

**AGENDA**  
**WORCESTER COUNTY COMMISSIONERS**

Worcester County Government Center, Room 1101, One West Market Street, Snow Hill, Maryland 21863

The public is invited to view this meeting live online at - <https://worcestercountymd.swagit.com/live>

**October 4<sup>th</sup>, 2022**

- |   |             |
|---|-------------|
|   | Item #      |
| 9:00 AM - Vote to Meet in Closed Session in Commissioners' Meeting Room – Room 1101<br>Government Center, One West Market Street, Snow Hill, Maryland   |             |
| 9:01 - Closed Session: Discussion of personnel summary update and certain personnel matters with human resources, receiving legal advice, and performing administrative functions   |             |
| 10:00 - Call to Order, Prayer (Pastor Dale Brown), Pledge of Allegiance   |             |
| 10:01 - Report on Closed Session; Review and Approval of Minutes from September 20th, 2022 Meeting  |             |
| 10:02 - Commendations for SkillsUSA and Proclamations for Shore Craft Beer Month, Domestic Violence Awareness, Fire Prevention Week, and White Cane Awareness   |             |
|   | <b>1</b>    |
| 10:05 - Consent Agenda<br>(Body Camera Grant Award, Vehicle Repair Over Expenditure, Out of State Travel Request, Forklift Clamp Sole Source, HOCC Snow Hill Bid Award, LMB Bounce Back Bid Award, H.R. 5735 Support Letter)  |             |
|   | <b>2-8</b>  |
| 10:10 - Chief Administrative Officer: Administrative Matters<br>(Consolidated Transportation Plan, Board of Elections Hotel Request, Enterprise Zone Pocomoke, LPPI Funding, Ocean Pines Service Area Loan Request, Rezoning Case No. 436, Rezoning Case No. 437, Snow Hill Health Parking Lot Bid Award, Board Appointments) |             |
|   | <b>9-17</b> |
| 12:00- Questions from the Press; County Commissioner's Remarks  |             |
| <b>Lunch</b>  |             |
| 1:00 PM - Chief Administrative Officer: Administrative Matters (if necessary)   |             |

**AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING**

<p><b>Hearing Assistance Units Available</b> – see County Administration Office Please be thoughtful and considerate of others. <b>*Turn OFF all cell phones and notification during the meeting!*</b></p>
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**Minutes of the County Commissioners of Worcester County, Maryland**

September 20, 2022

- Joseph M. Mitrecic, President
- Theodore J. Elder, Vice President
- Anthony W. Bertino, Jr.
- Madison J. Bunting, Jr.
- James C. Church
- Joshua C. Nordstrom
- Diana Purnell

Following a motion by Commissioner Nordstrom, seconded by Commissioner Elder, the commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners’ Meeting 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 County Attorney Roscoe Leslie, Budget Officer Candace Savage, Public Information Officer Kim Moses, and Human Resources Director Stacey Norton. Topics discussed and actions taken included the following: hiring Jim Blades as a temporary roads worker III, Angel Bolding and Jennifer Rodgers as emergency communications trainees, and Jonathan Cooper as an information technology technician; receiving legal advice from counsel; and performing administrative functions, including discussing potential board appointments.

Following a motion by Commissioner Nordstrom, seconded by Commissioner Bertino, the commissioners unanimously voted to adjourn their closed session at 9:36 a.m.

After the closed session, the commissioners reconvened in open session. Commissioner Mitrecic called the meeting to order, and following a morning prayer by Pastor Mark Piedmonte of Buckingham Presbyterian Church and pledge of allegiance, announced the topics discussed during the morning closed session.

The commissioners reviewed and approved the September 6, 2022 closed session meeting minutes as presented and the open session meeting minutes as amended.

Upon a motion by Commissioner Bertino, the commissioners unanimously approved by consent agenda item numbers 1-5 as follows: reallocating Community Development Block Grant COVID Round 2 Grant funds of \$168,120 from Diakonia to the Department of Social Services; Housing Rehabilitation Program bid packages for the replacement of an HVAC system in one single-family home in the Berlin area, general rehabilitation of three homes in the Berlin area and one home in the Pocomoke area; out-of-state travel for one County staff member to attend the 2022 L3Harris Users Group Conference; a 100% tax credit totaling \$6,602.22 for the two Berlin Community Improvement Association properties; and an Information Technology domain name request of worcestermd.gov.

Pursuant to the request of Vince Tolbert, chief financial officer for the Board of Education (BOE), and upon a motion by Commissioner Bertino, the commissioners unanimously authorized the BOE to utilize FY22 budget surplus funds of approximately \$391,000 to replace the running tracks at Pocomoke High School and Stephen Decatur High School.

The commissioners met with Emergency Services Director Billy Birch and Deputy Director James Hamilton to discuss the substantial strain placed on fire and emergency medical services (EMS) resources during Salisbury University’s annual Sea Gull Century bicycling tour, which will take place October 8, 2022 and place up to 5,000 cyclists on County roads between the hours of 7 a.m. and 5 p.m. Also in attendance were Pocomoke City Emergency Medical Services (EMS) Chief Ryan McCready and Snow Hill Volunteer Fire Company Chief Michael Creech. Mr. Birch stated that roughly sixty percent of the Sea Gull Century’s two courses are located in Worcester County, and the four fire and ambulance companies in the response areas expect to incur upstaffing, vehicle, and other equipment costs of approximately \$20,000 to respond to incidents involving the event participants. Mr. Birch concluded that he met recently with SU Foundation officials who advised that they do not have the funds to cover all of the estimated costs, but agreed to provide partial funding of \$3,080 to cover the service costs of one ambulance.

Commissioner Mitrecic stated that the Town of Ocean City requires event organizers to obtain special event permits to host activities like the Sea Gull Century within town limits. Commissioner Nordstrom noted that minutes count during an emergency, and he expressed concern that a County taxpayer could be seriously harmed or worse if an ambulance was delayed in responding because it was providing coverage at a special event. Commissioner Elder concurred, noting that it is critical that enough EMS resources are available to assist County residents in times of emergency.

In response to questions by Commissioner Bertino, Mr. Hamilton advised that this one-day event results in a doubling of the calls to 911. For example, during the 2021 Sea Gull, nine of the 22 calls to 911 were related to injuries incurred during the bike event, which required three EMS units to cover over a period of nearly nine hours. The commissioners expressed concern regarding the costs to the County fire and EMS companies and the public safety situation this event creates. In response to questions by Commissioner Bunting, County Attorney Roscoe Leslie concurred that the County could develop a fee designed to cover the costs of public services needed for such events.

Following much discussion and upon a motion by Commissioner Bertino, the commissioners agreed to fund reasonable staffing and equipment costs to the fire and EMS companies that respond to the Sea Gull this year, minus the funds to be reimbursed by SU, to develop a special event permitting process to address the impact of events like the Sea Gull on the County’s public safety resources, and to send a letter to the SU Foundation addressing their concerns about adequately compensating County fire and EMS companies for costs incurred as a direct result of the Sea Gull Century.

The commissioners met in legislative session.

The commissioners conducted a public hearing on an amended version of Bill 22-17, which was introduced by Commissioners Bertino, Bunting, Church, Elder, Mitrecic, Nordstrom, and Purnell on August 16, 2022. County Attorney Roscoe Leslie advised that the bill, which

designates additional days as eligible for regular legislative sessions, has been amended to remove language that would have permitted the County to modify the method for publishing notices of legislative bill introductions.

Commissioner Mitrecic opened the floor to receive public comment.

There being no public comment, Commissioner Mitrecic closed the public hearing.

Commissioner Nordstrom opposed eliminating the provision from the bill that would permit the County to modify the method of publishing notices due to the rising advertising costs in the area’s only legally-recognized paper of general circulation (the Daily Times).

Commissioner Bertino stated that the commissioners have a responsibility to provide notices to County residents who are not internet savvy, and because the weekly newspapers, Ocean City Today and the Maryland Coast Dispatch, are not widely circulated in Pocomoke, they should continue to publish notices in the Daily Times.

Following some discussion and upon a motion by Commissioner Bertino, the commissioners voted 6-1, with Commissioner Nordstrom voting in opposition, to adopt Bill 22-17 as amended.

The commissioners met with Development Review and Permitting (DRP) Director Jennifer Keener to review a text amendment application submitted by Garvey Heiderman of Ocean Compost and The Hobbit Restaurant, which would amend the text of the Zoning Ordinance to allow food waste composting facilities by special exception in the A-1 and A-2 Agricultural Districts, the I-1 Light Industrial District, and the I-2 Heavy Industrial District; add definitions related to food waste composting; and add standards for food waste composting.

Following some discussion, Commissioners Bertino, Bunting, Church, Mitrecic, Nordstrom, and Purnell introduced the aforementioned text amendment as Bill 22-18 (Zoning – Food Waste Composting Facilities) and agreed to schedule a public hearing to receive public comment on the bill.

The commissioners conducted a public hearing on a Comprehensive Water and Sewerage Plan amendment submitted by Robert Rauch of Rauch Engineering, on behalf of Island Resort Park, Inc. for a proposed amendment to the Water and Sewerage Plan. Environmental Programs Director Bob Mitchell reviewed the amendment, which would expand the water and sewer planning areas along with proposed infrastructure improvements to the Island Resort Campground, which is identified on Tax Map 40 as Parcel 241, and a proposed 15.44-acre spray field immediately adjacent to the campground, which is identified on Tax Map 40 as Parcel 93. He advised that the applicant seeks a 62-lot expansion to the existing 176-lot seasonal campground. Mr. Mitchell concluded that the Planning Commission found the proposed amendment to be consistent with the County’s Comprehensive Development Plan and granted the application a favorable recommendation.

Commissioner Mitrecic opened the floor to receive public comment.

Mark Cropper, attorney for Island Resort Campground owner Bob Ewell, concurred with staff’s assessment. He reviewed the history of the property and urged the commissioners to approve the water and sewerage plan amendment.

Mr. Ewell also concurred with the staff presentation and asked to adopt the presentation as his testimony as well.

Land Surveyor Gregory Wilkins advised that a wetland delineation was performed, and



only minor buffer impacts were identified and would be addressed during site plan process.

Civil Engineer Robert Rowe also concurred with the testimony provided by Mr. Mitchell and asked that it be adopted as his own presentation.

Assateague Coast Keeper Gabby Ross asked that the commissioners grant the request an unfavorable recommendation and vote no on the request, as such a change would further impair water quality in the Newport Bay.

Charles Gunzelman of Cropper Island Road stated that he does not oppose the amendment, but asked that any approval be contingent upon continued water monitoring due to the decline in water quality in the creek.

There being no further public comment, Commissioner Mitrecic closed the public hearing.

Upon a motion by Commissioner Bunting, the commissioners unanimously approved the amendment to the Water and Sewerage Plan and expansion of the existing campground as presented.

The commissioners conducted a public hearing on Rezoning Case No. 436 for an application submitted by Hugh Cropper, IV on behalf of Mendi L. and Erik Smith, property owners, which seeks to rezone approximately 8.12 acres on the east side of Daye Girls Road, north of and adjacent to the St. Martins River, and more specifically identified on Tax Map 9 as part of Parcel 166, Revised Parcel B, from RP – Resource Protection District to E-1 Estate District. County Attorney Roscoe Leslie swore in those individuals who planned to give testimony during the hearing. Development Review and Permitting Deputy Director Gary Pusey reviewed the application, which received a favorable recommendation from the Planning Commission. With the exception of forested and wetland areas on adjacent and nearby properties that are zoned RP, adjacent properties consisting of approximately 400 acres are zoned E-1. He then stated that according to the application for rezoning, the applicants' claim as the basis for their rezoning request was that there was a mistake in the existing zoning. He then entered the Planning Commission's Findings of Fact into the record, reviewed the zoning history of the property, and advised that the petitioned area lies within the Existing Developed Areas category. He noted that the Planning Commission found that the goals of the RP District could be met regardless of the property's zoning, as all Critical Area and non-tidal wetland regulations must be met. He concluded that the Planning Commission found that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and gave a favorable recommendation to Rezoning Case No. 436. Mr. Pusey then entered a letter from former Assateague Coast Keeper Kathy Phillips into the record.

Commissioner Mitrecic opened the floor to receive public comments.

Attorney Hugh Cropper concurred with the Planning Commission's findings and asked the commissioners to accept the findings as his testimony as well. He then reviewed the proposed uses of the property and advised that there would be no impact on public facilities, present or future transportation patterns, or environmental regulations, as any proposed development must comply with Critical Area and non-tidal wetland regulations regardless of the property's zoning. He concluded by requesting the commissioners approve the requested rezoning.

Land Surveyor Gregory Wilkins agreed that the property meets the requirements for a platted, perked, buildable lot, and it was a mistake to designate the property as RP. He stated that E-1 or R-1 Residential Zoning would be more appropriate.

Assateague Coast Keeper Gabby Ross urged the commissioners to deny the rezoning request, as the property is ecologically important, and once working farmland is taken out of production it is lost forever. Furthermore, rezoning the property from RP to E-1 would eliminate the requirement for anyone seeking to develop the property to first obtain a special exception from the Board of Zoning Appeals.

There being no further public comment, Commissioner Mitrecic closed the public hearing.

Upon a motion by Commissioner Bertino, the commissioners conceptually adopted the Planning Commission's Findings of Fact as their own and approved the rezoning from RP to E-1 based on a mistake in the existing zoning.

The commissioners conducted a public hearing on Rezoning Case No. 437 for an application submitted by Hugh Cropper, IV, on behalf of Dawn P. and Jeffery D. Pruitt, property owners, to rezone 2.25 acres of a larger 4.5-acre parcel of land on the north side of U.S. Rt. 50 and east of and adjacent to Herring Creek, from R-2 Suburban Residential District to C-2 General Commercial District. County Attorney Roscoe Leslie swore in those individuals who planned to give testimony during the hearing. Mr. Pusey reviewed the application, which received a favorable recommendation from the Planning Commission. He stated that the applicants' claim as the basis for their rezoning request was that there was a mistake in the existing zoning. He then entered the Planning Commission's Findings of Fact into the record, reviewed the zoning history of the property, and advised that, with the exception of the subject property and a townhouse project on the south side of U.S. Rt. 50 at the Harry W. Kelly Memorial Bridge, all other properties east of Herring Creek to the bridge are zoned C-2 General Commercial. Land adjoining the subject property on the north is zoned R-2 Suburban Residential, and RP Resource zoning is located adjacent to several waterways in the area, including a portion of the subject property that is not part of the rezoning request. He advised that the subject property has a sewer designation of S-1 (Immediate to 2 years), and as U.S. Rt. 50 is a state-maintained road, traffic impacts will be determined by the State Highway Administration at the time of future development, based on the specific use of the property, and road improvements will be required to ensure safe ingress and egress.

Commissioner Mitrecic opened the floor to receive public comments.

Attorney Hugh Cropper, speaking on behalf of the property owners and Blue Water Development, the contract purchasers of the property, testified that the requested rezoning is based on a mistake in the existing zoning, noted that the request received a unanimous favorable recommendation from the Planning Commission, and adopted the comments from the Planning Commission and County staff as his own. He advised that the subject property is disproportionately impacted by the Critical Area buffer, making it impossible for residential development, and advised that C-2 is more desirable in terms of the Comprehensive Plan, which identifies this area as commercial. Specifically, the property has 100-foot setbacks on all sides, resulting in a limited buildable area. In particular, he stated the 100-foot setback from U.S. Rt. 50 creates a problem for residential development that does not exist for commercial development, since parking for a commercial use may be located within this setback.

Land Planner Bob Hand stated that the subject property is in the Commercial Center Land Use Category, and the proposed use would be a business office for the contract purchasers of the property. He noted that the traffic generated by this use would likely be less than that

generated by the maximum number of residential units allowed under the current R-2 zoning.

Coastal Compliance Solutions owner Chris McCabe stated that there are no non-tidal wetlands on the property, which is located in the Atlantic Coastal Bays Critical Area and is designated as an Intensely Developed Area, which permits commercial use. He confirmed that the current R-2 zoning was a mistake, and commercial use would be more desirable for the property given its location adjacent to U.S. Rt. 50.

Patrick DeGroot of Waterview Drive agreed that a small office on the subject property would be acceptable, but expressed concerns with the possibility of high density residential development on the rear of the property, and the ability under C-2 zoning to place a commercial watersports facility on the portion to be rezoned.

John Odell of Silver Point Lane stated he had seen a site plan for this property that contained an intensive commercial use, and he was also concerned with future development of the rear of the property that was not part of the rezoning application.

Chuck Shorely of Silver Point Lane distributed copies of a concept plan to the commissioners and stated concern with various aspects of it, including the complete removal of vegetation and parking in the Critical Area Buffer. He also testified he was concerned about traffic and access.

Richard Nieman of Wood Duck Drive stated he had also seen the concept plan and had a number of concerns with the proposed development.

Joe Alberro of Silver Point Lane also expressed concerns with the concept plan.

John and Patrice Lehmann of Silver Point Lane reviewed the historically rural nature of the area, expressed concerns that flooding is an issue in the area, and urged the commissioners to retain the residential nature of the neighborhood.

Ron Smith, of Piney Island Drive and president of the Atlantic Coast Sport Fishermen's Association, expressed concern that rezoning the property for C-2 use would further deteriorate the water quality of Herring Creek.

Mike Giles of Silver Point Lane expressed concern that the future use of the property may change if rezoned C-2.

John Carenbauer and Doug Rutherford of Waterview Drive stated that they purchased the property to the north of the subject property specifically because it was residentially-zoned, and they were concerned that rezoning the property would result in increased traffic, noise, and runoff.

In response to concerns raised by Commissioner Bertino, Mr. Cropper confirmed that the concept plan distributed by Mr. DeGroot is not accurate, and he noted that 27 housing units could be developed and 20 percent of the property could be designated for commercial use under the current zoning. He further confirmed that if rezoned the property would be on public sewer and be required to maintain a 100-foot vegetated buffer and/or mitigation.

There being no further public comment, Commissioner Mitrecic closed the public hearing.

Following some discussion and upon a motion by Commissioner Nordstrom, the commissioners voted 6-1, with Commissioner Bunting voting in opposition to conceptually adopt the Planning Commission's Findings of Fact as their own and approve the rezoning from R-2 to C2.

Commissioner Mitrecic closed the legislative session.

The commissioners recessed for 15 minutes.

The commissioners met with Environmental Programs Director Bob Mitchell to schedule a public hearing on a Comprehensive Water and Sewerage Plan amendment application submitted by Attorney Mark Cropper to expand the sewer planning area for the Pocomoke City Sanitary Service Area (SSA) to include the Royal Farms store number 79 located in New Church, Virginia. Mr. Mitchell advised that the Planning Commission found the proposed amendment to be consistent with the County's Comprehensive Development Plan and granted the application a favorable recommendation.

Upon a motion by Commissioner Nordstrom, the commissioners voted 4-3, with Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in favor and Commissioners Bertino, Bunting, and Elder voting in opposition, to schedule a public hearing to receive public comment on the proposed amendment to the Worcester County Water and Sewerage Plan and expansion of the Pocomoke City SSA.

Pursuant to the request of Public Works Deputy Director Chris Clasing and upon a motion by Commissioner Bertino, the commissioners unanimously approved the sole-source bulk purchase of water meter repair parts from Core and Main at a total cost of \$189,900 for use within the Water and Wastewater Division of Public Works.

Pursuant to the request of Emergency Services Director Billy Birch and upon a motion by Commissioner Bunting, the commissioners unanimously agreed to waive the standard bid process and accept the proposal from Communications Electronics to purchase and install replacement sirens in Girdletree, Pocomoke City, and Ocean Pines and approved an over-expenditure of \$100,880 to cover these costs. In response to a question by Commissioner Bertino, Emergency Services Deputy Director James Hamilton advised that the sirens should be installed and operational within approximately 90 days.

The commissioners met with County Attorney Roscoe Leslie to consider extending the settlement date to purchase the Harrison property, which is identified on Tax Map 25 as Parcel 89, from September 29, 2022 to January 31, 2023. Mr. Leslie advised that the commissioners need to identify a funding source for the proposed purchase of this property for use as a sports complex prior to closing on the property.

Following some discussion and upon a motion by Commissioner Nordstrom, the commissioners voted 4-3, with Commissioners Church, Mitrecic, Nordstrom, and Purnell voting in favor and Commissioners Bertino, Bunting, and Elder voting in opposition, to authorize Commission President Mitrecic to sign the amendment extending the date of settlement to January 31, 2023.

The Commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Purnell, the commissioners unanimously designated Greg Tate to serve as the chair for the Police Accountability Board.

Upon a nomination by Commissioner Purnell, the commissioners unanimously agreed to appoint James Beard to the Administrative Charging Committee (ACC).

**DRAFT**

Upon a nomination by Commissioner Bertino, the commissioners unanimously agreed to appoint John Trumpower to the ACC.

Upon a motion by Commissioner Bertino, the commissioners unanimously agreed to reappoint Bob Gilmore to the Local Development Council for the Ocean Downs Casino.

Upon a motion by Commissioner Nordstrom, the commissioners unanimously agreed to reappoint Matt Gordon to the Local Development Council for the Ocean Downs Casino.

The commissioners answered questions from the press, after which they adjourned to meet again on October 4, 2022.

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



COMMISSIONERS  
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THEODORE J. ELDER, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
MADISON J. BUNTING, JR.  
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DIANA PURNELL

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COUNTY COMMISSIONERS

# Worcester County

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SNOW HILL, MARYLAND  
21863-1195

WESTON S. YOUNG, P.E.  
CHIEF ADMINISTRATIVE OFFICER  
JOSEPH E. PARKER, III  
DEPUTY CHIEF ADMINISTRATIVE OFFICER  
ROSCOE R. LESLIE  
COUNTY ATTORNEY

## COMMENDATION

**WHEREAS**, we congratulate Worcester Technical High School student Matthew Beck for taking second place in the Principles of Engineering/Technology Contest during the SkillsUSA National Championships on June 24, 2022; and

**WHEREAS**, Mr. Beck’s achievements, which include taking first place during the state competition earlier this year, rank him among the top performing career and educational students in the nation for his creativity, innovation, critical thinking, and decision-making skills.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Matthew Beck** for excellence in his academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of October, in the Year of Our Lord Two Thousand Twenty-Two.



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Joseph M. Mitrecic, President

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Theodore J. Elder, Vice President

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## COMMENDATION

**WHEREAS**, we congratulate Worcester Technical High School students Kayla Layfield, Miah Schwind, and Brianna Angelo for taking sixth place in the American Spirit category at the Skills USA National Championships on June 24, 2022; and

**WHEREAS**, the achievements of these students, which include taking first place during the state competition earlier this year, rank them among the top performing career and educational students in the nation for their creativity, innovation, teamwork, critical thinking, and decision-making skills.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Kayla Layfield, Miah Schwind, and Brianna Angelo** for excellence in their academic and vocational pursuits.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of October, in the Year of Our Lord Two Thousand Twenty-Two.



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## COMMENDATION

**WHEREAS**, we commend the Worcester Technical High School (WTHS) instructors and students for representing Worcester County across the State of Maryland and the nation with such excellence that WTHS was honored with a bronze award during the annual SkillsUSA National Leadership and Skills Conference on June 24, 2022; and

**WHEREAS**, due to the ongoing, exemplary performance of its instructors and students, WTHS is consistently recognized as a SkillsUSA National Chapter of Distinction, making it a model of excellence.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby commend **Worcester Technical High School instructors and students** for their outstanding representation of Worcester County at the state and national level.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of October, in the Year of Our Lord Two Thousand Twenty-Two.



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## PROCLAMATION

**WHEREAS**, Worcester County is home to a growing number of craft breweries and other businesses dedicated to the production, sales, and promotion of locally-sourced craft beers. Local craft beer breweries enhance tourism, particularly in the shoulder and off-season months, and we applaud the many county and regional craft breweries and restaurants that support this thriving new tourism market.

**WHEREAS**, throughout Worcester County, there will be many local craft beer centered events throughout October that celebrate and offer opportunities to sample fabulous local craft beer from the shore and beyond, including the annual autumn Shore Craft Beer Fest to take place in Ocean City's scenic Sunset Park on October 29.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, do hereby proclaim October as **Shore Craft Beer Month** and encourage residents and visitors to support local craft brewers.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of October, in the Year of Our Lord Two Thousand and Twenty-Two.



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JOSHUA C. NORDSTROM  
DIANA PURNELL

## PROCLAMATION

**WHEREAS, #WeAreResilient.** This October, Domestic Violence Awareness and Prevention Month, we extend our heartfelt thanks to Life Crisis Center professionals and other advocates for providing counseling, safe accommodations, legal services, and other vital programs that help to instill hope and healing to those seeking to breaking the cycle of violence in their own lives; and

**WHEREAS,** more than one in three women and one in four men in the United States will experience rape, physical violence and/or stalking by an intimate partner, while one in 15 children will be exposed to intimate partner violence, and 90% of these children will become eyewitnesses to this violence.

**NOW, THEREFORE,** we the County Commissioners of Worcester County, Maryland, do hereby proclaim October as **Domestic Violence Awareness and Prevention Month** and commend Life Crisis professionals for their role in transforming those experiencing domestic violence from victims to #WeAreResilient.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of October, in the Year of Our Lord Two Thousand Twenty-Two.



\_\_\_\_\_  
Joseph M. Mitrecic, President

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Theodore J. Elder, Vice President

\_\_\_\_\_  
Anthony W. Bertino, Jr.

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

\_\_\_\_\_  
James C. Church

\_\_\_\_\_  
Joshua C. Nordstrom

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

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



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  
JOSEPH E. PARKER, III  
DEPUTY CHIEF ADMINISTRATIVE OFFICER  
ROSCOE R. LESLIE  
COUNTY ATTORNEY

COMMISSIONERS  
JOSEPH M. MITRECIC, PRESIDENT  
THEODORE J. ELDER, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
MADISON J. BUNTING, JR.  
JAMES C. CHURCH  
JOSHUA C. NORDSTROM  
DIANA PURNELL

## PROCLAMATION

**WHEREAS**, the Commissioners join with the Worcester County Fire Marshal's Office and area fire agencies to recognize October as National Fire Prevention Month and the week of October 9-15, 2022 as National Fire Prevention Week and to remind the public that working smoke alarms save lives; and

**WHEREAS**, today's homes burn faster than ever, creating situations in which occupants may have as little as two minutes from the time the smoke alarm sounds to escape safely. Therefore, the National Fire Protection Association's 2022 campaign, *Fire won't wait. Plan your escape*, stresses the value of maintaining working smoke detectors, developing a home escape plan, and being prepared to carry out that plan in the event of fire.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, proclaim October 9-15, 2022 as **Worcester County Fire Prevention Week** and recognize October as **National Fire Prevention Month**. Learn about safety and form a Family Action Plan at <https://www.nfpa.org/Events/Events/Fire-Prevention-Week>.

Executed under the Seal of the County of Worcester, State of Maryland, this 4<sup>th</sup> day of October, in the Year of Our Lord Two Thousand and Twenty-Two.



\_\_\_\_\_  
Joseph M. Mitrecic, President

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

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ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

## PROCLAMATION

**WHEREAS**, the Commissioners join with the Eastern Shore Chapter of the National Federation of the Blind of Maryland to celebrate October 15, 2022 as White Cane Awareness Day, recognizing that the white cane is an essential tool granting those who are blind the ability to live independently and to move freely and safely from place to place; and

**WHEREAS**, the white cane demonstrates and symbolizes the ability to achieve a full and independent life and the capacity to work productively in competitive employment. The white cane allows every blind person to move freely and safely from place to place, making it possible for the blind to fully participate in and contribute to society; and

**WHEREAS**, we urge motorists and cyclists to recognize that the law requires them to exercise appropriate caution when approaching a blind person carrying a white cane and remind employers to recognize the worth of blind individuals and to utilize their diverse employment skills in this increasingly competitive labor market.

**NOW, THEREFORE**, we the County Commissioners of Worcester County, Maryland, proclaim October 15, 2022 as **White Cane Awareness Day** in Worcester County.

Executed under the Seal of the County of Worcester, State of Maryland, this 5<sup>th</sup> day of October, in the Year of Our Lord Two Thousand and Twenty-Two.



\_\_\_\_\_  
Joseph M. Mitrecic, President

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Theodore J. Elder, Vice President

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COUNTY COMMISSIONERS

# Worcester County

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21863-1195

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DIANA PURNELL

September 26, 2022

To: Weston Young, Chief Administrative Officer  
County Commissioners of Worcester County

From: Kim Reynolds, Senior Budget Accountant *K Reynolds*

Subject: PACT Grant – Police Body Worn Equipment Grant Award

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Attached is the FY2023 (GOCCP) Governor’s Office of Crime Control & Prevention Grant Award for Police Body Worn Equipment in the amount of \$379,904. This grant will allow the Worcester County Sheriff’s Office to begin the implementation of the Body Worn Camera mandate and offset some of the initial equipment costs with grant funding.



## GOVERNOR'S COORDINATING OFFICES

Community Initiatives · Service & Volunteerism · Performance Improvement  
 Crime Prevention, Youth, & Victim Services · Small, Minority, & Women Business Affairs  
 Banneker-Douglass Museum · Volunteer Maryland · Deaf & Hard of Hearing

September 13, 2022

Mr. Joseph M. Mitrecic  
 President  
 Worcester County Board of County Commissioners  
 County Government Center  
 Room 1103  
 One West Market Street  
 Snow Hill, MD 21863

RE: PACT-2023-0022

Dear Mr. Mitrecic:

I am pleased to inform you that your grant application submitted by **Worcester County Board of County Commissioners**, entitled "**Worcester County - Police Body Worn Equipment (PACT)**," in the amount of \$379,904.00 has received approval under the Police Accountability, Community and Transparency Grant program. Enclosed is the grant award packet containing information and forms necessary to initiate the project.

The grant will fund the program described below:

The Worcester County Sheriff's Office's Body-Worn Camera project is a large-scale endeavor that we are eager to implement. This program will assist in promoting police accountability, increasing community transparency, identifying training points needed, increasing officer safety and credibility, and providing evidentiary material for prosecution. The fact that the program is an unfunded mandate by the State of Maryland means that we will have to rely on available budget funding for the equipment, personnel and training at a time when costs are increasing across the board. We respectfully ask for your consideration of our application.

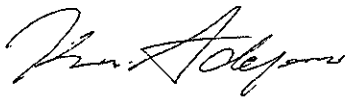
Please pay particular attention to the instructions included on the grant award. It is important that you **carefully review all Special Conditions** attached to this award. Additionally, the General Conditions for all grant awards issued by our office are also located online, at [www.goccp.maryland.gov](http://www.goccp.maryland.gov). The chief elected official, or another legally authorized official of the jurisdiction, state agency, or 501(c)(3) receiving the grant award, must sign the original Grant Award & Acceptance Form, initial each page of the Special Conditions document, and upload them in the Grants Management System within **twenty-one (21) calendar days**. Should the acceptance form not be received, requests for reimbursement will not be honored.

A copy of the grant award, Notification of Project Commencement, and individual project reports has also been sent to the project director. The project director is responsible for completing these and other required forms now and at the end of each reporting period. If the project director changes, we must be notified immediately to avoid potential reporting problems.

Projects may commence as soon as the grant award is signed and you have reviewed and accepted all of the General and Special Conditions. No funds may be encumbered or expended prior to this time without the specific written approval of the Governor's Office of Crime Control and Prevention.

If you have any questions or need any clarification regarding this grant award, please contact **Quentin Jones**, your program manager, or **Courtney Thomas**, fiscal specialist. We look forward to working with you on this project and anticipate its success in helping to address criminal justice problems in our state.

Sincerely,



Kunle Adeyemo, Esq.  
Executive Director

cc: Det/Sgt Robert Trautman



9/13/2022

Governor's Office of Crime Control and Prevention

ITEM 2



Control Number:

43897

Regional Monitor:

Jones, Quentin

Fiscal Specialist:

Thomas, Courtney

# Grant Award & Acceptance Form

<b>Grant Award Number:</b>	<b>PACT-2023-0022</b>		
<b>Sub-recipient:</b>	Worcester County Board of County Commissioners		
<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)		
<b>Implementing Agency:</b>	Worcester County Board of County Commissioners		
<b>Award Period:</b>	<b>07/01/2022 - 06/30/2023</b>	CFDA: State General Fund	

Funding Summary	Grant Funds	100.0 %	<b>\$379,904.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	<b>Total Project Funds</b>		<b>\$379,904.00</b>

This Grant Award is hereby made for financial assistance by the Governor's Office of Crime Control and Prevention in accordance with the


**Police Accountability Fund**

This Grant Award is subject to the General Conditions and any Special Conditions attached to this award, as well as all statutes and requirements of the State of Maryland.

This Grant Award incorporates all the information, conditions, representations and Certified Assurances contained in the grantee's application.

