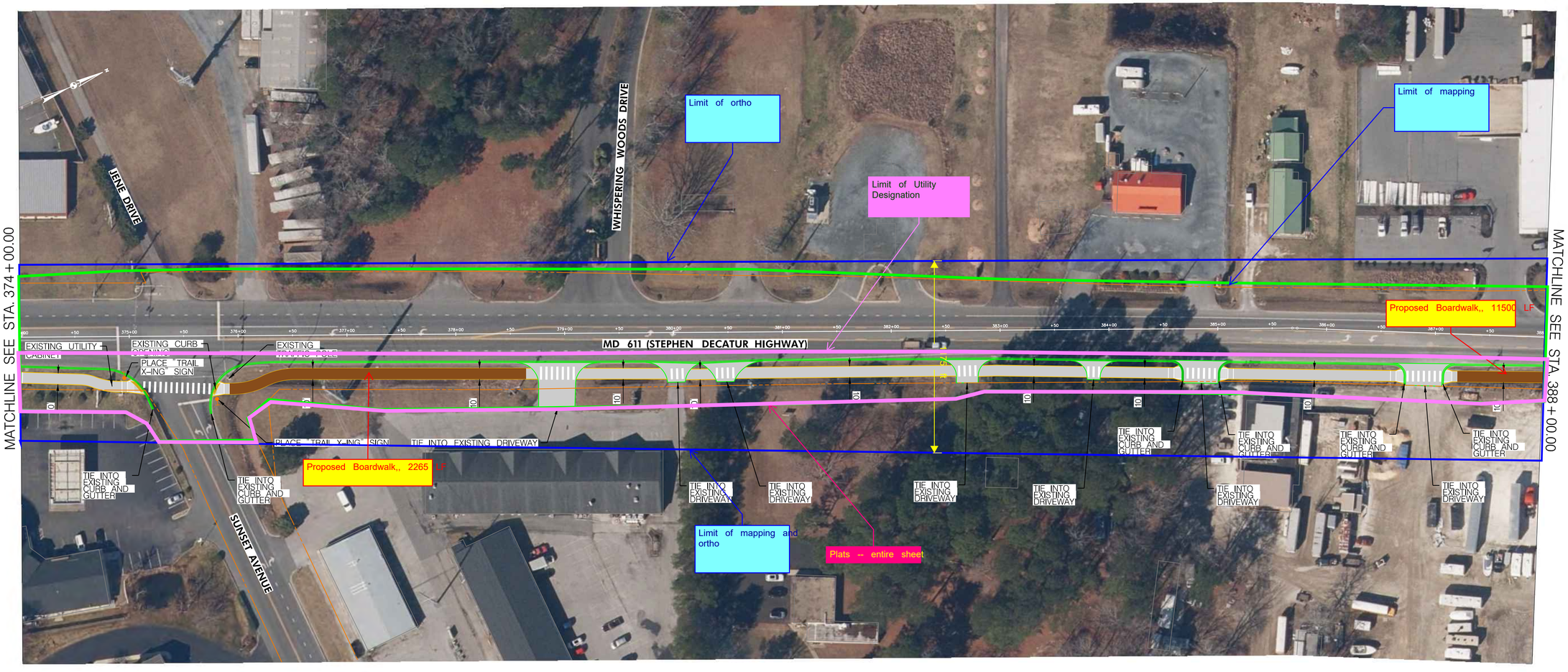
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DRAWN BY DGR /JLJ
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MDE/PRD ——

COUNTY WICOMICO
LOGMILE XXX TO XXX
HORIZONTAL SCALE N/A
VERTICAL SCALE N/A

DRAWING NO. OF
SHEET NO. 24 OF 27

BY: jljohnson –

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McCORMICK TAYLOR
1501 South Clinton Street
Suite 1150
Baltimore, MD 21224
(410) 662-7400

BY: jljohnson

LEGEND

- EXISTING SHA ROW
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MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

DISTRICT 1 PROJECT DEVELOPMENT

MD 611 FEASIBILITY CONCEPT

FEASIBILITY CONCEPT

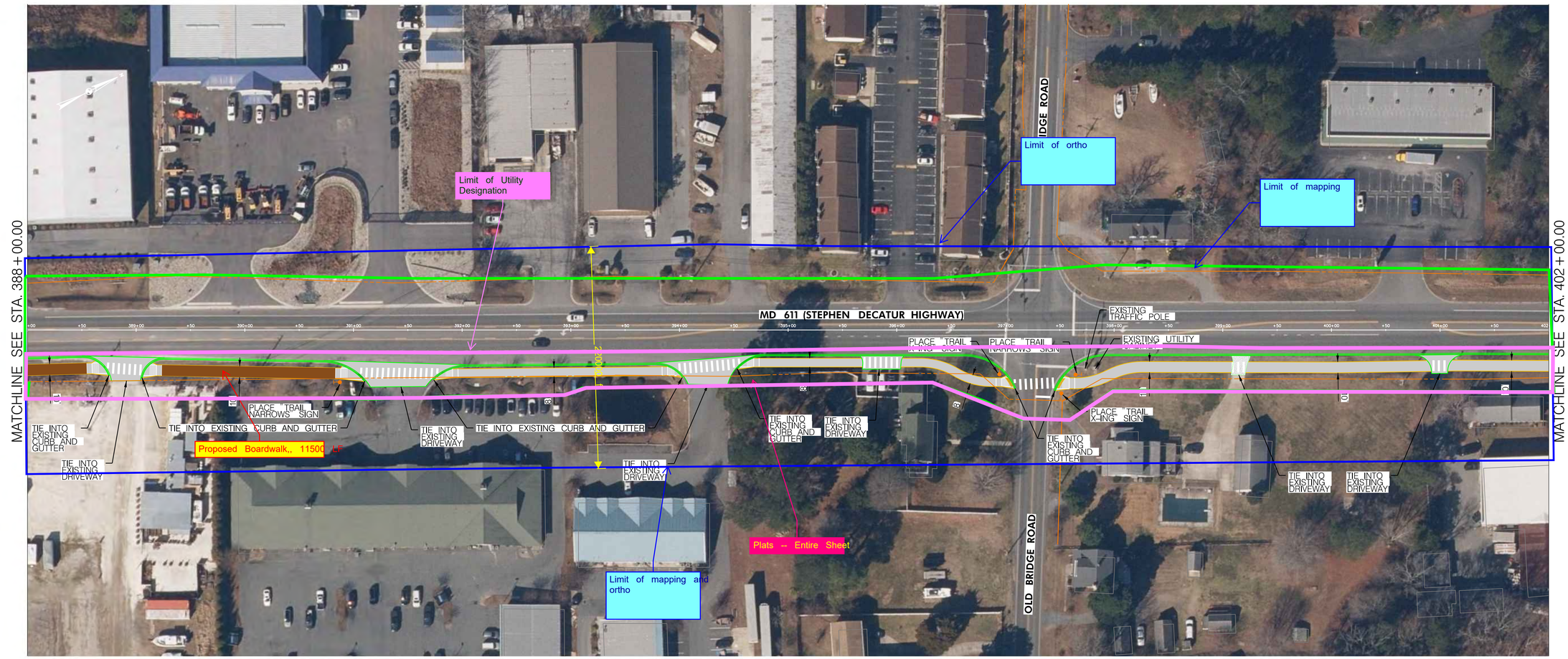
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DRAWN BY DGR /JLJ
CHECKED BY KAB /RZB
MDE/PRD ——

COUNTY WICOMICO
LOGMILE XXX TO XXX
HORIZONTAL SCALE N/A
VERTICAL SCALE N/A

DRAWING NO. OF SHEET NO. 25 OF 27

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McCORMICK TAYLOR
1501 South Clinton Street
Suite 1150
Baltimore, MD 21224
(410) 662-7400

LEGEND

- EXISTING SHA ROW
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MARYLAND DEPARTMENT OF TRANSPORTATION
STATE HIGHWAY ADMINISTRATION

DISTRICT 1 PROJECT DEVELOPMENT

MD 611 FEASIBILITY CONCEPT

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SCALE 1" = 50' ADVERTISED DATE TBD CONTRACT NO. TBD