The Grant Award shall become effective as of the start date of the award, unless otherwise specified, and upon submission to the Grants Management System, within twenty-one (21) calendar days, of a fully executed original of this document signed by the duly authorized official of the sub-recipient unit of government or sub-recipient agency receiving this Grant Award. Copies and faxes are not acceptable.

**FOR THE STATE OF MARYLAND:**




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**Executive Director**

**Governor's Office of Crime Control and Prevention**

**SUB-RECIPIENT ACCEPTANCE:**

---

Signature of Authorized Official

---

Typed Name And Title

---

Date

To submit, sign in blue ink and scan and upload the document to the grant award Documents section in the Grants Management System.

D21A01.02 STATE



Governor's Office of Crime Control and Prevention

### Grant Award - General Conditions

<b>Grant Award Number:</b>	PACT-2023-0022	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)		

1 Award Period of Performance

Approved by the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) of the submitted application, and the subaward that it has generated, is for the time period stated in this Subaward Package and constitutes no commitment for funding prior to the time period nor the continuation of funding beyond that time period. The subaward may be terminated by one or both parties with written notice. If the subaward is terminated before the end of the funding period, an accounting of the current quarterly and year to date expenses must be provided within 60 calendar days. Also see the General Condition related to Termination of the Subaward.

2 Statutes and Requirements of State and Federal Funds

This sub-award is subject to all State of Maryland and Federal statutes and requirements that apply to the relative funding source.

3 General and Special Conditions (POST AWARD INSTRUCTIONS)

This subaward is subject to the Special Conditions contained in your award packet and General Conditions (Post Award Instructions) referenced on the Office website, as accepted by the Authorized Official on the official Award Acceptance document. The Office retains the right to add Special Conditions, if and when needed, during the award period of performance. General Conditions (<http://www.goccp.maryland.gov/grants/general-conditions.php>) are the Post Award policies, procedures, guidelines, and business rules from the Office for grant funds, irrelevant of the funding source.

4 Sub-award Acceptance Document

The original Award Acceptance document containing the original signature of the Executive Director of the Office must be signed (electronic signature is acceptable) by the Authorized Official noted on the submitted application. This signed document must be uploaded in the Grants Management System (GMS) WITHIN 21 CALENDAR DAYS of receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. Acceptance of this subaward constitutes a commitment. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

5 Notification of Project Commencement Form

The Notice of Project Commencement/Delay form must be initialed in the Award Information Verification Section, AND signed at the bottom (electronic signature is acceptable) preferably by the Project Director. Alternatively, if the Project Director is unavailable, the Fiscal Contact or Authorized Official may sign. The signed document must be uploaded in the Grants Management System (GMS) within 30 calendar days of the receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. Please be advised online reporting is not accessible until the signed Award Acceptance and Project Commencement documents have been received by the Office. NOTE: If the project will not commence within 45 calendar days of the start date of the period of performance, you may submit Grant Adjustment Notice (GAN) within the GMS for review and approval. Any delay to the start date of this project does not warrant, or necessarily allow, an extension to the end date.



Governor's Office of Crime Control and Prevention

**Grant Award - General Conditions**

<b>Grant Award Number:</b>	PACT-2023-0022	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)		

**6 Special Conditions**

It is important that you review all conditions attached to this subaward including general and special conditions. Each Special Condition page must be initialed by the Authorized Official\* on the bottom right hand corner (electronic signature is acceptable). The initialed Special Condition pages must be uploaded in the Grants Management System (GMS) within 21 calendar days of receipt of the award package. Late submission will be accepted on a case by case basis and may result in an increased risk/monitoring level of the subaward, a delay in the project activity and related reimbursement, and/or termination of the subaward. \*See General Conditions below related to the Authorized Official.

**7 Subrecipient Organizational Capacity Questionnaire**

This questionnaire (<http://goccp.maryland.gov/subrecipient-organizational-capacity-questionnaire/>) is used as an assessment tool post award for the purpose of determining the appropriate subrecipient monitoring and technical assistance level. Please note, this document assessment is not part of the criteria used in making award decisions. This completed questionnaire is required post-award and must be submitted with your Award Acceptance Document and Notification of Project Commencement. Please note, this questionnaire must be completed by the Applicant Agency. For government agencies, it may be necessary to coordinate with the State or County directly and the agency, unit or division implementing the project.

**8 Civil Rights Federal Reporting Requirements**

Recipients as well as subrecipients of Federal Financial Assistance through the Office of Justice Programs are subject to various Federal Civil Rights Laws such as those related to discrimination on the basis of race, color, national origin, sex, religion or disability.

The U.S. Department of Justice, Office of Justice Programs (OJP), Office for Civil Rights (OCR) developed the Equal Employment Opportunity Reporting tool to help recipients receiving funding (Safe Streets Act which authorizes VAWA, VOCA or JJDP) comply with the Equal Employment Opportunity Plan (EEO). The EEO Reporting Tool is accessed online at <https://ojp.gov/about/ocr/eeop.htm>

New users will need to register for an account. Prior to registering for a new account and/or completing your report, please know the source of grant and from which year your award has been funded. Your grant number can be found on your award documents (for example: VOCA-17-XXXX would indicate VOCA 2017 funding).

Once you are registered, the EEO Utilization Report tool will give you step-by-step guidance for preparing and submitting your EEO Utilization Report and/or certification form.

Upon submission/completion of your report, forward the confirmation email to your funding manager and include a cc: [dcivilrightscompliance\\_goccp@maryland.gov](mailto:dcivilrightscompliance_goccp@maryland.gov) In your forwarded email, include in the subject line: Civil Rights/EEO reporting and your award number so the Office can update your organization's information. If you have any questions, please email your funding manager and cc: [dcivilrightscompliance\\_goccp@maryland.gov](mailto:dcivilrightscompliance_goccp@maryland.gov).

**9 Sub-award Budget Notice and New Personnel**

The approved Budget Notice is included in your subaward packet. This Budget Notice may have been modified from the project budget submitted in the original application and represents approved expenses for the project. Any delays in hiring must be reported to your Program Fund Manager in writing within 30 calendar days of receipt of the subaward package. If project personnel are not hired within 45 calendar days, project personnel allocations may be deobligated at the discretion of the Office. Also see General Condition related to Key Personnel.





Governor's Office of Crime Control and Prevention

**Grant Award - General Conditions**

<b>Grant Award Number:</b>	PACT-2023-0022	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)		

**10 Personnel Costs**

Support of Salaries, Wages, and Fringe Benefits: Charges made to awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. 2 CFR §200.430 (Compensation - personnel services) and 2 CFR §200.431 (Compensation - fringe benefits)

The use of percentages is not allowable to claim personnel costs. Records to support claimed costs in this category need to include timesheets or time and effort reports that record actual time charged to allowable grant program activities and signed by a supervisor. When necessary and as an alternative, payroll records may reflect certified after the fact work distribution of an employee's actual work activities. The certification statement must reflect the dates and number of hours charged to the award and the specific activities that were completed. The certification statement must be dated and signed by the supervisor, and the grant number must also be included in the statement.

**11 Consultant Rates**

The threshold for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification. Advanced approval is required.

**12 Supplanting**

Supplanting is the use of grant funds to replace state or local funds which were previously appropriated/budgeted for, or otherwise would have been spent on, the specific purpose(s) for which this subaward has been awarded. Any line item paid for with Office grant funds must be used to supplement your organization's existing budget, and may not replace any funds that were already included in your entity's existing or projected budget.

**13 Budgeted Match Above Standard Requirements**

The subrecipient's acceptance of this subaward constitutes a commitment that the budgeted match (if applicable), as stated on the Award Acceptance Form, may be above the standard requirements and will remain so throughout the life of the award. The subrecipient agrees that the required match (if applicable) will be allotted and relative expenditures reported, for each quarterly reporting period in which they are expended. It is further agreed that the full amount of the budgeted match (if applicable and over match if submitted) will be reported regardless of any subsequent adjustments to the grant funds budgeted and/or any financial modifications to this subaward. Any requested change to this match (if applicable) must be submitted electronically in the GMS through a GAN request and is subject to prior approval by the Office.

**14 Expended Grant Funds During Award Period**

All grant funds related to the subaward project, as well as any required match funds (if and where applicable) must be encumbered, obligated (requisitions, purchase orders, or contracts, which are negotiated purchases) or expended (payment of an invoice) by the end of the subaward period or any pre-authorized extension thereof. Failure to expend encumbered funds within 30 calendar days following the End Date of the award period may jeopardize reimbursement and/or result in the deobligation of funds. In that event, remaining obligations will be the sole responsibility of the subrecipient.

**15 Property Inventory Report Form**

The submission of the Property Inventory Report Form (PIRF) is a requirement for each financial reimbursement request that includes equipment with acquisition costs of \$5,000 or more per unit, that is approved under this subaward. The form is included in the Project Director's award package. Body Armor subawards (BARM and BPVP) are additionally referred to their Special Conditions for the required PIRF, all other conditions remain the same.



Governor's Office of Crime Control and Prevention

### Grant Award - General Conditions

<b>Grant Award Number:</b>	PACT-2023-0022	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
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<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)		

**16 Procurement**

If the subrecipient does not have written procurement guidelines, the subrecipient must refer to the State of Maryland Procurement Policy and Procedures, which includes the consideration of Minority Business Enterprises (MBE). An overview of Maryland Procurement may be accessed here: <https://procurement.maryland.gov/> and the manual can be found here: <https://procurement.maryland.gov/maryland-procurement-manual-1-introduction-and-general-overview/>.

**17 Issuance of Request for Proposals, Bids, Procurement Process**

When issuing requests for proposals, bid solicitations, or other procurement requests, all subrecipients shall clearly state within said document that the cost of the potential purchase is being funded in part, or in its entirety, with government grant funds.



Governor's Office of Crime Control and Prevention

**Grant Award - General Conditions**

<b>Grant Award Number:</b>	PACT-2023-0022	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
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**18 Modifications to Subaward**

You are required to submit a GAN if the budget modification changes the scope of the project, the project award period, and/or changes to Project Director or Fiscal Officer. This would include altering the period of performance, goals, activities and/or outcomes, adding budget line items, authorizing use of a subcontractor or other organization that was not identified in the original approved budget, or contracting for or transferring of grant award efforts; or if a budget modification affects more than one budget category. For example, if you wish to transfer funds between the Equipment and Personnel categories, the Office currently requires the submission of a GAN.

Requests for changes or modifications must be submitted electronically in the GMS at least 30 calendar days prior to the end of the award through a GAN and approved by the Office prior to the occurrence. To be clear, the activity may not take place until the Authorized Official and/or the Project Director receives documented approval from the Office. This approval will come via an automated email from the GMS. These changes may not be requested via telephone, fax, or email.

There are limited subaward adjustments that do not require the submission of a GAN. Subrecipients are not required to submit a GAN if the proposed changes are within both the same budget category and existing line items and if the overall changes do not exceed the total budget category (i.e. you are not requesting additional funding). Additionally, subrecipients are not required to submit a GAN to change the name(s) of approved grant funded personnel as a result of staffing changes. subrecipients should update the Program Fund Manager of staffing changes via email or by including this information on the next quarterly progress reports. See the Grant Management System Help Documents area of the Office website for more information.

The recipient should act as soon as possible to submit an GAN via the GMS. All GANs must be submitted at least 30 days prior to the end of the award period, allowing the Office sufficient time to review the GAN. Exceptions for GANs within 30 days of the end of the award period will be considered on a case by case basis. Requests for an exception must be submitted via email to the Program Fund Manager with sufficient justification for the consideration of completion of the GAN administratively by the Program Fund Manager.

There are two types of GANs as follows:

1. General GAN - must be submitted to make any type of non budgetary change to a grant to include, but not limited to, project scope, changes to the period of performance, and personnel changes.
2. Budget GAN - must be submitted to make any changes to line items within the budget to include, but not limited to, reallocating funding, adding budget line items, deobligating funds, and requesting additional funding.

Depending on the adjustments requested, the subrecipient may need to submit a general and/or a budget GAN; however only one GAN of each type may be active in the GMS at a time.

GANs must be completed by one of the following authorized personnel: authorized official, project director, the fiscal officer, or pre-approved alternative authorized signatory. GANs submitted by anyone else will be returned to the subrecipient.



Governor's Office of Crime Control and Prevention

**Grant Award - General Conditions**

<b>Grant Award Number:</b>	PACT-2023-0022	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)		

**19 Authorized Official/Alternate Authorized Official**

The Authorized Official must possess the authority to enter into a legal agreement on behalf of the entity and bind it to the award terms and conditions. The Authorized Official on the submitted application is the County Executive, Duly Authorized Official of the local unit of Government, Mayor, Commissioner, Town Administrator (if confirmed), President (if confirmed), or if agencies are permitted to apply directly, the head of the agency receiving the subaward.

If there is a change of the person in the Authorized Official position, a letter, on letterhead, must be submitted to the Office via email at support@goccp.freshdesk.com and contain all of the following:

1. Authorized official's contact information: All of the contact information listed on the new user page (name, title, organization, address, phone, email, etc.) for the new authorized official.
2. Statement of authority: The new authorized official must state that they are the authorized official for the organization and provide their job title and the date on which they assumed the role of authorized official.
3. Signature of the new authorized official.

The Alternate Authorized Signatory is not the same as the Authorized Official. The Alternate Authorized Signatory is a person permitted to sign on behalf of the Authorized Official (county executive, mayor, town administrator, president); Authorized Point of Contact (head of any sub-unit of government, agency, division, department, or bureau); Project Director and/or Fiscal Officer. To authorize an alternate signatory, the person granting authorization for another party to sign on their behalf must follow the three steps documented above. The purpose of the request must be acknowledged in the letter (e.g. sign all award documents at all times, change of personnel, in case of illness, vacation, leave of absence, etc.). If authorization is to sign all award documents at all times please attach a copy, if applicable, of an Executive Order, or the vote from Council minute meetings.

Subrecipients may use the same directions above to make additional updates to the Alternative Authorized Signatory to include, but not limited to, removal of personnel no longer authorized to make grant changes on behalf of the organization.

**20 Issuance of Statements, Press Releases, or Other Documents - GOCPYVS role**

When issuing public statements, press releases, or other documents relating to this project or when conferences, seminars, workshops, or forums are held in reference to this project, the subrecipient agrees that the source of funding of this project and the role of the Office must and will be clearly acknowledged. The subrecipient will ensure that all publications resulting from this project will have the following language on the publication: "The Governor's Office of Crime Prevention, Youth, and Victim Services funded this project under subaward number BJAG-2009-9000 (your subaward number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."

**21 Reproduction and Sharing of Subaward and Project Materials**

The Office has the right to reproduce, with attribution, and share any and all materials and documents generated as a result of this subaward and project.

**22 Online Reporting and Post-Award Technical Assistance**

All subrecipients are required to view the Office's Grants Management System (GMS) Training Videos, which can be accessed at: <http://goccp.maryland.gov/grants/gms-help-videos/>. These videos provide step-by-step guidance through the online system, from application to reporting. If you require technical assistance relative to the online GMS Reporting software during business hours you may contact the Office IT Staff at support@goccp.freshdesk.com.



Governor's Office of Crime Control and Prevention

### Grant Award - General Conditions

<b>Grant Award Number:</b>	PACT-2023-0022	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)		

#### 23 Privacy and Confidentiality of Client Records

The subrecipient must comply with federal regulations and state laws concerning the privacy and confidentiality of client records, including statistical information gathered for research purposes.

#### 24 Use of GOCPYVS forms

All Governor's Office of Crime Prevention, Youth, and Victim Services' required forms must be generated electronically through the web-based Grants Management System (GMS). Only applications and/or reports that are in "Submitted" status online will be reviewed and considered.

#### 25 Online Submission of Quarterly Report Forms inline with Project Scope

The subrecipient must implement the project in accordance with the approved narrative and budget set-forth in the subaward.

All Quarterly Report Forms (Progress Reports, Performance Measurements, and Financial Reports) must be submitted via the Office web-based Grants Management System (GMS). In accordance with policy, the Office may freeze the release of funds until a subrecipient is current in the filing of all programmatic and financial reports and said reports have been approved by the Office.

PROGRAM REPORTS: Progress Reports and Performance Measurements must be submitted via the GMS on a quarterly basis. Additionally, federal required reports, as applicable to include the Performance Measurement Tool (PMT), are due no later than 15 calendar days after the end of each quarter. This due date is prior to the submission of relative quarterly financial reports. Financial reports submitted with Programmatic reports cannot be processed for payment until programmatic reports are in "Submitted" status online. Where the start date of any subaward may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

- 07/01 - 09/30: reports due 10/15
- 10/01 - 12/31: reports due 01/15
- 01/01 - 03/31: reports due 04/15
- 04/01 - 06/30: reports due 07/15

In addition the Office may require an Annual Progress Report which would be documented in the Special Conditions. This information will be used to monitor and assess the program to determine if it is meeting the stated goals and objectives, supports the State Crime Control and Prevention Strategy Plan and complies with federal requirements. Failure to submit these reports in the prescribed time may prevent the disbursement of funds.

FINANCIAL REPORTS: The Financial Report form must be electronically submitted within 30 calendar days after the end of each quarter. The Award Acceptance, Project Commencement, Progress and Performance Measurement Reports must be submitted prior to processing the quarterly financial report. If the above noted documents and program reports have not been submitted within the required time frame, financial reports may be denied and returned. Where the start date of any subaward may vary, the quarterly time frames are constant. Those time frames and the relative due dates are:

- 07/01 - 09/30: reports due 10/30
- 10/01 - 12/31: reports due 01/30
- 01/01 - 03/31: reports due 04/30
- 04/01 - 06/30: reports due 07/30

There are two exceptions to the above timeline. The first, is if a subaward does not end at the end of a quarter. The second is for nonprofit agencies that qualify for and have been granted monthly reimbursement for a particular subaward. In these instances, the financial report is due on the 30th of the following month.



Governor's Office of Crime Control and Prevention

**Grant Award - General Conditions**

<b>Grant Award Number:</b>	PACT-2023-0022	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)		

**26 Submission of Revised Financial Report**

The Financial Reports must be submitted no later than 30 calendar days from the end of the reporting period. If the initial 30 calendar day submission is not your actual final report for the reporting period, the subrecipient must email the Fiscal Specialist and copy the Program Manager stating that the report is not final at the same time that the financial report is submitted electronically, which is no later than 30 calendar days from the end date of the reporting period. Submission of a "Final/Revised" report must be emailed to the Office staff described above and uploaded into the Grants Management System (GMS) for this particular subaward no later than 60 calendar days after the end of the reporting period. Revisions are a manual process that require the subrecipient to make corrections on a copy of the previously electronically submitted 30 day report, with the words "Final/Revised" labeled across the top. Additionally, the "Final/Revised" submission document must include the dated signatures from the authorized agency representative. The corrections must be actual expenditures, not the variance. At the end of the subaward period, the Office reserves the right to complete an administrative closeout and deobligate remaining funds on any subaward that does not comply with this requirement.

**27 Failure to Submit Reports within allotted time frames**

Failure to submit any report within the allotted time frame(s) noted in the above conditions, or any pre-authorized extension thereof, may result in the delay or prevention of payment, and/or the deobligation of funds. If late reporting occurs, the expenditure or obligation may become the responsibility of the subrecipient.

**28 Holding Funds**

In accordance with policy, the Office will hold the release of funds until a subrecipient is current in the filing of all reports, submission of documentation, and have resolved any remaining issues.

**29 Monitoring Expenditures**

In order to verify the appropriateness of all grant fund related expenditures, the Office staff will monitor the use of grant funds as reported by subrecipients. Back-up documentation must be maintained on-site, be available upon request, correlate with the mandatory quarterly reporting, and be maintained as necessary to provide that obligations under this subaward and other such standards as they apply are being met. The Office, fund source agencies, State Legislative Auditors, or any State or Federal authorized representatives must have access to any documents, papers, or other records of recipients which are pertinent to the award, in order to make audits, examinations, excerpts, and transcripts. Please also see the General Condition on Records Retention.

**30 Records Retention**

Retain all financial records, supporting documents, statistical records, and all other records pertinent to the award for a period of 3 years from the date of submission of the final programmatic and financial reports. Retention is required for purposes of examination and audit. Records may be retained in an electronic format. Please also see the General Condition on Monitoring Expenditures and 2 C.F.R. 200.333 regarding federal requirements.





Governor's Office of Crime Control and Prevention

**Grant Award - General Conditions**

<b>Grant Award Number:</b>	PACT-2023-0022	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)		

**31 Termination of Subaward**

The performance of work under this award may be terminated by the Office in accordance with this clause in whole, or in part, whenever the Office determines that such termination is in the best interest of the State. If the subrecipient fails to fulfill obligations under this award properly and on time, or otherwise violates any provisions of the subaward, the Office may terminate the award by written notice to the subrecipient. The notice shall specify the acts or omissions relied upon as cause for termination. All finished or unfinished supplies and services provided by the subrecipient shall become Office property. The Office will pay all reasonable costs associated with this program that the subrecipient has incurred prior to the date of termination, and all reasonable costs associated with the termination of the subaward. When an award is terminated or partially terminated, the awarding agency or pass-through entity and the recipient or subrecipient remain responsible for compliance with the requirements in 2 C.F.R. § 200.343 (Closeout) and 2 C.F.R. § 200.344 (Post-closeout adjustments and continuing responsibilities).

**32 Civil Rights Discrimination**

The subrecipient affirms that it shall not discriminate in any manner against any employee, applicant for employment, or clients of services, because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, sexual orientation, pregnancy, physical or mental handicap, or limited English proficiency, so as reasonably to preclude the performance of such employment and/or services provided. The subrecipient also agrees to include a provision like that contained in the preceding sentence for any underlying sub-contract, except a sub-contract for standard commercial supplies or raw material. The subrecipient must have a non-discrimination poster, publicly displayed, acknowledging that the entity does not discriminate and provides an avenue for employees, program beneficiaries, and any relative vendors. Formal complaints may be submitted online at Maryland Commission on Civil Rights: <https://mccr.maryland.gov/>; (410)767-8600; U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights :<https://www.ojp.gov/program/civil-rights/filing-civil-rights-complaint>; (202) 307-0690, United States Equal Employment Opportunity Commission: <https://www.eeoc.gov/>;(800) 669-4000. Additionally, a complaint may be reported utilizing the form located on our website at <http://goccp.maryland.gov/grants/civil-rights-compliance/>. Also see the General Conditions related to Civil Rights Federal Reporting Requirements and Applicable Statutorily-imposed Nondiscrimination Requirements.

**33 Proof of Applicable Audit Regulations - On Site**

All subrecipients must have proper documentation to present to the Office upon request, to prove compliance with the Audit Regulations that apply. Local and State governments must have proof that they had an annual audit and submitted said audit to the State Legislature in September of the year of their subaward. Non-Profit Organizations must follow guidance located on the Maryland Secretary of State's website under the Charitable Division, located here: <https://sos.maryland.gov/Charity/Pages/Instructions.aspx>.

**34 Single Audit Requirement**

If your entity spends \$750,000 or more per fiscal year in federal funds, a Single Audit is required in accordance with 2 CFR §200.514. If the audit discloses findings on Office grants, provide a copy of the report so that we may issue a management decision for audit findings pertaining to the Federal award provided to the subrecipient from the pass-through entity as required by §200.521

**35 ACORN**

The subrecipient agrees and understands that it cannot use any grant funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries.



Governor's Office of Crime Control and Prevention

**Grant Award - General Conditions**

<b>Grant Award Number:</b>	PACT-2023-0022	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)		

**36 Reporting Fraud, Waste and Abuse**

The subrecipient must promptly report any credible evidence of fraud, waste, abuse and similar misconduct with grant funding.

**37 OJP Financial Guide**

In addition to the Office's General Conditions (Post Award Instructions) and Special Conditions, the subrecipient agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide where applicable, and to abide by any other terms and conditions imposed by the Office. The financial guide may be accessed at the following web URL: [http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO\\_2013Financial\\_Guide.pdf](http://www.ojp.usdoj.gov/financialguide/PDFs/OCFO_2013Financial_Guide.pdf)

**38 Food and Conference Costs**

On October 21, 2011 the U.S. Department of Justice, Office of Justice Programs, Office of the Assistant Attorney General issued a memorandum to all Office of Justice Programs Grantees and Contractors regarding enacted conference costs and reporting requirements. In order to follow the federal guidelines, the Office will not approve any food and/or beverage costs associated with meetings, training, conferences, and/or other events. All conference costs will be thoroughly examined for compliance with the federal requirements. This restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy. The Office may consider exceptions to this General Condition for non-federal funded grants.

**39 Applicable Statutorily-imposed Nondiscrimination Requirements**

Subrecipients will comply (and will require any subrecipients or contractors to comply) with any applicable statutorily-imposed nondiscrimination requirements, which may include § Title VI of the Civil Rights Act of 1964, as amended, 42 U.S.C. § 2000d; Omnibus Crime Control and Safe Streets Act of 1968, as amended, 34 U.S.C. §§ 10228(c) & 10221(a); Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. § 794; Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. § 1681; Title II of the Americans with Disabilities Act of 1990, as amended, 42 U.S.C. § 12132; Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102; Juvenile Justice and Delinquency Prevention Act of 1974, as amended, 34 U.S.C. § 11182(b); Victims of Crime Act of 1984, as amended, 34 U.S.C. § 20110(e); Violence Against Women Act of 1994, as amended, 34 U.S.C. § 12291(b)(13); and Partnerships with Faith-Based and Other Neighborhood Organizations, (28 CFR Part 38).

**40 DUNS and SAM.Gov Requirements**

Throughout the entire period of the grant, the subrecipient must maintain a valid unique identifier (currently DUNS Number) and current registration with SAM.Gov. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. It is provided by the commercial company Dun and Bradstreet. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients.

Access to SAM.GOV: <https://sam.gov/SAM/>

**41 Computer Equipment/Program/Network Procurement**

No award funds may be used to maintain or establish a computer network unless such network prohibits the viewing, downloading, and exchanging of pornography, and nothing limits the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.



Governor's Office of Crime Control and Prevention

**Grant Award - General Conditions**

<b>Grant Award Number:</b>	PACT-2023-0022	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)		

**42 Hire within 45 days**

All project personnel supported with grant funding must be hired within 45 calendar days of receipt of the grant award package. Any delays in hiring must be reported in writing within 30 calendar days of receipt of the grant award package. If project personnel are not hired within 45 calendar days, project personnel allocations may be de-obligated at the discretion of the Office.

**43 No distracted Driving While Performing Program Duties**

Subrecipients are to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this grant, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

**44 Services to those with Limited English Proficiency**

The subrecipients are obligated to provide services to Limited English Proficient (LEP) individuals. Refer to the DOJ's Guidance Document. This regulation may be accessed at: <https://www.lep.gov/>.

State Government Article, Subtitle 11- Equal Access to Public Services for Individuals with Limited English Proficiency, §§10-1101—10-1105, Annotated Code of Maryland.

**45 Drug-Free Workplace Requirements**

Subrecipients are subject to the applicable requirements regarding the state and federal drug free workplace requirements. The state's policy can be found here: State of Maryland Substance Abuse Policy -- <https://dbm.maryland.gov/employees/Documents/Policies/SubstanceAbusePolicy.pdf>. The Federal Government-wide Requirements for Drug-Free Workplace (Grants) is codified at 28 C.F.R. Part 83.

**46 Office Name Change Effective 1.1.2020**

Any reference to the Governor's Office of Crime Control and Prevention or GOCCP should now be referenced as the Governor's Office of Crime Prevention, Youth, and Victim Services (Office) per Executive Order 01.01.2020.01.



Regional Monitor:  
Fiscal Specialist:

Jones, Quentin  
Thomas, Courtney

Governor's Office of Crime Control and Prevention

ITEM 2

### Grant Award - Special Conditions

<b>Grant Award Number:</b>	PACT-2023-0022	<b>Sub-Recipient:</b>	Worcester County Board of County Commissioners
<b>Award Period:</b>	07/01/2022 - 06/30/2023	<b>Implementing Agency:</b>	Worcester County Board of County Commissioners
<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)		

1 General Conditions

This grant award is subject to the General Conditions (POST AWARD INSTRUCTIONS) found on the GOCPYVS website (<http://www.goccp.maryland.gov/grants/general-conditions.php>). The aforementioned General Conditions/Post Award Instructions are REQUIRED to be reviewed, should be printed for your reference and are subject to change without written notice.

In addition, the Tips and Guidance page is provided as a resource on the GOCPYVS website (<http://goccp.maryland.gov/grants/tips-and-guidance/>) to address frequently asked questions.

- 2 If the SAM.gov account expires anytime during the life of the grant, GOCPYVS reserves the right to stop all activity / payments on the grant until the account is made current.
- 3 GOCPYVS support must be noted in any press releases, brochures, materials or RFPS related to this sub-award.

"The Governor's Office of Crime Prevention Youth and Victim Services funded this project under sub-award number BJAG-2009-9000 (your sub-award number). All points of view in this document are those of the author and do not necessarily represent the official position of any State or Federal agency."

- 4 A copy of all contracts associated with line items listed in the Contractual Services category must be submitted to GOCPYVS by uploading contract under the document tab of the award.
- 5 All financial and programmatic information and receipts/back-up documentation must be retained for monitoring and auditing purposes during and after the funding period and be made available upon request.
- 6 Final quarterly programmatic reports indicating progress towards the attainment of each program/project objective must be submitted no later than 15 calendar days from the End Date of the sub-award. Financial reports will not be processed unless Programmatic Reports are in "submitted" status in the GMS.

The FINAL Financial Report must be submitted no later than 30 calendar days from the End Date of this sub-award.

If the initial 30 calendar day submission is not your actual FINAL report, send an email to the Fiscal Specialist so that the GMS can be noted.

Submission of a "Not Final" report will require a "Final/Revised" report to be submitted no later than 60 calendar days after the End Date of the sub-award. Revised reports may only be submitted if an initial 30 calendar day report was submitted as required. ALL Final financials must be submitted within the 60 days or GOCPYVS reserves the right to complete an administrative closeout on this grant award and de-obligate all remaining funds.

Revisions are a manual process that requires hand written corrections on a copy of the previously submitted 30 day report, with the word "FINAL" written in red ink. The corrections must be actual expenditures, not the variance. New signatures and current dates are required in blue ink. The revised report can be mailed, emailed, or delivered.



Regional Monitor:  
Fiscal Specialist:

Jones, Quentin  
Thomas, Courtney

Governor's Office of Crime Control and Prevention

**Budget Notice**

<b>Grant Award Number:</b>	<b>PACT-2023-0022</b>		
<b>Sub-recipient:</b>	Worcester County Board of County Commissioners		
<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)		
<b>Implementing Agency:</b>	Worcester County Board of County Commissioners		
<b>Award Period:</b>	<b>07/01/2022 - 06/30/2023</b>	CFDA: State General Fund	

Funding Summary	Grant Funds	100.0 %	<b>\$379,904.00</b>
	Cash Match	0.0 %	<b>\$0.00</b>
	In-Kind Match	0.0 %	<b>\$0.00</b>
	<b>Total Project Funds</b>		<b>\$379,904.00</b>

**Equipment**

Description	Funding	Quantity	Unit Cost	Total Budget
Axon Enterprise - Body Worn Camera Equipment Package	Grant Funds	1	\$379,904.00	\$379,904.00

Equipment Total: \$379,904.00

Approved:   
 \_\_\_\_\_  
 Governor's Office of Crime Control and Prevention Authorized Representative

Effective Date: 7/1/2022



Governor's Office of Crime Control and Prevention

Control Number: 43897  
 Regional Monitor: Jones, Quentin  
 Fiscal Specialist: Thomas, Courtney  
 Submitted Date:

**Programmatic Reporting**

<b>Grant Award Number:</b>	<b>PACT-2023-0022</b>	
<b>Sub-recipient:</b>	Worcester County Board of County Commissioners	
<b>Project Title:</b>	Worcester County - Police Body Worn Equipment (PACT)	
<b>Implementing Agency:</b>	Worcester County Board of County Commissioners	
<b>Award Period:</b>	<b>07/01/2022 - 06/30/2023</b>	CFDA: State General Fund

The information collected on this form helps us measure the progress you are making in achieving your project's goals and objectives. It also helps us determine what, if any, technical assistance you may need in implementing your project.

**Performance Measures (8)**

1	Number of sworn officer vacancies at the end of this quarter.	
2	Number of trainings held.	
3	Number of trainings attended.	
4	Number of program participants who reported a better understanding of the topic	
5	Number of law enforcement officers that utilized the grant funded equipment	
6	Number of instances that involved use of force (deadly and non-deadly), during the reporting quarter.	
7	Number of body cameras deployed during the reporting quarter.	
8	During the reporting quarter, number of times body cameras have been used for internal investigations.	

**Progress Report Questions (9)**

1	Every quarterly report should provide a brief narrative assessment of the projects effectiveness thus far. The brief narrative should include qualitative and quantitative evidence, as available, and also highlight factors that the author considers to have facilitated or impaired the project's effectiveness.
2	Summarize the progress of completed goals for the quarter, including program highlights or strategy activities (special events, program achievements, etc.) and dates of completion, if applicable. Also, highlight the status of any objectives that were delayed the previous quarter.
3	Describe barriers/challenges to implementing or completing any of the objectives. Include corrective actions taken or planned to overcome described barriers (include timeline). Are there any obstacles or barriers that could prevent you from expending all grant funds? Please include any requests for technical assistance needed.

## ITEM 2

4	If no funds or minimal funds (less than 25%) were expended during this reporting period provide an explanation as to why and when you anticipate requesting funds. Your detailed explanation should address each budget category.
5	Is your agency following the spending plan described in your application? If not, please explain.
6	Did your agency experience any problems or delays from the time equipment was ordered to the time it was received?
7	Please provide a detailed narrative describing how the quarterly performance measures report numbers are collected and what method or system is currently used to track them.
8	Please explain the activities that have been planned for the upcoming quarter to include dates and a brief summary of each.
9	Only Required to be Completed in the Final Quarter of the Grant Period: What projects have you accomplished with the grant award? List accomplishments/successes and/or best practices developed through this grant funded program. Have all intended projects been completed? Please note any delays in project completions.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Project Director - Trautman, Robert*

*(Project Director is preferred, Fiscal Contact or Authorized Official if Project Director is unavailable)*

**Printed Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_





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

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

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

A handwritten signature in blue ink, appearing to be "RJM", located to the right of the "From:" field.

**Subject:** Request for Over-Expenditure  
Vehicle Repairs

**Date:** 9/26/22

---

Attached you will find a repair bill for one of our vehicles that was involved in an accident entirely the fault of the other driver. Unfortunately, the insurance companies failed to settle in this case and we are left to pay this repair bill.

We would respectfully request County Commissioners authorize an over expenditure of \$5,002.39 to cover this paid repair bill and the remainder of the fuel overages due to increased fuel costs this past fiscal year.

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

Attachment

cc: David Bradford  
Candace Savage





**JOHN'S AUTO BODY REPAIR & TOWING**

**WE TAKE THE DENTS OUT OF ACCIDENTS!**  
 9028 WORCESTER HIGHWAY BUILDING B,  
 BERLIN, MD 21811  
 Phone: (410) 641-3911  
 FAX: (410) 641-9386

Workfile ID: 1fa86695  
 PartsShare: 6j4V7F  
 Federal ID: 52-185-7437

**Preliminary Estimate**

**Customer: Worcester County**

**Job Number: 19823**

Written By: Dana Derrickson

Insured: Worcester County  
 Type of Loss:  
 Point of Impact:

Policy #:  
 Date of Loss:

Claim #:  
 Days to Repair: 0

**Owner:**  
 Worcester County  
 (443) 783-3114 Cell  
 (410) 632-1220 Business

**Inspection Location:**  
 JOHN'S AUTO BODY REPAIR & TOWING  
 9028 WORCESTER HIGHWAY BUILDING  
 B  
 BERLIN, MD 21811  
 Repair Facility  
 (410) 641-3911 Day

**Insurance Company:**

**VEHICLE**

2017 RAM 1500 Tradesman Regular Cab 4WD w/8" Box 2D LONG 6-3.6L Flex Fuel Sequential MPI White

VIN: 3C6JR7DG5HG761602	Interior Color:	Mileage In: 46,627	Vehicle Out:
License:	Exterior Color: White	Mileage Out:	
State: MD	Production Date:	Condition:	Job #: 19823

**TRANSMISSION**

Automatic Transmission  
 4 Wheel Drive

**POWER**

Power Steering  
 Power Brakes

**DECOR**

Dual Mirrors  
 Tinted Glass

**CONVENIENCE**

Air Conditioning

Intermittent Wipers

Tilt Wheel

Cruise Control

Message Center

**RADIO**

AM Radio

FM Radio

Stereo

Search/Seek

Auxiliary Audio Connection

**SAFETY**

Drivers Side Air Bag

Passenger Air Bag

Anti-Lock Brakes (4)

4 Wheel Disc Brakes

Traction Control

Stability Control

Front Side Impact Air Bags

Head/Curtain Air Bags

**SEATS**

Reclining/Lounge Seats

**WHEELS**

Styled Steel Wheels

**PAINT**

Clear Coat Paint

**OTHER**

California Emissions

**TRUCK**

Rear Step Bumper

Bedliner (Spray On)

Trailer Hitch

Trailer Package

# ITEM 3

## Preliminary Estimate

**Customer: Worcester County**

**Job Number: 19823**

2017 RAM 1500 Tradesman Regular Cab 4WD w/8" Box 2D LONG 6-3.6L Flex Fuel Sequential MPI White

41	#	Refn	denib and polish				1.5
42	#	Repl	Cover vehicle for refinishing	1	10.00	0.5	
43	#	Refn	Tint/Blend color				1.0
44	#	Repl	Mask jams & Interior	1	10.00	0.5	
45	#	Repl	Hazardous Waste	1	5.00		
<b>SUBTOTALS</b>					<b>2,359.10</b>	<b>14.3</b>	<b>8.7</b>

### ESTIMATE TOTALS

Category	Basis	Rate	Cost \$
Parts			2,359.10
Body Labor	12.8 hrs @	\$ 52.00 /hr	665.60
Paint Labor	8.7 hrs @	\$ 52.00 /hr	452.40
Mechanical Labor	1.5 hrs @	\$ 115.00 /hr	172.50
Paint Supplies	8.7 hrs @	\$ 32.00 /hr	278.40
<b>Subtotal</b>			<b>3,928.00</b>
Sales Tax	\$ 2,637.50 @	6.0000 %	158.25
<b>Grand Total</b>			<b>4,086.25</b>
Deductible			0.00
<b>CUSTOMER PAY</b>			<b>0.00</b>
<b>INSURANCE PAY</b>			<b>4,086.25</b>

John's Auto Repair & Towing will guarantee all repairs completed by our facility for a period of one year for the original owner.

We do not guarantee rust repairs.

This is a visual damage estimate only and is subject to additional/supplemental charges for any related unseen damages.

We do not guarantee that the initial estimate will be the full and final price of the work necessary to complete the repairs.

# ITEM 3

## Preliminary Estimate

Customer: Worcester County

Job Number: 19823

2017 RAM 1500 Tradesman Regular Cab 4WD w/8" Box 2D LONG 6-3.6L Flex Fuel Sequential MPI White

Line	Oper	Description	Part Number	Qty	Extended Price \$	Labor	Paint
1	#	Truck # 14		1			
2	#						
3		<b>FRONT BUMPER</b>					
4		O/H bumper assy				3.4	
5	*	Repl Bumper black molded	68160856AC	1	718.00	Incl.	
6		Repl Upper cover black molded	68207014AA	1	172.00	Incl.	
7	*	Repl Filler panel w/tow hooks	68196982AA	1	45.50	Incl.	
8		Repl Lamp bracket	68232454AA	1	72.45	Incl.	
9		Repl LT Upper cover inner support	68104945AE	1	53.95	Incl.	
10		Repl Bumper bracket	68232485AA	1	77.50	Incl.	
11		Repl Side retainer	68196983AA	1	37.10	Incl.	
12	*	R&I Lower deflector w/o air suspension, w/o tow hooks				Incl.	
13		R&I License bracket				0.2	
14		<b>FRONT LAMPS</b>					
15		Repl LT Headlamp assy clear lens	68096439AJ	1	352.00	0.6	
16		Aim headlamps				0.5	
17	#	Spacer		1	6.75		
18		<b>RADIATOR SUPPORT</b>					
19		Repl LT Mount bracket	68222827AB	1	204.00	0.3	
20		<b>FENDER</b>					
21		Repl LT Fender	68054339AI	1	439.00	1.8	2.6
22		Add for Clear Coat					1.0
23		Add for Edging					0.5
24		Add for Clear Coat					0.1
25	*	Rpr LT Side rail all (HYD)				1.0	0.3
26		Repl LT Front reinf	55372839AD	1	43.85		
27		R&I LT Protector				0.2	
28	#	Rpr rusty broken bolt drill and tap out				1.0	
29		<b>FRONT DOOR</b>					
30		Blnd LT Outer panel 2 door					1.4
31		R&I LT Belt w'strip 2 door				0.3	
32		Repl LT Nameplate "RAM 1500" chrome	68149702AA	1	112.00	0.2	
33		R&I LT Power mirror w/o power fold				0.3	
34		R&I LT Door glass Dodge 2 door				0.5	
35		R&I LT Run w'strip 2 door				0.2	
36		R&I LT Handle, outside black molded w/o keyless entry				0.3	
37		R&I LT R&I trim panel				0.5	
38	#	Pre Post Scans		1		1.5 M	
39	#	Remove decal from door		1		0.5	
40	#	Refn Corrosion protection					0.3



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  
 FROM: Kelly Rados, Director of Recreation & Parks  
 DATE: September 26, 2022  
 RE: Out of State Travel Request - NRPA Park Maintenance Management School

### Out of State Travel Request

Parks	2	100.1602.500.7000.040
Department	# of Attendees	GL Account Code
Wheeling, West Virginia	1/29/2023	2/3/2023
Destination	Depart	Return

Purpose of Travel: I am requesting authorization for Parks staff to attend the National Recreation & Parks Association - Park and Recreation Maintenance Management School held at the Oglebay Resort in Wheeling, West Virginia, January 29 - February 3, 2023. This school is designed to teach park and recreation professionals how to develop and manage a wide variety of maintenance. Package cost is \$1,917.83 per person, and includes tuition, lodging, and all meals. County vehicle will be used for travel. Funding was reserved in the FY23 budget for this school.

Estimated Costs: Airfare	\$0
Lodging	\$2,582
Meals	included
Registration Fees	\$1,254
Car Rental	0
Other Transportation	
Other	
<b>Total</b>	<b>\$3,836</b>

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



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

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

**CHRISTOPHER CLASING, P.E.**  
DEPUTY DIRECTOR

**MEMORANDUM**

TO: Weston Young, P.E., Chief Administrative Officer  
FROM: Dallas Baker Jr., P.E., Public Works Director *Dallas Baker Jr*  
DATE: September 21, 2022  
SUBJECT: Forklift Clamp Purchase for Recycling

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Public Works is requesting Commissioner approval to purchase new clamps for the existing forklift at the Recycling building for a cost of \$14,410. Funds are available in the FY 23 budget capital equipment budget for Recycling. This would be a sole source purchase since the requested clamps must fit the existing forklift.

Originally, Recycling’s FY 23 budget included \$17,000 as part of a 5-year lease payment for a new forklift (\$85,000 total over the 5 years). Upon further discussion, staff agreed the existing forklift’s core components (engine, transmission, body, etc.) were in good condition and only the clamps were failing. It was discovered the proposed vendor could provide new replacement clamps that fit the current machine. The County will save \$70,590 by replacing just the clamps.

Please let me know if there are any questions.

Attachments

CC: David Candy  
Mike McClung





Cascade Part No: Contact Cascade for part # at time of order

**PRODUCT INFORMATION**

**BALE CLAMP 4200 LB**

Product Func : Bale Clamp

Size/Gen: 22J

Attachment: NON-Sideshifting

Mounting Size: Class II

Mounting Type: Bolt On

Minimum Useable ITA Carriage Profile Width Required: 32.4 inches

Arm: Integral

Arm Height: 18.5 inches

Arm Usable Length: 47 inches

Arm Facing: Standard Ribbed

Min Opening Range: 22 inches

Maximum Opening Range: 75 inches

Range is measured: In to In

Quoted Range: Tolerance of + or - 1". Quoted Range is Measured at Tips

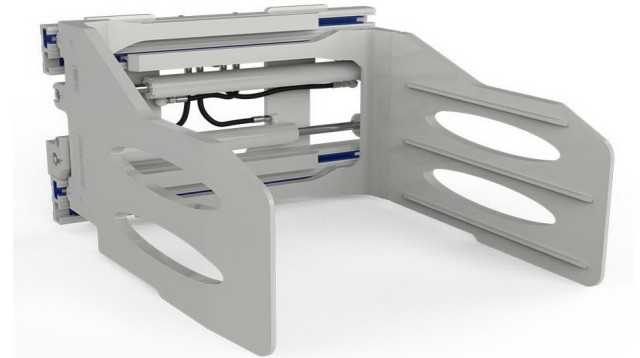


Image shown for illustrative purposes only

**SPECIFICATIONS**

**HYDRAULIC**

Capacity:	4200 lbs	Max Pressure:	2250 psi
Load Center:	24 in.	Recommended Flow:	12 gpm
Estimated Weight:	913 lbs	Minimum Flow:	5 gpm
ET:	5.2 in.	Maximum Flow:	16 gpm
HCG:	10.4 in.	Required Truck Aux Functions:	1
VCG:	9.5 in.	Total Attachment Functions:	1



**EASTERN LIFT TRUCK CO.**

11512 Commercial Lane  
Laurel, DE 19956  
Jim Vuncannon Account Manager 410-353-5022

**To:** Worcester County Government  
Timmons Street  
Snow Hill MD 21863

**Date:** 08/29/2022

**From:** Jim Vuncannon  
Account Manager  
410-353-5022

**Qty 1 Reman Cascade Part No: R50D-BCB-245**

**Standard Features:**  
**Not Installed**  
**Delivered**  
**3 Year Warranty**  
**14 Week Lead-Time**

**Net Total: \$14410.00 Dollars**

**Terms & Conditions**

We will use all reasonable means to make shipment within the time specified, but assume no liability for loss or damage arising from late delivery or nonfulfillment of contract by reason of fires, strikes, delays in transportation, regulations of the United States Government, or any cause unavoidable or beyond our control. The prices quoted and the shipment specified herein are for prompt acceptance and are subject to change without notice. The prices quoted are exclusive of any tax in force or which may be enacted by Federal, State or Local Governments. Terms of sales are subject to credit approval. All orders are subject to acceptance by Eastern Lift Truck Co., Inc., Maple Shade, New Jersey.

The conditions of this quotation become a part of any order resulting here from, and any purchase order submitted in response to this quotation modifying, altering or adding to these conditions shall not be binding unless accepted by us in writing.

There are no agreements, understandings or stipulations relative to this quotation other than those expressed herein.

**Cancellation**

Your Signature on this proposal constitutes an order. Cancellations will not be accepted except on terms that will indemnify us against any loss.

**Accepted:**

**By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**By:** \_\_\_\_\_

**Jim Vuncannon-Account Manager**



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

**MEMORANDUM**

TO: Worcester County Commissioners  
 FROM: Nicholas W. Rice, Procurement Officer  
 DATE: September 27, 2022  
 RE: Snow Hill Homeowner Dropoff Area Upgrades Bid Award

Please see the attached bid tabulation for the Snow Hill Homeowner Dropoff Area Upgrades project. Public Works is requesting the Commissioner’s review and approval to award this project to the lowest responsive and responsible vendor, Chesapeake Turf, LLC, in the amount of \$197,784.00. Bids were due and opened on September 16, 2022 at 1:00pm. Three bids were received. A total of \$230,378.00 in funding is available for the project in the FY’ 22 Assigned Fund Balance line item titled, “Recycling and Home Owner Convenience Center Repair/Upgrades”. Please let me know if you have any questions.

<b>Snow Hill Homeowner Dropoff Area Upgrades</b>	
<b>September 16, 2022 1:00PM</b>	
<b>Bid Tabulation</b>	
<b><u>Vendor Name</u></b>	<b><u>Base Bid</u></b>
George & Lynch, Inc.	\$204,849.00
Reynolds Excavating, Inc.	\$233,190.00
<b>Chesapeake Turf, LLC</b>	<b>\$197,784.00</b>
apparent low bidder	

County Administration Office  
 1 West Market Street, Room 1103  
 Snow Hill, MD 21863  
 Phone: 410-632-1194  
 Fax: 410-632-3131



**Worcester County's  
Initiative to Preserve Families**

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

Telephone: 410-632-3648



Worcester County's  
Initiative  
to Preserve Families

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**TO:** Weston Young, Chief Administrative Officer  
**FROM:** Jessica Sexauer, Director of Local Management Board *JS*  
and Interim Director of Planning, Quality, and Core Services  
**DATE:** September 27, 2022  
**SUBJECT:** Recommendation for Award from the Local Management Board

The Worcester County Local Management received one proposal as a result of the Request for Proposal for implementation of the Bounce Back program in Worcester County. A team of objective professionals reviewed and scored the proposal for quality assurance of submissions. Local Management Board staff averaged the scores from each reviewer. The scoring sheet with the averages of the proposal, as well as the criteria is attached.

The Local Management Board's Bounce Back review team is recommending the following provider be selected for program implementation beginning November 1, 2022:

Program: Bounce Back  
Selected Vendor: Maple Shade Youth and Family Services Inc.

If you have any concerns or questions about the proposal, scoring criteria or vendor, please do not hesitate to contact me at 410-632-3366.

Thank you for your assistance.

Enclosures

*Worcester County's Local Management Board*

# ITEM 7

	Maximum Score	Jes S	Chr B	Bib P	Ivo L	The H	Average	Comments:
Organizations Capacity	2	2	2	2	2	2	2	
Discussin of Need	8	8	8	8	8	6	7	They made good use of Worcester County CHIP data. Concerns regarding the fact that Maple Shade is not a Worcester County provider, and may not be fully aware of Worcester County resources.
Narrative	14	12	9	13	10	12	11	Concerns: there may be activities that are not allowable costs per the LMB manual; unsure if the provider is familiar with Worcester County; provider has not described how they will use the Bounce Back curriculum, or touched on Bounce Back trainings; is there a plan on how to keep parents engaged (reminders etc.); the outreach plan should be more comprehensive; the intake and discharge process should be detailed; details regarding one on one sessions - what do these entail; Teen Intervene and the Adolescent Clubhouse are not appropriate resources for referrals; need more
Worcester	4	2	2	3	3	2	2	The provider references going into the schools, or renting space, but is not currently in Worcester County. There are no details on how the provider plans to reach all areas of Worcester County, only Snow Hill and Pocomoke are mentioned.
Race Equity	4	3	3	3	3	4	3	Strong points regarding equity, but the provider will need to detail how activities will be implemented, and tracked. Nice to see a multicultural staff, and translators listed. Doctors are not Worcester County residents, or local, but they are providing services throughout the Eastern Shore.
Two-Generation	4	3	3	3	2	4	3	In order to meet two generation approach providers will need to have parent engagement and buy in. Need details regarding the 1 on 1 sessions.
Budget	6	3	3	4	3	4	3	The provider noted that some doctors would be involved with translation, that was not included in the budget. Concerns: gift card incentives, which is not an allowable expense; advertising costs appears high; would like to verify rent/mortgage and how the cost was determined; training should be allotted more, and the LMB would like more than one person trained; there was no provider match in the budget (not required but preferred).
	42	33	30	36	29	37	31	
Recommendation:		Agree to partner with Maple Shade for Bounce Back program implementation.	Agree to partner with Maple Shade for Bounce Back program implementation.	Agree to partner with Maple Shade for Bounce Back program implementation.	Agree to partner with Maple Shade for Bounce Back program implementation.	Agree to partner with Maple Shade for Bounce Back program implementation.		All in favor of recommending Maple Shade to implement the Bounce Back program for Worcester County Elementary school age children.



1. Title Page



**MAPLE SHADE**  
**YOUTH & FAMILY SERVICES INC.**

[www.maple-shade.org](http://www.maple-shade.org)

**Bounce Back RFP**

**RFP FOR FY23**

**APPLICANT:** MAPLE SHADE YOUTH AND FAMILY SERVICES, INC

**Title of Program:** Bounce Back

**Issued:** August, 2, 2022

**Due:** September, 12, 2022 1pm

**Date of Proposal:** September, 10, 2022

**Applicant Contact Information:**

Vernon Gibson-McIntire (Fiscal Responsibility)

Finance Administrator

Email: [vgibson-mcintire@maple-shade.org](mailto:vgibson-mcintire@maple-shade.org)

Phone Number: 410-708-9521

**Grant Overseer:**

Jessica Holloway-Hill LCSW-C

Clinical Director

Email: [jholloway-hill@maple-shade.org](mailto:jholloway-hill@maple-shade.org)

Phone Number: 410-430-1653

## **2. Abstract**

The award-winning Bounce Back Wellness and Resilience Program is the world's first Positive Education Program. A Kindergarten to Grade 5 program, Bounce Back provides engaging lessons, uses children's literature, practical resources, and relationship-building teaching strategies to explicitly teach social and emotional learning skills and promote student wellbeing and resilience. Bounce Back is an adaptation of the trauma-focused group counseling intervention. Bounce Back (Langley & Jaycox, 2015), is a social and emotional learning (SEL) curriculum based on cognitive behavioral therapy components. Use of the curriculum in a classroom setting supports students in understanding and mitigating the effects of stress and traumatic stress, fostering hope, and building skills that promote healing and resilience. There are three levels of the curriculum: i) K-2 ii) Grade 3-4 iii) Grade 5+. Each group has 10 sessions that fit in an approximately 45-60 minute time frame.

Maple Shade Youth and Family Services, Inc. (MSYFS) will host the Bounce Back curriculum with well-trained, licensed professional social workers and/or counselors. The classes will be hosted either in schools or within the off-site offices at the former residence of Oscar Purnell, 107 East Market Street, Snow Hill MD 21863 (Home of Community Behavioral Health, LLC, Menary's Dream Alliance - Worcester County Clubhouse and Teen Intervene - Worcester County). Program implementation will be expected to begin November 1, 2022 and run through June 30, 2023.

## **3. Organization Capacity**

Maple Shade Youth and Family Services Inc. (MSYFS) is primarily a Joint Commission Accredited Mental Health Clinic primarily serving in both Wicomico, Somerset and surrounding Counties. Serving hundreds of children and adolescents with well-trained staff and care providers. With over 52 years of experience in the field of youth and family services, MSYFS are committed to the outreach, promotion and development of family support services across the lower counties of the Eastern Shore of Maryland. MSYFS currently serves over 500 families through psychiatrist-led services that collaborate with graduate and clinical level social workers and counselors.



MSYFS is proud of its evidence-based collaborative teamwork approach which allows it to offer individual, family, group, and school-based therapies in conjunction with psychiatric evaluations, psychiatric rehabilitation programs (PRP), and child respite programs. MSYFS treatment teams and programs serve individuals and families who are suffering from a variety of disorders, including anxiety, panic, mood disorders such as depression or bipolar disorders, psychosis, including schizophrenia, personality disorders, paraphilias, attention-deficit hyperactivity disorder (ADHD) and comorbid learning disorders, individuals with autism spectrum disorders as well as other developmental delays, trauma and other stressor-related disorders which include attachment disorders and post-traumatic stress disorder (PTSD).

The team of seven psychiatrists are led by the Medical Director who is a licensed board-certified child & adolescent psychiatrist and pediatrician. All twenty mental health therapists serving the families of MSYFS are board-certified and licensed in the State of Maryland. Our Clinical Director and proposed program manager for Somerset County has over 20 years of experience in working with children and adolescent services in the area. She has been employed at Maple Shade since 2007 as a Therapist and as the Clinical Director of the OMHC Program in Somerset County. She has initiated expansion into Worcester County and has an established relationship with the Board of Education to provide school based services serving over 20 children in Snow Hill, MD. The MSYFS mental health program in Worcester County is steadily expanding. Since signing an MOU with Worcester County Schools for this year the agency has received 12 referrals for school based services in less than a month.

Our Clinician that will be implementing this curriculum in Worcester County has been dedicated to serving children for over 7 years as a mental health therapist. She works primarily with elementary school aged children. She has extensive experience and certification in play therapy of working with families impacted by trauma and those that are in the court system.

MSYFS has a long track record and tradition of applying for RFPs and successfully delivering high quality and cost effective care for families and youth in the Eastern Shore of Maryland. Upon its inception from the Salisbury Rotary Club in the 1970s, MSYFS had served by creating foster care group homes from

Salisbury MD to St Michael's, MD. This was in mutual agreement with the State government agencies such as the department of social services, with the mission that youth in the area should be served locally and the increase of provision for disadvantaged youth. In addition, MSYFS had hosted a specialized school in Mardela Springs, where the campus still remains and has been repurposed for therapeutic interventions for youth.

In more recent years, MSYFS has embarked on expanding beyond its mental health clinic capacity with the spirit that social issues solved or treated will improve mental health outcomes. MSYFS alongside another agency was awarded by HRSA and University of Maryland funding outreaching to the communities in Wicomico and Somerset counties that serve youth to educate, transport and vaccinate against COVID-19; over 20,000 people had been outreached online and with community events (funded at over \$450,000). MSYFS has also been awarded an agreement to serve the Office of Public Defender, in a joint collaboration to rapidly assess youth for mental health conditions that may impact them in juvenile proceedings (funded at approx. \$80,000). In addition to this, MSYFS had been successful in responding to a local need in being responsible for the teaching of the True You Maryland curriculum to underserved youth in Wicomico County to help tackle LGBTQ+ misconceptions and aid youth in understanding the nature of safe sex and the healthy relationships (funded at approx \$6,000). In the neighboring Somerset County, in collaboration with the Princess Anne High Street and the Somerset County Health Department MSYFS co-created the "Period Project " to enable impoverished and/or neglected female youth access to the correct sanitary supplies (funded at approx. \$2000). A further collaboration with the Somerset County Health Department has enabled MSYFS to teach a Tobacco Cessation Curriculum to children at risk of substance abuse - we endeavor to bring in a former local professional basketball player to discuss the dangers of tobacco to youth's health (funded at FY \$2000).

MSYFS also works with the Somerset County Court system to reduce truancy by connecting families to mental health services. A Memorandum of Understanding (MOU) is in place to assess families and undertake or refer to appropriate care and has experience in this service and the ability to expand more



involved services across Worcester County.

#### **4. Discussion of Need**

The burden of Adverse Childhood Experiences (ACEs) in Worcester County is significant. According to the 2018 YRBS, Worcester County is above the state average in ACEs, substance abuse in the household, parental separation or divorce, and emotional abuse. These issues correlate to the ACES screening. MSYFS will be working directly with the Worcester County population to address the specific needs of each individual. The priority population is children aged K- grade 5 who reside in Worcester County. Earlier intervention can aid long term ACES issues within Worcester County.

ACEs can have a direct, immediate, and potentially overwhelming impact on the ability of a child to learn. By adopting a trauma-informed approach, therapists, families, schools, and other stakeholders in the care of children undertake a paradigm shift at the staff and organizational level to recognize, understand and address the learning needs of children impacted by trauma. This requires a commitment to shaping school culture, practices, and policies to be sensitive to the needs of traumatized learners. This effort positively impacts schools and changes the life trajectory of vulnerable students.

It is well documented that a child's reaction to trauma can interfere with brain development, learning, and behavior -- all of which have a potential impact on a child's academic success as well as the overall school environment. By understanding and responding to trauma, school administrators, teachers, and staff can help reduce its negative impact, support critical learning, and create a more positive school environment. Through the funding, MSYFS can utilize its existing infrastructure to directly increase Trauma-Informed Care (TIC) and prevent ACEs or the impact of ACEs. This program will focus on increasing the number of ACES initiatives completed, youth served by trauma-focused Bounce Back Curriculum; number of youth who report increased cognitive-behavioral related attitude, opinion, overall coping skills and percentage of programs/strategies incorporating ACEs research, and submit local ACEs data to identify groups of people who may be at high risk for behavioral health concerns and conduct targeted prevention efforts as part of the two generational targetting.

In accordance with the Worcester County Community Health Improvement Plan (CHIP) priorities for 2021-2026, MSYFS will improve mental health through prevention initiatives, improve access to mental health services, which will translate into prevention and reduction of substance use and abuse of adolescents. It is worthy of note that the most recent CHIP reports:

- Worcester suicide rate has been consistently higher than the state rate, nearly 1 in 5 Worcester students considered attempting suicide
- 22% middle school students seriously thought about killing themselves, In Worcester, 52% of adults had at least one ACE and about 16% had 3 or more
- 6 in 10 survey respondents identified behavioral health as top health issue in their community
- 4 in 10 respondents identified mental health as the top topic that the community needs more information about
- The county's population to mental health provider ratio is higher than the neighboring counties and the state ratio

This project hosted by MSYFS will aid in Worcester County's Community Health Improvement Plan (CHIP) with particular regards to:

1. Media Campaign (CHIP (I.1.1)- create a visual media awareness campaigns using relatable topics and people. We will provide promotional materials such as brochures, banners, flyers and face sheet in the mobile wellness vans.
2. Increase community awareness through targeted trainings and activities (I.1.3); Implement a school-based groups intervention for students exposed to stressful and traumatic events.

## 5. Narrative

An adaptation of Cognitive Behavioral Intervention for Trauma in Schools (CBITS), the Bounce Back program helps school-based clinicians work with children in Kindergarten through fifth grade. Like CBITS, the program is intended for students exposed to at least one traumatic event who are

experiencing traumatic stress symptoms. Bounce Back is a cognitive-behavioral, skills-based, group intervention to teach elementary school children exposed to stressful and traumatic events skills to cope with and help recover from their traumatic experiences. It is used most commonly for children who experienced or witnessed community, family, or school violence, or who have been involved in natural disasters, or traumatic separation from a loved one due to death, incarceration, deportation, or child welfare placement. It includes 10 group sessions where children learn and practice feelings identification, relaxation, courage thoughts, problem solving, and conflict resolution, and build positive activities and social support. In a study by Langley et al. (2015), Children who received Bounce Back as an intervention immediately demonstrated significantly greater improvements in parent- and child-reported posttraumatic stress and child-reported anxiety symptoms over the 3-month intervention. Even children who did not receive Bounce Back as an intervention in their early years and were eventually introduced to it had a dramatic improvement in their parent- and child-reported posttraumatic stress, depression, and anxiety symptoms. These improvements persisted for months after the completion of the Bounce Back program. (Implementation guidelines in appendix B)

Partners involve Community Behavioral Health, LLC (CBH) - an agency that would refer adults & children utilizing private insurance - this would be a referral source. Other partners would be the two grant programs: Teen Intervene and Clubhouse - Worcester County. All programs are located in the same building in Snow Hill, Worcester County. MSYFS will also work closely with the Worcester County Health Department and Department of Social Services (DSS) to ensure referrals and collaboration. Currently have an MOU to enter Worcester County Schools. Therapist is in every school in Snow Hill and Pocomoke. Outreach has included tri-folds delivered and collaboration with Board of Education (BOE) Mental Health Supervisor.

The target population is those that have experience trauma (based on the official ACES screening), exhibiting unregulated behaviors, labelled as "handle with care" by Worcester County agencies.



MSYFS will approach the community in a number ways: outreaching with local vulnerable workforces, communicating and sourcing referrals at least weekly to relevant agencies.

Upon intake via an online or paper form that will notify our medical receptionists and program manager. There will be outreach to the referrers and referred to book in a time to attend the Bounce Back curriculum. The expectations of the program will be discussed on the first outreach and upon enrollment. Upon enrollment, the guardians/ children will fill out a form to show understanding of the curriculum content and it's deliverance. The course will run for 10 sessions, twice a week. There will be food provided for all attending that is in line with the health guidelines shown on the Worcester County CHIP. observe behavior. During the program, some children and adults may be referred to a outpatient mental health clinic or appropriate clinic based on their behavior. This is an opportunity for the qualified social worker to There will be incentives at the end of the program to ensure sustained attendance (Dollar Tree \$25 gift cards). The reason Dollar Tree has been chosen is that they sell materials for suitable by Health Resource Service Administration (HRSA) for "self-care"; it is worthy of note, that they do not sell liquor.

MSYFS will endeavor to create a sustainable program through the use of insurance reimbursement along with collaboration with local public schools by working alongside school teachers and administration to ensure therapeutic skills are introduced in a classroom setting to improve social, emotional, health, and academic outcomes of children. All items of the Bounce Back curriculum allows for the children and parents to learn life long skills that allow for suitable outcomes for the next generation.

## **6. Race Equity:**

MSYFS is a minority managed organization with a strong equal opportunities policy. As health care facilitators and providers, all stakeholders must be aware of the local barriers to the best access to health care of all key populations. All staff will have to undergo awareness training by each organization involved

to meet race equality targets. MSYFS has specific training on racial diversity and sensitivity. All social work staff are now mandated to receive implicit bias training to maintain their board certification.

Research has indicated race-based microaggressions and trauma compound existing traumatic experiences and can worsen outcomes for racial, ethnic, and sexual minority communities. MSYFS staff will also be participating in training to increase cultural competency and knowledge of working with individuals from all backgrounds.