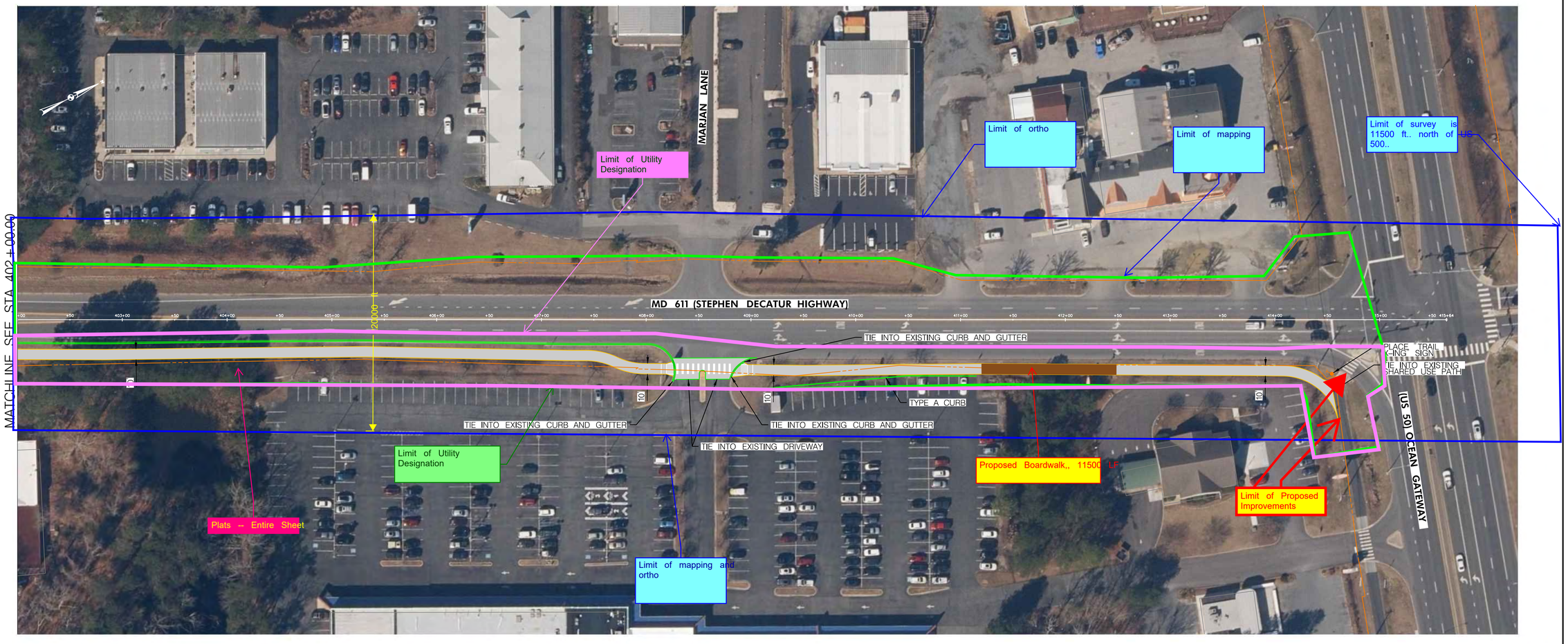
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DRAWN BY DGR /JLJ
CHECKED BY KAB /RZB
MDE/PRD ——

COUNTY WICOMICO
LOGMILE XXX TO XXX
HORIZONTAL SCALE N/A
VERTICAL SCALE N/A

DRAWING NO. OF SHEET NO. 26 OF 27

BY: jljohnson –

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McCORMICK TAYLOR
1501 South Clinton Street
Suite 1150
Baltimore, MD 21224
(410) 662-7400

BY: jljohnson

LEGEND

- EXISTING SHA ROW
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MARYLAND DEPARTMENT OF TRANSPORTATION
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COUNTY WICOMICO
LOGMILE XXX TO XXX
HORIZONTAL SCALE N/A
VERTICAL SCALE N/A

DRAWING NO. OF SHEET NO. 27 OF 27

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Engineers Estimate

Contract ID	**WO563B21**
Contract Description	**MD 611 Shared Use Path design**
Office / District	**OPPE/District 1**

#	Job Classification	Total Field Hours	Total Office Hours	Total Field %	Total Office %	Total Hours	Total %	Average Hourly Rate	Cost of Field Labor	Cost of Office Labor
1	Project Manager	81	242	2.0%	6.0%	322	8%	$ 200.00	$ 16,108	$ 48,324
2	Highway Engineer	161	322	4.0%	8.0%	483	12%	$ 165.00	$ 26,578	$ 53,156
3	Transportation Engineer/Designer	161	483	4.0%	12.0%	644	16%	$ 150.00	$ 24,162	$ 72,486
4	Hydrologic & Hydraulic Engineer	40	161	1.0%	4.0%	201	5%	$ 165.00	$ 6,645	$ 26,578
5	Traffic Engineer	40	121	1.0%	3.0%	161	4%	$ 165.00	$ 6,645	$ 19,934
6	Geotechnical Engineer	40	161	1.0%	4.0%	201	5%	$ 175.00	$ 7,047	$ 28,189
7	Structural Engineer	40	161	1.0%	4.0%	201	5%	$ 175.00	$ 7,047	$ 28,189
8	Environmental Scientist/NEPA Specialist	40	161	1.0%	4.0%	201	5%	$ 150.00	$ 6,041	$ 24,162
9	CADD Technician	0	805	0.0%	20.0%	805	20%	$ 140.00	$ -	$ 112,756
10	Licensed Surveyor	40	81	1%	2%	121	3%	$ 145.00	$ 5,839	$ 11,678
11	3-person survey crew	403	40	10%	1%	443	11%	$ 300.00	$ 120,810	$ 12,081
12	Admin Support	0	121	0%	3%	121	3%	$ 85.00	$ -	$ 10,269
13	Other (Utility Coordinator. ROW Specialist)	0	121		3%	121	3%	$ 150.00	$ -	$ 18,122
14		0	0			0	0%		$ -	$ -
15		0	0			0	0%		$ -	$ -
	Totals	**1,047**	**2,980**	**26%**	**74%**	**4,027**	**100%**	**Totals**	**$ 226,921**	**$ 465,924**

Total Direct Labor Hours	4,027
Total Field Labor Hours	1,047
Total Office Labor Hours	2,980
Total Percentage of Field Labor Hours	26%
Total Percentage of Office Labor Hours	74%
Average Hourly Rate	$ 172.05
Length of Contract in Years	5 Years
Contract Escalation (3% per year)	15%

Payroll Burden & Overhead Rates (PB&OH):	
Estimate Field Rate	100%
Estimated Home Rate	130%

Fixed Fee Rate	15%

Escalation Costs	$ 34,038	$ 69,889
Subtotal Labor with Escalation	$ 260,960	$ 535,812
PB&OH Costs	$ 260,960	$ 696,556
Subtotal Labor, Escalation, and PB&OH	$ 521,919	$ 1,232,369
Fixed Feed Costs	$ 39,144	$ 80,372
Subtotal Labor, Escalation, PB&OH, and Fixed Fee	**$ 561,063**	**$ 1,312,741**

#	Direct Reimbursable Expenses	Cost
1	Mileage	$ 3,550
2	Meals and Lodging	$ 8,000
3	Maintenance of Traffic	$ 7,500
4	Geotechnical Investigation-Test Pits	$ 35,000
5		
6		
7		
8		

Total of All Direct Reimbursable Expenses	**$**	**54,050**
Undesignated Subconsultant Funds		
Total Engineers Estimate	**$**	**1,927,854**
Total Contract Value		

Jana Potvin
Engineers Name

Jana Potvin
Engineers Signature

05.27.2026
Date

Outlook

Re: WO563B21: MD 611 Shared Use Path

From Peter Gaff <PGaff1@mdot.maryland.gov>
Date Fri 9/25/2026 12:07 PM
To Jana B. Potvin <jbpotvin@worcestermd.gov>; Britney Jackson <BJackson3@mdot.maryland.gov>
Cc Dallas Baker <dbaker@worcestermd.gov>

Hi Jana,

Yes, I confirm that the entirety of the Bikeways grant can be used for match for this award. There are no concerns at this time about running up against an end date for the project. An end date will be established when we have federal authorization, which we can request once we have a final cost proposal and draft contract. Authorization typically takes about three months. Once you have federal authorization, spending must begin within 12 months, or the project will become inactive. Please reach out with any questions you have.

Thanks,
Peter

roads.maryland.gov

Peter Gaff
Program Liaison
Grants and Programs Management Division
Office of Planning and Preliminary Engineering
410.545.2891 **office**
pgaff1@mdot.maryland.gov
Maryland State Highway Administration
707 North Calvert Street, Baltimore, MD 21202-3601

From: Jana B. Potvin <jbpotvin@worcestermd.gov>
Sent: Friday, September 25, 2026 10:49 AM
To: Peter Gaff <PGaff1@mdot.maryland.gov>; Britney Jackson <BJackson3@mdot.maryland.gov>
Cc: Dallas Baker <dbaker@worcestermd.gov>
Subject: Re: WO563B21: MD 611 Shared Use Path

Caution: CAUTION: Suspicious? Double-check! This email is from an external source. If something seems unusual, even from someone you know, verify directly. Forward suspicious emails directly to Email Abuse (abuse@mdot.maryland.gov) or call the MDOT Service Desk at 410-768-7181 for assistance.

Thank you! As a follow up.

COST SHARE: Please see attached cost share summary regarding my questions yesterday about the 75/25 vs 80/20 split. Please let me know what our cost share is and whether or not new agreements need to be signed. The Supplemental Agreement is not a binding document with locked in numbers. The

general rule for TAP funding is that the grant recipient provides a 20% match. With the current proposal by RK&K of $1,542,208.33 that would amount to $308,441.66 for Worcester County. Because of changing fiscal circumstances or for other reasons, sponsors sometimes decide that they can't afford to put up the full 20% match. In those cases, they often negotiate with the contractor to decrease the scope and cost of the project to an amount that accords with their available funds and priorities. **Please confirm that the bikeways grant of $246,771 can be used to offset our TAP cost share of $308,441.66, reducing our all-in cost to $61,670.66. Also, are we still good with meeting deadlines for spending the grant award. The award process has taken longer than anticipated.**

From: Peter Gaff <PGaff1@mdot.maryland.gov>
Sent: Friday, September 25, 2026 9:36 AM
To: Jana B. Potvin <jbpotvin@worcestermd.gov>; Britney Jackson <BJackson3@mdot.maryland.gov>
Cc: Dallas Baker <dbaker@worcestermd.gov>
Subject: Re: WO563B21: MD 611 Shared Use Path

Hi Jana,

I've provided some responses to your questions below in red.

Peter

roads.maryland.gov

Peter Gaff
Program Liaison
Grants and Programs Management Division
Office of Planning and Preliminary Engineering
410.545.2891 **office**
pgaff1@mdot.maryland.gov
Maryland State Highway Administration
707 North Calvert Street, Baltimore, MD 21202-3601

From: Jana B. Potvin <jbpotvin@worcestermd.gov>
Sent: Thursday, September 24, 2026 9:22 AM
To: Britney Jackson <BJackson3@mdot.maryland.gov>; Peter Gaff <PGaff1@mdot.maryland.gov>
Cc: Dallas Baker <dbaker@worcestermd.gov>
Subject: WO563B21: MD 611 Shared Use Path

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Peter,
As a follow up to our discussion yesterday, I have a few questions.