MSYFS intake form collects racial demographics on their intake form and they will continue to provide disaggregated data. MSYFS keep track of where referrals are coming from to measure where disparities may be. This will assist in determining gaps and barriers for clients of different races in addition to determining the best-matched therapist for the patient's particular issue causing a barrier to school attendance, involving culturally sensitive interventions and activities, and hiring racial, ethnic, and sexual minorities to reflect the population served.

There is a plan to provide services and resources to non-English speakers. Dr Suni Jani is able to conduct psychiatric evaluations in Spanish and Dr Sushma Jani is also able to provide psychiatric services in Hindi, Urdu and Gujarati. Interpretation services are used as a Joint Commission requirement to discuss needs with parents and children where English is a second language.

Translations of the curriculum will be purchased on an as-needed basis. Translator contracts are ready with an outside agency for languages we do not serve directly.

Data will be collected on the demographics of individuals via the intake form which include, race, gender, and disabilities/ additional needs. MSYFS staff are aware that According to DataUSA.io the five largest ethnic groups are: White (Non-Hispanic) (79.9%), Black or African American (Non-Hispanic) (12.5%), White (Hispanic) (2.49%), Two+ (Non-Hispanic) (2.38%), and Asian (Non-Hispanic) (1.17%). MSYFS



endeavors to have well trained and well qualified staffing to reflect the population of the areas that it serves.

## **7. Two-Generation approach:**

Although the Bounce Back program is aimed at working with children; adults who are guardians/ parents of participating children are encouraged to join.

According to the Worcester County Community Health Improvement Plan (CHIP) 52% of adults had at least one ACE and about 16% had 3 or more. This course allows for the children to avoid this.

Simultaneously, to assert that the adults are also provided trauma-informed care - MSYFS will launch an online campaign with WBOC TV to outreach to adults. This will involve an ACES screening complete by adults on social media, and referral made to an agency that can provide trauma informed care. MSYFS admin receptionist will outreach and educate the potential participants on the next course of action.

This could involve one of the following:

1. Provision of mental health services for both or either guardian adult and child at MSYFS, where relevant.
2. Referral to a suitable mental health agency, where relevant.
3. Provision of Bounce Back curriculum to Worcester County children, where relevant.

## **8. Budget**

FY23 Proposed Budget				
FY23 Project Budget				
DESCRIPTION	LMB Budget	Non-LMB funds that Directly Support the Project (Cash Only)	Total	Detailed Budget Narrative - Show Calculations that Support How Expenses Were Derived
<b>Budget for FY23 Grant: Bounce Back</b>				All Expenses Calculated on full 12 month of expenses
Salaries	\$46,800.00	\$ -	\$ 46,800.00	Social Worker Salary (\$45/hr for 20 hours a week)
Salaries	\$24,960.00	\$ -	\$ 24,960.00	Program Manager (\$60/hr for 8 hours a week)
Salaries	\$ 6,202.56	\$ -	\$ 6,202.56	Receptionist for Program (\$19.88/hr for 6 hours a week)
Fringe Costs	\$ 18,330.01	\$ -	\$ 18,330.01	Fringe for Salaried (FICA costs, 401k match, Health Insurance, etc.) 20% of salaries for Social Worker, Program Manager, Receptionist, and Accounting)
Communications	\$ 900.00	\$ -	\$ 900.00	Cost of cellphone, hotspot, office communications
Postage	\$ 120.00	\$ -	\$ 120.00	Postage for year (\$10 average a month)
Business Travel	\$ 400.00	\$ -	\$ 400.00	Travel cost for trainings, conferences, conventions (if training travel does not come to this then would move to train more staff)
Training	\$ 400.00	\$ -	\$ 400.00	Bounce Back training <a href="https://www.bounceback-program.com/training">https://www.bounceback-program.com/training</a>
Conferences/Conventions	\$ -	\$ -	\$ -	Dues/Fees related to Conferences/Conventions that educate or enhance CHW's care
Utilities	\$ -	\$ -	\$ -	Inclusive of the rent
Advertising	\$ 22,800.00	\$ -	\$ 22,800.00	Costs related to advertising (print, social media, radio, virtual) for program (average \$1900 month) in accordance with CHIP I.1.2
Accounting/Auditing	\$13,687.50	\$ -	\$ 13,687.50	Financial Administrator (\$35/hr for average 7.5 hours a week)
Legal		\$ -	\$ -	Services provided in-kind
Consultant (other than Legal & Accounting/Auditing)	\$ -	\$ -	\$ -	
Supplies	\$ 4,800.00	\$ -	\$ 4,800.00	Supplies for groups and sessions (Food, Utensils, Crafts, misc Supplies) Food to be in supply in accordance with CHIP goal to increase access to and awareness of healthy foods. Incentive gift cards (Dollar Tree).

Bounce Back Budget RFP - Worcester County.xlsx

Equipment	\$ 2,499.93	\$ -	\$ 2,499.93	Laptop for CHW for use on the program (See attached budget - <a href="#">Appendix A</a> )
Insurance	\$ -		\$ -	In-Kind Insurance cost associated with running program - most insurances for mental health included health education.
Rent/Mortgage	\$ 4,800.00	\$ -	\$ 4,800.00	Rental of space at 107 East Market Street, Snow Hill, MD, Worcester County for groups and office (\$400/ monthly including all utilities)
Printing/Duplication	\$ 600.00	\$ -	\$ 600.00	Day to day printing costs associated to office work of program (\$50 / monthly)
Professional Dues/Publications/Subscriptions	\$ 300.00	\$ -	\$ 300.00	Bounce Back books: <a href="https://www.amazon.com/Bounce-Back-Years-Book-Reader/dp/1488618739">https://www.amazon.com/Bounce-Back-Years-Book-Reader/dp/1488618739</a> <a href="https://www.amazon.com/Bounce-Back-Years-Book-Reader/dp/1488618720">https://www.amazon.com/Bounce-Back-Years-Book-Reader/dp/1488618720</a>
IT Systems/Repairs/Maintenance	\$ 600.00	\$ -	\$ 600.00	IT cost related to laptop and office equipment
Vehicle Operating (other than Insurance)	\$ 1,800.00	\$ -	\$ 1,800.00	Travel cost related to day to day operations by the CHW (Gas and basic vehicle care). Maple Shade has a fleet of 10 vehicles for transportation of
<b>TOTAL Budget</b>	<b>\$150,000.00</b>	<b>\$ -</b>	<b>\$ 150,000.00</b>	



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

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Weston S. Young, Chief Administrative Officer  
DATE: September 27, 2022  
RE: MACo and NACo Support Letter Request  
Congressional Authorization for US Treasury Support

---

The Maryland Association of Counties has forwarded us a request from the National Association of Counties to send a letter to the US Treasury in support of a bill to allow administrative flexibility to ensure their Office of Recovery can be fully functioning in order to partner with and provide support to counties.

Emails supporting this request, as well as a sample letter of support of the bill, is attached.



## Weston S. Young

---

**From:** Michael Sanderson <msanderson@mdcounties.org>  
**Sent:** Monday, September 26, 2022 10:40 AM  
**To:** Michael Sanderson; Kevin Kinnally  
**Subject:** \*EXTERNAL\*:FW: NACo Alert: Treasury Update on Status of Treasury's Recovery Program Operations  
**Attachments:** H.R. 5735 County Template Letter\_Aug. 2022 FINAL.docx

**CAUTION: This email originated from an external email domain which carries the additional risk that it may be a phishing email and/or contain malware.**

To: County Administrators, Budget & Finance Officers, *via BCC*

From: Michael Sanderson, MACo  
Kevin Kinnally, MACo

Please see attached from NACo... they have been diligently working on our behalf with US Treasury to keep the rules for federal funds flexible and understandable... but apparently them Treasury staff need Congressional authorization to continue expending the time do to so. A lay-out of the issue, and a model letter to send to US Treasury in support of the bill to do this is attached.

If you have been engaged with the details here, and appreciate the work NACo has been doing thus far like we do, please consider submitting a statement in support of the continued guidance resources.

Thanks!

---

**From:** State Association Executive <SAES@LIST.NACO.ORG> **On Behalf Of** Eryn Hurley  
**Sent:** Friday, September 23, 2022 5:05 PM  
**To:** SAES@LIST.NACO.ORG  
**Subject:** NACo Alert: Treasury Update on Status of Treasury's Recovery Program Operations

Dear State Executives –

Your counties – and every county – should have received the below email from the U.S. Department of Treasury (Treasury) this morning regarding **their diminishing administrative flexibility in administering programs authorized under the American Rescue Plan Act (ARPA), including the State and Local Fiscal Recovery Fund (Recovery Fund), Emergency Rental Assistance Program (ERAP), among others.** NACo has been working with Treasury over the last several weeks to get this administrative flexibility to ensure their Office of Recovery can be fully functioning in order to continue the partnership we have with them to answer county questions and provide county support.

Important updates below:

1. Without Congressional action, Treasury will no longer be able to continue providing administrative support for ARPA programs. This includes answering any county questions on eligible uses of funds, and provide NACo technical guidance with ARPA reporting or any other “customer service” type of activities. **Furthermore, Treasury will have to undertake more significant steps to reduce staffing and service in the weeks ahead.**

## ITEM 8

2. This email is Treasury's attempt to lobby Congress to act and that it will generate enough activity to force Congress to act and provide this flexibility – **NACo is supporting this and working in tandem with Treasury to get this administrative flexibility.**
3. **This administrative flexibility is part of the ARPA flexibility bill – S. 3011/H.R. 5735 – sponsored by Sens. Cornyn and Padilla which NACo is aggressively supporting.**
4. **ACTION ITEM: NACo is urging counties to reach out to their members of Congress in support of S. 3011/ H.R. 5735.**
  - o You can find a county template letter to send to your member of Congress attached urging passage of S. 3011/H.R. 5735.
  - o To view NACo's letter of support for S. 3011/H.R. 5735, [click here](#).

Please share this with your networks and express support for S. 3011/H.R. 5735.

As always, please do not hesitate to reach out with any questions.

Thanks so much for all your help.

-Eryn

### **Eryn Hurley**

Director of Government Affairs  
National Association of Counties  
[ehurley@naco.org](mailto:ehurley@naco.org) | C: 571.262.9015

\*\*\*

**From:** [slfrp@treasury.gov](mailto:slfrp@treasury.gov) <[slfrp@treasury.gov](mailto:slfrp@treasury.gov)>

**Sent:** Friday, September 23, 2022 9:17 AM

**To:** Melanie S. Keeton (Finance) <[Melanie.S.Keeton@sanantonio.gov](mailto:Melanie.S.Keeton@sanantonio.gov)>

**Cc:** [caresitforms@treasury.gov](mailto:caresitforms@treasury.gov)

**Subject:** [EXTERNAL] Update from the Deputy Secretary on the Status of Treasury's Recovery Program Operations

**\*\*This email inbox is not monitored. Please do not reply to this email\*\***

Dear Recovery Program Recipients:

Thank you for the work that you do every day to support families across the country, including through your work on programs administered by the U.S. Department of the Treasury. We are writing to provide an update on the status of Treasury's operations regarding the recovery programs that it administers.

As you know, Congress gave Treasury the important responsibility of overseeing a range of recovery programs, including those funded by the American Rescue Plan. Over the past two years, Treasury has worked hard to fulfill that responsibility alongside dedicated state, local, territorial, and Tribal partners. And we have seen the impact, from the over 7 million payments made under the Emergency Rental Assistance Program to the over 50,000 projects undertaken by state, local, territorial, and Tribal governments in response to the COVID-19 pandemic through a variety of innovative and impactful approaches. We know that many of our recipients have had to significantly increase their capacity to administer these recovery funds, creating or expanding programs that have helped

Americans across the country recover from the pandemic.

Just as many of you have had to expand your capacity, Treasury has also worked to build a dedicated team to oversee these funds, many of whom you know through our webinars, outreach calls, technical assistance, email, call center operations, and more. In particular, we have prioritized building the capacity necessary to answer questions from the 30,000 states, territories, cities, counties, towns, and Tribes that are navigating our programs. We have focused our efforts on ensuring that recipients can both swiftly access funds and responsibly use them, whether by engaging directly with smaller Tribes and localities who are new to working with the Federal government, adjusting our guidance as needed to ensure program rules are compatible with recipient needs, or developing—with the support of the audit community—an alternative compliance examination for certain recipients that will reduce burden and yet still provide accountability for the funds.

However, Treasury is facing constraints that will put our ability to continue this level of support to recipients at risk – with the greatest impact likely felt by the smallest jurisdictions and Tribal governments, who often rely on more in-depth engagement with Treasury. Congress appropriated funding to Treasury to administer recovery programs, and some programs were given more than enough funding to cover their operations. But in the case of several other programs, the available funding is insufficient to allow Treasury to maintain the current levels of administrative support. These programs include the Coronavirus State and Local Fiscal Recovery Funds (SLFRF), the Coronavirus Capital Projects Fund, the Emergency Rental Assistance Program, the Homeowner Assistance Fund, and the Local Assistance and Tribal Consistency Fund.

Treasury has been working with Congress to seek flexibility in how administrative funds can be used across programs, which would preserve our ability to provide support across these programs without affecting any of the Department’s operations. These changes would not require any additional funds to be appropriated by Congress, but instead would permit Treasury to repurpose some funds from other pandemic programs that are in later stages of implementation to American Rescue Plan programs with significant outstanding needs. However, pending those changes, these funding shortfalls will have significant effects on Treasury’s ability to provide support to recipients of its programs. We are writing to let you know that Treasury is preparing to adjust its operations in ways that may have an impact on how you interact with the Department. In particular, for the programs listed above, Treasury is in the process of:

- Ending our call center support, which has provided an entry point for questions from recipients facing issues, including around payments and reporting. This shutdown will begin going into effect in October.
- Sharply curtailing our e-mail response operations, limiting our ability to respond to most questions that arrive in the inbox. As you know, our call center, e-mail response, and other recipient communications efforts have provided critical support to the 30,000 states, territories, cities, counties, towns, and Tribes participating in programs like SLFRF, helping to answer questions around how to access funds and understand the rules of the programs.
- Reducing our reporting and recipient monitoring footprint, slowing Treasury’s responses to incoming questions from jurisdictions and potentially impacting resolution of Single Audits.
- Instituting a hiring freeze of Federal staff for these programs, limiting Treasury’s ability to participate in direct engagement with recipients or resolve ongoing policy questions that arise.

Beyond these preliminary steps, without the necessary funding flexibility, Treasury will have to undertake more significant steps to reduce staffing and service in the weeks ahead. In addition, while we will continue to do everything that we can to promptly make payments, there is some risk that these operations will slow based on capacity constraints. As we engage in these steps, we will, of



## ITEM 8

course, continue to prioritize using available funds to assist grantees as effectively as possible – and we will do what we can to provide self-service resources for commonly asked questions that can substitute for direct engagement and response. But we recognize that these changes to our operations may create challenges for you, and we wanted to communicate in advance as we plan for them.

We want to reiterate our sincere appreciation for your continued partnership in these important programs. Thank you again for all that you do, and we look forward to continuing to work with you to provide vital support to communities and families in need across the country.

Sincerely,

Adewale O. Adeyemo  
Deputy Secretary of the Treasury

**\*\*THIS EMAIL IS FROM AN EXTERNAL SENDER OUTSIDE OF THE CITY.\*\***

**Be cautious before clicking links or opening attachments from unknown sources. Do not provide personal or confidential information.**

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To unsubscribe from the SAES list, click the following link:  
<http://list.naco.org/scripts/wa-NACO.exe?SUBED1=SAES&A=1>

[Insert your county's letterhead]

[Date]

The Honorable [First Name] [Last Name]  
 United States [Senate/House of Representatives]  
 [Address Line 1]  
 [Address Line 2]

Dear [Senator/Congressman] [Last Name],

On behalf of the [Number] residents of [Name] County we urge the United States House of Representatives to pass the bipartisan *State, Local, Tribal and Territorial Fiscal Recovery, Infrastructure and Disaster Relief Act* (S. 3011/H.R. 5735). This bill would provide additional flexibilities to the Coronavirus State and Local Fiscal Recovery Fund (Recovery Fund) established by the American Rescue Plan Act (ARPA) and was approved in the U.S. Senate by unanimous consent on October 19, 2021.

The \$350 billion Recovery Fund provided \$65.1 billion in direct aid to every county, parish and borough in America. America's nearly 40,000 county elected officials and 3.6 million county employees have been on the frontlines of the nation's response to the coronavirus pandemic. In [Name] County, Recovery Funds have been used to [describe expenditures for responding to the COVID-19 pandemic using ARPA recovery funds such as public health, workforce development and job training, water, sewer, broadband].

As directed by the text of ARPA and the U.S. Department of Treasury (Treasury), counties invest in a broad range of programs, services and projects. H.R. 5735 would build on these flexibilities to allow counties to invest a portion of Recovery Funds in transportation, infrastructure, economic development and disaster relief. This additional flexibility would allow [Name] County to [describe transportation, infrastructure, economic development or disaster relief needs in a few of words].

Beyond the additional flexibilities for uses of funds, the bill would unlock unobligated funds allocated to Treasury for administrative expenses related to operating the Recovery Fund and allow Treasury to continue to work with our county to implement these funds. Since the enactment of ARPA, [Name] County has been working tirelessly with Treasury to ensure Recovery Funds have the flexibility to properly address our unique needs and that we are fulfilling our role as sound financial stewards. Treasury has been a critical partner and valuable resource throughout the implementation of the Recovery Fund. Therefore, unlocking these additional resources will ensure Treasury can most effectively continue to oversee the implementation and auditing of the Recovery Fund while also supporting state, local and tribal partners.

Additionally, H.R. 5735 would more clearly define which counties are deemed as "revenue sharing" and therefore eligible to receive payments from the \$1.5 billion Local Assistance and Tribal Consistency Fund established under Sec. 605 of ARPA. Since ARPA was passed through the budget reconciliation process, the congressional intent is not reflected in the statute, but it is clear these funds are intended for public lands counties who are eligible for payments under the Payment in Lieu of Taxes (PILT) program. H.R. 5735 would codify the intent that PILT-eligible counties are entitled to Sec. 605 payments.

[Insert your county's letterhead]

*If your county is PILT-/Sec. 605-eligible:* These payments are especially important for counties that have federal land acreage within their boundaries, like [Name] County, that are unable to tax the property values or products derived from these federal lands. Ensuring that these funds are distributed to federal lands counties will ensure we can continue to support essential local government services – those mandated by law – such as education, emergency services, transportation infrastructure, law enforcement and health care.

The ARPA Recovery Fund has been critical to [Name] County as we continue to recover from the COVID-19 public health emergency. With the additional flexibility and clarifications provided by H.R. 5735, the true intent of the ARPA – to assist state, local and tribal governments in their recovery from the disastrous impacts of the global pandemic – can be realized.

Thank you for your continued service to [Name] County. We thank you for your partnership and respectfully ask that you swiftly pass H.R. 5735.

Sincerely,

[Name of Local Elected Official]

[County, State]



Worcester County Government

One West Market Street | Room 1103 | Snow Hill MD 21863-1195

(410) 632-1194 | (410) 632-3131 (fax) | [admin@co.worcester.md.us](mailto:admin@co.worcester.md.us) | [www.co.worcester.md.us](http://www.co.worcester.md.us)

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Weston S. Young, Chief Administrative Officer  
DATE: September 27, 2022  
RE: MDOT's CTP Tour

---

The Maryland Department of Transportation has requested to present its annual Consolidated Transportation Plan (CTP) update to the County. They will be handing out copies of the CTP report at the meeting.

Telephone: 410-632-1320

Fax: 410-632-3031



MD RELAY SERVICE:

1-800-735-2258

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

TO: Worcester County Commissioners

FROM: Patricia Jackson, Election Director

DATE: September 15, 2022

As you know, the early voting center will be the Roland E Powell Convention Center in Ocean City. When discussing this issue with my Board Members, they have authorized me to write this letter requesting permission for hotel accommodations for two office staff during early voting dates.

Early voting begins October 27<sup>th</sup> and runs consecutively until November 3<sup>rd</sup>, including Saturday and Sunday. Hours of voting are 7 am until 8 pm each day of early voting. The judges and office staff (Teresa Riffin and myself) will need to arrive at the Convention Center at 5:45 am each morning to open equipment, complete reports and prepare for voters' arrival at 7 am, and will remain on site until at least 9 pm or possibly later, depending on when all the voters in line at 8 pm have voted and the judges have completed their reports, packed supplies and closed and sealed the equipment.

Our office is requesting hotel accommodations beginning October 26 (early voting setup date) until November 4.

I realize the County does not normally pay for accommodations for meetings within the County, however, the Board would like to request an

exception for early voting. They are willing to meet with you to discuss this matter if necessary.

There are funds available in the FY23 budget (account # 100.1006.7000.100) in the amount of \$7,000 for hotel rooms, mileage, registration and meals. This money was earmarked for MAEO Conference; however, due to the Primary date being changed to July, MAEO is not having an in-person conference, so we could use this money.

The rate for one hotel room is \$99.22 per night so the estimated cost of the stay would be around \$992.

Thank you for your consideration.



Worcester County Office of Tourism  
104 West Market Street | Snow Hill MD 21863 | (410) 632-3110 | [www.VisitMarylandsCoast.org](http://www.VisitMarylandsCoast.org)

Memorandum

Date: September 26, 2022

To: Weston Young, Chief Administrative Officer

Copy: Worcester County Commissioners  
Roscoe Leslie, County Attorney  
Phil Thompson, Finance Director

From: Melanie Pursel, Director  
Worcester County Office of Tourism and Economic Development

Re: Adoption of resolution in support of re-designation of Enterprise Zone- Pocomoke City

---

On behalf of our office and the City of Pocomoke, I am requesting adoption of resolution for Pocomoke City's application to the Maryland Department of Commerce for a revised/updated Enterprise Zone

Pocomoke City is seeking to re-apply for Enterprise Zone (EZ) designation as the previous 2012 EZ program expired in April, 2022. The next scheduled deadline for EZ application to the MD Department of Commerce is October 15, 2022. One of the requirements for our re-application/new EZ designation is that we need an expression of consent by letter or resolution from the overlying county of jurisdiction.

The purpose of the EZ program is to encourage growth and development in economically distressed areas by offering real property tax credits for 10 years and income tax credits for up to three years for new employees. Pocomoke City continues to qualify for the program based on low-income numbers and high poverty rates that exceed the state and national averages.

The City had previously applied for the EZ program in 1991, 1998, 2001 and 2012 with the support of the Worcester County Board of Commissioners. Upon our review, the 2012 EZ boundaries for the were out-of-date due to annexations and had some minor inaccuracies. Under the City's new application, the total acreage that is eligible for EZ benefits is estimated at 907.75 acres, down from 1037.8 acres in the 2012 application. Several businesses in Pocomoke City have successfully applied for EZ benefits including Hardwire and others.

I have attached a PDF copy of the City's proposed EZ application in addition to a draft resolution. I have also included the County's previous 2012 resolution of support (RES#12-3).

Kindly let me know if you have any questions or need additional information.

Attachments



**City of Pocomoke City**

**APPLICATION FOR ENTERPRISE ZONE  
NEW DESIGNATION**

Prepared by:

Pocomoke City Planning and Zoning Department

Revised March 31, 2022

City of Pocomoke City

APPLICATION FOR ENTERPRISE ZONE NEW DESIGNATION AND RE-APPLICATION

1. COVER SHEET

Name of Local Jurisdiction Applying: Pocomoke City, Maryland

Location of Enterprise Zone: Industrial and commercial portions of the corporate limits of Pocomoke as well as the downtown area, highway corridor and various vacant retail stores.

Nature of Application: New Designation of Enterprise Zone

Approximate Area of Enterprise Zone: **907.75 acres**

Certification Requirements Met: High Poverty Rate- Abandoned and dilapidated properties.

Contacts for Further Information: Jeremy Mason, City Manager  
[jeremy@pocomokemd.gov](mailto:jeremy@pocomokemd.gov)  
 410-957-1333

Daniel L. Brandewie, Planning Director  
 (Enterprise Zone Manager)  
[dan@pocomokemd.gov](mailto:dan@pocomokemd.gov)  
 410-957-1633

Pocomoke City Hall  
 101 Clarke Ave.,  
 PO Box 29,  
 Pocomoke, MD 21851  
 telephone -410-957-1333;  
 fax-410-957-0939

Date of Application: \_\_\_\_\_, 2022

Authorized Signature:

\_\_\_\_\_, Date: \_\_\_\_\_

Susan Marshall Harrison, Mayor, City of Pocomoke  
 101 Clarke Ave., PO Box 29,  
 Pocomoke, MD 21851; telephone -410-957-1333; fax-410-957-0939;  
 email: [susan@pocomokemd.gov](mailto:susan@pocomokemd.gov)

**2. EXPRESSION OF CONSENT AND AUTHORIZATION-POCOMOKE CITY**

(POCOMOKE CITY RESOLUTION 546 AUTHORIZING THE NEW DESIGNATION OF THE ENTERPRISE ZONE AND SUBMISSION OF THE APPLICATION TO THE MARYLAND DEPARTMENT OF COMMERCE)

**3. EXPRESSION OF CONSENT-WORCESTER COUNTY COMMISSIONERS**

(COUNTY LETTER OF CONSENT OR RESOLUTION FOR THE SUBMISSION OF THE 2022 ENTERPRISE ZONE NEW DESIGNATION PROGRAM)

RESOLUTION NO. 546

A RESOLUTION AUTHORIZING ENTERPRISE ZONE APPLICATION FOR POCOMOKE CITY

Whereas the State of Maryland has passed legislation providing for the designation of Enterprise Zones in political subdivisions of the State;

Whereas the purpose of such a zone is to focus local and state resources on the encouragement of economic growth in economically distressed areas of the state;

Whereas the City of Pocomoke City wishes to renew and expand its current Enterprise Zone area originally approved by the State of Maryland in 1991 and 1998, 2001 and 2012. The 2012 Enterprise Zone for Pocomoke City is set to expire in June, 2022; and

Whereas the Mayor and Council of Pocomoke City desire to consent to the establishment of said "Enterprise Zone" and make application to the Maryland Department Commerce to designate said areas as an "Enterprise Zone" as shown in Attachment A; now therefore be it

1. Resolved, by the Mayor and Council of Pocomoke City that the City hereby consents to and applies to the Maryland Department of Commerce to designate approximately 1,233.33 acres in Pocomoke City, Worcester County, Maryland as an "Enterprise Zone".

2. Resolved, by the Mayor and Council of Pocomoke City that this resolution shall take effect upon its passage

A Public Hearing was held on the 4<sup>th</sup> day of April, 2022 during the Mayor & Council meeting at 6:30 p.m. in Council Chambers at City Hall.

There were no comments or objections from the public.

Attest:

03/21/2022  
Introduced

04/04/2022  
Passed

SIGNED on THIS 8th DAY OF May, 2022

Esther L. Troast  
Esther Troast, City Council Vice-President

Michelle Beckett El-Soloh  
Michelle Beckett El-Soloh, City Clerk

Susan Marshall Harrison  
Susan Marshall Harrison, Mayor

#### 4. WRITTEN CONFIRMATION FOR A STATE PRIORITY FUNDING AREA

The city has contacted the Maryland Department Planning and through email, the State has confirmed that the proposed Enterprise Zone is entirely within the State's Priority Funding Area. See **Attachment A**.

#### 5. DOCUMENTATION OF ELIGIBILITY REQUIREMENTS FOR AN ENTERPRISE ZONE: EVIDENCE THAT THE AREA MEETS THE QUALIFICATION FACTORS

The Mayor and City Council seek to reapply to the State of Maryland's Enterprise Zone program for a newly designated area consisting of eligible properties. The City's previous Enterprise Zone was adopted in 2012 for a 10-year period that expired in April of 2022. The Enterprise Zone program was originally adopted in 1991 and subsequently renewed in 1998, 2001, and 2012. The 2012-22 enterprise zone boundary was out of date with present corporate limits. Additional properties may benefit from this new designation in order to encourage additional growth and job creation.

The Pocomoke City Enterprise Zone qualifies for a new designation due to the following:

1. The City of Pocomoke City is designated a Priority Funding Area. The proposed Enterprise Zone will be entirely within and consistent with the designated Priority Funding Area. See **Attachment B**.
2. Based on the required qualification threshold, the population has to be a low-income poverty area in which the proportion of families with less than poverty level incomes must be at least 1.25 times the national average. The most recent data from the 2019 5-Year American Community Survey (ACS) reports that, nationally, the number of families whose income was below the poverty level was 9.5%. Within Pocomoke City, the percentage was 18.4%. The qualifying threshold would be 11.9% and Pocomoke City's poverty rate for families exceed this.

Source: US Census Data 2019 ACS survey, Table DP03 Selected Economic Characteristics:  
<https://data.census.gov/cedsci/table?q=DP03&g=1600000US2462475&tid=ACSDP5Y2019.DP03>

Further research from the Maryland Department of Planning also confirms this socio-economic condition. Worcester County's Poverty Rate was estimated at 11.7% in 2020 compared to the State's poverty rate of 9.0%.<sup>1</sup> Pocomoke City's Poverty Rate was estimated at 22.6%.<sup>2</sup>

<sup>1</sup> POVERTY RATES for MARYLAND JURISDICTIONS, Annual Estimates, 2010-2020  
<https://planning.maryland.gov/MSDC/Documents/poverty/2020-SAIPE-Poverty.pdf>.

<sup>2</sup> POVERTY RATES by PLACE in Alphabetical Order American Community Survey, 5-Year Estimates, 2015-2019  
<https://planning.maryland.gov/MSDC/Documents/poverty/PovertyRates-ACS-5yr-AlphaSort.pdf>

## 6. MAPS

Enterprise Zone Map (See Attachment C)

Vicinity Map (See Attachment D)

Zoning Map (See Attachment E)

## 7. WRITTEN NARRATIVE

### Economic, social, and demographic character of the zone

The 2012 Pocomoke Enterprise Zone consisted of 1037.8 acres and was largely concentrated around the area of the Pocomoke Industrial Park, industrial zoned properties along Broad St. across from the industrial park, the downtown business district, retail properties along Market Street (the main-local traffic corridor within the city), older shopping centers with a number of vacancies and along the Ocean Highway Route 13 corridor.

The proposed new designation of the Enterprise Zone would retain nearly all of the 2012 zone and add an additional nine commercial properties along the Highway 13 traffic corridor. These are parcels that have been annexed since 2012 containing 168.49 acres. The proposed EZ area would consist of 907.75 acres.

While there have been some positive social and demographic changes since the last decade, Pocomoke City's population still has a high level of poverty (18.4%) with a number of families, households and persons living at or below the property line. The City has lower median family and household incomes compared to State and County averages, a static rate of growth in population and a substantial number of dilapidated and abandoned properties.

As reflected in Item 5 above, Pocomoke City had twice the national poverty rate for families in 2019, the most recent that data is available from the Census. Additional research by MDP shows the poverty rate at three times the national average. In 2017, the poverty rate by race revealed that 49.8% of African-Americans were living in poverty compared to national average of 25.2%. Caucasian persons living in poverty within Pocomoke City was at 18.6% compared to a national average of 10.3%. (Source: 2017 ACS 5 year).

Source: <https://www.welfareinfo.org/poverty-rate/maryland/pocomoke-city>.

The Census Data 2019 5-year ACS survey, Table DP03 Selected Economic Characteristics, reported a median household income of \$38,140 for Pocomoke City, approximately 45% below the State of Maryland's median household income of \$84,805. Worcester County MHI was at \$63,499.

Source: <https://data.census.gov/cedsci/table?q=Median%20Household%20Income%20Pocomoke%20City>

According to estimates of population from the Maryland Department of Planning, the city went from 4,184 persons in April, 2010 to a July, 2020 estimate of 4,095, a decline of 2.1%.

Source: [https://planning.maryland.gov/MSDC/Documents/pop\\_estimate/estimates-post2010/municipal/Table1.pdf](https://planning.maryland.gov/MSDC/Documents/pop_estimate/estimates-post2010/municipal/Table1.pdf).

However, the 2020: DEC Redistricting Data (PL-171) has a city population estimate of 4,295 persons or an increase of 111 persons for a 2.7% increase in population.

Source: <https://data.census.gov/cedsci/table?q=Population&g=1600000US2462475&tid=DECENNIALPL2020.P1>

US Census Data for 2020 reported 1,883 total dwelling units with 202 vacant properties with a 10.7 vacancy rate. Field surveys conducted by staff in 2018 identified approximately 100 dilapidated units in the city. An additional survey of property conditions was conducted in 2020 by the Eastern Shore Regional GIS Cooperative. This survey of property conditions showed an extensive number of blighted properties concentrated on the west side of Pocomoke City. See **Attachment F** Blighted Property Survey Map.

Source: <https://data.census.gov/cedsci/table?q=housing&g=1600000US2462475&tid=DECENNIALPL2020.H1>

The number and percentage of owner-occupied units appears to be declining in Pocomoke City. In 2019, of 1692 occupied housing units, 751 were considered owner occupied (44.4%) with 941 units or 55.6% renter occupied. By comparison, the 2010 ACS 5-Year Survey estimated that there were 1,756 occupied housing units, with 957 owner occupied units (54.5%) and 799 renter occupied units (45.5%).

Source: 2019 ACS 5-Year Estimates S2501 Occupancy Characteristics

<https://data.census.gov/cedsci/table?q=housing&g=1600000US2462475&tid=ACSST5Y2019.S2501>

Source: ACS S2501 2010 Occupancy Characteristics

<https://data.census.gov/cedsci/table?q=housing%202010&g=1600000US2462475&tid=ACSST5Y2010.S2501>

The 2009 median house value was \$117,523, substantially less than the state median house value at the time, \$318,000.

Source: 2012 Pocomoke City Enterprise Zone Application. Economic, Social and Demographic character of the zone.

In 2019, the median owner-occupied unit in the city was valued at \$132,100 while the State's median value of an owner-occupied unit was \$332,500.

Source: 2019 ACS – 1 year Estimates Data Profiles, DP04 Selected Housing

<https://data.census.gov/cedsci/table?q=Median%20house%20value&g=0100000US%240400000>



Based on the 2012 application, African-Americans account for 58.4% of the population, while 40.3% of the population is Caucasian. In 2020, the Caucasian population was 1,890 of 4,295 persons or 44% while the African-American population was 1993 or 46.4%.

Source: 2020: DEC Redistricting Data (PL 94-171)

<https://data.census.gov/cedsci/table?q=population%20characteristics%20pocomoke%20city%20md>

New building activity has been on an upward trend since the past decade. Between January of 2017 to March 8, of 2022, the city issued an impressive 88 permits for new single-family homes. During the same time frame, approximately 10 dilapidated dwelling units were removed. Most new building activity has occurred on the southern limits of the city toward the High School.

Other distress indicators include long term vacancies in several downtown buildings and vacant lots. The city was forced to demolish three major downtown commercial buildings over the past five years due to danger of falling debris and safety hazards, creating pockets of unused space. The city is actively seeking to remove the dilapidated, former Armory building and neighboring dilapidated commercial structures in order to build a new library on the site. There are also several vacant commercial parcels in the downtown area that are brownfield sites. While the downtown shopping district retains several unique businesses and institutions that have a market draw beyond city limits, they continue to struggle. The Delmarva Discovery Center, a river-themed museum on the Pocomoke on Market St., is a significant draw for tourists and school age children. However, it has still not met its potential in this regard. The publicly funded Dockside Restaurant was constructed on the riverfront in 2012/13 but struggles to attract customers and has had a change in management three times over a 5-year period. The Marva Theatre continues to operate as a non-profit, but is constantly in need of capital improvements as it strives to remain open. The challenges for the downtown, identified in the 2012 Enterprise Zone application, are still relevant today:

- Lack of restaurants in the downtown
- Limited number of activities for the visitor to enjoy
- Empty space on the riverfront
- Few activities for teenagers or children
- No fuel service available for boaters on the Pocomoke River
- Limited quality of shopping in the downtown with few specialty stores and lack of uniform hours
- Lack of accommodations with only one bed and breakfast establishment
- Problems with vandalism in the riverfront area
- Need for additional beautification such as the removal of dilapidated buildings and landscaping

The city has a relatively sound infrastructure; however, the city faces major challenges with water quality and sewer upgrades, road paving and sidewalk repairs. The city recently installed new water lines in a large neighborhood that has had significant water quality issues over the past 20+ years. They accomplished this using in-house labor with material and equipment that were paid for with an increase

in water rates. The city also needs to up-grade several sewer pump stations and provide new mixers in the city water towers to meet pollution standards. These capital improvements are estimated to cost over one million dollars. The city is also moving forward with preparing a capital improvement plan and will be updating its Comprehensive Plan over the next two years.

### **Past Experience with the Enterprise Zone Program.**

The city has had at least two businesses in the current 10-year program take advantage of the Enterprise Zone's benefits. Hardwire, a successful manufacturer of body armor related products is one of the city's major employers was awarded an Enterprise Zone property tax credit in 2017 and may be in the fifth year of a 10-year Enterprise Zone credit cycle that helped finance a major addition to this company. In recent discussions with this company, they may be considering another expansion, although the Corona virus epidemic set back a number of business plans. In 2021, an owner of a large vacant retail store, Lucrum Pocomoke City LLC, applied for a property tax credit using the Enterprise Zone program. This vacant store has been successfully occupied by the Harbor Freight retail enterprise. Approximately 10-20 jobs were created with this new store.

### **Goals and Objectives of the Zone and Proposed Outcomes**

The goal of the Enterprise Program is to continue to provide incentives to existing businesses, attract new light manufacturing, warehousing, and research and development companies to create higher paying, permanent job opportunities, expand the tax base and reduce unemployment. This designation will serve both the state and county goals of job creation and utilization of the initiatives provided under the program to encourage economic growth. This new designation request will additional vacant properties along the Highway 13 corridor.

Specific objectives and desired outcomes from the 2012 application (that are still relevant today) in addition to helping expand existing large and small businesses, are as follows:

- Raise the median income for families and households.
- Increase employment opportunities
- Reduce the number of families in poverty
- Attract a substantial number of visitors for cultural attractions and events.
- Reduce the number of vacancies in the downtown; add new stores in the downtown to fill vacant land tracts.
- Attract businesses which will serve a large number of visitors
- Increase the assessable tax base of the city
- Encourage attraction of new manufacturing facilities and expand existing industries
- Encourage new residential growth in the city; improve existing housing stock
- Continue to provide economic support services to the growing presence of the US naval base and Wallops Island space program near Chincoteague, located approximately 30 minutes away.

### **Describe the local standards**

As noted in the previous application, the city will generally follow all state standards and requirements for Enterprise Zone designation of a particular business. The properties to benefit will be appropriately zoned for such business and industrial use. The city's Zoning Code has three non-residential zoning

districts that provide additional standards for development. These include zoning requirements associated with the B-1 Shopping District, B-2, General Business and the M-1 Light Industrial District in addition to screening and parking requirements as well as others. In addition, all candidates for the incentives will have to comply with stormwater management, soil erosion management, forest conservation, critical area laws, flood plain and floodway development standards, subdivision regulations and sewerage and water quality standards.

**Describe any additional incentives the jurisdiction may provide**

In addition to the Enterprise Zone program incentives, the city has adopted a new business incentive program which offers a three-year pro-rated abatement of city property taxes, utility bills and personal property tax. This incentive program was adopted in 2018 and remains a viable tool for attracting new business. The city also offers matching grants up to \$15,000 for eligible improvements to local businesses in the Priority Funding area.

As noted in the previous application, Pocomoke City offers some very attractive incentives to new manufacturers:

- Fully developed Industrial sites served with paved streets, central water, central sewerage and electricity. Purchase price, water and sewage services are reasonably priced.
- The industrial park lands require minimal site preparation, since they are well-drained, cleared and at an even grade.
- Site size is variable, depending upon the needs of the industry.
- Excellent fire, EMS and police protection are available in Pocomoke City.
- The highway transportation network to Pocomoke City is excellent. Upon expansion of the zone, properties in proximity to U.S. 113 and 13, two of the major thoroughfares on the Eastern Shore would benefit.
- Rail service is available to Pocomoke City via Conrail and the Eastern Shore Railroad. Rail lines are within the industrial park and a public siding is also available.
- Air transportation and commuter service are available at the Salisbury-Wicomico Airport (27 miles away).
- Water transportation is available on the Pocomoke River to the Chesapeake Bay.
- The Industrial Park is utilizing the marketing resources of the Worcester County Economic Development Department through ads placed in economic development magazines and other marketing tools.
- The Mayor and Council are the owners of and overseers for properties in the industrial park and a large developable tract of land off U.S. 113 and Old Virginia Road.

Additional incentives through the State of Maryland or Federal Government would be available such as USDA, SBA and CDBG programs.

## **Discuss the feasibility of creating education or training opportunities for employers and employees in the Enterprise Zone**

As noted in the previous application, Pocomoke City and Worcester County, with state assistance, make available employee training which is tailored to a business's particular needs. Classes are available at the University of Maryland Eastern Shore in nearby Princess Anne, Wor-Wic Tech Community College in Salisbury, and Salisbury State University in Salisbury. These training programs include on the job training, class training, and individual training. Pocomoke City is located within easy driving distance of these institutions.

### **Management Plan**

City Manager Jeremy Mason will be responsible for overseeing the administration the zone and with assistance by Daniel L. Brandewie, Planning Director. Mr. Mason's work will be supervised by Pocomoke's Mayor, Susan Marshall Harrison, and the City Council. Any policy decisions falling within the purview of the Mayor and Council will be submitted for their review and approval. Staff will follow all applicable guidelines of the Enterprise Zone Program as well as the city's policies and ordinances.

The Zone will be marketed through the Worcester County Economic Development and Tourism Department, that has been very active in marketing our Enterprise Zone in the past.

The City Manager and Planning Director will review each request for Enterprise Zone benefits for the following: compliance with applicable city regulations, benefit to the community in terms of addition to the assessable base and job creation.

Once the city government is satisfied that these requirements have been met, the appropriate certification documents will be executed and submitted to the state.

### **8. Justification of area greater than 120 acres/size of the proposed zone**

Given the high poverty rates of its citizens, the Mayor and Council concur that the Enterprise Zone should include properties within the 2012 Enterprise Zone and be expanded to include properties along the US 13 corridor. It remains essential to include not only the city's existing industrial park but also the vacant parcels across Broad Street, industrial areas, the downtown area, vacant storefronts in shopping centers and retail, service and professional properties along the Highway 13 corridor.

With this expansion and renewal, the city is including essentially all areas zoned commercial or industrial in the city and are zoned either B-1, Shopping District, B-2 General Business and M-1, Industrial.

### **9. Evidence of and Certification of a Public Hearing**

The city conducted a first reading of Resolution 546 on Monday March 21, 2022 authorizing the submission of the Enterprise Zone application. The public hearing was conducted on April 4, 2022 with the resolution being adopted on that same date. (See **Attachment G Public Hearing Notice**).

## 10. Additional information

### Evaluation of the history and benefits of the existing zone

Pocomoke has several large manufacturing enterprises whose continued growth may benefit from the Enterprise Zone program. In conversations with local business leaders, staff fully believes that the existing industries will look to expand over the coming decade. As mentioned earlier, Hardwire took advantage of the program and may be in the 5<sup>th</sup> year of a 10 year property tax abatement. Other major employers include:

- SP-Bel-Art (scientific and medical products)
- Benelli USA (firearms remanufacturing),
- Simplot- an international wholesale food processing and distribution operation (previously occupied by Aurora),
- Ricca (chemical manufacturing)
- Cobb Heritage (poultry breeding research)
- Beauchamp Construction (construction – commercial and industrial).

As noted in the previous application, several retail businesses have also used Enterprise Zone tax benefits in the past, including H&H Furniture Company, one of the largest furniture stores located in the lower Eastern Shore.

Pocomoke City has many reasons to be attractive to industry including low labor costs, state and federal programs to assist new businesses, quality-of-life, and the low property taxes. We have many recreational facilities available and we are close to the ocean and bay. Plans are also underway to extend natural gas services to Hardwire coming south down the Highway 13 corridor.

Pocomoke City has been designated a Priority Funding Area, Community Legacy (CL) Area and Sustainable Community. These programs and designations have also been an inducement and aid for new investment. The Delmarva Discovery Center, MarVa Theater Performing Arts Center, the Costen House Museum, African-American One Room school house site and numerous downtown and Market Street businesses have benefited from exterior façade improvement grant funds to help repair structures, expand or to start new businesses.

### Explanation of why portions of the existing zone and new areas are included.

As before, we are requesting that all of our existing properties in the 2012 Enterprise Zone (with some minor corrections and deletions) be included in the 2022 updated zone, in addition to a small number of parcels along Highway 13 that were not in the previous zone. This is due to the success we have experienced and for the potential that is there for new growth.

### Comparison of economic development strategy.

The economic development strategy for the re-designation remains the same as it was for the original Enterprise Zone. Pocomoke will continue to work to attract new industrial and commercial growth and to assist existing businesses.

## 11. Additional Information

The list of parcels for the proposed 2022 Enterprise Zone is shown in **Attachment H**. This list has been updated from 2012 Enterprise Zone list showing the deletions and the proposed additional parcels. The table shows the tax account ID number, map, parcel and lot numbers, acreage as identified in SDAT and the zoning district.



Larry Hogan, Governor  
Boyd Rutherford, Lt. Governor



Robert S. McCord, Secretary  
Sandy Schrader, Deputy Secretary

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**Maryland**  
**DEPARTMENT OF PLANNING**

9/12/2022

Daniel L. Brandewie, AICP  
Planning Director  
Planning, Zoning and Housing Department  
P.O. Box 29  
101 Clarke Avenue,  
Pocomoke City, MD 21851

Re: Proposed 2022 Pocomoke Enterprise Zone

Dear Mr. Brandewie:

Please accept this letter as the Maryland Department of Planning (Planning) determination that all of the properties, as shown on the map entitled "Attachment C – 2022 Proposed Enterprise Zone Map" and further entitled (by handwriting) as "Proposed 2022 Enterprise Zone (Not Yet Approved by the MD Department of Commerce)", lie within a state designated Municipal Priority Funding Area – Eligible for State Funding. Attached, please find a copy of the above referenced map, which was reviewed by Planning for this determination.

Should you have any questions, please do not hesitate to call me at (410) 713-3460.

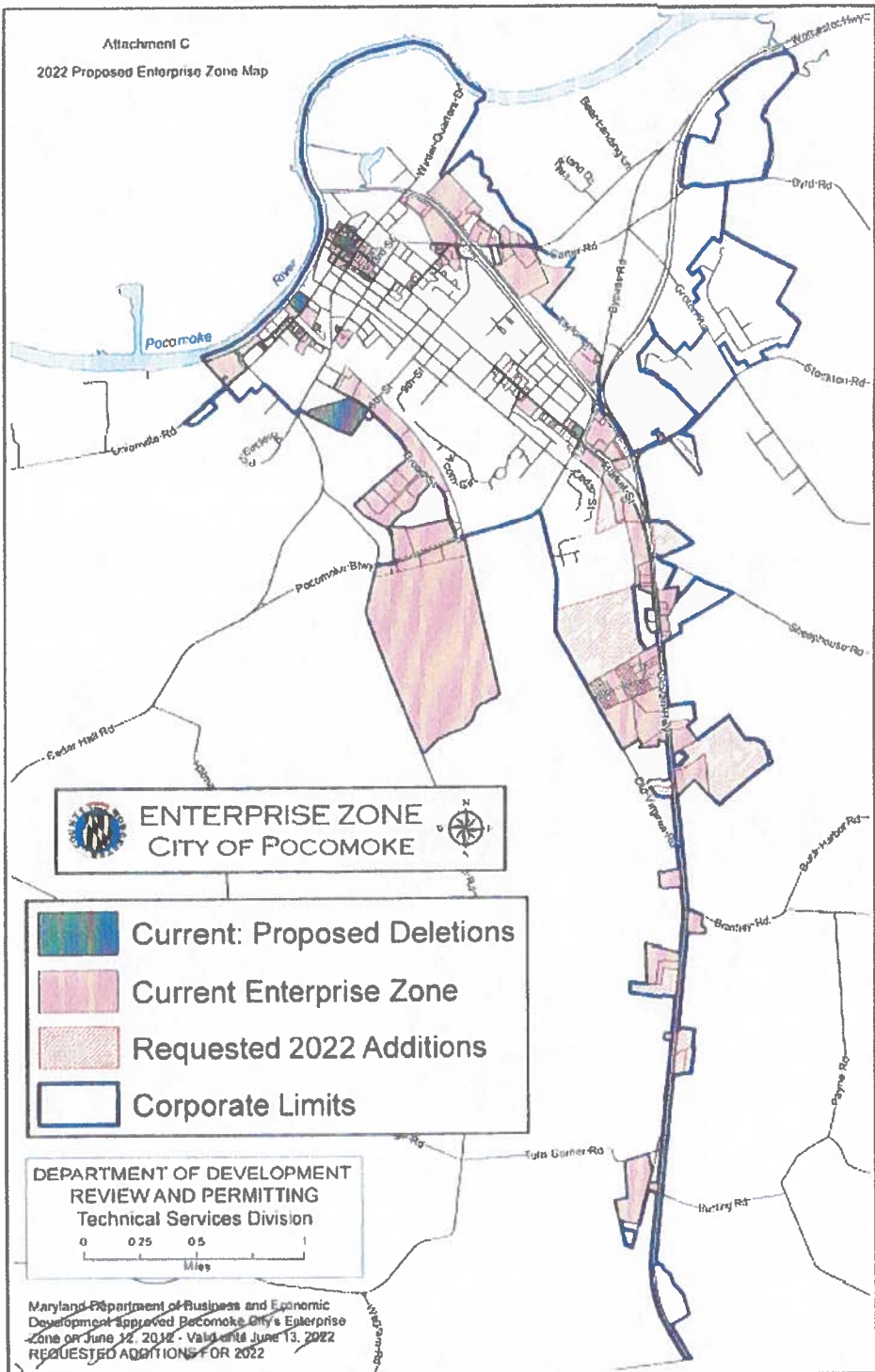
Sincerely,

Keith Lackie  
Regional Planner

Attachment

Pocomoke 2022 Proposed Enterprise Zone

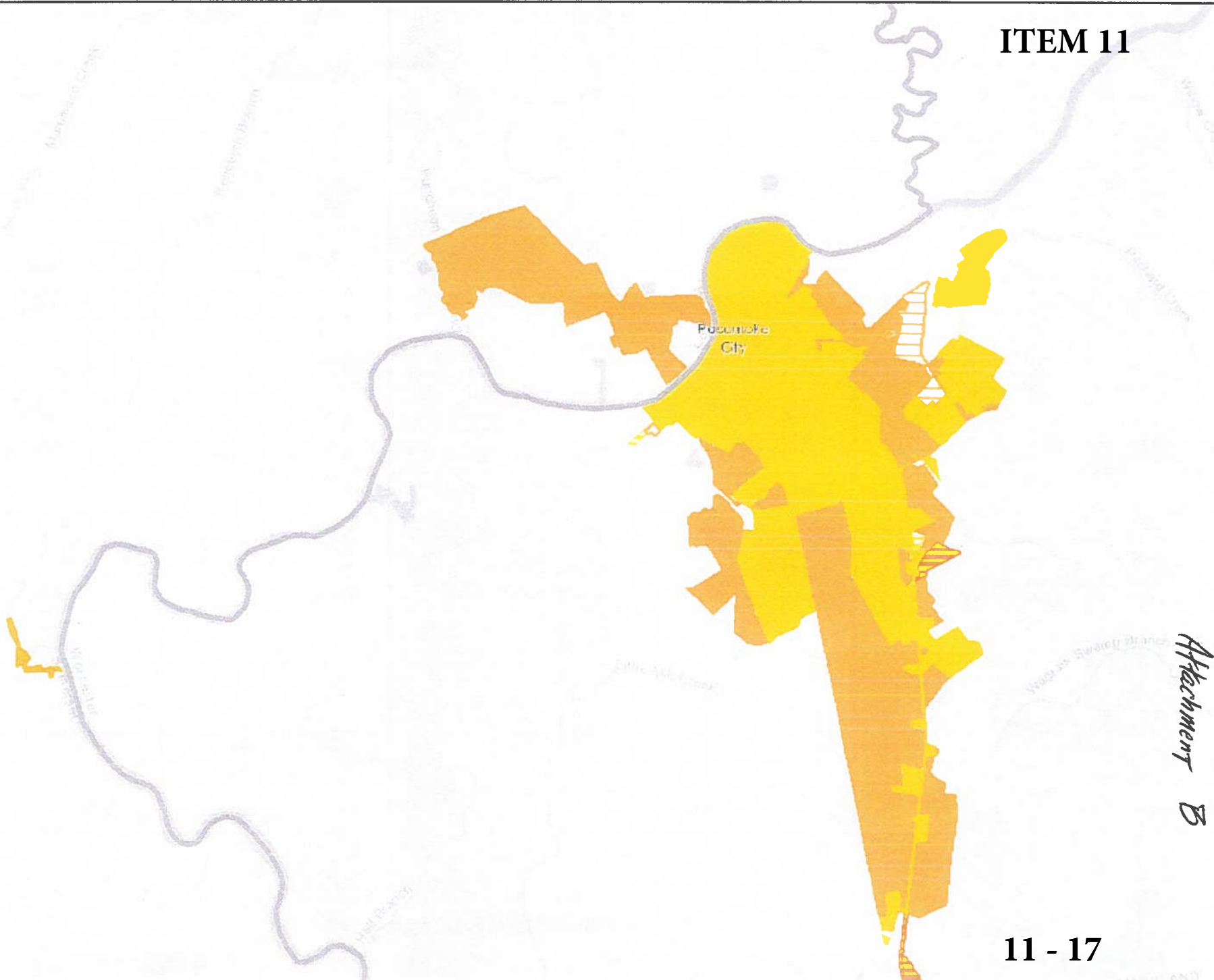
9/12/2022  
Page | 2



*Proposed 2022 Enterprise Zone (NOT Yet Approved By the MD Dept. of Commerce)*

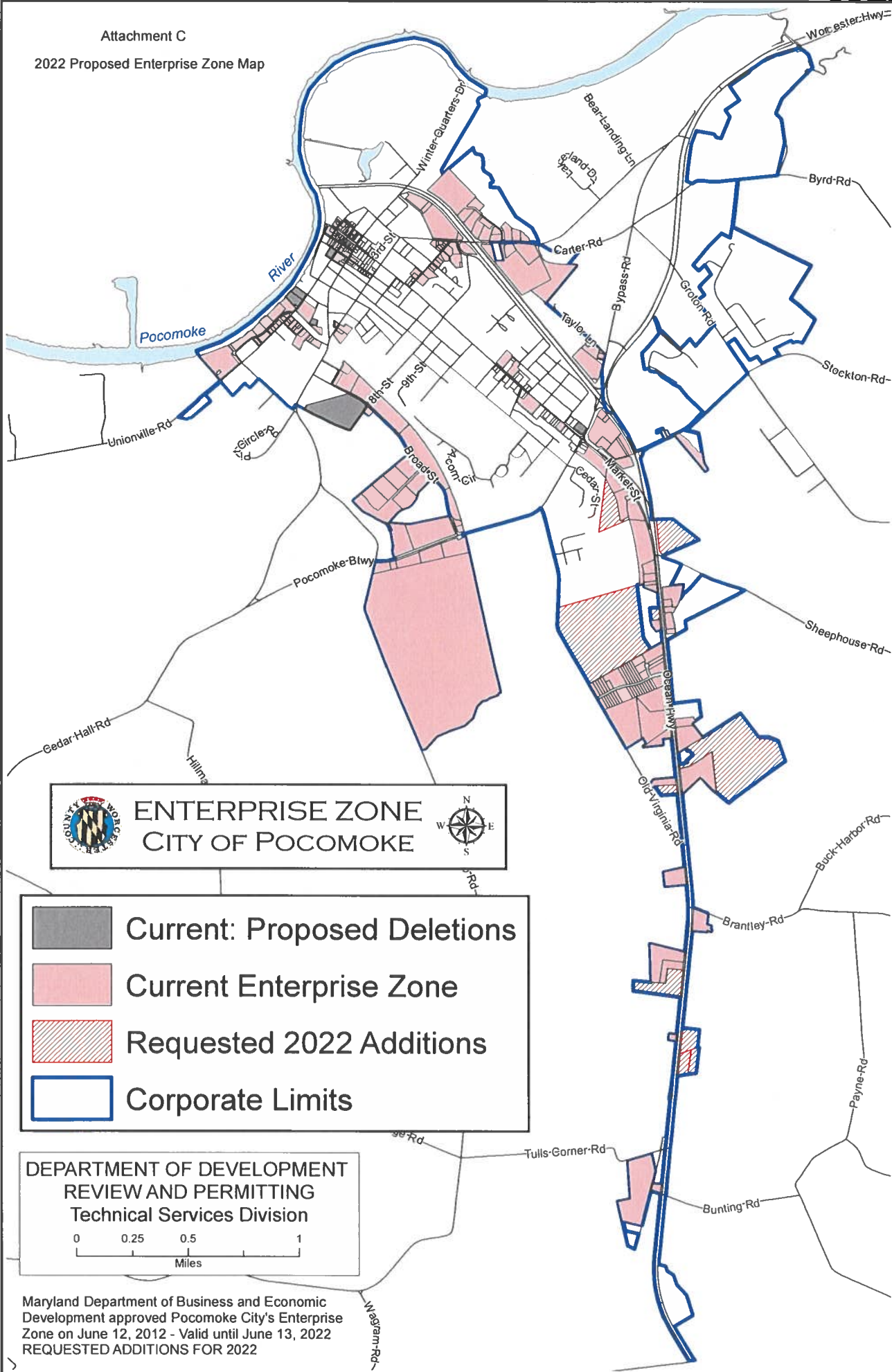
# Priority Funding Area Map

**ITEM 11**





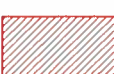

*Attachment B*

Attachment C  
2022 Proposed Enterprise Zone Map

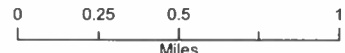


 **ENTERPRISE ZONE**  
**CITY OF POCOMOKE**



-  Current: Proposed Deletions
-  Current Enterprise Zone
-  Requested 2022 Additions
-  Corporate Limits

**DEPARTMENT OF DEVELOPMENT**  
**REVIEW AND PERMITTING**  
**Technical Services Division**



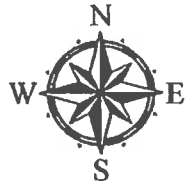
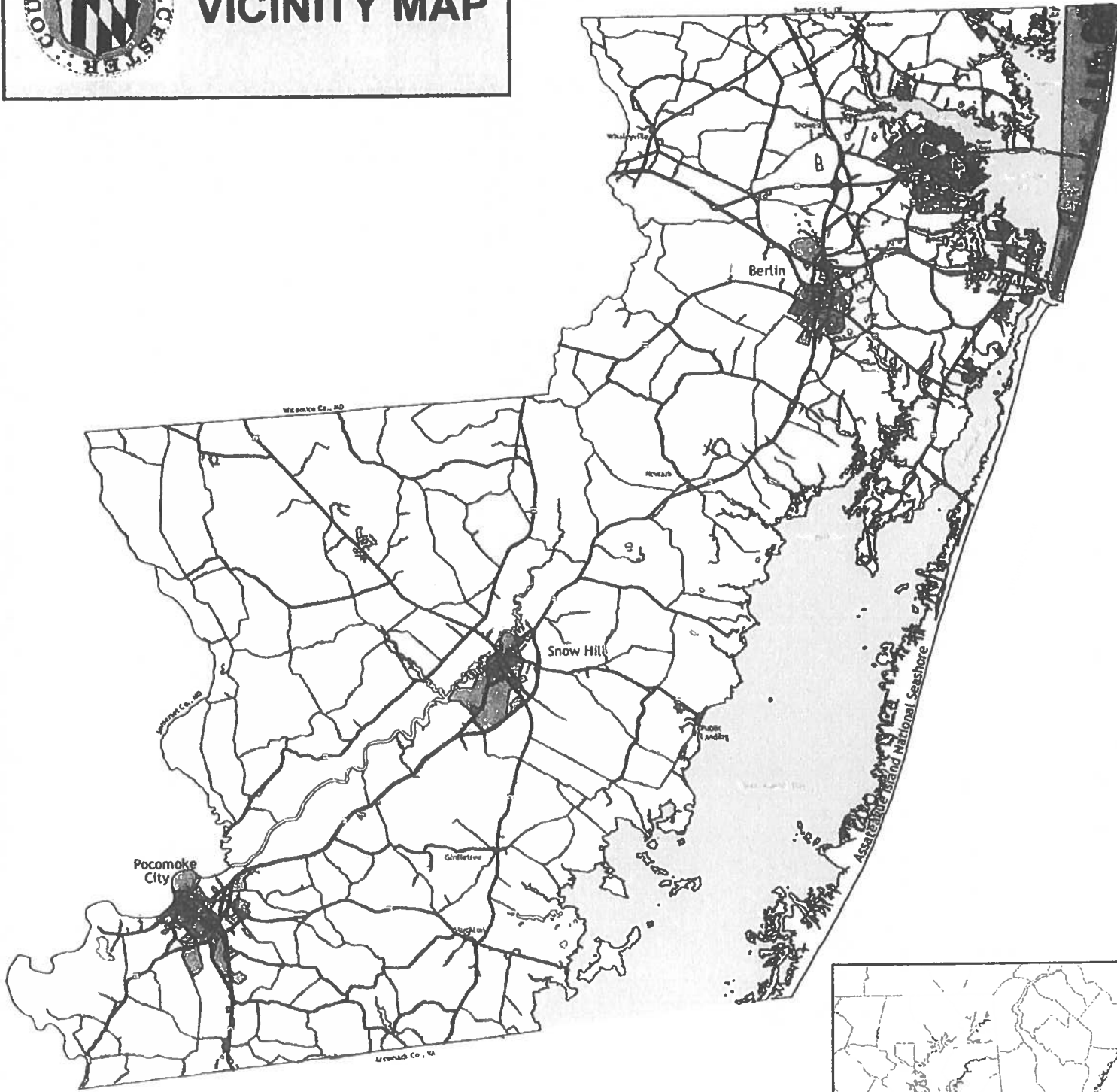
0 0.25 0.5 1  
Miles

Maryland Department of Business and Economic Development approved Pocomoke City's Enterprise Zone on June 12, 2012 - Valid until June 13, 2022  
**REQUESTED ADDITIONS FOR 2022**





# VICINITY MAP

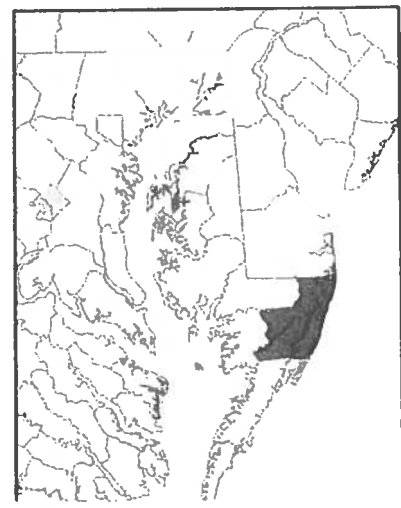


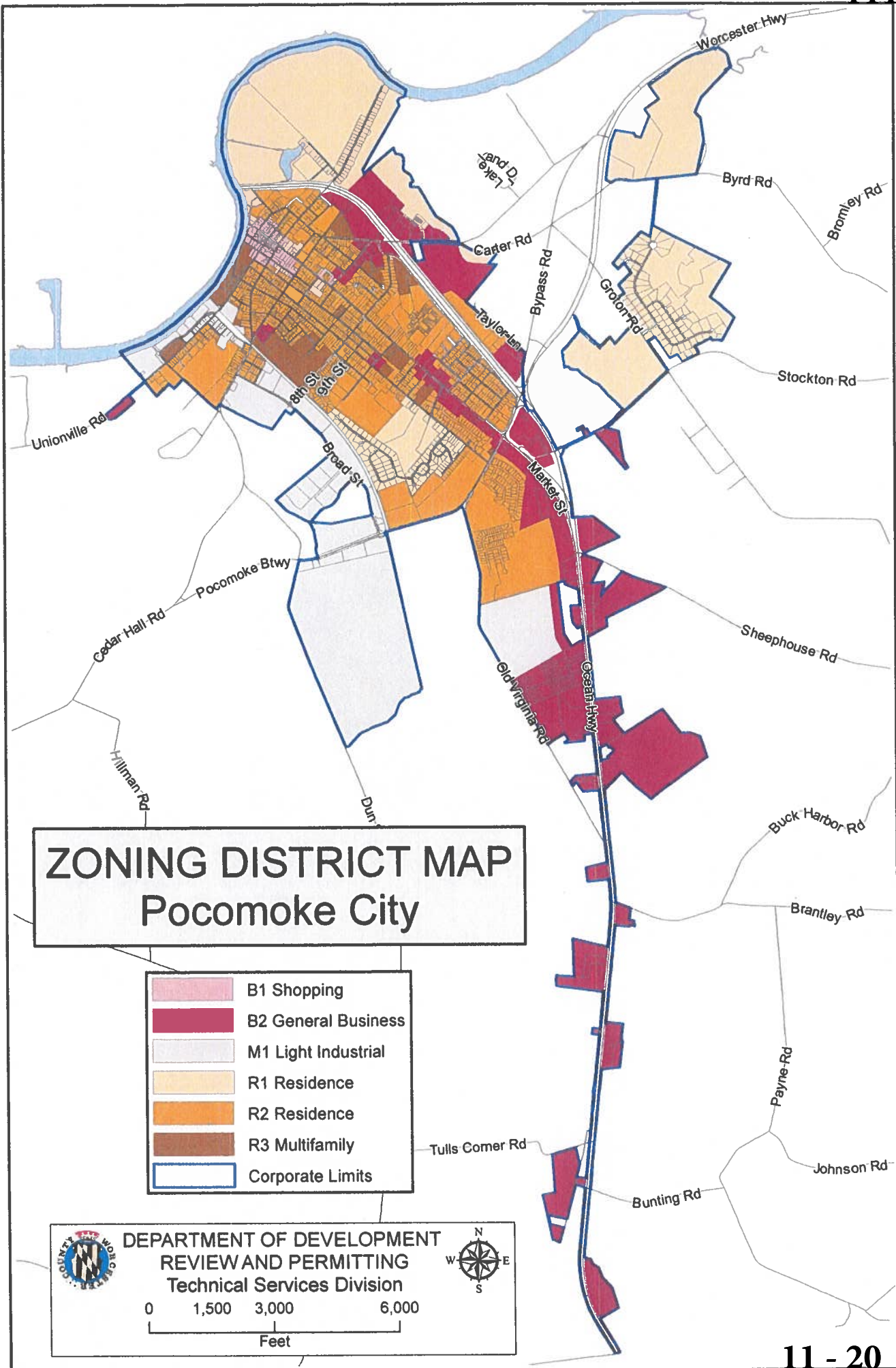
DEPARTMENT OF DEVELOPMENT  
REVIEW AND PERMITTING

Technical Services Division




The purpose of this map is for reference use only  
and not intended for regulatory action






**ZONING DISTRICT MAP  
Pocomoke City**

- B1 Shopping
- B2 General Business
- M1 Light Industrial
- R1 Residence
- R2 Residence
- R3 Multifamily
- Corporate Limits


**DEPARTMENT OF DEVELOPMENT  
REVIEW AND PERMITTING  
Technical Services Division**

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Feet



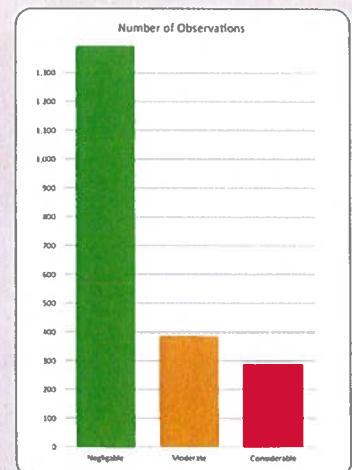




Observed Property Condition:  
Level of Degradation

- Negligible
- Moderate
- Considerable

Funded by the Tricounty Council of the Lower Eastern Shore as the Rural Maryland Property Investment Fund, the Eastern Shore Region of US Cooperative measured property degradation in residential neighborhoods across the Lower Shore of Maryland. Many variables related to property condition were collected including infrastructure damage, grass heights, excessive litter, home security, fact of or damage to sidewalks, etc. These factors have been categorized based on the cumulative severity of degradation for each property.