COST SHARE: Please see attached cost share summary regarding my questions yesterday about the 75/25 vs 80/20 split. Please let me know what our cost share is and whether or not new agreements

need to be signed. The Supplemental Agreement is not a binding document with locked in numbers. The general rule for TAP funding is that the grant recipient provides a 20% match. With the current proposal by RK&K of $1,542,208.33 that would amount to $308,441.66 for Worcester County. Because of changing fiscal circumstances or for other reasons, sponsors sometimes decide that they can't afford to put up the full 20% match. In those cases, they often negotiate with the contractor to decrease the scope and cost of the project to an amount that accords with their available funds and priorities.

NEPA and ROW: It is my understanding that to achieve NEPA clearance we just need to have identified disturbed areas and right of way and easement needs for construction activities. We do not need to have the ROW or easements in hand; rather, that would be required for the ROW clearance. NEPA clearance of these impacted areas would be needed to proceed to final design (fed authorization required). Is this correct or are you looking for us to have the ROW/easements in hand to achieve NEPA approval? Correct—you need NEPA to transition from the 30% design phase to the 30-100% phase. ROW is not needed for design projects.

CONSTRUCTION FUNDING: Can you provide an update on the potential for funding for construction of this project? When we started this project, it was understood that the County designs and the SHA constructs (no formal agreement in place, just general conversations). Is this still the plan or would SHA be looking for the County to request grant funding for the construction phase? Given the budget constraints (federal and state), we're wondering what to expect and the timeline for available funding. Plans for funding construction of this project would be a question for SHA's district office. You're welcome to submit an application for TAP funding for construction (it would likely be for a Phase 1 considering the likely ultimate cost of this project and the amount of TAP funding we receive annually). Applications for next FY are due by April 30. However, you would need to have 30% design plans in hand to apply for construction funds.

ROW ACQUISITION: Since the development of ROW plats will not be funded through the grant, it is unclear who is responsible for property acquistion if needed. If additional ROW/easements are required, would this need to be funded by the County or would SHA fund this prior to construction? See response to the above question. This likely depends on who is funding construction.

Thanks,
Jana

Jana Potvin
Deputy Director
Worcester County Public Works
6113 Timmons Road
Snow Hill, MD 21863

Office: 410.632.5623, ext. 2318
Fax: 410.632.1753
Cell: 443.736.6849

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

Weston Young
Chief Administrative Officer

Edward Welch
Procurement Officer

CONTRACT

THIS CONTRACT, made on **October 6, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **Rummel, Klepper & Kahl, LLC (RK&K)** ("Successful Vendor").

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

1. Successful Vendor will commence and complete:
   Design Services for MD-611 Shared Use Path
2. Successful Vendor will furnish all materials, supplies, equipment, labor, and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all the Work described in the Contract Documents and comply with the terms therein for the sum of **$1,542,208.33**
   (One Million Five Hundred Forty-Two Thousand Two Hundred Eight Dollars & thirty-three cents) as shown in the priced proposal.
5. The term 'Contract Documents' means and includes the following:
   a. This Contract
   b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
   c. Advertisement
   d. Section I: Introduction
   e. Section II: General Information
   f. Section III: General Conditions
   g. Section IV: Bid Specifications
   h. Form of Bid
   i. References
   j. Exceptions
   k. Individual Principal
   l. Vendor's Affidavit of Qualification to Bid
   m. Non-Collusive Affidavit
   n. Addenda
   o. Successful Vendor's Completed Bid Documents
   p. Notice of Award and/or Notice to Proceed
6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.

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

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

COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND

_____
Theodore J. Elder
President
Date:

CONTRACTOR:

_____

_____
By:
Title:
Date:

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

DALLAS BAKER JR., P.E.
DIRECTOR

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

JANA POTVIN, P.E.
DEPUTY DIRECTOR

MEMORANDUM

TO: **Weston Young P.E., Chief Administrative Officer**
Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: **Dallas Baker Jr., P.E., Director** Dallas Baker Jr
DATE: **September 30, 2026**
SUBJECT: **OP WWTP Biosolids Construction Award and Budget Amendment**

Public Works is requesting Commissioner approval to advertise for a public hearing for a budget amendment to award construction of the Ocean Pines WWTP Biosolids Dewatering Project to M2 Construction LLC. in the amount of $5,382,284.00 and approval of an intergovernmental loan from the General Fund to the Ocean Pines Service area in the amount of $1,209,485.00 per the attached agreement. Funding for the project was originally exclusive to a $4.6 Million bond, of which $4.44 million is left after initial design costs and $267,660 remains to be invoiced from the initial contract with DBF. However, bids came in higher than expected and additional funding is needed via an intergovernmental loan. If approved, the intergovernmental loan amount will be funded from the FY26 General Fund projected surplus. Per the Enterprise Fund Controller, an intergovernmental loan for $1,209,485 at the current MLGILP interest rate plus 0.25% would result in an annual payment of $146,993, or $36,748 per quarter, for 10 years. This is approximately $4 of the operational rate. The following accounts are proposed to be adjusted to account for the budget revisions:

Increase in the following expense line item:

- 555.8003.9010.080 Capital Equipment $ 5,649,944

Increase in the following revenue line item:

- 555.5975.200 Transfers From Other Funds $ 5,649,944

The project includes a new biosolids dewatering building, sludge holding tank, belt press system, and related improvements. M2 submitted the lower of the two bids summarized below, both for the base work and with both alternates included. The award includes $187,500 in estimated unit price contingency items, payable based on actual quantities under the contract. No additional owner contingency is included in this request.

Bid component	M2 Construction LLC	Chesapeake Turf LLC
Base bid including unit price contingencies	$5,212,284.00	$5,241,452.26
Conveyor extension alternate	$145,000.00	$150,108.28
Glass fiber reinforced polymer rebar alternate	$25,000.00	$68,187.26
Total with both alternates	**$5,382,284.00**	**$5,459,747.80**

Attachments

CC: Ondrea Starzhevskiy
Seth Place
Quinn Dittrich
Ed Welch
Jana Potvin
Lee Beauchamp

PROMISSORY NOTE
FOR INTER-GOVERNMENTAL LOANS

$1,209,485
Amount

Snow Hill, Maryland

10/6/2026
Date

For value received, the undersigned, Ocean Pines Sanitary Service Area, promises to pay to the order of the County Commissioners of Worcester County, Maryland, General Fund at County Government Center, Room 1103, One West Market Street, Snow Hill, Maryland 21863, the sum of up to One Million Two Hundred and Nine Thousand Four Hundred and Eighty Five Dollars ($1,209,485) together with a variable interest, which is calculated by using the Maryland Local Government Investment Pool (MLGIP) overnight rate plus 25 basis points (one-quarter percent), at the initial rate of 3.95% per annum at the following time, and in the following amounts, which is to say:

This note is to cover the Belt Filter bid price exceeding the 2022 Bond proceeds less any interest earned after arbitrage.

The loan and accrued interest is due and payable as follows:
Principal and Interest on the loan shall be paid quarterly for 10 years commencing on the first quarter after this note is disbursed.

The initial interest rate herein shall be reviewed and adjusted, if necessary, on January 1 and July 1 of each year that a balance on this Promissory Note is outstanding.

ATTEST:

_____

By: _____(Seal)

_____
President

H:\COATTY\promissory note inter-gov.wpd

Notice of Public Hearing
Worcester County
FY 2027 Requested Enterprise Funds Operating Budget Amendment

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2027 Enterprise Funds Operating Budget Amendment on:

Tuesday, October 20, 2026, at 10:30 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The proposed budget amendment is in response to a non-budgeted capital project requested for the Ocean Pines Service Area to be covered by bond proceeds (4,440,459) and an intergovernmental loan ($1,209,485).

For additional information please visit the County Treasurer's Office in Room 1105 of the County Government Center in Snow Hill or online at www.worcestermd.gov.

WORCESTER COUNTY
2027 REQUESTED ENTERPRISE FUNDS OPERATING BUDGET AMENDMENT

Increase in the following expense line item:

- 555.8003.9010.080 Capital Equipment $ 5,649,944

Increase in the following revenue line item:

- 555.5975.200 Transfer From Other Funds $ 5,649,944

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

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

Ondrea Starzhevskiy
Finance Officer

Seth Place, CPA
Deputy Finance Officer

MEMORANDUM

TO: Worcester County Commissioners
FROM: Quinn M. Dittrich, CPA, Enterprise Fund Controller
DATE: October 6, 2026
SUBJECT: CY2026 and CY2027 Bay Restoration Fee Payment Options

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Purpose
This memo asks the Commissioners for guidance and a decision on how to collect and remit the State of Maryland Bay Restoration Fee ("BRF") related to the Ocean Pines wastewater treatment facility, given we are in arrears for calendar year 2026 and expect to be required to collect and remit for calendar year 2027.

Background
The Ocean Pines facility has historically qualified for exemption from the Bay Restoration Fee because its effluent nitrogen and phosphorus levels have remained under the State's exemption threshold each year. A facility may apply for a current year exemption based off the previous calendar year effluent flow.

During calendar year 2025, weather conditions outside the County's control caused the facility to exceed the threshold, and the facility did not qualify for the exemption for calendar year 2026. The County has filed an appeal with the State requesting the weather-related circumstances be considered, but as of this writing the State has not formally responded.