Ad Number: 0005189540

Run Dates: 03/28/2022

**NOTICE OF PROPOSED PUBLIC HEARING 0110E OF PUBLIC HEARING: PROPOSED DESIGNATION OF POCOMOKE CITY ENTERPRISE ZONE POCOMOKE CITY, MARYLAND**

The City of Pocomoke City will conduct a Public Hearing to accept comments regarding a proposed application to the Maryland Department of Commerce to designate certain areas of Pocomoke City Maryland as an Enterprise Zone. The objective of the Enterprise Zones Program is to focus local and state resources on the encouragement of economic growth in economically distressed areas and employment of the chronically unemployed in the state. Primary benefits to businesses locating or expanding their operations in an Enterprise Zone include real property tax credits for 10 years after the improvements and income tax credits for up to 3-years for wages paid to new employees. The public hearing will be held on:

MONDAY, APRIL 4, 2022 AT 6:45 P.M.  
IN THE COUNCIL ROOM, CITY HALL  
101 CLARKE AVE. POCOMOKE CITY,, MARYLAND

Copies of information regarding the proposed Enterprise Zone and Zone maps are available at City Hall, 101 Clarke Avenue Pocomoke City, Maryland (Phone; 410-957-1333) during regular hours. All interested citizens are encouraged to attend the hearing and express their views on the proposed application.

03/28'22

0005189540-01

2012-2022 Enterprise Zone - Pocomoke City, Maryland					
Account ID No.	Map	Parcel	Lot	Acres	Zoning District
2401017829	401	627	1	0.02182	B1 Shopping
2401018809	400	581		0.152805	B1 Shopping
2401018825	400	582		0.24363	B1 Shopping
2401018817	400	583		0.080616	B1 Shopping
2401018981	400	584		0.142931	B1 Shopping
2401019066	400	585		0.11097	B1 Shopping
2401019023	400	605		0.115558	B1 Shopping
2401018965	400	606		0.1958	B1 Shopping
2401018973	400	607		0.363349	B1 Shopping
2401032771	400	608		0.130382	B1 Shopping
2401018701	400	609		0.108612	B1 Shopping
2401018655	400	610		0.101615	B1 Shopping
2401018728	400	611		0.110009	B1 Shopping
2401019074	400	612		0.033346	B1 Shopping
2401019015	400	613		0.303716	B1 Shopping
2401018906	400	614		0.040666	B1 Shopping
2401018833	400	615		0.04063	B1 Shopping
2401018760	400	616		0.1725	B1 Shopping
2401018779	400	617		0.16001	B1 Shopping
2401023365	401	365		0.11204	B1 Shopping
2401023357	401	366		0.179955	B1 Shopping
2401023349	401	367		0.34445	B1 Shopping
2401019295	401	530		0.752812	B1 Shopping
2401019104	401	531		0.227448	B1 Shopping
2401019228	401	540		0.125244	B1 Shopping
2401019139	401	541		0.1134	B1 Shopping
2401019244	401	542		0.259355	B1 Shopping
2401019279	401	543		0.68314	B1 Shopping
2401019252	401	544		0.212609	B1 Shopping
2401019163	401	545		0.233814	B1 Shopping
2401019171	401	546		0.349647	B1 Shopping
2401018507	401	574		0.189851	B1 Shopping
2401018566	401	575		0.124376	B1 Shopping
2401018469	401	576		0.116469	B1 Shopping
2401018574	401	577		0.242071	B1 Shopping
2401017500	401	618		0.513465	B1 Shopping
2401017543	401	619		0.235646	B1 Shopping
2401017551	401	620		0.07922	B1 Shopping
2401017799	401	621		0.052809	B1 Shopping
2401017586	401	622		0.04625	B1 Shopping
2401017519	401	623		0.028561	B1 Shopping
2401017780	401	624		0.020966	B1 Shopping
2401017810	401	625	A	0.062319	B1 Shopping
2401035932	401	625	B	0.084909	B1 Shopping

# ITEM 11

2401017578	401	626		0.0465	B1 Shopping
2401039113	401	627	2	0.104204	B1 Shopping
2401017624	401	628		0.044807	B1 Shopping
2401017667	401	629		0.048217	B1 Shopping
2401017659	401	630		0.024597	B1 Shopping
2401017683	401	631		0.026276	B1 Shopping
2401017675	401	632		0.037394	B1 Shopping
2401017853	401	633		0.021789	B1 Shopping
2401017993	401	634		0.02101	B1 Shopping
2401018094	401	635		0.01942	B1 Shopping
2401017594	401	636		0.020694	B1 Shopping
2401017527	401	637		0.085608	B1 Shopping
2401017713	401	638		0.004203	B1 Shopping
2401017691	401	639		0.004335	B1 Shopping
2401017705	401	640		0.083561	B1 Shopping
2401017470	401	641		0.077934	B1 Shopping
2401017462	401	643		0.260465	B1 Shopping
2401017489	401	644		0.219919	B1 Shopping
2401017616	401	645		0.141302	B1 Shopping
2401017608	401	646		0.293268	B1 Shopping
2401017640	401	647		0.130583	B1 Shopping
2401017802	401	648		0.07671	B1 Shopping
2401018027	401	649		0.199917	B1 Shopping
2401031503	401	650		0.300673	B1 Shopping
2401017950	401	914		0.190423	B1 Shopping
2401018086	401	915		0.115787	B1 Shopping
2401017977	401	916		0.052833	B1 Shopping
2401017969	401	917		0.052938	B1 Shopping
2401018205	401	918		0.150139	B1 Shopping
2401018191	401	919		0.169513	B1 Shopping
2401017926	401	920		0.899223	B1 Shopping
2401018213	401	922		0.281555	B1 Shopping
2401018264	401	923		0.302029	B1 Shopping
2401018019	401	924		0.390511	B1 Shopping
2401018035	401	924	A	0.142915	B1 Shopping
2401047191	401	924	B	0.094164	B1 Shopping
2401018116	401	925		0.099339	B1 Shopping
2401018108	401	926		0.108765	B1 Shopping
2401018248	401	927		0.124455	B1 Shopping
2401018124	401	928		0.063757	B1 Shopping
2401018078	401	929		0.06388	B1 Shopping
2401018051	401	930		0.058545	B1 Shopping
2401017985	401	931		0.099092	B1 Shopping
2401018000	401	932		0.098508	B1 Shopping
2401017888	401	933		0.086778	B1 Shopping
2401017861	401	934		0.110501	B1 Shopping
2401017845	401	935		0.091839	B1 Shopping

2012-2022 Enterprise Zone - Pocomoke City, Maryland					
Account ID No.	Map	Parcel	Lot	Acres	Zoning District
2401018256	401	936		0.136994	B1 Shopping
2401018299	401	937		0.547564	B1 Shopping
2401018272	401	938		0.424862	B1 Shopping
2401018167	401	939		0.370689	B1 Shopping
2401018337	401	940		0.379254	B1 Shopping
2401018442	401	941		0.238632	B1 Shopping
2401018434	401	942		0.916733	B1 Shopping
2401018345	401	943		0.112892	B1 Shopping
2401018345	401	943		0.112892	B1 Shopping
2401018310	401	944		0.197438	B1 Shopping
2401018329	401	945		0.147807	B1 Shopping
2401018159	401	946		0.252279	B1 Shopping
2401018175	401	947		0.083325	B1 Shopping
2401018132	401	948		0.121051	B1 Shopping
2401018140	401	949		0.258486	B1 Shopping
2401018361	401	950		0.134885	B1 Shopping
2401018450	401	951		0.139799	B1 Shopping
2401018396	401	953		0.31833	B1 Shopping
2401018353	401	954		0.356197	B1 Shopping
2401018426	401	955		0.298098	B1 Shopping
2401022245	401	1251		1.114775	B1 Shopping
2401022229	401	1252		0.515184	B1 Shopping
2401022105	401	1253		0.495547	B1 Shopping
2401036378	401	1323		0.481036	B1 Shopping
			<b>Subtotal:</b>	<b>22.315415</b>	<b>B1 Shopping</b>
2401006126	84	42		0.239262	B2 General Business
2401004905	84	142		0.275075	B2 General Business
2401005707	84	147		0.205364	B2 General Business
2401004735	84	182		0.940158	B2 General Business
2401004514	84	183		1.493963	B2 General Business
2401005383	84	252		0.326976	B2 General Business
2401004468	84	285		3.603985	B2 General Business
2401005472	84	304		0.420324	B2 General Business
2401003690	84	335	1A	4.423791	B2 General Business
2401033026	84	335	2B	4.196101	B2 General Business
2401004840	84	363	1	3.752244	B2 General Business
2401039075	84	372	1	4.281171	B2 General Business
2401039083	84	372	2	1.476835	B2 General Business
2401033786	84	372	3	17.694315	B2 General Business
2401039091	84	372	4	10.207283	B2 General Business
2401040030	84	374	1	0.839182	B2 General Business
2401040049	84	374	2	1.267543	B2 General Business
2401040898	84	374	3	1.886891	B2 General Business

2012-2022 Enterprise Zone - Pocomoke City, Maryland					
Account ID No.	Map	Parcel	Lot	Acres	Zoning District
2401043935	84	374	15	14.570285	B2 General Business
2401043943	84	374	16	1.473992	B2 General Business
2401043951	84	374	17	1.69423	B2 General Business
2401043978	84	374	18	2.224448	B2 General Business
2401042696	84	374	20	2.022237	B2 General Business
2401039350	84	374	22	1.98851	B2 General Business
2401039369	84	374	23	0.726217	B2 General Business
2401042238	84	374	24	1.001721	B2 General Business
2401042661	84	384	1	5.072697	B2 General Business
2401010662	92	84		8.592702	B2 General Business
2401011073	92	94		10.294035	B2 General Business
2401011073	92	94		10.294035	B2 General Business
2401010972	92	97		5.619975	B2 General Business
2401010972	92	97		5.619975	B2 General Business
2401010328	92	100		1.011869	B2 General Business
2401009419	92	104		1.304053	B2 General Business
2401010298	92	109		0.551477	B2 General Business
2401010905	92	111		3.355688	B2 General Business
2401013238	92	119		0.792931	B2 General Business
2401010409	92	128		4.010189	B2 General Business
2401009850	92	133		2.16676	B2 General Business
2401010700	92	134		0.536511	B2 General Business
2401046373	92	149	1	1.65889	B2 General Business
2401046373	92	149	1	1.65889	B2 General Business
2401046381	92	149	2	0.724025	B2 General Business
2401046381	92	149	2	0.724025	B2 General Business
2401046403	92	149	3	0.707407	B2 General Business
2401046403	92	149	3	0.707407	B2 General Business
2401046438	92	149	4	2.946991	B2 General Business
2401046438	92	149	4	2.946991	B2 General Business
2401046446	92	149	5	0.995374	B2 General Business
2401046454	92	149	6	0.813786	B2 General Business
2401046462	92	149	7	0.751324	B2 General Business
2401046470	92	149	8	0.742414	B2 General Business
2401046489	92	149	9	0.72698	B2 General Business
2401046497	92	149	10	0.704584	B2 General Business
2401046500	92	149	11	0.676345	B2 General Business
2401046519	92	149	12	0.752023	B2 General Business
2401046527	92	149	13	0.507212	B2 General Business
2401046535	92	149	14	0.604747	B2 General Business
2401046543	92	149	15	0.559135	B2 General Business
2401046551	92	149	16	0.556802	B2 General Business
2401046578	92	149	17	0.554468	B2 General Business
2401046586	92	149	18	0.675729	B2 General Business



2012-2022 Enterprise Zone - Pocomoke City, Maryland					
Account ID No.	Map	Parcel	Lot	Acres	Zoning District
2401046594	92	149	19	1.789246	B2 General Business
2401046608	92	149	20	0.382555	B2 General Business
2401046624	92	149	21	0.3767	B2 General Business
2401046632	92	149	22	0.370829	B2 General Business
2401046640	92	149	23	0.365006	B2 General Business
2401046659	92	149	24	0.361473	B2 General Business
2401046667	92	149	25	0.363832	B2 General Business
2401046675	92	149	26	0.372559	B2 General Business
2401046683	92	149	27	0.387815	B2 General Business
2401046691	92	149	28	0.406146	B2 General Business
2401046705	92	149	29	0.497115	B2 General Business
2401046713	92	149	30	0.539875	B2 General Business
2401046721	92	149	31	0.454699	B2 General Business
2401046748	92	149	32	0.445755	B2 General Business
2401046756	92	149	33	0.436789	B2 General Business
2401046764	92	149	34	0.427822	B2 General Business
2401046772	92	149	35	0.418857	B2 General Business
2401046780	92	149	36	0.540964	B2 General Business
2401010301	92	149	OL	6.498631	B2 General Business
2401010352	92	157		4.22518	B2 General Business
2401009796	92	199		1.875493	B2 General Business
2401009427	92	201		3.947767	B2 General Business
2401010204	92	202		0.80135	B2 General Business
2401010549	92	203		0.826123	B2 General Business
2401033387	92	204		1.746514	B2 General Business
2401033379	92	205		0.58028	B2 General Business
2401013262	92	206		21.089319	B2 General Business
2401013262	92	206		21.089319	B2 General Business
2401013246	92	207		11.055647	B2 General Business
2401035894	92	208		2.399087	B2 General Business
2401042688	92	212	1	10.472421	B2 General Business
2401046268	92	213	1	1.995855	B2 General Business
2401046268	92	213	1	1.995855	B2 General Business
2401014560	100	65		19.898978	B2 General Business
2401014099	100	70		0.837985	B2 General Business
2401030744	400	257		1.545771	B2 General Business
2401038699	400	259	1	2.692554	B2 General Business
2401030671	400	259	2	0.698891	B2 General Business
2401030620	400	260		1.023297	B2 General Business
2401030639	400	261		0.138271	B2 General Business
2401031643	400	315		0.422271	B2 General Business
2401030604	400	316		0.352351	B2 General Business
2401030590	400	317		0.284172	B2 General Business
2401030582	400	318		0.691591	B2 General Business

2012-2022 Enterprise Zone - Pocomoke City, Maryland					
Account ID No.	Map	Parcel	Lot	Acres	Zoning District
2401030698	400	319	1	0.850778	B2 General Business
2401035835	400	319	2	1.622625	B2 General Business
2401023446	400	322		0.147921	B2 General Business
2401023489	400	323		0.090775	B2 General Business
2401023454	400	324	11	0.125962	B2 General Business
2401023500	400	325	10	0.214061	B2 General Business
2401023497	400	326	9	0.175856	B2 General Business
2401023667	400	421		0.430403	B2 General Business
2401023640	400	422		0.129742	B2 General Business
2401023659	400	423		0.205238	B2 General Business
2401030787	400	425		10.222592	B2 General Business
2401030779	400	426		0.438869	B2 General Business
2401033808	400	2871		0.407095	B2 General Business
2401030361	401	297		1.044116	B2 General Business
2401039695	401	298	A	1.150692	B2 General Business
2401030469	401	299		0.205941	B2 General Business
2401030442	401	300		0.330176	B2 General Business
2401022989	401	363		0.617196	B2 General Business
2401023330	401	364		0.295002	B2 General Business
2401027751	401	1020		1.231466	B2 General Business
2401027743	401	1021		0.272041	B2 General Business
2401027700	401	1022		1.04517	B2 General Business
2401029339	402	3		0.380887	B2 General Business
2401031597	402	4		2.05014	B2 General Business
2401005030	402	4		0.132881	B2 General Business
2401029363	402	5		0.415088	B2 General Business
2401029355	402	6		0.261822	B2 General Business
2401029371	402	8		6.85938	B2 General Business
2401027131	402	18		0.588159	B2 General Business
2401027085	402	19		0.5188	B2 General Business
2401029533	402	191		0.132784	B2 General Business
2401025414	402	202		0.226756	B2 General Business
2401025422	402	203		0.237959	B2 General Business
2401025546	402	204		1.20543	B2 General Business
2401025538	402	205		0.535428	B2 General Business
2401029428	402	206		0.25457	B2 General Business
2401029495	402	207		0.7569	B2 General Business
2401029525	402	209		0.764549	B2 General Business
2401029665	402	210		1.931624	B2 General Business
2401025015	402	1477		0.192555	B2 General Business
2401025082	402	1478		0.204065	B2 General Business
2401025104	402	1479		0.958752	B2 General Business
2401025260	402	1498		0.446318	B2 General Business
2401025201	402	1499		0.680832	B2 General Business

2012-2022 Enterprise Zone - Pocomoke City, Maryland					
Account ID No.	Map	Parcel	Lot	Acres	Zoning District
2401025236	402	1500		0.470311	B2 General Business
2401025147	402	1501		0.494595	B2 General Business
2401029142	402	1590		0.408017	B2 General Business
2401029134	402	1591		0.23495	B2 General Business
2401029118	402	1592		3.359045	B2 General Business
2401029207	402	1596		0.376236	B2 General Business
2401029193	402	1597		0.414812	B2 General Business
2401029150	402	1598		0.608118	B2 General Business
2401029185	402	1599		0.237439	B2 General Business
2401029215	402	1600		0.296362	B2 General Business
2401029223	402	1601		0.293596	B2 General Business
2401029312	402	1602		0.79274	B2 General Business
2401029282	402	1603		0.381931	B2 General Business
2401029290	402	1604		0.90998	B2 General Business
2401029266	402	1605		0.967338	B2 General Business
2401029274	402	1606		0.556772	B2 General Business
2401029746	402	1617		7.243051	B2 General Business
2401006991	402	2723		2.100231	B2 General Business
2401006274	402	2724		1.461038	B2 General Business
2401006282	402	2725		0.532955	B2 General Business
2401006290	402	2726		2.705169	B2 General Business
2401005715	402	2727		1.454435	B2 General Business
2401040421	402	2735		1.16492	B2 General Business
2401045164	402	2740	1	0.803769	B2 General Business
2401045172	402	2740	2	0.367903	B2 General Business
Not Assigned	402	??		0.219066	B2 General Business
			<b>Subtotal:</b>	<b>362.117734</b>	<b>B2 General Business</b>
2401036831	83	33	1	3.996974	M1 Light Industrial
2401002759	83	33	2	3.999966	M1 Light Industrial
2401039830	83	33	3	4.002099	M1 Light Industrial
2401039849	83	33	4	3.999957	M1 Light Industrial
2401039857	83	33	5	4.000004	M1 Light Industrial
2401039865	83	33	6	4.255871	M1 Light Industrial
2401039873	83	33	7	8.917235	M1 Light Industrial
2401038591	83	259		0.523264	M1 Light Industrial
2401036548	83	261		6.834269	M1 Light Industrial
2401008935	83	262		12.984309	M1 Light Industrial
2401033247	91	120	2	0.650136	M1 Light Industrial
2401033255	91	120	3	1.881432	M1 Light Industrial
2401033263	91	120	4	220.617888	M1 Light Industrial
2401033220	91	120	1A	5.184219	M1 Light Industrial
2401033239	91	120	1B	3.007446	M1 Light Industrial
2401040871	91	120	1C	3.998912	M1 Light Industrial

2012-2022 Enterprise Zone - Pocomoke City, Maryland					
Account ID No.	Map	Parcel	Lot	Acres	Zoning District
2401015621	401	709		3.291267	M1 Light Industrial
2401027271	401	712		0.086677	M1 Light Industrial
2401027344	401	713		1.634787	M1 Light Industrial
2401014943	401	716		0.216869	M1 Light Industrial
2401014935	401	717		2.042093	M1 Light Industrial
2401014951	401	718		0.250082	M1 Light Industrial
2401014978	401	719		0.283956	M1 Light Industrial
2401014994	401	720		0.260853	M1 Light Industrial
2401014986	401	721		1.345761	M1 Light Industrial
2401014927	401	722		0.204809	M1 Light Industrial
2401014919	401	723		0.221263	M1 Light Industrial
2401031880	401	724		1.24214	M1 Light Industrial
2401031872	401	725		1.260368	M1 Light Industrial
2401014897	401	727		2.257624	M1 Light Industrial
2401014889	401	728		0.218374	M1 Light Industrial
2401027247	401	733	A	9.035602	M1 Light Industrial
2401027263	401	735		0.455518	M1 Light Industrial
2401015338	401	782		0.149399	M1 Light Industrial
2401015435	401	783		0.216063	M1 Light Industrial
2401015281	401	784		0.127592	M1 Light Industrial
2401015273	401	785		0.254641	M1 Light Industrial
2401015427	401	786		0.493632	M1 Light Industrial
2401015419	401	787		0.150707	M1 Light Industrial
2401015206	401	788		0.124089	M1 Light Industrial
2401015311	401	789		0.433406	M1 Light Industrial
2401027352	401	790		0.498557	M1 Light Industrial
2401027360	401	791		1.848489	M1 Light Industrial
2401027387	401	792		0.21672	M1 Light Industrial
2401027409	401	793		0.184575	M1 Light Industrial
2401027441	401	794		0.804084	M1 Light Industrial
2401027662	401	818		1.062342	M1 Light Industrial
2401015737	401	849		0.743666	M1 Light Industrial
2401036904	401	1325	1	0.776345	M1 Light Industrial
2401036912	401	1325	2	4.013899	M1 Light Industrial
2401036920	401	1325	3	4.626854	M1 Light Industrial
2401038621	401	1329		0.150364	M1 Light Industrial
2401033824	402	817		7.965337	M1 Light Industrial
2401005928	402	1610		2.948695	M1 Light Industrial
2401043900	402	1610	1A	0.585483	M1 Light Industrial
2401032666	402	1610	1B	0.58552	M1 Light Industrial
2401032925	402	1614		12.699914	M1 Light Industrial
			<b>Subtotal:</b>	<b>354.822397</b>	<b>M1 Light Industrial</b>

2012-2022 Enterprise Zone Pocomoke City, Maryland	Acres	Zoning District
	22.315415	B1 Shopping
	362.117734	B2 General Business
	354.822397	M1 Light Industrial
	<b>739.255546</b>	<b>:Total</b>

2022 Proposal Enterprise Zone - Pocomoke City, Maryland					
Account ID No.	Map	Parcel	Lot	Acres	Zoning District
2401010875	92	21		57.39	B2 General Business
2401013211	92	30		10.18	B2 General Business
2401010018	92	38		1.46	B2 General Business
2401010247	92	86		4.82	B2 General Business
2401010107	92	110		2.41	B2 General Business
2401040863	92	144		12.27	B2 General Business
2401040332	92	210	1	74.25	B2 General Business
2401013289	100	82		3.10	B2 General Business
2401034820	100	131		2.62	B2 General Business
<b>Total:</b>				<b>168.49</b>	

Total Acreage: 907.75

**RESOLUTION CONSENTING TO THE APPLICATION FOR THE  
RE-DESIGNATION OF THE POCOMOKE CITY ENTERPRISE ZONE**

WHEREAS, the State of Maryland has passed legislation providing for the designation of Enterprise Zones in political subdivisions of the State; and

WHEREAS, the purpose of such a zone is to focus local and state resources on the encouragement of economic growth in economically distressed areas of the State, with the cost of the substantial incentives being shared between the local jurisdictions and the State; and

WHEREAS, the City of Pocomoke and the County Commissioners of Worcester County, Maryland have previously jointly applied for and received approval of "Enterprise Zone" status for the Pocomoke Industrial Park as well as subsequent approval of additions to the area of the Enterprise Zone, all of which were valid for a period of ten years from the date of original approval and designation; and

WHEREAS, the Enterprise Zone designation has expired; and

WHEREAS, the City of Pocomoke will consent to an application to the Maryland Department of Business and Economic Development to re-designate the Pocomoke City Enterprise Zone; and

WHEREAS, the County Commissioners of Worcester County desire to consent to the re-designation of said "Enterprise Zone" and make application (jointly with the City of Pocomoke) to the Maryland Department of Business and Economic Development to re-designate the Enterprise Zone.

NOW THEREFORE, BE IT RESOLVED, by the County Commissioners of Worcester County, Maryland that the County hereby consents to the application of the Town of Pocomoke City and jointly applies to the Maryland Department of Business and Economic Development to designate approximately 105 acres (as shown on the map attached hereto) in Pocomoke City, Worcester County, Maryland as an "Enterprise Zone".

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

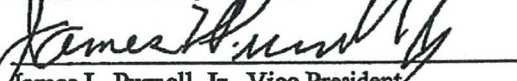
PASSED AND ADOPTED this 3<sup>rd</sup> day of April, 2012.

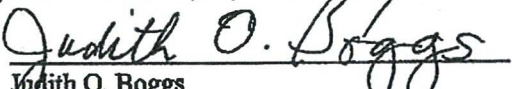
ATTEST:

  
Gerald T. Mason  
Chief Administrative Officer

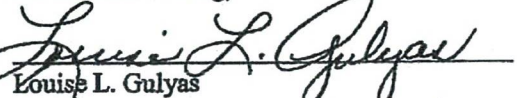
WORCESTER COUNTY COMMISSIONERS

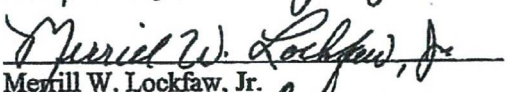
  
James C. Church, President

  
James L. Purnell, Jr., Vice President

  
Judith O. Boggs

  
Madison J. Bunting, Jr.

  
Louise L. Gulyas

  
Merrill W. Lockfaw, Jr.

  
Virgil L. Shockley



TEL: 410-632-1194  
 FAX: 410-632-3131  
 E-MAIL: admin@co.worcester.md.us  
 WEB: www.co.worcester.md.us



OFFICE OF THE  
 COUNTY COMMISSIONERS

GERALD T. MASON  
 CHIEF ADMINISTRATIVE OFFICER  
 JOHN E. "SONNY" BLOXOM  
 COUNTY ATTORNEY

COMMISSIONERS  
 JAMES C. CHURCH, PRESIDENT  
 JAMES L. PURNELL, JR., VICE PRESIDENT  
 JUDITH O. BOGGS  
 MADISON J. BUNTING, JR.  
 LOUISE L. GULYAS  
 MERRILL W. LOCKFAW, JR.  
 VIRGIL L. SHOCKLEY

**Worcester County**

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

**FAXED**  
 3/7/12 @ 10:26am

March 7, 2012

TO: The Daily Times Group and Ocean City Today Group  
 FROM: Kelly Shannahan, Assistant Chief Administrative Officer *KS*

Please print the attached notice in The Daily Times/Worcester County Times/Ocean Pines Independent and Ocean City Digest/Ocean City Today on March 15, 2012 and March 29, 2012.

**NOTICE OF PUBLIC HEARING**

**PROPOSED DESIGNATION OF POCOMOKE CITY ENTERPRISE ZONE  
 WORCESTER COUNTY, MARYLAND**

The County Commissioners of Worcester County, Maryland will conduct a Public Hearing to accept comments regarding a proposed application to the Maryland Department of Business and Economic Development (DBED) to designate certain areas of Pocomoke City, Maryland as an Enterprise Zone. The objective of the Enterprise Zones Program is to focus local and State resources on the encouragement of economic growth in economically distressed areas and employment of the chronically unemployed in the State. Primary benefits to businesses locating or expanding their operations in an Enterprise Zone include real property tax credits for 10-years after the improvements and income tax credits for up to 3-years for wages paid to new employees. The public hearing will be held on:

**TUESDAY, APRIL 3, 2012  
 AT 10:20 A.M.**

IN THE COMMISSIONERS' MEETING ROOM  
 ROOM 1101 - GOVERNMENT CENTER  
 ONE WEST MARKET STREET  
 SNOW HILL, MARYLAND 21863

Copies of information regarding the proposed Enterprise Zone and Zone maps are available at the County Office of Economic Development, 100 Pearl Street, Suite B, Snow Hill, Maryland (Phone: 410-632-3112) during regular business hours. All interested citizens are encouraged to attend the hearing and express their views on the proposed application. Both written and oral testimony will be accepted.

WORCESTER COUNTY COMMISSIONERS

*Citizens and Government Working Together*

**Public Hearing**  
on  
**Proposed Designation of Pocomoke City Enterprise Zone**  
**in Worcester County, Maryland**

**Please Sign In Here**

	<b>Name (Please <u>Print</u> clearly)</b>	<b>Street Address</b>	<b>City</b>	<b>Zip Code</b>
1.	(None)			
2.				
3.				
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25.				

## DRAFT

The Commissioners conducted a public hearing to accept comments regarding a proposed application to the Maryland Department of Business and Economic Development (DBED) to designate certain areas of Pocomoke City, Maryland as an Enterprise Zone, which will enable new businesses to qualify for real property tax credits and income tax credits for new employees. Economic Development Director Bill Badger advised that an Enterprise Zone in Pocomoke City had recently expired and the town is seeking to reinstate that designation to help further economic development. He stated that currently the only Enterprise Zone in the County is located in the Town of Berlin. Mr. Badger explained that the objective of the Enterprise Zones Program is to focus local and State resources on the encouragement of economic growth in economically distressed areas and employment of the chronically unemployed in the State. Primary benefits to businesses locating or expanding their operations in an Enterprise Zone include real property tax credits for 10 years after the improvements and income tax credits for up to three years for wages paid to new employees. Assistant Chief Administrative Officer Kelly Shannahan explained that the application had been revised upon discovery by the County Department of Development Review and Permitting and at the request of Pocomoke City officials to include several additional properties on U.S. Rt. 13 which are zoned for commercial or industrial uses. In response to a question by Commissioner Boggs, Mr. Shannahan stated that DBED would allow the County to include the additional area in the application, since these properties are considered to be adjoined to other areas in the proposed Enterprise Zone by local roadways.

Commissioner Church opened the floor to receive public comment.

There being no public comment, Commissioner Church closed the public hearing.

Upon a motion by Commissioner Boggs, the Commissioners unanimously adopted Resolution No. 12-3 consenting to the application for the re-designation of the Pocomoke City Enterprise Zone.

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION CONSENTING TO THE APPLICATION FOR THE NEW DESIGNATION OF THE POCOMOKE CITY ENTERPRISE ZONE**

WHEREAS, the State of Maryland has passed legislation providing for the designation of Enterprise Zones in political subdivisions of the State; and

WHEREAS, the purpose of such a zone is to focus local and state resources on the encouragement of economic growth in economically distressed areas of the State, with the cost of the substantial incentives being shared between the local jurisdictions and the State; and

WHEREAS, the City of Pocomoke City has previously jointly applied for and received approval of "Enterprise Zone" status for the Pocomoke’s industrial and commercial areas including in the vicinity of its industrial park, downtown area, shopping centers and highway corridors, as well as subsequent approval of additions to the area of the Enterprise Zone, all of which were valid for a period of ten years from the date of original approval and designation; and

WHEREAS, the previously approved Enterprise Zone designation from 2012 and expired in June of 2022; and

WHEREAS, the Mayor and City Council of the City of Pocomoke City have consented and passed by Resolution # 546 to submit an application to the Maryland Department of Commerce for the new designation of the Pocomoke City Enterprise Zone; and

WHEREAS, the County Commissioners of Worcester County desire to consent to the new designation of said "Enterprise Zone" and to Pocomoke City’s application to the Maryland Department of Commerce.

NOW THEREFORE, BE it RESOLVED, by the County Commissioners of Worcester County, Maryland that the County hereby consents to the application of the City of Pocomoke City to designate approximately 907.75 acres (as shown on the application and map attached hereto) in Pocomoke City, Worcester County, Maryland as an "Enterprise Zone".

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect upon its passage.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

\_\_\_\_\_

Weston S. Young  
Chief Administrative Officer

WORCESTER COUNTY COMMISSIONERS

\_\_\_\_\_

Joseph M. Mitrecic, President

\_\_\_\_\_

Theodore J. Elder, Vice-President

\_\_\_\_\_

Joshua C. Nordstrom

\_\_\_\_\_

Diana W. Purnell

\_\_\_\_\_

James C. Church

\_\_\_\_\_

Anthony W. Bertino, Jr.

\_\_\_\_\_

Madison J. Bunting, Jr.





Worcester County Recreation & Parks

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | [www.PlayMarylandsCoast.org](http://www.PlayMarylandsCoast.org)

## MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer  
FROM: Kelly Rados, Director of Recreation & Parks  
DATE: September 26, 2022  
SUBJECT: Local Parks and Playground Infrastructure Funding

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The Recreation & Parks Department was awarded \$1,000,000 in Local Parks and Playground Infrastructure (LPPI) funding for FY 2023 through the Maryland Department of Natural Resources.

Eligible projects for this funding must be located on land owned or controlled by the county, be 100% accessible to the general public and be used for development (not acquisition) including design, construction, and/or capital equipment for indoor/outdoor park infrastructure.

These funds should be used within the Fiscal Year 2023 and follow all Program Open Space guidelines with the exception that the matching requirement is waived. These projects will be 100% reimbursed.

The projects proposed for FY23 funding through the Local Parks and Playgrounds Infrastructure Program include:

- Worcester County Recreation Center Batting Cage - \$75,000
- Worcester County Recreation Center Bleacher Replacement - \$450,000
- Bishopville Park Playground Replacement - \$225,000
- Newark Park Playground Replacement - \$200,000
- Newtown Park Volleyball Court Replacement - \$50,000

Upon your approval of these projects, individual applications will be submitted to Land Acquisition and Planning Unit, Maryland Department of Natural Resources, for their approval.

Please do not hesitate to contact me at 410-632-2144 x2502 if you have any questions or need additional information.

Attachment

cc: Jacob Stephens, Parks Superintendent



Worcester County Recreation & Parks

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | [www.PlayMarylandsCoast.org](http://www.PlayMarylandsCoast.org)

September 14, 2022

Mr. Michael McQuarrie  
 Local Grants Administrator  
 Land Acquisition and Planning  
 Maryland Department of Natural Resources  
 580 Taylor Avenue  
 Annapolis, MD 21401

Mr. McQuarrie,

Below is a list of Worcester County projects proposed for FY23 funding through the Local Parks and Playgrounds Infrastructure Program.

**1. Worcester County Recreation Center Batting Cage:**

The Worcester County Recreation Center is an integral part of recreation activities and events throughout Worcester County. A retractable batting cage would provide opportunities for additional programming, individual activities, and allow for baseball and softball to have the opportunity to practice during inclement weather. The system put in would be able to be lifted to the ceiling of the building with the turn of a key. This is essential so that it will not affect any other uses of the facility. The batting cage will be made of black vinyl netting and steel tubing with an approximate size of 24' wide by 50' long. This will be considered a tandem cage, allowing for multiple users at any given time.

- a. Location: 6030 Public Landing Road, Snow Hill, MD 21863
- b. Title: Worcester County Recreation Center Batting Cage
- c. Phase: Design, Construction, Equipment
- d. LPPI Funds Requested: \$75,000
- e. Anticipation Application Submission Date: 10/11/22
- f. Schedule: If funding is approved, bid documents would be compiled in the fall 2022; installation to begin spring 2023.

**2. Worcester County Recreation Center Bleacher Replacement:**

The Worcester County Recreation Center is the home to numerous sporting events, leagues, youth programs and adult programs throughout the year. An essential part of the facility is the seating that we are able to offer. The current seating is in disrepair and needs to be addressed in order to continue to accommodate our users. The replacement bleachers will be a total of 8 units and will accommodate a total of 736 users. The bleachers that are being considered for this project have electric features making them easy to move, open, and close.

- a. Location: 6030 Public Landing Road, Snow Hill, MD 21863
- b. Title: Worcester County Recreation Center Bleacher Replacement
- c. Phase: Equipment
- d. LPPI Funds Requested: \$450,000
- e. Anticipation Application Submission Date: 10/11/22
- f. Schedule: If funding is approved, bid documents would be compiled in fall of 2022; installation to begin in Spring of 2023





Worcester County Recreation & Parks

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | [www.PlayMarylandsCoast.org](http://www.PlayMarylandsCoast.org)

### **3. Bishopville Park Playground Replacement:**

Bishopville Park is located in the northern end of Worcester County and was designed for passive use by youth and adults. Currently the playground located at the facility needs replacement due to the lifespan of the equipment. In order to provide adequate access to play for our children, we need to replace the playground with a modernized system. We will also be considering installing drainage to allow for the new playground to be used directly after inclement weather. Other site amenities will be considered included but not limited to benches, signage, trash receptacles, etc.

- a. Location: 10602 Bishopville Road, Bishopville, MD 21813
- b. Title: Bishopville Park Playground Replacement
- c. Phase: Design, Construction, Equipment
- d. LPPI Funds Requested: \$225,000
- e. Anticipation Application Submission Date: 10/11/22
- f. Schedule: If funding is approved, bid documents would be compiled in the winter of 2022/2023, installation would take place in the spring of 2023.

### **4. Newark Park Playground Replacement:**

Newark Park is located Newark Park is located in the north central part of Worcester County and is situated in a growing neighborhood where it receives a high volume of use. The currently playground is beyond its expected life expectancy and needs replacement. Playgrounds to be considered for this project will be larger than the current playground due to the growing neighborhood. This will ensure that the playground will be adequate for current use, as well as growth. We will also be considering installing drainage to allow for the new playground to be used directly after inclement weather. Other site amenities will be considered including but not limited to benches, signage, trash receptacles, etc.

- a. Location: 8332 Newark Road, Newark, MD 21841
- b. Title: Newark Park Playground Replacement
- c. Phase: Design, Construction, Equipment
- d. LPPI Funds Requested: \$200,000
- e. Anticipation Application Submission Date: 10/11/22
- f. Schedule: If funding is approved, bid documents would be compiled in the winter of 2022/2023, installation would take place in the spring of 2023.

### **5. Newtown Park Volleyball Court Replacement:**

Newtown Park is Worcester County's major athletic facility in the southern end of Worcester County. This park provides access to multiple recreation needs including volleyball. The current volleyball court is a single sand court that has fragments in the sand and old un-adjustable metal standards. The plan is to widen the current area, remove all sand, replace with 2 sets of adjustable standards, and install clean filtered sand designed for volleyball. Expanding this court to become two courts will allow for an increase in programming for leagues, clinics, and practices. Lighting will also be considered to allow for an even higher usage.

- a. Location: 2001 Groton Road, Pocomoke, MD 21851
- b. Title: Newtown Park Volleyball Court Replacement
- c. Phase: Design, Construction, Equipment
- d. LPPI Funds Requested: \$50,000
- e. Anticipation Application Submission Date: 10/11/22



Worcester County Recreation & Parks

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | [www.PlayMarylandsCoast.org](http://www.PlayMarylandsCoast.org)

- f. Schedule: If funding is approved, bid documents would be compiled in the winter of 2022/2023, construction would begin in the early spring of 2023.

We appreciate the opportunity to submit for these projects. Grant awards and proposed projects are subject to the Commissioners approval on October 4, 2022.

Please don't hesitate to reach out with any additional questions or needed information.

Sincerely,

Kelly Rados  
Director of Recreation & Parks

CC: Jacob Stephens

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



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

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

**CHRISTOPHER CLASING, P.E.**  
 DEPUTY DIRECTOR

MEMORANDUM

---

TO: Weston Young, P.E. – Chief Administrative Officer  
 FROM: Dallas Baker Jr., P.E. – Director *Dallas Baker Jr*  
 DATE: September 26, 2022  
 SUBJECT: Funding Request – Environmental Report for St. Martin’s by the Bay

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Public Works is requesting Commissioner approval for a \$9,000 intergovernmental loan from the General Fund to the Ocean Pines Sanitary Service Area. The loan is needed for the development of an Environmental Report (ER) required by USDA Rural Development as part of the grant application process. The County has been working with USDA to obtain grant funding for the design and construction of the proposed water distribution system to serve St. Martin’s by the Bay. USDA Rural Development has indicated the ER is needed in order to complete the grant application. Davis, Bowen, and Friedel was selected to prepare the ER because they prepared the Preliminary Engineering Report on which the grant application and design is based.

A draft promissory note, based on previous intergovernmental loans, is attached. The interest, term length, and dates have been provided by the Treasurer’s Office.

Please let me know if there are any questions.

Attachments

CC: Phil Thompson  
 Jessica Wilson  
 Barb Hitch  
 Chris Clasing



September 9, 2022

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

Worcester County Commissioners  
6113 Timmons Road  
Snow Hill, Maryland 21863

ATTN: Mr. Dallas Baker P.E.  
Director of Public Works

RE: Proposal for St. Martins by the Bay Water System  
Environmental Report  
DBF #P0085D22.011

Dear Mr. Dallas:

Davis, Bowen & Friedel, Inc. (DBF) is pleased to offer Professional Engineering Services to continue planning and funding acquisitions for the St. Martins by the Bay Water System. We plan to prepare a supplemental Environmental Report (ER) for review and approval to the United States Department of Agriculture's (USDA) Rural Development (RD) Rural Utility Service (RUS). Our scope of work will include all necessary items to prepare the reports for approval from USDA in accordance with Exhibit C Guide to Applicants for Preparing Environmental Reports for Categorical Exclusions Under Section 1970.54.

We propose to provide these services for the lump sum fee of \$ 9,000. Our services will not exceed this price for the base scope of work.

### **Exclusions**

Survey services, including property line survey and easement acquisition are not anticipated to be required at this time, and are therefore excluded from this scope of work. Survey, easement acquisition, design, permitting, bidding, and construction phase engineering services can be provided if desired when the project moves forward.

### **Payment Terms and Conditions**

DBF proposes to complete the proposed scope of services as described above for the fee identified above. Billing of lump sum fees will be based upon percentage of work completed during the previous month. Hourly estimated fees, additional services, and direct or reimbursable expenses will be provided on an hourly and unit price basis and invoiced for work completed during the previous month in accordance with the enclosed Schedule of Rates No. 48. DBF will not exceed the estimated fee without first notifying you and receiving written authorization to continue. Please refer to the attached schedule of rates for other terms and conditions.

Should you find this proposal acceptable please indicate by signing and dating below. Please retain one copy for your records and return one copy to this office. Receipt of a signed proposal constitutes our notice to proceed, unless otherwise specified. We appreciate this opportunity to continue assisting the County with this important project. Should you have any questions, comments, concerns, or would like to discuss this further please give me a call at your convenience.

Sincerely,  
DAVIS, BOWEN & FRIEDEL, INC.



Joshua J. Taylor, P.E.  
Associate

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Accepted By: \_\_\_\_\_ Date: \_\_\_\_\_  
Worcester County Commissioners

**DAVIS, BOWEN & FRIEDEL, INC. ("DBF")**  
**SCHEDULE OF RATES AND GENERAL CONDITIONS**  
 SCHEDULE NO. 48  
 Effective January 1, 2021

**ITEM 13**

<b>CLASSIFICATION</b>	<b>HOURLY RATE</b>
<b>Principal</b>	<b>\$190.00</b>
<b>Senior Architect, Sr. Landscape Architect, Sr. Engineer, Sr. Surveyor</b>	<b>\$160.00</b>
<b>Architect, Landscape Architect, Engineer, Surveyor</b>	<b>\$130.00</b>
<b>Senior Manager: Architecture, Landscape Architecture, Engineering, Surveying</b>	<b>\$145.00</b>
<b>Manager: Architecture, Landscape Architecture, Engineering, Surveying</b>	<b>\$115.00</b>
<b>Construction Administrator</b>	<b>\$130.00</b>
<b>Senior Designer</b>	<b>\$120.00</b>
<b>Designer</b>	<b>\$110.00</b>
<b>GIS Specialist</b>	<b>\$120.00</b>
<b>Computer Graphics Designer</b>	<b>\$100.00</b>
<b>CAD I</b>	<b>\$95.00</b>
<b>CAD II</b>	<b>\$85.00</b>
<b>1 Person Survey Crew</b>	<b>\$115.00</b>
<b>2 Person Survey Crew</b>	<b>\$150.00</b>
<b>3 Person Survey Crew &amp; UAV Crew (Excluding Equipment Charge)</b>	<b>\$190.00</b>
<b>Resident Project Representative</b>	<b>\$85.00</b>
<b>Computer Administrator</b>	<b>\$100.00</b>
<b>Administrative Support</b>	<b>\$60.00</b>
<b>Travel</b>	<b>\$0.55/mile</b>
<b>Direct Expense</b>	<b>Cost + 10%</b>
<b>UAV Equipment Charge</b>	<b>\$100/mission</b>
<b>Prints (In-house Reproduction)</b>	<b>\$2.50/sheet</b>
<b>Overtime</b>	<b>(1.5xHourly Rate)</b>
<b>24x36 Mounted Prints</b>	<b>\$90 (First Board)/ \$40 (Additional Boards from the Same Order)</b>

**GENERAL CONDITIONS**

**INVOICES & PAYMENT**

Invoices are sent monthly or sooner if project is complete. Payment Terms: Net 30 days of invoice date. Any invoice not paid within 30 days shall bear interest at 1.0% per month (12% annually). If required to engage legal counsel to collect an overdue invoice, DBF shall be entitled to also recover its costs of collection, including counsel fees and expenses. DBF reserves the right to adjust its schedule of rates annually. Any such adjustments will be effective within 30 days after written notification to the client.

**TERMINATION OF CONTRACT**

Client may terminate this agreement upon seven days' prior written notice to DBF for convenience or cause. DBF may terminate this agreement for cause upon seven days' prior written notice to client. Failure of client to pay invoices when due shall be cause for immediate suspension and ultimate termination of services, at DBF's sole discretion. This agreement may be terminated by either party for any reason with 30 days advance notice.

**LIMITATION OF LIABILITY**

Client agrees to limit DBF's liability related to any errors or omissions to a sum that shall not exceed the total professional fee for the project.

**INDEMNIFICATION**

Client and DBF each agree to indemnify and hold the other harmless, and their respective officers, employees, agents and representatives, from and against liability for all claims, losses, damages and expenses, including reasonable attorney's fees caused by the other's negligence. To the extent such claims, losses, damages, or expenses are caused by the joint or concurrent negligence of client and DBF, the same shall be borne by each party in proportion to its negligence. This shall in no way affect the limitation of DBF's liability expressed in the preceding paragraph.

**FORCE MAJEURE**

Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without its negligence.

**CONSTRUCTION PHASE SERVICES**

If this agreement provides for any construction phase services by DBF, it is understood that the contractor, not DBF, is solely responsible for the construction of the project, and that DBF shall not be responsible for the acts or omissions of any contractor, subcontractor, or material supplier; for safety precautions, programs or enforcement; or for construction means, methods, techniques, sequences and procedures employed by the contractor, its subcontractors or suppliers.

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**OWNERSHIP OF DOCUMENTS**

All documents prepared or furnished by DBF pursuant to this agreement, including electronic media, are instruments of DBF's professional service, and DBF shall retain an ownership and property interest therein. DBF grants client, during the period of DBF's service, a license to use such documents for the purpose of constructing, occupying, and maintaining the project. Reuse or modification of any such documents by client or client's agents, without DBF's written permission, shall be at client's sole risk; and client agrees to indemnify and hold DBF harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by client or by others acting through or with the consent of client.

**USE OF DIGITAL MEDIA**

Copies of documents that may be relied upon by client are limited to the printed copies (also known as hard copies) that are signed or sealed by DBF. Files in digital media format or text, data, graphic or other types that are furnished by DBF to client are only for convenience of client. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk. AutoCAD, or other similar files in dwg. format, will be made available to Users only at the discretion of DBF and only following mutual acceptance of the Digital Media Release Agreement prepared by DBF. DBF reserves the right to separately charge a fee for the release of selected files.

**SUCCESSORS & ASSIGNS**

The client and DBF bind themselves, their partners, successors, assigns and legal representatives to the other party to this agreement and to the partners, successors, assigns and legal representatives of such other party with respect to all covenants of this agreement. Neither party shall assign, sublet, or transfer any interest in this agreement without the written consent of the other.

**MISCELLANEOUS PROVISIONS**

Unless otherwise specified, this agreement shall be governed by laws of the State in which the work is performed, and the courts of such State shall have exclusive jurisdiction over any disputes hereunder. If this schedule is incorporated or referenced in an agreement with client, the terms of this schedule shall prevail in the event of any conflict with the terms of such agreement.

**REIMBURSABLE EXPENSES**

Other expenses known as direct expenses incurred in the interest of the project (including travel, toll communications, postage, delivery, photographs, subcontract engineering, testing or other consultants, renderings, models, etc.) will be billed monthly at DBF's actual cost plus ten percent.



DRAFT

PROMISSORY NOTE  
FOR INTER-GOVERNMENTAL LOANS

\$9,000  
Amount

Snow Hill, Maryland

9/26/2022

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 Nine Thousand Dollars (\$9,000) 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 One Point Two Five Percent (1.25%) per annum at the following time, and in the following amounts, which is to say:

The loan and accrued interest is due and payable as follows:

The loan is to cover the cost of preparing an Environmental Report required by USDA as part of the grant application process for the design and construction of the water distribution system to serve St. Martin’s by the Bay. The County will recoup the Environmental Report costs though construction costs on the Ocean Pine Equivalent Dwelling Unit Application that will be used to repay the loan.

Interest on the loan shall be paid quarterly commencing on December 31, 2022.

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)  
Joseph Mitrecic  
President



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

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

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

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, P.E., Chief Administrative Officer  
FROM: Jennifer K. Keener, AICP, Director  
DATE: September 26, 2022  
RE: County Commissioners' Findings of Fact and Resolution - Rezoning Case  
No. 436 (Mendi L. & Erik Smith on Daye Girls Road)

\*\*\*\*\*

Attached please find the County Commissioners' Findings of Fact and Resolution drafted by Gary Pusey, Deputy Director, relative to the above referenced rezoning case. As you are aware, the public hearing was held by the County Commissioners on Sept. 20, 2022. Once the County Commissioners adopt and execute these Findings of Fact and Resolution, please forward signed copies to me so that we may notify the appropriate parties.

If you have any questions or need any further information, please do not hesitate to contact me.

jkk

Attachments

<p><b>IN THE MATTER OF</b></p> <p><b>THE REZONING APPLICATION OF</b></p> <p><b>MENDI L. AND ERIK SMITH</b></p>	<p>*</p> <p>*</p> <p>*</p> <p>*</p> <p>*</p>	<p><b>REZONING CASE NO. 436</b></p>
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**FINDINGS OF FACT**

Subsequent to a public hearing held on September 20, 2022 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners’ complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 436: This case seeks to rezone approximately 8.12 acres that is part of a larger parcel that totals 8.57 acres. The 8.12 acre portion is zoned RP Resource Protection District and the remaining 0.45 acre portion is zoned E-1 Estate District. The applicants request that the 8.12 acre portion be rezoned to E-1 Estate so that the entire 8.57 acre parcel will be zoned E-1 Estate. The property is located on the east side of Daye Girls Road and is north of and adjacent to the St. Martins River, and is shown on Tax Map 9 as Parcel 166, Revised Parcel B, and is undeveloped. The Planning Commission recommended approval of the request at its August 4, 2022 meeting, and its rezoning case file was entered into the record as Planning Commission Exhibit #1.

Applicants’ testimony before the County Commissioners: Mr. Hugh Cropper, IV, attorney for the applicants, stated that this request was based on a mistake in the existing zoning. He addressed a letter submitted by Kathy Phillips that was entered into the record as Opponents Exhibit #1. He noted that the letter referred to environmental protections contained in the RP District regulations, and he stated that environmental regulations will still apply to the development of this property as a result of the property’s location within the Atlantic Coastal Bays Critical Area, and any impact on non-tidal wetlands will also be regulated by the Maryland Department of the Environment (MDE).

Mr. Cropper entered into the record as Applicant's Exhibit #1 a map showing the zoning west of the subject property along the Bishopville Prong, and he pointed out the R-1 Rural Residential zoning along this waterway, and the extensive E-1 zoning surrounding the subject property that covers more than 400 acres in this area. He also questioned the specific delineation of the RP zoning on the applicants' property, noting that the RP District is intended to follow environmental features and in his opinion the delineation of the RP zoning on the applicants' property appeared to follow property lines instead of environmental features.

Mr. Cropper introduced Greg Wilkens, professional land surveyor, who stated in response to questions from Mr. Cropper that he had more than 35 years of experience in land surveying and that the subject property is a platted buildable lot with access from Daye Girls Road. Mr. Wilkens stated that the property is included in the Existing Developed Areas (EDA) Land Use Category in the County's adopted comprehensive plan, and that this designation recognized existing residential areas and other types of concentrated development and recommended that their development character be maintained. In response to Mr. Cropper's questioning, he stated that the EDA designation is incompatible with the current RP Resource Protection zoning of the property, as the EDA designation encourages infill development and the RP zoning restricts development. Mr. Wilkens stated that a rezoning to E-1 would not eliminate any environmental regulations and the subject property would still be subject to the Atlantic Coastal Bays Critical Area regulations, in addition to non-tidal wetland regulations enforced by MDE. He noted that building a single-family home in the RP District would require a Special Exception from the Board of Zoning Appeals (BZA), and any future additions to the home would also require re-applying to the BZA for approval. Mr. Cropper entered into the record as Applicants' Exhibit #2 the text of the RP District from the County's Zoning Code in support of Mr. Wilkens' testimony. Mr. Wilkens further stated that, in his opinion, it was a mistake to zone the subject property RP Resource Protection and a more appropriate zoning classification would be E-1 to be compatible with other properties in the area.

Opponent's testimony before the County Commissioners: Ms. Gabrielle Ross, Assateague Coastkeeper with the Assateague Coastal Trust, provided a letter to the County Commissioners that was entered into the record as Opponents Exhibit #2. Ms. Ross said she was opposed to this rezoning and she stated that almost the entire property consisted of nontidal wetlands and that the County zoned the property RP based on sea level rise projections. She pointed out that the Comprehensive Plan recommends no more properties be zoned E-1 and she stated that RP zoning shouldn't continue to be removed on a piecemeal basis. She closed by saying the proposed rezoning is not in accordance with the Comprehensive Plan.

The County Commissioners' findings regarding the definition of the neighborhood: The County Commissioners find that because Mr. Cropper was basing his argument for rezoning solely upon a claim of mistake in existing zoning, a definition of the neighborhood was not applicable.

The County Commissioners' findings regarding population change in the area: The County Commissioners agree with the Planning Commission and conclude that there has been no change in the population in the area since the last comprehensive rezoning that occurred on November 3, 2009.

The County Commissioners' findings regarding availability of public facilities: The County Commissioners agree with the Planning Commission and find that there would be no impact upon public facilities as it pertains to wastewater disposal and the provision of potable water. A memo provided by the County's Director of Environmental Programs that was included in the Planning Commission's Exhibit #1 stated that the subject property has a designation of a Sewer and Water Service Category of S-6 (No Planned Service) in the Master Water and Sewerage Plan, and that the property has an existing approval for a sewage area to serve a single family dwelling unit, and there is an existing septic and well sized for residential use. Additionally, fire and ambulance service will be available from the Bishopville Volunteer Fire Company, located approximately two miles away. No comments were received from the fire company with regard to this request. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately ten miles away, and the Worcester County Sheriff's Department in Snow Hill, approximately 26 miles away. No comments were received from the Maryland State Police, and the Sheriff's Department indicated this request would have no impact on their operations at this time. The petitioned area is served by the following schools: Showell Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. No comments were received from the Worcester County Board of Education. In consideration of its review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning.

The County Commissioners' findings regarding present and future transportation patterns: The County Commissioners find that the petitioned area has access to Daye Girls Road, a County-maintained road with a 30' ROW. Daye Girls Road connects with Shell Mill Road, which in turn connects with St. Martins Neck Road, a State-owned and maintained road. The Maryland Department of Transportation State Highway Administration (MDOT SHA) District 1 stated that they had no comments on this request.

Based on the testimony presented, the County Commissioners find that present and future transportation patterns will not be adversely impacted by the proposed rezoning.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: The County Commissioners find that a rezoning of the subject property to E-1 would be compatible with existing and proposed development, as the predominant zoning in the area is the E-1 Estate District, which comprises more than 400 acres south of St. Martins Neck Road from west of North Piney Point Road to east of Shell Mill Road and almost completely surrounds the subject property. The Commissioners also find that the proposed rezoning will not have an impact on environmental regulations as any proposed development will have to comply with Critical Area and non-tidal wetland regulations regardless of the property's zoning.

The County Commissioners' findings regarding compatibility with the County's Comprehensive Plan: The County Commissioners find that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Existing Developed Areas (EDA) Land Use category. The Commissioners agree with the Planning Commission that the EDA designation recognizes existing residential areas and other types of concentrated development and encourages infill development. The Commissioners find that the existing RP zoning is incompatible with the recommended EDA land use category of the Comprehensive Plan, and that the proposed E-1 Estate zoning would be more appropriate for the subject property.

The County Commissioners' findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from RP Resource Protection District to E-1 Estate District. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there is a mistake in the existing zoning of the petitioned area. The Commissioners find that the property is located in the Existing Developed Areas Land Use category of the Comprehensive Plan, and that this designation recognizes existing residential areas and other types of concentrated development and encourages infill development. The requested E-1 Estate District zoning is the predominant zoning classification in the area, comprises more than 400 acres in the immediate area, and almost



completely surrounds the subject property. The existing RP District is intended to preserve environmentally significant areas of the County and to protect natural resources, however, the County Commissioners find this goal can be accomplished regardless of the property's zoning as all Critical Area and non-tidal wetland regulations must be met, and the Commissioners find that the property is designated a Resource Conservation Area in the Critical Area, which is the most restrictive land use category in the Critical Area.

Based upon the evidence and testimony presented, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 436 and thus rezone the petitioned area, shown on Tax Map 9 as Parcel 166, Revised Parcel B, from RP Resource Protection District to E-1 Estate District.

Adopted as of September 20, 2022. Reduced to writing and signed \_\_\_\_\_,  
2022.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY

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

\_\_\_\_\_  
Joseph M. Mitrecic, President

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

\_\_\_\_\_  
Anthony W. Bertino, Jr., Commissioner

\_\_\_\_\_  
Madison J. Bunting, Jr., Commissioner

\_\_\_\_\_  
James C. Church, Commissioner

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Joshua C. Nordstrom, Commissioner

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Diana Purnell, Commissioner

ZONING RECLASSIFICATION RESOLUTION NO. 22-4

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, PURSUANT TO § ZS 1-113 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND, CHANGING THE ZONING CLASSIFICATION OF A CERTAIN PARCEL OF LAND SHOWN ON TAX MAP 9 AS A PORTION OF PARCEL 166, REVISED PARCEL B, FROM RP RESOURCE PROTECTION DISTRICT TO E-1 ESTATE DISTRICT.

WHEREAS, pursuant to § ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, Mendi L. and Erik Smith, applicants, and Hugh Cropper, IV, applicants’ attorney, filed a petition for the rezoning of approximately 8.12 acres of land shown on Tax Map 9 as a portion of Parcel 166, Revised Parcel B, located on the east side of Daye Girls Road, north of and adjacent to the St. Martins River, requesting a change in zoning classification thereof from RP Resource Protection District to E-1 Estate District; and

WHEREAS, the Worcester County Planning Commission gave the petition a favorable recommendation during its review on August 4, 2022; and

WHEREAS, subsequent to a public hearing held on September 20, 2022, following due notice and all procedures as required by Sections ZS 1-113 and 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners found that there is a mistake in the existing zoning of the petitioned area and the findings of fact relative to the criteria as required by law are incorporated by reference;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the land petitioned by Mendi L. and Erik Smith, applicants, and Hugh Cropper, IV, applicants’ attorney, and shown on Tax Map 9 as a portion of Parcel 166, Revised Parcel B, is hereby reclassified from RP Resource Protection District to E-1 Estate District.

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, September 20, 2022.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

COUNTY COMMISSIONERS OF WORCESTER COUNTY

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

\_\_\_\_\_  
Joseph M. Mitrecic, President

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

---

Anthony W. Bertino, Jr., Commissioner

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Madison J. Bunting, Jr., Commissioner

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James C. Church, Commissioner

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Joshua C. Nordstrom, Commissioner

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Diana Purnell, Commissioner



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

**Worcester County**

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

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

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

MEMORANDUM

TO: Weston S. Young, P.E., Chief Administrative Officer  
FROM: Jennifer K. Keener, AICP, Director  
DATE: September 26, 2022  
RE: County Commissioners' Findings of Fact and Resolution - Rezoning Case  
No. 437 (Dawn & Jeffery Pruitt on U.S. Rte. 50 adjacent to Herring Creek)

\*\*\*\*\*

Attached please find the County Commissioners' Findings of Fact and Resolution drafted by Gary Pusey, Deputy Director, relative to the above referenced rezoning case. As you are aware, the public hearing was held by the County Commissioners on Sept. 20, 2022. Once the County Commissioners adopt and execute these Findings of Fact and Resolution, please forward signed copies to me so that we may notify the appropriate parties.

If you have any questions or need any further information, please do not hesitate to contact me.

jkk

Attachments

<b>IN THE MATTER OF</b>	*	
	*	
<b>THE REZONING APPLICATION OF</b>	*	<b>REZONING CASE NO. 437</b>
	*	
<b>DAWN P. AND JEFFREY D. PRUITT</b>	*	
	*	

\*\*\*\*\*  
**FINDINGS OF FACT**

Subsequent to a public hearing held on September 20, 2022 and after a review of the entire record, all pertinent plans and all testimony, the Worcester County Commissioners hereby adopt the findings of the Worcester County Planning Commission and also make the following additional findings of fact as the County Commissioners' complete findings of fact pursuant to the provisions of Section ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland.

Regarding the specifics of Rezoning Case No. 437: This case seeks to rezone approximately 2.25 acres of a 4.5 acre parcel from R-2 Suburban Residential District to C-2 General Commercial District. The property is located on the northerly side of U.S. Route 50 (Ocean Gateway) and is east of and adjacent to Herring Creek, and is shown on Tax Map 26 as a portion of Parcel 83. The property is undeveloped. The Planning Commission recommended approval of the request at its August 4, 2022 meeting, and its rezoning case file was entered into the record as Planning Commission Exhibit #1.

Applicants' testimony before the County Commissioners: Mr. Hugh Cropper, IV, attorney for the applicants, stated that this request was based on a mistake in the existing zoning. He stated he represents the property owners who are the applicants, and he also represents Blue Water Development as the contract purchasers of the property. He referenced the aerial photo contained in Planning Commission Exhibit #1 and also entered it as Applicants' Exhibit #1, and pointed out only the 2.25 acre portion of the property adjacent to U.S. Route 50 is included in the rezoning request. He stated that the remainder of the property will still be zoned R-2 and RP Resource Protection if this rezoning request is approved, and that portion of the property will serve as a buffer for adjacent properties.