Unrelated to the BRF, but related to billing as a whole, beginning in October 2026 customer fees will be reduced by $18 per quarter due to the discontinuation of the debt service fee for the 2014 and 2015 bonds.

Summary
With no response yet from the State regarding our CY2026 appeal, BRF fee collection from customers and subsequent remittance to the state is assumed enforceable. As we enter the CY2026 Q3 utility billing cycle, we are now two quarters behind in fee collections, and the current billing cycle is awaiting a decision from this memo. The total amount of uncollected BRF fees is currently $275,460, or $137,730 per quarter. The total annual amount for CY2026 is expected to be $550,920. The Ocean Pines Advisory Board recommends using reserves to pay for the BRF fees.

More information on reserves and the recommendation from the Ocean Pines Advisory Board is attached to this memo.

Bay Restoration Fee Update and Payment Consideration

Action Requested

We are requesting Commissioners' guidance on how to pay for our fees in arrears, remaining quarters in CY2026, and CY2027. Two options are presented for each period – use reserves or charge customers.

Action Item #1 – How to pay for fees in arrears (first two quarters of CY2026)?

	Option A — Use Reserves	Option B — Charge Customers
Reserves Impact	Permanently reduces reserves by $275,460 (10%)	No impact on reserves.
Customer Impact	No impact on customers.	Additional $15 per quarter until January 2027.

Action Item #2 – How to pay for last two quarters of CY2026?

	Option A — Use Reserves	Option B — Charge Customers
Reserves Impact	Permanently reduces reserves by $275,460 (10%)	No impact on reserves.
Customer Impact	No impact on customers.	Additional $15 per quarter until January 2027.

Action Item #3 – How to pay for CY2027?

	Option A — Use Reserves	Option B — Charge Customers
Reserves Impact	Permanently reduces reserves by $550,920 (20%)	No impact on reserves.
Customer Impact	No impact on customers.	Additional $15 per quarter from April 2027 through January 2028.

Example Scenario: Use reserves for all of CY2026, charge customers for CY2027.

- Permanently reduces reserves by $550,920 (32%)
- No BRF fee for billing related to CY2026
- Beginning with April 2027 billing, a $15 BRF fee is charged. This would continue until at least January 2028.
- Remaining reserves at end of FY26 is estimated to be $2.09 million

Ocean Pines Water and Wastewater Advisory Board

100 Shore Lane

Ocean Pines, Maryland 21811

September 20, 2026

Commissioners Chip Bertino and Jim Bunting

Government Center

One West Market Street

Snow Hill, MD 21863

Re: Bay Restoration Fund Ocean Pines Service Area

Dear Commissioners Bertino and Bunting,

As you well know, the County's Wastewater Treatment Plant (Plant) in Ocean Pines was unable to meet the Bay Restoration Fee's (BRF) stringent criteria for nitrogen and phosphorus in 2025, due to unusually cold weather in January and February 2025. Consequently, the Maryland Department of Environment staff determined on February 5, 2026, that the Plant was not entitled to an exemption from the BRF for Calendar Year 2025. Although the Commissioners wrote a letter to the DNR Secretary on March 10, 2026, requesting reconsideration of the denial, there has been no response to date from the State.

The potential charge (Fee) to the County, which will be borne by the Ocean Pines service area ratepayers would be upwards of $500,000.00 The Ocean Pines plant has consistently met the requirements of its NPDES permit. That has been possible because of the significant investment in the operation and structure of the Plant, which has been paid exclusively by its ratepayers – with no State financing. Since 2015, the rates Ocean Pines users have paid to keep the Plant operational have increased eight times, from a low of $5.00/quarter to a high of $16.00/quarter. Our Advisory Board has reviewed and recommended, occasionally with reluctance, approval of these changes each year as they

were presented to us by the Public Works Department and Treasurer's Office. Nevertheless, while we understood the need for increases to the rates, it was not done without an appreciation of the burden on the ratepayers over the years. Adding an additional $500,000.00 plus to the quarterly bills for this fee is more than the Board is prepared to recommend, currently. Since it is likely that we will face the BRF again for the current year, we particularly didn't want the ratepayers to experience significant increases in rates two years in a row.

Clearly, if the BRF has to be paid, it will come from the users in the Enterprise Zone, whether as a direct payment from the County to the State to be repaid by Ocean Pines service area ratepayers over time or as a draw on the surplus currently existing in the Enterprise Fund. Over the last eight years, the Ocean Pines Area audited "Net Position" (surplus) has gone from a deficit of $2,430,715 (2018) to a surplus as high as $1,924,327 and is currently at $828,486 (2025). This has been achieved through a robust rate-paying regime that has been developed to both keep up with rising plant operation costs and move from a significant deficit to a surplus. While the numbers will change as monies come into and out of the service area until an audited number is finalized, the current surplus, as of June 30, 2026, is more than $1 million.

Our point of reciting the history of ratepaying and build up of surplus funds in the Enterprise Zone account is to recommend that any necessary payment of the BRF be taken from the surplus funds rather than adding an estimated $15.00/quarter to the bills of the Ocean Pines service area users in order to pay the BRF over a 12-month period.

We appreciate your consideration of our views on this matter and would be happy to discuss them further if you would like.

Sincerely,

Fred Stiehl, Chair

Ocean Pines Water and Wastewater Advisory Board

cc: Dallas Baker, Director, Public Works

Ondrea Starzhevskiy, Finance Officer

Quinn Dittrich, Enterprise Fund Controller

Ocean Pines Reserves Calculation

As of 8/31/2026			
Total Current Assets	3,354,848		
Total Liabilities	(2,561,167)		
Total Unrestricted Funds	793,681		
Addback Long-term Portion of Liabilities	1,794,617		
Working Capital (Operating Funds)	2,588,297	82	Days of Working Capital
Total FY26 Encumbrances	(557,712)		
Working Capital less Encumbrances	2,030,585	64	Days of Working Capital
AMI meter overspend requested and approved on 9/15/2026	(283,020)		
Remaining Projected Revenues	11,140,176		
Remaining Projected Expenses	(10,248,319)		
Projected Available Reserves at 6/30/2027	2,639,422	84	Days of Working Capital
After CY2026 BRF paid out of reserves	2,088,502	66	Days of Working Capital

Based on current balances, identified commitments and budget assumptions

Reserves Walkthrough

Ocean Pines Financial Position as of August 31, 2026

As of August 31, 2026, the Ocean Pines wastewater fund has approximately $3.35 million in current financial assets. These assets consist primarily of cash, funds invested through the Maryland Local Government Investment Pool (MLGIP), and amounts owed to the County from customers.

It is important to note, however, that the $3.35 million does not represent money that is all available to spend. A portion of these funds is needed to satisfy existing obligations and commitments.

After accounting for approximately $2.56 million of existing liabilities and obligations, the fund has approximately $794,000 of unrestricted funds based on the current balance sheet. For purposes of evaluating the fund's ability to support ongoing operations, certain long-term and internal financing items are then considered separately. After these adjustments, Ocean Pines has approximately $2.59 million in operating funds available to support its operations.

The next step is to account for money that has already been committed but has not yet been spent. Ocean Pines currently has approximately $558,000 of outstanding encumbrances from the prior fiscal year, which represent purchases or projects that the County has already committed to fund. After accounting for these commitments, approximately $2.03 million remains available.

There is also an additional financial requirement that needs to be considered. Approximately $283,000 in additional funding for the AMI meter project was requested and approved in September. After accounting for this item, the amount available to the fund is reduced further.

Finally, staff has incorporated the remaining FY2027 budgeted revenues and expenses into the analysis.

Taking all of these items together, staff currently estimates that Ocean Pines will have approximately $2.64 million in available cash and reserves at year-end, assuming the budget performs as projected and no other significant financial changes occur.

Potential Impact of the Bay Restoration Fee

The potential CY2026 Bay Restoration Fee would have a meaningful, but manageable, impact on this projected reserve position if the Commissioners elect to pay the fee from Ocean Pines reserves.

The estimated fee is approximately $551,000. If paid entirely from Ocean Pines reserves, the projected available balance would decrease from approximately $2.64 million to $2.09 million.
In other words, paying the potential Bay Restoration Fee from Ocean Pines reserves would use approximately one-fifth of the projected available reserves, leaving approximately $2.09 million available for future Ocean Pines operating and capital needs. This is approximately 66 days of operations.

Another way to view the impact is through the number of days of operating expenses represented by the remaining funds. Before the potential Bay Restoration Fee, the projected balance represents approximately 84 days of operating expenses. After paying the fee from reserves, the remaining balance represents approximately 66 days of operating expenses.

This analysis does not determine whether 84 days or 66 days is an appropriate reserve level. Rather, it provides the Commissioners with the financial information needed to make a determination on whether to spend down reserves.

The Government Finance Officers Association (GFOA) recommends a minimum of 45 days of operational reserves for an enterprise fund that is heavily supported by transfers from a general government as a best practice. As a reminder, 45 days is 12.5% of operations, the General Fund just increased their operational reserve to 20%.

What This Means for the Commissioners

The important distinction is that Ocean Pines does not have $3.35 million of unrestricted reserves. The $3.35 million represents the fund's current financial assets. Once existing obligations, commitments, known capital costs, and projected operating results are considered, the estimated amount actually available for future needs is approximately $2.64 million.

If the CY2026 Bay Restoration Fee is paid from those funds, the estimated amount remaining would be approximately $2.09 million.

The decision before the Commissioners is therefore not simply whether Ocean Pines has enough cash to pay the fee. The broader question is how much of Ocean Pines' financial cushion the County is comfortable using for the Bay Restoration Fee and who should ultimately bear that cost.

The Commissioners may therefore wish to consider the reserve impact alongside the other funding alternatives previously presented, including customer recovery through Ocean Pines rates or funding through the General Fund.

All amounts are estimates based on balances as of August 31, 2026, known commitments, and the assumption that remaining budgeted revenues and expenses will occur as projected. Actual year-end results will vary based on collections, expenditures, capital activity, and other changes occurring during the remainder of the fiscal year.

ACCOUNTING AND FINANCIAL REPORTING, BUDGETING AND FORECASTING

Working Capital Targets for Enterprise Funds

Local governments should adopt a target amount of working capital to maintain in each of their enterprise funds. Additionally, governments should use working capital as the measure of available margin or buffer in enterprise funds.

Enterprise funds distinguish between current and non-current assets and liabilities. It is possible to take advantage of this distinction to calculate working capital (i.e., current assets less current liabilities). The measure of working capital indicates the relatively liquid portion of total enterprise fund capital, which constitutes a margin or buffer for meeting obligations.

It is essential that a government maintain adequate levels of working capital in its enterprise funds to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenses) and to ensure stable services and fees.

Working capital is a crucial consideration, too, in long-term financial planning. Credit rating agencies consider the availability of working capital in their evaluations of continued creditworthiness. Likewise, laws and regulations may speak to appropriate levels of working capital for some enterprise funds.

GFOA recommends that local governments adopt a target amount of working capital to maintain in each of their enterprise funds. Ideally, targets would be formally described in a financial policy and/or financial plan.

GFOA recommends that governments use working capital as the measure of available margin or buffer in enterprise funds. Although as previously stated, working capital is defined as current assets minus current liabilities, government finance officers should be aware of certain characteristics of working capital that affect its use as a measure. Specifically, the current assets portion of working capital includes assets or resources that are reasonably expected to be realized in cash (e.g., accounts receivable) or consumed (e.g., inventories and prepaids) within a year, which leads to two considerations for an accurate calculation of working capital:

- **Strength of collection practices**. An appropriate allowance for uncollectibles should be established and the amount of the receivable that is expected to be collected in cash within one year should be determined in a manner that is consistent with the collection practices of the government. If the accounts receivable collection practices of the enterprise fund are inconsistent or weak, then less of the accounts receivable amount should be reported as current assets.

- **Historical consumption of inventories and prepaids**. The amount of inventories and prepaids included in current assets should be a realistic estimate of the amount that will be consumed in one year based on a historical usage pattern and current operating levels (inventories) or based on the time periods to which the items relate (prepaids).

- **Support from general government**. Some enterprise funds may be supported by general taxes or transfers from a general government. These enterprise funds may require lower levels of working capital if they are supported by these contributors. For a heavily subsidized enterprise fund the 45-day minimum working capital recommendation contained in this Best Practice might be met through support from the general government, if a financial buffer or cushion for the enterprise fund is to be provided by the general government (or other outside contributor).

- **Transfers out**. If the enterprise fund is expected to make a transfer to the general government or to some other fund, then this sort of claim on the enterprise funds assets may call for higher levels of working capital to maintain flexibility. Transfers could include an enterprise funds contributions to overhead/support functions, subsidies granted to other operations, or any other transfer of resources. Regardless of the rationale of the transfer, governments should take into account the claim on working capital when setting a target amount.

- **Cash cycles**. Does the enterprise fund experience large peaks and valleys in its cash position during the year? For example, a water enterprise fund may experience significantly higher levels of cash on hand during the summer months compared to the winter. Volatile cash cycles call for

higher levels of working capital. Another consideration is the length of the billing cycle. A longer billing cycle would call for higher levels of working capital because the enterprise fund will have longer durations between major infusions of cash.

- **Customer concentration**. Is the enterprise fund dependent on a few customers for a large portion of its revenues or is the customer base diversified? For example, a port enterprise fund may be dependent on a few major shippers or commerce in a niche product. Lower customer concentration may mean that the enterprise fund can safely operate with lower levels of working capital.

- **Demand for services**. Does the enterprise fund face a steady demand for service or is demand potentially volatile, thereby leading to volatility in of income? For example, the demand for utility services is steady compared to demand for air travel. Also consider the impact of competitive position on demand. Direct competitors or the availability of reasonable substitutes could lead to greater volatility in demand for the enterprise funds services. More volatility implies greater need for working capital margins.

- **Control over rates and revenues**. Does the enterprise fund have the ability to change rates, implement new charges, or otherwise raise revenues from its customers in a simple fashion? For example, transit enterprise funds are often constrained from raising rates by political pressure. Other enterprise funds may be subject to a rate control board. Those that face competitors in their market may have less effective control over their rates and revenues. More revenue constrained enterprise funds may need higher levels of working capital.

- **Asset age and condition**. What is the age and condition of the enterprise fund's infrastructure? Older infrastructure has greater exposure to extraordinary repair needs. Enterprise funds with newer and/or well maintained capital assets may be able to operate with less working capital than other enterprise funds.

- **Volatility of expenses**. Are the expenses of the enterprise fund volatile or does the enterprise fund have a high degree of control over its expenses? For example, the expenses of a solid waste enterprise fund tend to be fairly stable throughout the year. In another example, water or sewer enterprise funds may be more vulnerable to large expense spikes from extreme weather. Enterprise funds with more stable expenses can safely operate with less working capital than other enterprise funds.

- **Control over expenses**. Consider the enterprise fund's level of fixed and variable costs and the ability to reduce variable costs in response to lower revenues. For instance, if a convention center does not book an event, it does not need to hire temporary help and incur other

expenditures in support of the event. An enterprise fund with a high percentage of operational costs which vary depending upon revenues or operating levels may operate with lower levels of working capital.

- **Management plans for working capital**. Working capital includes assets, which can include both truly unrestricted resources and resources that have internal limitations placed upon them (e.g., board-designated) and/or that may be committed for future capital spending. These amounts may appear as unrestricted on the balance sheet but, in actuality, may be unavailable in the future to serve as a buffer or tool to help manage financial risk. If these types of limitations exist, the working capital target should be adjusted to arrive at an amount that represents a true amount available as a tool to manage financial risk.

- **Separate targets for operating and capital needs**. Depending on the nature of the enterprise fund, governments might also consider designating separate targets for operating and capital needs, especially when the enterprise fund is very capital intensive. For example, there might be a separate amount identified for equipment replacement or debt service. In such a case, targets should be separately evaluated based on the particular features of the isolated amounts.

- **Debt position**. Enterprise funds often carry significant amounts of debt, which is used to acquire capital assets. The amount and type of debt an enterprise fund carries can have important ramifications for working capital targets. For example, an enterprise fund with a large amount of variable rate debt may need additional buffer to manage the risk associated with interest rate volatility. In addition, uneven and increasing or lump-sum debt principal payments to be made in future years may raise the amount of working capital that the enterprise fund should maintain. Viewing the amount of working capital in this broader context will help ensure that resources are available to make debt payments as they come due.

Notes:

1 The recommendation is to use annual operating expenses which include depreciation expense. If, however, annual depreciation expense is significantly more or less than the anticipated capital outlays of the next period to be paid from working capital consideration should be given to adjusting the benchmark. An appropriate adjusted benchmark may be annual operating expenses - annual depreciation expense + capital outlays of the next period to be paid from working capital.
* Subject to the exception for heavily subsidized enterprises, described later in this Best Practice.

This best practice was previously titled Determining the Appropriate Levels of Working Capital in Enterprise Funds.

Board approval date: Monday, February 28, 2011

Additional Resources



Budget Academy



2025 Annual Governmental GAAP Update Encore

MARYLAND'S Coast WORCESTER COUNTY

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

TO: Weston Young, Chief Administrative Officer
FROM: Kim Reynolds, Budget Officer Kimberly Reynolds
DATE: September 24, 2026
SUBJECT: Fiscal Year 2026 Budget Transfer and Encumbrance Requests

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As part of the General Fund annual audit, departments and external agencies are required to submit year-end budget transfer requests to consolidate accounting into a single journal entry. Throughout the fiscal year, department directors and agency heads must monitor accounts for potential overages and submit transfer requests at year end to cover unforeseen expenditures.

For FY2026, the total budget transfer request amounts to **$**166,366, as detailed on pages 2–6.

Additionally, the Reserve for Encumbrances is a required audit component, ensuring funds are committed for contracts and purchase orders extending into the next fiscal period. Expenses incurred in July and August for the previous fiscal year are recorded back to June 30, 2026, and any open encumbrances at year-end are reserved in the fund balance.

Following a review of departmental and agency submissions, adjustments have been made where necessary. The total FY2026 encumbrance request is $4,578,253 outlined as follows:

- Page 7 – Part A: $2,165,646 for approved projects with purchase orders and committed expenditures.
- Page 8 – Part B: $2,412,607 for the following items:
  - Jail's underground and above ground storage tank project started in fiscal year 2026.
  - MSDE Worcester County portion of Private Pre-K invoice received in fiscal year 2026.
  - Riddle Farm Wastewater Treatment Plant Bypass project started in fiscal year 2026.

All approved encumbrances will be presented as a budget amendment at a later Commissioner meeting date.

All proposed purchases must comply with procurement regulations. Purchases exceeding $25,000 require review by the county procurement officer and approval by the County Commissioners.

Attachments:
- Budget Transfers – pages 2-6
- Encumbrance Requests – pages 7-8

	FY2026 GENERAL FUND BUDGET TRANSFER REQUEST				DUE: September 14, 2026
	Department Name/Number: 1001 Commissioners				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Legal Services County Attorney Expenses	100.1001.6510.020	4,655		Increased costs in County Attorney expenses
2	Building Site Expenses Telephone	100.1001.6550.270	122		Increased cost in telephone expenses
3	Advertising Legislative Advertisements	100.1001.6900.030		(4,777)	Transfer savings from advertisments to cover legal expenses and telephone expenses
	Department Name/Number: 1002 Circuit Court				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Equipment Maintenance - Software Maintenance Agreements	100.1002.6130.070	7,832		Funds needed to cover magnetometer preventative maintenance and on-site tech for new camera system audio configuration
2	Administrative Expense Administrative Expense	100.1002.6100.010		(2,000)	Savings to cover magnetometer preventative maintenance and on-site tech for new camera system audio configuration
3	Administrative Expense Books and Publications	100.1002.6100.060		(2,000)	Savings to cover magnetometer preventative maintenance and on-site tech for new camera system audio configuration
4	Administrative Expense Office Supplies	100.1002.6100.190		(1,011)	Savings to cover magnetometer preventative maintenance and on-site tech for new camera system audio configuration
5	Supplies & Equipment Equipment Rental	100.1002.6110.120		(1,000)	Savings to cover magnetometer preventative maintenance and on-site tech for new camera system audio configuration
6	Supplies & Equipment Jury Expenses	100.1002.6110.170		(1,821)	Savings to cover magnetometer preventative maintenance and on-site tech for new camera system audio configuration
	Department Name/Number: 1005 Treasurers				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Administrative Expense Tax Bills & Envelopes	100.1005.010.6100.060	4,457		Two fical years worth of Tax billing and Envelopes included in same expense line
2	Building Site Expenses Telephone	100.1005.010.6550.270	92		Delinquent Telephone/Fax Line Catch up billing from prior FY
3	Advertising Legal Advertisements	100.1005.010.6900.025	27		Billing Vendor RFP Advertisement
4	Travel, Training & Expense Continuing Education/Certification	100.1005.010.7000.040		(4,576)	Continuing Education Savings to cover overages in Tax Bills, Telephone Expense & Legal Advertisements

	Department Name/Number: 1006 Elections				*Whole Dollars Only, Round UP to nearest Dollar*
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Building Site Expenses Office Rent/Lease	100.1006.6550.170	$ 5,047		Funds needed to cover building expenses such as the lease that covers the warehouse that holds voting equipment.
2	Voting Machine & Poll Expense	100.1006.6120.120		$ (5,047)	Savings from voting machine supplies to cover Lease/Rent expense
	Department Name/Number: 1007 Human Resources				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Advertising Personnel Advertisements	100.1007.090.6900.040	$ 5,585		Over expenditure on digital advertising for job postings
2	Consulting Services Physicals, Shots & Drug Testing	100.1007.090.6530.080		$ (5,585)	Offset over expenditure on digital advertising for job postings
	Department Name/Number: 1008 DRP				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Legal Services - Board/Commission Attorney	100.1008.6510.010	2,054		Funds needed to cover attorney fees
2	Travel, Training, Expense - Board Member Allowance	100.1008.7000.020		(2,054)	Board member allowance savings to cover attorney fees
3	Vehicle Operating Expenses - Vehicle Maintenance	100.1008.6540.030	97		Funds needed to cover vehicle maintenance expenses
4	Building Site Expenses - Fire Extignuishers	100.1008.6550.081		(97)	Savings to cover vehicle maintenance expenses
	Department Name/Number: 1010 Environmental Pgrms				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Travel, Training, & Expense - Conferences	100.1010.7000.100	5,524		Cover overage in training expenses.
2	Admin Expense Licenses and Subscriptions	100.1010.6100.100		(5,524)	Savings in Admin expense to cover training expenses.
	Department Name/Number: 1011 IT				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Uniforms & Personal Equipment Uniforms	100.1011.6150.050	48		Funds needed to cover overexpenditure. Slight increase in costs from previous year.
2	Administrative Expense Office Supplies	100.1011.6100.190		(48)	Office Supplies savings to cover overexpeniture of uniforms.
3	Vehicle Operating Expences	100.1011.6540.030	1,140		Funds required to pay for an overexpenditure related to two large ticket item. Continued repair on one vehicle and replacement tires on the other.
4	Supplies & Equipment Office Furniture	100.1011.6110.280		(1,140)	Office Supplies savings to cover overexpeniture of vehicle operating expences.

	Department Name/Number: 1090 Other General Govt				*Whole Dollars Only, Round UP to nearest Dollar*
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Consulting Services	100.1090.070.6530.040	80,503		Cover overage in consulting due to approved contracts over budget.
2	Internet Services	100.1090.070.6700.250	1,970		Cover increased cost in internet costs
3	Other Non-Matching SDAT Costs	100.1090.070.7120.130	13,815		Cover increase cost of SDAT expenses
4	Insurance Property & Liability	100.1090.070.7170.100		(96,288)	Savings in insurance to cover overages
	Department Name/Number: 1101 Sheriff				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Administrative Expense - Administrative Expense Office Supplies	100.1101.030.6100.190		(2,501)	Office Supplies savings - transfer to cover overage in Personnel Advertising
2	Advertising - Advertising Personnel Advertisements	100.1101.030.6900.040	2,501		Funds needed to cover overage in Personnel Advertising - transfer from savings in Office Supplies
	Department Name/Number: 1102 Emergency Services				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Consulting Services	100.1102.044.6530.030		(755)	Savings from not expended due to priority change used to cover overages
2	Vehicle Operating	100.1102.044.6540.020	673		Addition Director Vehicle cost
3	Advertising	100.1102.044.6900.025	82		Unbudgeted advertising costs
	Department Name/Number: 1103 Jail				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Supplies & Equipment Computer Repairs & Supplies	100.1103.6110.080	3,491		Funds to cover computer expense that was not accounted for in original budget. IT did JE to this GL#
2	Equipment Maintenance Copier Lease	100.1103.6130.010	1,041		Funds to cover copier lease that was overexpended.
3	Vehicle Operating Expense Fuel	100.1103.6540.020	155		Funds needed to cover fuel overage
4	Consulting Services Psychological Services	100.1103.6530.115		(4,687)	Savings in consulting to cover overages in other accounts.
	Department Name/Number: 1104 Fire Marshal				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Vehicle Operating Expenses Fuel/Maintenance	100.1104.6540.020	8,442		Increased costs for fuel and maintenance of vehicles
2	Uniforms & Personal Equipment	100.1104.6150.020		(8,442)	Transfer to cover fuel and maintenance costs
3	Building Site Expenses	100.1104.6550.270	26		Increased Telephone costs
4	Advertising	100.1104.6900.005	51		Additional cost in advertising
5	Travel, Training & Expenses	100.1104.7000.100	512		Increased Training costs
6	Uniforms & Personal Equipment	100.1104.6150.050		(589)	Transfer to cover Building Site Expenses, Advertising and Travel

	Department Name/Number: 1105 Fire Training Center				Whole Dollars Only, Round UP to nearest Dollar
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Building Site Expenses - Generator Svcs	100.1105.197.6550.100	1,746		Overage in Generator Services and Repairs
2	Travel, Training & Expense	100.1105.197.7000.125		(1,746)	Savings in travel to cover generator expenses
	Department Name/Number: 1201 Maintenance				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Administrative Expense Dues, Licenses & Subscriptions	100.1201.6100.100		(20)	Funds needed to cover post accident testing
2	Consulting Services Physicals, Shots & Drug Testing	100.1201.6530.080	20		Subscription savings to cover post accident testing
	Department Name/Number: 1202 Roads				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Consulting Services. Physicals, Shots, Drug Testing	100.1202.6530.080	90		Increase in number of post accident drug tests
2	Building & Site Expenses. Heating Propane	100.1202.6550.120	3,097		Increase in heating propane costs
3	Building & Site Expenses. Electricity	100.1202.6550.060	614		Increase in electricity costs
4	Road Maintenance Materials - Blacktop	100.1202.6140.010		(3,801)	Savings left over from FY25 Blacktop Contract to cover overages
	Department Name/Number: 1205 HOCC				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Advertising	100.1205.6900.025	26		Coverage needed for advertising costs
2	Building Site Expenses	100.1205.6550.020		(26)	Savings left over from building site expenses
	Department Name/Number: 1206 Recycling				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Other Maintenance & Svcs	100.1206.6700.640	3,634		Nov 2025 Household Hazardous Waste MDE bill was higher than anticipated.
2	Advertising	100.1206.6900.025	25		Unbudgeted advertising expenses
3	Travel, Training, & Expense	100.1206.7000.060	250		OSHA 10-hour course unbudgeted
4	Building Site Expenses	100.1206.6550.020		(3,909)	Savings from building site expenses to cover overages in other accounts
	Department Name/Number: 1301 Health Department				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	General Fund, Health Department, Administrative Expense	100.1301.200.6100.010	101		Funds needed to cover the cost of a stamp for Wor. Cty Comm IOW/Env Health
2	General Fund, Health Department, Building Site Expenses	100.1301.300.6550.040		(101)	Building site savings to cover administrative expense
	Department Name/Number: 1602 Parks				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Consulting Services Physicals, Shots and Drug Testing	100.1602.500.6530.080	$ 60		Unbudgeted for a drug test
2	Advertising Bid Advertising	100.1602.500.6900.050		$ (60)	Bid Advertising savings to cover drug test

	Department Name/Number: 1603 Libraries				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Admin Expense - Office Supplies	100.1603.200.6100.190		(4,685)	Office supplies savings to cover advertising and internet service for temporary Pocomoke library
2	Admin Expense - Postage	100.1603.200.6100.230		(51)	Postage savings to cover advertising and internet service for temporary Pocomoke library
3	Advertising - Legal Advertising	100.1603.200.6900.025	51		Funds needed to advertise the Snow Hill branch renovation project and Ocean City branch replacement sign project
4	Other Maintenance & Services - Internet	100.1603.310.6700.250	4,685		Funds needed to provide internet service for the temporary Pocomoke Library
	Department Name/Number: 1801 Economic Development				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Vehicle Operting Expenses Vehicle Maintenance	100.1801.6540.030	857		Unexpected Vehicle expense overage
2	Consulting Services	100.1801.6530.040		(857)	Savings from consulting to be used to cover vehicle expense
	Department Name/Number: 1803 Tourism				***Whole Dollars Only, Round UP to nearest Dollar***
	Account Name	NWS Acct No. (include location if available)	Budget $ Add	Budget $ Subtract	Explanation
1	Supplies & Equipment: Supplies & Equipment Signage	100.1803.420.6110.380	1,168		4C signs for Pocomoke Indian Nation historic marker event at Welcome Center 5/7/26
2	Administrative Expense: Administrative Expense Incentives & Events	100.1803.200.6100.150		(1,168)	4C signs for Pocomoke Indian Nation historic marker event at Welcome Center 5/7/26
	TOTAL TRANSFER REQUEST		**166,366**	**(166,366)**	

FY2026 BUDGET ENCUMBRANCE REQUEST

A ENCUMBRANCE REQUEST-CURRENTLY APPROVED PROJECTS (UNCOMPLETED AT 6/30/26):

	Department	General Ledger Account No.	Project Description	Remaining funds to Encumber as of 6/30/26	Meeting Date Approved by Commissioners
1	Human Resources	100.1007.090.6530.040	Salary Survery with Bolton Partners	3,000	6/3/25 as part of the budget. PO 2026-00000293
2	Information Technology	100.1090.020.6130.042	BugCrowd Penetration Testing	25,000	7/21/2026 PO#2026-00000290
3	Information Technology	100.1090.020.6130.070	Enterprise Licensing and Permitting (EP&L)	735,725	9/2/2025 PO#2026-00000106
4	Other General Government	100.1090.070.6130.070	Granicus, LLC Agenda Software (PO-2026-00000065)	20,115	FY26 Budget
5	Other General Government	100.1090.070.9010.040	County-wide camera project-additions from FY26	145,900	04/03/25
6	Sheriff Office	100.1101.030.6110.190	Crime-Lite Auto Forensic Imaging System	48,905	FY26 Budget Amendment PO#2026-00000271
7	Sheriff Office	100.1101.030.9010.010	Ford Transit Van	52,053	FY26 Budget PO#2026-00000299
8	Sheriff Office	100.1101.030.9010.020	Public Safety Equipment for FY26 Vehicles	257,037	FY26 Budget - All vehicles pending upfitting
9	Sheriff Office	100.1101.040.9010.060	Shelter for Animal Control incinerator	3,400	FY26 Budget - Pending MD permits for incinerator install
10	Emergency Services	100.1102.044.9010.020	Vehicle upfitting (parts on order) for new vehicle	9,383	PO#2026-00000235
11	Emergency Services	100.1102.045.6550.125	Central Site HVAC Replacement (Parts on order)	18,730	PO#2026-00000294
12	Jail	100.1103.6550.090	Modulating Valve	3,106	PO 2026-00000295
13	Jail	100.1103.9010.060	UST Perform underground utility markout via RF/EM &GPR	2,000	PO 2026-00000241
14	Jail	100.1103.9010.060	UST Clean & Fill	17,000	PO 2026-00000303
15	DPW - Roads	100.1202.9010.010	FY25 Tandem Dump Truck - received 8/18/26 (P/O 2025-00000061)	269,991	10/1/2024
16	DPW - Roads	100.1202.9010.010	FY26 6-Wheel Dump Truck - received 8/18/26 (P/O 2026-00000146)	253,578	11/18/2025
17	Public Works Administration	100.1203.200.6530.040	Neptune 360 Meter Software Training (PO - 2025-00000136)	3,750	N/A - under $25,000
18	Public Works Administration	100.1203.200.6530.040	Utility Location Training (PO-2026-00000250)	7,140	N/A - under $25,000
19	Public Works Administration	100.1203.200.6530.170	Newark WTP Upgrade USDA Grant App (PO - 2025 - 00000038)	3,885	N/A - under $25,000
20	Public Works Administration	100.1203.200.6550.020	Chemical Application for Bamboo Removal (PO - 2026 - 00000268)	1,300	N/A - under $25,000
21	Public Works Administration	100.1203.200.6530.170	Newark WTP Upgrade EPA Grant App (PO - 2026 - 00000281)	8,900	N/A - under $25,000
22	Public Works Administration	100.1203.200.6530.170	Utility Easement Turville Creek (2026-00000249)	600	N/A - under $25,000
23	Public Works Administration	100.1203.200.6530.065	Berlin Landfill Gas Remediation Project (2026-00000233)	2,190	N/A - under $25,000
24	Public Works Administration	100.1203.200.6530.065	Landfill Gas Monitoring & Reporting (2026-00000073)	18,563	N/A - under $25,000
25	Public Works Administration	100.1801.9010.090	Riddle Farm WWTP Construction Administration (PO - 2025-00000051)	209,369	4/2/2024
26	Public Works Administration	100.1801.9010.090	Riddle Farm WWTP Emergency Bypass (PO - 2026 - 00000207)	45,026	4/2/2024
			Sub-Total Part A:	**$ 2,165,646**	

B ENCUMBRANCE REQUEST-OTHER (PLEASE EXPLAIN)

	Department	General Ledger Account No.	Project Description	Encumbrance $ Request as of 6/30/26	Detailed Description
1	Jail	100.1103.9010.060	UST/AST to complete conversion	71,559	This will cover a portion of the expenses. Waiting to get estimates for the remaining stages
2	Board of Education	100.1505.200.7120.332	MSDE Private Pre-K school year 24/25 actual costs invoiced in FY26	406,663	MSDE Private Pre-K Worcester County portion of invoice.
3	Public Works Administration	100.1801.9010.090	Riddle Farm WWTP Emergency Bypass	1,934,385	Approved project as part of the budget amendment in FY26
4					
			Sub-Total Part B:	**$ 2,412,607**	

Total All Parts:	**$ 4,578,253**

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: September 17, 2026

Subject: FY 27 Voluntary Benefit Recommendation for AFLAC

The Hilb Group (benefit consultant) took our voluntary plans such as AFLAC to market for FY27.

The County has offered voluntary AFLAC plans as payroll deduction as a convenience for our employees since April, 1977. There are currently 7 different AFLAC products offered. 63% of employees are enrolled in more than one (1) AFLAC plan representing 103 employees making elections for 205 AFLAC products.

	Number of Elections	% of Employees Elected	
Accident	68	66%	
Critical Illness & Specified Diseases	11	11%	
Hospital	11	11%	
Cancer	48	47%	
Short term Disability	51	50%	
Life Insurance	16	16%	
Product elections:	205	103	employees

After taking this business to market, AFLAC proposed three (3) plan options at group rates: accident, hospital indemnity, and critical illness. These plans provide employees with lower group rates and reduce employee payroll deductions. 70% of employees that participate in an AFLAC plan are enrolled in one or more of these same group plan options.

The County already funds paid life insurance two times salary up to $50,000 for full-time employees. The County also offers a generous sick leave bank, in lieu of short-term disability, providing 2,080 paid sick leave bank hours for the life of employment.

The current plans are priced and managed as individual plans. The current plans are robust, customized options selected by the employee, and the rates set accordingly. Because of this customization, it is difficult to compare the plan design and pricing. These new group plans offer all County employees lower cost options. For example, sixty-six percent (66%) of employees are enrolled in the Accident plan. The average monthly premium for individual coverage for Accident is $29.66. Under the proposed group plans, the monthly premium is $6.78 for the basic plan and $9.73 for the high plan.

Our recommendation is to offer the three (3) group plan options listed effective 1/1/27. A summary of each plan with pricing is attached. The plans would continue to be 100% funded by employees. If approved, a special open enrollment would be held in November for all eligible full-time employees to opt into any of these group AFLAC plans. If an employee chooses to remain on any of their current individual AFLAC plans, they may do so by making payment arrangements directly with the AFLAC representative effective 1/1/27.

Thank you for your support and consideration.

Accident

	Aflac	Aflac
	Basic	High
Coverage Type	24Hr	24Hr
Wellness Benefit	Not Included	Not Included
Physician Office Visit	$75 once/accident within 7 days	$100 once/accident within 7 days
Physician Office Visit Follow up	$75 up to 3 treatments/accident within 6 months	$100 up to 3 treatments/accident within 6 months
Emergency Care Treatment	$150 once/accident within 7 days	$200 once/accident within 7 days
Ground Ambulance	$300 once/accident within 90 days	$400 once/accident within 90 days
Air Ambulance	$900 once/accident within 90 days	$1,200 once/accident within 90 days
Fracture (Schedule of Benefits)	Up to $6,000	Up to $9,000
Appliances	Up to $300 within 6 months	Up to $400 within 6 months
Laceration (Schedule of Benefits)	Up to $600	Up to $600
X-Ray	$50 once/accident within 7 days	$50 once/accident within 7 days
Diagnostic Exam	$200 within 6 months	$300 within 6 months
Urgent Care Visit	$150 once/accident within 7 days	$200 once/accident within 7 days
Portability	Included	Included
Catastrophic AD&D Benefit		
Employee Benefit Amount(s)	$30,000	$50,000
Spouse / Domestic Partners Benefit Amount(s)	$15,000	$25,000
Dependent Child Benefit Amount(s)	$7,500	$12,500
Monthly Pricing		
Employee	$6.78	$9.73
Employee + Spouse	$11.33	$16.21
Employee + Child(ren)	$14.04	$20.07
Family	$18.59	$26.55
Rate Guarantee	2 Years	2 Years
Participation Requirement	25 unique payors to establish group billing	25 unique payors to establish group billing

Hospital Indemnity

PSA
A Hilb Group Company

Benefits	Aflac Plan 1	Aflac Plan 2
Pre-Ex	None	None
Treatments Covered	Sickness & Accident	Sickness & Accident
Treatment of Normal Pregnancy	Same as any other illness	Same as any other illness
Hospital Admission	$1,000 1 per covered sickness or accident per calendar	$2,000 1 per covered sickness or accident per calendar
Intensive Care Unit	$300 up to 30 days per covered sickness or accident	$400 up to 30 days per covered sickness or accident
Hospital Confinement	$150 up to 90 days per covered sickness or accident	$200 up to 90 days per covered sickness or accident
Health Screening	N/A	N/A
Monthly Rates		
Employee	$13.64	$22.98
Employee + Spouse	$27.48	$46.50
Employee + Child(ren)	$22.76	$37.26
Family	$36.60	$60.78
Rate Guarantee	2 Years	
Participation Requirement	25 unique payors to establish group billing	

Critical Illness

	AFLAC	AFLAC
Carrier	**10k Proposed Plan**	**20k Proposed Plan**
Product	**Critical Illness**	**Critical Illness**
Contract Type (Group or individual)	**Group**	**Group**
Benefit Amount	**$10,000**	**$20,000**
Plan Overview		
Coverage / Employee	$10,000	$20,000
Coverage / Spouse	100% of EE	100% of EE
Coverage / Children	50% of EE	50% of EE
Portability	Included	Included
Pre-Existing Condition	None	None
Reduction of Benefits	None	None
Reoccurance	100% 6 consecutive months	100% 6 consecutive months
Guaranteed Issue	$10,000	$20,000
Conditions		
ALS *(Lou Gehrig's Disease)*	100%	100%
Alzheimer's Disease	100%	100%
Cancer / Invasive	100%	100%
Coma	100%	100%
Cancer / Carcinoma In Situ	100% / 25%	100% / 25%
Cancer / Skin	$250 per calendar year	$250 per calendar year
Coronary Artery Bypass Surgery	25%	25%
Advanced Parkinson's Disease	100%	100%
End Stage Renal Disease/Kidney Failure	100%	100%
Heart Attack *(Myocardial Infarction)*	100%	100%
Severe Burns	100%	100%
Stroke *(Apoplexy or Cerebral Vascular Accident)*	100%	100%
Paralysis	100%	100%
Children's Specific Disease Benefits	100%: Cystic Fibrosis, Cerebral Palsy, Cleft Lip or Cleft Palate, Down Syndrome, Phenylalanine Hydroxylase Deficiency Disease (PKU), Spina Bifida Autism Spectrum Disorder: $3,000	100%: Cystic Fibrosis, Cerebral Palsy, Cleft Lip or Cleft Palate, Down Syndrome, Phenylalanine Hydroxylase Deficiency Disease (PKU), Spina Bifida Autism Spectrum Disorder: $3,000
Attained Age or Issue Age	Attained Age	Attained Age

Critical Illness

	AFLAC				AFLAC			
Monthly Rates	**$10,000**				**$20,000**			
	Individual	**EE+Spouse**	**EE+Child(ren)**	**Family**	**Individual**	**EE+Spouse**	**EE+Child(ren)**	**Family**
Age	**Non-Smoker**				**Non-Smoker**			
18-24	$1.40	$2.80	$1.40	$2.80	$2.79	$5.58	$2.79	$5.58
25-29	$1.89	$3.78	$1.89	$3.78	$3.78	$7.56	$3.78	$7.56
30-34	$2.55	$5.10	$2.55	$5.10	$5.11	$10.22	$5.11	$10.22
35-39	$3.22	$6.44	$3.22	$6.44	$6.43	$12.86	$6.43	$12.86
40-44	$4.35	$8.70	$4.35	$8.70	$8.70	$17.40	$8.70	$17.40
45-49	$5.40	$10.80	$5.40	$10.80	$10.79	$21.58	$10.79	$21.58
50-54	$9.08	$18.16	$9.08	$18.16	$18.17	$36.34	$18.17	$36.34
55-59	$10.80	$21.60	$10.80	$21.60	$21.60	$43.20	$21.60	$43.20
60-64	$15.06	$30.12	$15.06	$30.12	$30.12	$60.24	$30.12	$60.24
65-69	$29.94	$59.88	$29.94	$59.88	$59.87	$119.74	$59.87	$119.74
70-74	$31.14	$62.28	$31.14	$62.28	$62.29	$124.58	$62.29	$124.58
75-79	$31.14	$62.28	$31.14	$62.28	$62.29	$124.58	$62.29	$124.58
Age	**Smoker**				**Smoker**			
18-24	$1.86	$3.72	$1.86	$3.72	$3.72	$7.44	$3.72	$7.44
25-29	$2.45	$4.90	$2.45	$4.90	$4.89	$9.78	$4.89	$9.78
30-34	$3.72	$7.44	$3.72	$7.44	$7.43	$14.86	$7.43	$14.86
35-39	$5.04	$10.08	$5.04	$10.08	$10.09	$20.18	$10.09	$20.18
40-44	$6.86	$13.72	$6.86	$13.72	$13.72	$27.44	$13.72	$27.44
45-49	$8.44	$16.88	$8.44	$16.88	$16.88	$33.76	$16.88	$33.76
50-54	$14.32	$28.64	$14.32	$28.64	$28.64	$57.28	$28.64	$57.28
55-59	$18.32	$36.64	$18.32	$36.64	$36.65	$73.30	$36.65	$73.30
60-64	$25.83	$51.66	$25.83	$51.66	$51.66	$103.32	$51.66	$103.32
65-69	$47.40	$94.80	$47.40	$94.80	$94.79	$189.58	$94.79	$189.58
70-74	$48.60	$97.20	$48.60	$97.20	$97.19	$194.38	$97.19	$194.38
75-79	$48.60	$97.20	$48.60	$97.20	$97.19	$194.38	$97.19	$194.38
Participation Requirement	25 unique payors to establish group billing							

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

COMMISSIONERS
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OFFICE OF THE
COUNTY COMMISSIONERS
Worcester County
GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103
SNOW HILL, MARYLAND
21863-1195

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

September 18, 2026

To: Worcester County Commissioners

From: Karen Hammer, Executive Administrative Assistant

Subject: Upcoming Board Appointments – Terms Beginning January 1, 2026

Commissioner Bertino – You have Three (3) positions open:

- George Solyak – **Term Ended** – Agricultural Reconciliation Bd.
- Missy Denault – **Moved Out of State** – Recreation Advisory Board
- John Collins – **Term Ending** – W & S Advisory Board – Ocean Pines

Commissioner Purnell – You have One (1) positions open:

- Nancy Howard – **Termed Out** – Social Services Advisory Board

Commissioner Bunting - You have Two (2) positions open:

- Mike Poole – **Term Ending –** Building Code Appeals Board
- Harry Hammond – **Term Ended** – Social Services Advisory Bd.

Commissioner Abbott – You have One (1) position open:

- Dr. Lynn Duffy – **Resigned –** Housing Review Board

Commissioner Mitrecic – You have Two (2) positions open:

- Bill Paul – **Resigned** – Building Code Appeals Board
- Rebecca Ferguson – **Resigned** – Social Services Advisory Board

Commissioner Elder – <u>All of your positions are fulfilled. Thank you!</u> Commissioner

Fiori - <u>You have Four (4) positions open</u>:

- Bruce Spangler – **Term Ending** – Ethics Board
- Alex Cederbaum - Resigned - Mystic Harbour Advisory Council
- 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.

(**1) - Mystic Harbour Advisory Board - Resigned** - A. Cederbaum

(2)- Water and Sewer Advisory Council- West Ocean City- 1 Term Ended Dec. 2021 – Keith Swanton and Blake Haley

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

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
MYSTIC HARBOUR SERVICE AREA

Reference: County Commissioners' Resolutions of 11/19/93 and 2/1/05

Appointed by: County Commissioners

Function: Advisory
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 7/4-year terms
Terms Expire December 31

Compensation: $100.00/meeting

Meetings: Monthly or As-Needed

Special Provisions: Must be residents of Mystic Harbour Service Area

Staff Support: Department of Public Works - Water and Wastewater Division
Chris Clasing - (410-641-5251)

Current Members:

Member's Name	Resides	Years of Term(s)
Matthew Kraeuter	Ocean Reef	*19-22, 23-27
Aaron Lovegrove	Landings	25-29
Charles Crawford	Landings	25-29
Gerry Horner	Landings	25-29
Kevin Kinsey	Landings	25-29
Richard Edwards	Glenriddle	25-29
Alex Cederbaum	West Ocean City	25-29 **Resigned**

Prior Members: (Since 2005)

John Pinnero[C] (05-06)
Brandon Phillips[C] (05-06)
William Bradshaw[C] (05-08)
Buddy Jones (06-08)
Lee Trice[C] (05-10)
W. Charles Friesen[C] (05-13)
Alma Seidel (08-14)
Gerri Moler (08-16)
Mary Martinez (16-18)
Carol Ann Beres (14-18)
Bob Huntt (*06-19)
Martin Kwesko (13-21)
Richard Jendrek (05-22)
Joseph Weitzell (05-22)
Bruce Burns (19-23)
David Dypsky (*10-24)
Stan Cygam (*18-24)

[C] = Charter member - Initial Terms Staggered in 2005
* = Appointed to fill an unexpired term

Updated: May 6, 2025
Printed: August 25, 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