Mr. Cropper then referenced the zoning map that was contained in the Planning Commission Exhibit #1 document and also entered it as Applicants' Exhibit #2, pointing out that nearby properties were zoned C-2 on both sides of U.S. Route 50. He then entered



into the record as Applicants' Exhibit #3 the Land Use Plan from the County's adopted Comprehensive Plan that showed the subject property, along with other properties on both sides of U.S. Route 50, were placed in the Commercial Center Land Use category.

Mr. Cropper introduced Bob Hand, a landscape architect and land planner with 40 years of experience. In response to questions from Mr. Cropper, Mr. Hand confirmed that the property was located in the Commercial Center Land Use category of the County's adopted Comprehensive Plan, and was also within the West Ocean City Sanitary Service Area and designated as an S-1 Service Area, and was allocated one Equivalent Dwelling Unit (EDU). Mr. Cropper entered into the record Applicants' Exhibit #4, which Mr. Hand explained was a zoning map that showed C-2 General Commercial zoning was currently located adjacent to both sides of U.S. Route 50 from Herring Creek to the Sinepuxent Bay, with the exception of the applicants' property and one other property adjacent to the bridge entering Ocean City that is improved with a townhouse development. Mr. Hand also noted that the subject property is located within the Atlantic Coastal Bays Critical Area (ACBCA) and is designated an Intensely Developed Area, and will be required to comply with those regulations, especially as they relate to environmental requirements. He also stated that any environmental regulations would apply whether the property was zoned residential or commercial. He pointed out that the State Critical Area Commission staff had reviewed the rezoning request and did not object provided the rezoning was based on a mistake in the existing zoning. In response to Mr. Cropper's question, Mr. Hand stated that he believed the current R-2 zoning is a mistake and the proposed C-2 General Commercial zoning would be more desirable in terms of the objectives of the County's Comprehensive Plan. He also stated that the remaining portion of the property that is not part of the rezoning request will retain its R-2 and RP zoning, and those two categories can provide a buffer for nearby residential properties. When asked by Mr. Cropper about traffic impacts, Mr. Hand responded that the proposed office use would generate less traffic than a potential planned residential development that could also have commercial use, which is allowed under current zoning.

Mr. Cropper then entered into the record Applicants' Exhibit #5, which contained excerpts from the County's adopted Comprehensive Plan related to the purpose of the Commercial Center Land Use category. He pointed out this property is located in a recommended Commercial Center area, and these areas are intended to provide for anticipated needs for businesses, and offices are among the uses that would be expected to locate in commercial centers.

Mr. Cropper introduced Chris McCabe, an environmental planning consultant, who testified in response to Mr. Cropper's questioning that the subject property is mostly

uplands with no nontidal wetlands and with well-drained soils. He confirmed that the property is designated an Intensely Developed Area in the Critical Area and that the Critical Area Commission staff did not oppose the rezoning request. He also stated that the requested rezoning would have no impact on environmental regulations and that they would still be applicable if the rezoning is approved. He agreed that the current R-2 zoning is a mistake and that the proposed C-2 zoning would be consistent with the recommendations of the Comprehensive Plan, and would be more desirable given the property's location adjacent to U.S. Route 50.

In closing, Mr. Cropper stated the current R-2 Suburban Residential zoning was a mistake, and the property had 100 foot setbacks on all sides that resulted in a limited buildable area. In particular, he stated the 100 foot setback from U.S. Route 50 created a problem for residential development that didn't exist for commercial development, since parking for a commercial use could be located within this setback. He stated of more importance is that the proposed rezoning is in accordance with the County's adopted Comprehensive Plan, as the Plan recommended Commercial Center uses for this property, and the subject property was one of only two properties adjacent to U.S. Route 50 from Herring Creek to the Sinepuxent Bay that was not zoned C-2. He pointed out that the Planning Commission unanimously supported this rezoning request.

Opponents' testimony before the County Commissioners: Patrick DeGroot, 10137 Waterview Drive, stated he agrees a small office on the subject property would be acceptable, but he expressed concerns with the possibility of high density residential development on the rear of the property, and with a commercial watersports facility on the portion to be rezoned.

John Odell, 10221 Silver Point Lane, stated he had seen a site plan for this property that contained an intensive commercial use, and he was also concerned with future development of the rear of the property that was not part of the rezoning application.

Charles Shorley, 10126 Silver Point Lane, provided a copy of a concept plan to the County Commissioners that he was given, which was entered into the record as Opponents Exhibit #1. He stated he was concerned with various aspects of it, including the complete removal of vegetation and parking in the Critical Area Buffer. He also testified he was concerned about traffic and access.

Richard Nieman, 45 Wood Duck Drive, stated he had also seen the concept plan and had a number of concerns with the proposed development.

At this point, it was clarified by the County Attorney that the request before the County Commissioners was for a rezoning and not for a concept or site plan.

Joe Albero, 10114 Silver Point Lane, also expressed concerns with the concept plan and removal of vegetation.

John and Patrice Lehmann, 10204 Silver Point Lane, stated flooding is an issue in this area and they would like the residential nature of the neighborhood to remain.

Ron Smith, 11036 Piney Island Drive, stated he was the President of the Atlantic Coast Sport Fishermen's Association and was concerned with commercial development contributing to the deterioration of the water quality of Herring Creek.

Mike Gillespie, 10208 Silver Point Lane, stated he was concerned with the future use of this property being more commercial than an office if this rezoning is approved.

John Carenbauer and Doug Rutherford, 10111 Waterview Drive, stated they own the property to the north of the rezoning property and they bought knowing the area was residentially-zoned. They testified they were concerned with potential commercial development on this property negatively impacting the residential properties in the neighborhood with traffic, noise and runoff.

The County Commissioners' findings regarding the definition of the neighborhood: The County Commissioners find that because Mr. Cropper was basing his argument for rezoning solely upon a claim of mistake in existing zoning, a definition of the neighborhood was not applicable.

The County Commissioners' findings regarding population change in the area: The County Commissioners agree with the Planning Commission and conclude that population change in the immediate area has been minimal since the last comprehensive rezoning that occurred on November 3, 2009, as properties along U.S. Route 50 are commercially developed.

The County Commissioners' findings regarding availability of public facilities: The County Commissioners agree with the Planning Commission and find that there will be no impact upon public facilities as result of this rezoning. The County Commissioners find that the subject property is located within the West Ocean City Sanitary Service Area and has public sewer available. The Environmental Programs Department indicates that the subject property has a designation of a Sewer Service Category of S-1 (Immediate to 2 years) in the Master Water and Sewerage Plan and has an existing sewer allocation of one

EDU. Fire and ambulance service will be available from the Ocean City Volunteer Fire Company, with a substation on Keyser Point Road located less than one mile away. No comments were received from the fire company with regard to this review. Police protection will be available from the Maryland State Police Barracks in Berlin, approximately five miles away, and the Worcester County Sheriff's Department in Snow Hill, approximately twenty-one miles away. The Sheriff's Office responded that the rezoning would have no impact on their operations at this time, and no comments were received from the Maryland State Police. The petitioned area is served by the following schools: Ocean City Elementary School, Berlin Intermediate School, Stephen Decatur Middle School, and Stephen Decatur High School. As a commercial use, there will be no impact on the school system. In consideration of its review, the County Commissioners find that there will be no negative impacts to public facilities and services resulting from the proposed rezoning.

The County Commissioners' findings regarding present and future transportation patterns: Based on the testimony presented, the County Commissioners find that the petitioned area fronts on Ocean Gateway, a State-owned and -maintained highway. The Comprehensive Plan lists U.S. Route 50 as a multi-lane divided primary highway/arterial highway. Dan Wilson, Assistant District Engineer – Traffic, for the Maryland Department of Transportation State Highway Administration (MDOT SHA) District 1 informed the Planning Staff that a rezoning is a land use issue which is not under the jurisdiction of MDOT SHA, but at such time in the future when development may be proposed for this property traffic impacts will be analyzed based on the proposed use and improvements will be required to ensure safe ingress and egress. Based on MDOT SHA's response, the County Commissioners agree with the Planning Commission and find that there will be no negative impact to the transportation patterns arising from the proposed rezoning of the petitioned area.

The County Commissioners' findings regarding compatibility with existing and proposed development and existing environmental conditions in the area, including having no adverse impact to waters included on the State's impaired waters list or having an established total maximum daily load requirement: The County Commissioners find that, with the exception of the subject property and a townhouse project located on the south side of U.S. Route 50 at the base of the bridge entering Ocean City, all other properties that front on U.S. Route 50 from Herring Creek to the Sinepuxent Bay are zoned C-2 General Commercial. The proposed rezoning would be compatible with the commercial zoning and development located along this section of U.S. Route 50. The requested rezoning is for 2.25 acres of a 4.5 acre parcel; if the rezoning is approved, the remainder of the property (also 2.25 acres) will retain its RP Resource Protection and R-2 Suburban Residential zoning. The County Commissioners find that this retained zoning will provide a buffer

from existing residential development located to the north. The County Commissioners also find that the property is located within the Atlantic Coastal Bays Critical Area and will be subject to the regulations associated with that designation, which will help provide protection to any existing environmental conditions on the property.

The County Commissioners’ findings regarding compatibility with the County’s Comprehensive Plan: The County Commissioners find that according to the Comprehensive Plan and associated land use plan map, the petitioned area lies within the Commercial Center Land Use category. The Commissioners agree with the Planning Commission that the proposed rezoning to C-2 General Commercial is in accordance with the Commercial Center Land Use designation contained in the Plan and with the Plan’s goals and objectives.

The County Commissioners’ findings regarding the recommendation of the Planning Commission: The County Commissioners find that the Planning Commission gave a favorable recommendation to the rezoning of the petitioned area from R-2 Suburban Residential District to C-2 General Commercial District. Having made the above findings of fact, the County Commissioners concur with the recommendation of the Planning Commission and adopt its findings.

Decision of the County Commissioners: As a result of the testimony and evidence presented before the County Commissioners and the findings as set forth above, the County Commissioners find that there is a mistake in the existing zoning of the petitioned area. As detailed in the Planning Commission’s findings and the testimony presented, the County Commissioners find that the Comprehensive Plan’s Land Use Plan places the subject property in a Commercial Center Land Use category which is compatible with the C-2 General Commercial District zoning. The subject property is one of only two properties between Herring Creek and the Sinepuxent Bay with frontage on U.S. Route 50 that isn’t zoned C-2. Only a portion of the subject property that fronts on U.S. Route 50 is requested to be rezoned, with the remainder of the property retaining its R-2 and RP Resource Protection zoning that will provide an appropriate buffer to surrounding properties. Based upon the evidence and testimony presented, the County Commissioners conclude that a change in zoning would be more desirable in terms of the objectives of the Comprehensive Plan and hereby approve Rezoning Case No. 437 and thus rezone the petitioned area, shown on Tax Map 26 as a portion of Parcel 83, from R-2 Suburban Residential District to C-2 General Commercial District.

Adopted as of September 20, 2022. Reduced to writing and signed \_\_\_\_\_,  
2022.

ATTEST:

COUNTY COMMISSIONERS OF  
WORCESTER COUNTY

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

\_\_\_\_\_  
Joseph M. Mitrecic, President

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

\_\_\_\_\_  
Anthony W. Bertino, Jr., Commissioner

\_\_\_\_\_  
Madison J. Bunting, Jr., Commissioner

\_\_\_\_\_  
James C. Church, Commissioner

\_\_\_\_\_  
Joshua C. Nordstrom, Commissioner

\_\_\_\_\_  
Diana Purnell, Commissioner

ZONING RECLASSIFICATION RESOLUTION NO. 22-5

A RESOLUTION OF THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, PURSUANT TO § ZS 1-113 OF THE ZONING AND SUBDIVISION CONTROL ARTICLE OF THE CODE OF PUBLIC LOCAL LAWS OF WORCESTER COUNTY, MARYLAND, CHANGING THE ZONING CLASSIFICATION OF A CERTAIN PARCEL OF LAND SHOWN ON TAX MAP 26 AS A PORTION OF PARCEL 83, FROM R-2 SUBURBAN RESIDENTIAL DISTRICT TO C-2 GENERAL COMMERCIAL DISTRICT.

WHEREAS, pursuant to § ZS 1-113 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, Dawn P. and Jeffery D. Pruitt, applicants, and Hugh Cropper, IV, applicants’ attorney, filed a petition for the rezoning of approximately 2.25 acres of land shown on Tax Map 26 as a portion of Parcel 83, located on the northerly side of U.S. Route 50, east of and adjacent to Herring Creek, requesting a change in zoning classification thereof from R-2 Suburban Residential District to C-2 General Commercial District; and

WHEREAS, the Worcester County Planning Commission gave the petition a favorable recommendation during its review on August 4, 2022; and

WHEREAS, subsequent to a public hearing held on September 20, 2022, following due notice and all procedures as required by Sections ZS 1-113 and 1-114 of the Zoning and Subdivision Control Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners found that there is a mistake in the existing zoning of the petitioned area and the findings of fact relative to the criteria as required by law are incorporated by reference;

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County that the land petitioned by Dawn P. and Jeffery D. Pruitt, applicants, and Hugh Cropper, IV, applicants’ attorney, and shown on Tax Map 26 as a portion of Parcel 83, is hereby reclassified from R-2 Suburban Residential District to C-2 General Commercial District.

BE IT FURTHER RESOLVED that the effective date of this Resolution shall be nunc pro tunc, September 20, 2022.

EXECUTED this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

ATTEST:

COUNTY COMMISSIONERS OF WORCESTER COUNTY

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

\_\_\_\_\_  
Joseph M. Mitrecic, President

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



---

Anthony W. Bertino, Jr., Commissioner

---

Madison J. Bunting, Jr., Commissioner

---

James C. Church, Commissioner

---

Joshua C. Nordstrom, Commissioner

---

Diana Purnell, Commissioner



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

**MEMORANDUM**

TO: Worcester County Commissioners  
 FROM: Nicholas W. Rice, Procurement Officer  
 DATE: September 29, 2022  
 RE: Snow Hill Health Department Parking Lot Blacktop Surfacing Bid Award

Please see the attached bid tabulation for the Snow Hill Health Department Parking Lot Blacktop Surfacing project. Public Works is requesting the Commissioner’s review and approval to award this project to the lowest responsive and responsible vendor, Mike Houck Construction, in the amount of \$96,258.10. Bids were due and opened on September 9, 2022 at 1:00pm. Four bids were received. Funding is available for the project in Assigned Funds in the Parking Lot Improvements account. Please let me know if you have any questions.

<b>Snow Hill Health Department Parking Lot Blacktop Surfacing</b>		
<b>September 9, 2022 1:00PM</b>		
<b>Bid Tabulation</b>		
<b><u>Vendor Name</u></b>	<b><u>Unit Price per Ton</u></b>	<b><u>Base Bid</u></b>
Terra Firma of Delmarva, Inc	\$171.00	\$139,365.00
Mike Houck Construction	\$118.84	\$96,258.10
Peninsula Seal Coating	\$131.00	\$106,372.00
Asphalt Maintenance, LLC	\$138.77	\$112,007.01
apparent low bidder		

County Administration Office  
 1 West Market Street, Room 1103  
 Snow Hill, MD 21863  
 Phone: 410-632-1194  
 Fax: 410-632-3131





OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

September 26, 2022

COMMISSIONERS  
JOSEPH M. MITRECIC, PRESIDENT  
THEODORE J. ELDER, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
MADISON J. BUNTING, JR.  
JAMES C. CHURCH  
JOSHUA C. NORDSTROM  
DIANA PURNELL

WESTON S. YOUNG, P.E.  
CHIEF ADMINISTRATIVE OFFICER  
JOSEPH E. PARKER, III  
DEPUTY CHIEF ADMINISTRATIVE OFFICER  
ROSCOE R. LESLIE  
COUNTY ATTORNEY

TO: Worcester County Commissioners  
FROM: Karen Hammer, Administrative Assistant V  
SUBJECT: Upcoming Board Appointments -Terms Beginning January 1, 2022

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (9), which have current or upcoming vacancies (17). The annual report for each board is also included. I have circled the members whose terms have expired or will expire on each of these boards.

**President Mitrecic - You have assigned all positions**

**Commissioner Purnell – You have One (1) position open:**

- Billy Thompson – Resignation – Agricultural Preservation Advisory Board

**Commissioner Bunting - You have Two (2) position open:**

- David Deutsch - Term Ending - Dec. 21- Ethics Board
- Susan Childs – Resigned – April, 2022 – Commission For Women

**Commissioner Nordstrom - You have assigned all of your positions.**

**Commissioner Church - You have Six (6) positions open:**

- Martin Kwesko - Term Ending - Dec. 21-Water & Sewer Advisory Council, Mystic Harbour
- Richard Jendrek- passed- Water & Sewer Advisory Council, Mystic Harbour
- Bruce Bums -passed- Water & Sewer Advisory Council, Mystic Harbour
- Keith Swanton -Term Ending-Dec. 21- Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment
- Vacancy – Local Development Council Ocean Downs – Berlin - Resident

**Commissioner Elder - You have Two (2) position open:**

- Vacancy – Resigned – Economic Development Advisory Board
- Vacancy – Local Development Council Ocean Downs – Snow Hill - Resident

**Commissioner Bertino – You have One (1) position open:**

- Vanessa Alban – Commission For Women



OFFICE OF THE  
COUNTY COMMISSIONERS

## Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

COMMISSIONERS  
JOSEPH M. MITRECIC, PRESIDENT  
THEODORE J. ELDER, VICE PRESIDENT  
ANTHONY W. BERTINO, JR.  
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JAMES C. CHURCH  
JOSHUA C. NORDSTROM  
DIANA PURNELL

WESTON S. YOUNG, P.E.  
CHIEF ADMINISTRATIVE OFFICER  
JOSEPH E. PARKER, III  
DEPUTY CHIEF ADMINISTRATIVE OFFICER  
ROSCOE R. LESLIE  
COUNTY ATTORNEY

### All Commissioners:

- **(1)-Adult Public Guardianship Board-** (1) Vacancy/Resignation- Dr. Kenneth Widra - Psychiatrist - The Health Department is researching for a suitable candidate for this position.
- **(1)- Agricultural Preservation Advisory Board – Resignation –** Billy Thompson (Purnell-Berlin)
- **(1) -Drug and Alcohol Abuse Council - 1 Position -** (Passing of Dr. Cragway, Jr., also Knowledgeable of Substance Abuse Treatment), Mr. Orris hopes to have recommendations for The Commissioners later this year, **however**, if the Commissioners have someone they'd like to appoint, please advise.
- **(4) - At Large position on Local Development Council For the Ocean Downs Casino-4 yr.** Mark Wittmyer (Business-Ocean Pines) Terms Ending-Dec. 21 for (3)- Gee Williams (Church), David Massey (At-Large-Business O.P.), Gary Weber (Resident-Elder-Snow Hill);  
**(1) – LDCODC –** available and in agreement to be reappointed – Cam Bunting-Business, Berlin
- **(3) - Water and Sewer Advisory Council - Mystic Harbour** (Passing of Richard Jendrek and Bruce Burns) (1)-Term Ending-Dec. 21- Martin Kwesko
- **(1)- Water and Sewer Advisory Council- West Ocean City-(1) Term Endings-Dec. 21 -** Keith Swanton
- **(4) - Commission for Women-** Elizabeth Rodier, (Church) does not choose to be reappointed. Resignation of Susan Childs (Bunting), Vanessa Alban (Bertino) and the resignation of Kris Heiser (Public Safety Department)

**Pending Board Appointments - By Commissioner**

**District 1 - Nordstrom** Thank you! All of your positions are assigned.

**District 2 - Purnell**

p. 6 – Agricultural Preservation Advisory Board- Resigned – Billy Thompson

**District 3 - Church**

p. 9 - Local Development Council for Ocean Downs Casino – Cam Bunting term ending  
 p. 12 - Water & Sewer - Mystic Harbour - Martin Kwesko  
 p. 12 - Water & Sewer - Mystic Harbour - Richard Jendrek  
 p. 12 - Water & Sewer - Mystic Harbour - Bruce Burns  
 p. 13 - Water and Sewer Advisory Board -West Ocean City - Keith Swanton  
 p. 14 - Commission for Women - Elizabeth Rodier

**District 4 - Elder**

p. 9 - Local Development Council for Ocean Downs Casino – Vacancy Snow Hill-Resident  
 p. 10 - Economic Development – Robert Clarke - Resigned

**District 5 - Bertino**

p. 14 – Commission For Women – Vanessa Alban

**District 6 - Bunting**

p. 11 – Ethics Board – David Deutsch  
 p. 14 – Commission For Women – Susan Childs - resigned

**District 7 - Mitrecic**

Thank you! All of your positions are assigned.

**All Commissioners**

**p. 4 (1) – Adult Public Guardianship Board-** (1) Vacancy - Psychiatrist

**p.6 (1) – Agricultural Preservation Advisory Board** – Resignation – Billy Thompson ( Berlin, Purnell)

**p. 7 (1) -Drug and Alcohol Abuse Council - 1 Position** - (Passing of Dr. Cragway, Jr., also Knowledgeable of Substance Abuse Treatment), Mr. Orris hopes to have recommendations for The Commissioners later this year, **however**, if the Commissioners have someone they'd like to appoint, please advise.

**p. 9 (4) - At Large position on Local Development Council For the Ocean Downs Casino-4 yr.** Mark Wittmyer (Business – Ocean Pines) Terms Ending – Dec. 21 for (3) – Gee Williams (Church), David Massey ( At-Large- Business O.P.), Gary Weber (Resident-Snow Hill, Elder)  
**(1) – Terms Ending – Available for Reappointment – Cam Bunting 9 At Large- Berlin Business)**

**p. 12 (3) - Water and Sewer Advisory Council – Mystic Harbour** (Passing of Richard Jendrek and Bruce Burns) **(1) – Term Ending-Dec. 21- Martin Kwesko**

**p. 13 (1) - Water and Sewer Advisory Council- West Ocean City** – (1) Term Endings – Dec. 21 – Keith Swanton

**p. 14 (4) – Commission for Women** – Elizabeth Rodier (Church) does not choose to be reappointed. Resignation of Susan Childs (Bunting), Vanessa Alban (Bertino) and Resignation – Kris Heiser (Public Safety Department)

**ADULT PUBLIC GUARDIANSHIP BOARD**

Reference: PGL Family Law 14-402, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Perform 6-month reviews of all guardianships held by a public agency.  
Recommend that the guardianship be continued, modified or terminated.

Number/Term: 11/3 year terms  
Terms expire December 31st

Compensation: None, travel expenses (under Standard State Travel Regulations)

Meetings: Semi-annually

Special Provisions: 1 member must be a professional representative of the local department  
1 member must be a physician  
1 member must be a psychiatrist from the local department of health  
1 member must be a representative of a local commission on aging  
1 member must be a representative of a local nonprofit social services organization  
1 member must be a lawyer  
2 members must be lay individuals  
1 member must be a public health nurse  
1 member must be a professional in the field of disabilities  
1 member must be a person with a physical disability

Staff Contact: Department of Social Services - Roberta Baldwin (410-677-6872)

Current Members:

<b><u>Member's Name</u></b>	<b><u>Representing</u></b>	<b><u>Years of Term(s)</u></b>
Dr. Kenneth Widra	Psychiatrist	18-21
Dr. William Greer	Physician	07-10-13-16-19, 19-22
Richard Collins	Lawyer	95-98-01-04-07-10-13-16-19-22
Nancy Howard	Lay Person	*17-19, 19-22
Connie Wessels	Lay Person	*15-16-19, 19-22
Brandy Trader	Non-profit Soc. Service Rep.	*15-17, 17-20, 20-23
LuAnn Siler	Commission on Aging Rep.	17-20, 20-23
Jack Ferry	Professional in field of disabilities	*14-14-17-20, 20-23
Thomas Donoway	Person with physical disability	17-20, 20-23
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24

**ADULT PUBLIC GUARDIANSHIP BOARD**  
(Continued)

## Prior Members:

Dr. Donald Harting  
Maude Love  
Thomas Wall  
Dr. Dorothy Holzworth  
B. Randall Coates  
Kevin Douglas  
Sheldon Chandler  
Martha Duncan  
Dr. Francis Townsend  
Luther Schultz  
Mark Bainum  
Thomas Mulligan  
Dr. Paul FloryBarbara Duerr  
Craig Horseman  
Faye Thornes  
Mary Leister  
Joyce Bell  
Ranndolph Barr  
Elsie Briddell  
John Sauer  
Dr. Timothy Bainum  
Ernestine Bailey  
Terri Selby (92-95)  
Pauline Robbins (92-95)  
Darryl Hagey  
Dr. Ritchie Shoemaker (92-95)  
Barry Johansson (93-96)  
Albert Straw (91-97)  
Nate Pearson (95-98)  
Dr. William Greer, III (95-98)  
Rev. Arthur L. George (95-99)  
Irvin Greene (96-99)  
Mary Leister (93-99)  
Otho Aydelotte, Jr. (93-99)  
Shirley D'Aprix (98-00)  
Theresa Bruner (91-02)  
Tony Devereaux (93-02)  
Dr. William Krone (98-02)  
David Hatfield (99-03)  
Dr. Kimberly Richardson (02-03)  
Ina Hiller (91-03)  
Dr. David Pytlewski (91-06)  
Jerry Halter (99-06)  
Dr. Glenn Arzadon (04-07)  
Madeline Waters (99-08)  
Mimi Peuser (03-08)  
Dr. Gergana Dimitrova  
(07-08)Carolyn Cordial (08-13)  
June Walker (02-13)  
Bruce Broman (00-14)  
Lori Carson (13-14)

## Since 1972

Pattie Tingle (15-16)  
The Rev. Guy H. Butler  
(99-17)Debbie Ritter (07-17)  
Dean Perdue (08-17)  
Dr. Dia Arpon \*(10-18)



**AGRICULTURAL PRESERVATION ADVISORY BOARD**

Reference: PGL Agriculture 2-504.1, Annotated Code of Maryland

Appointed by: County Commissioners

Functions: Advisory  
Advise the County Commissioners and State Agricultural Preservation Foundation on establishment of agricultural districts and priorities for purchase of easements; promote preservation of agriculture in the County.

Number/Term: 7/4 years\*\*\*  
Terms expire December 31st

Compensation: \$100 per meeting (policy)

Meetings: As Needed

Special Provisions: 4 members to be owner-operators of commercial farms  
Membership limited to two consecutive full terms

Staff Contact: Katherine Munson, Dept. of Environmental Programs (410-632-1220)

Current Members: (O-O = Commercial Farm Owner-Operator)

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Terms (Year)</u>
Ed Phillips (O-O)	Elder	D-4, Whaleyville	05-10-14-18, 18-22
Alan Hudson (O-O)	Elder	D-4, Berlin	14-18, 18-22
Billy Thompson (O-O)	Purnell	D-2, Berlin	19 -23 (Resigning)
Curt Lambertson	Elder	D-4, Snow Hill	15-19, 19-23
Kelley Gravenor	Elder	D-4, Snow Hill	*14-16-20, 20-24
Kathy Drew	Bunting	D-6, Bishopville	* 06-09-13-17-21,21-25
Glen Holland (O-O)	Nordstrom	D-1, Pocomoke	13-17-21-25

Prior Members:

Norman Ellis	Frank Baker (98-01)
Richard Bradford	Ed Anderson (98-03)
Charles Fulton	Robert Gray (00-05)
Elmer Hastings	Orlando Bishop (01-06)
David Stevens	Roger Richardson (96-07)
Curtis Shockley	Anne Hastings (06-11)
Gerald Redden	Earl Ludey (07-13)
William Sirman, Jr.	George Lee Clayville (00-14)
Harold Purnell	Sandra Frazier (03-14)
Chauncy Henry (96-97)	Donnie Powell (06-15)
Lieselotte Pennewell (93-98)	Bill Bruning(O-O) (11-19)
Carlton Magee (90-00)	
Harry Mitchell (90-00)	

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

Functions: Advisory  
Develop and implement a plan for meeting the needs of the general public and the criminal justice system for alcohol and drug abuse evaluation, prevention and treatment services.

Number/Term: At least 18 - At least 7 At-Large, and 11 ex-officio (also several non-voting members)  
At-Large members serve 4-year terms; Terms expire December 31

Compensation: None

Meetings: As Necessary

Special Provisions: Former Alcohol and Other Drugs Task Force was converted to Drug and Alcohol Abuse Council on October 5, 2004.

Staff Contact: Regina Mason, Council Secretary, Health Department (410-632-1100)  
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
	<b><u>At-Large Members</u></b>	
Eric Gray (Christina Purcell)	Substance Abuse Treatment Provider	*15-18, 18-22
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18, 18-22
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22
Jaclyn Sturgis	Knowledgeable on Substance Abuse Issues	*22-23
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19, 19-23
Mimi Dean	Substance Abuse Prevention Provider	*18-19, 19-23
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Dr. Roy W. Cragway, Jr.	Knowledgeable on Substance Abuse Issues	*17-20, 20-24
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Tina Simmons	Knowledge of Substance Abuse Treatment	21-25

**Ex-Officio Members**

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Spencer Lee Tracy, Jr.	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Trudy Brown	Parole & Probation, Regional Director	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Burton Anderson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
William Gordy (Eloise Henry Gordy)	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
Judge Gerald Purnell (Tracy Simpson)	District Court Administrative Judge	Ex-Officio, Indefinite
Donna Bounds	Warden, Worcester County Jail	Ex-Officio, Indefinite

## Advisory Members

Lt. Earl W. Starner	Maryland State Police	Since 2004
Charles "Buddy" Jenkins	Business Community - Jolly Roger Amusements	
Chief Ross Buzzuro (Lt. Rick Moreck)	Ocean City Police Dept.	
Leslie Brown	Hudson Health Services, Inc.	
James Mcquire, P.D.	Health Care Professional - Pharmacist	Since 2018
Shane Ferguson	Wor-Wic Community College Rep.	Since 2018
Jessica Sexauer, Director	Local Behavioral Health Authority	Since 2018

## Prior Members:

Since 2004

Vince Gisriel	Peter Buesgens
Michael McDermott	Aaron Dale
Marion Butler, Jr.	Garry Mumford
Judge Richard Bloxom	Sharon Smith
Paula Erdie	Jennifer Standish
Tom Cetola	Karen Johnson (14-17)
Gary James (04-08)	Rev. Bill Sterling (13-17)
Vickie Wrenn	Kat Gunby (16-18)
Deborah Winder	William McDermott
Garry Mumford	Sheriff Reggie Mason
Judge Theodore Eschenburg	Colleen Wareing ( *06-19)
Andrea Hamilton	Rev. Matthew D'Amario(*18-21)
Fannie Birkhead	Donna Nordstron *(19-21)
Sharon DeMar Reilly	Jennifer LaMade (*12-22)
Lisa Gebhardt	
Jenna Miller	
Dick Stegmaier	
Paul Ford	
Megan Griffiths	
Ed Barber	
Eloise Henry-Gordy	
Lt. Lee Brumley	
Ptl. Noal Waters	
Ptl. Vicki Fisher	
Chief John Groncki	
Chief Arnold Downing	
Frank Pappas	
Captain William Harden	
Linda Busick (06-10)	
Sheriff Chuck Martin	
Joel Todd	
Diane Anderson (07-10)	
Joyce Baum (04-10)	
James Yost (08-10)	
Ira "Buck" Shockley (04-13)	
Teresa Fields (08-13)	
Frederick Grant (04-13)	
Doris Moxley (04-14)	
Commissioner Merrill Lockfaw	
Kelly Green (08-14)	
Sheila Warner - Juvenile Services	
Chief Bernadette DiPino - OCPD	
Chief Kirk Daugherty -SHPD	
Mike Shamburek - Hudson Health	
Shirleen Church - BOE	
Tracy Tilghman (14-15)	
Marty Pusey (04-15)	
Debbie Goeller	

**LOCAL DEVELOPMENT COUNCIL  
FOR THE OCEAN DOWNS CASINO**

**ITEM 17**

Reference: Subsection 9-1A-31(c) - State Government Article, Annotated Code of Maryland

Appointed by: County Commissioners

Function: Advisory  
Review and comment on the multi-year plan for the expenditure of the local impact grant funds from video lottery facility proceeds for specified public services and improvements; Advise the County on the impact of the video lottery facility on the communities and the needs and priorities of the communities in the immediate proximity to the facility.

Number/Term: 15/4-year terms; Terms Expire December 31

Compensation: None

Meetings: At least semi-annually

Special Provisions: Membership to include State Delegation (or their designee); one representative of the Ocean Downs Video Lottery Facility, seven residents of communities in immediate proximity to Ocean Downs, and four business or institution representatives located in immediate proximity to Ocean Downs.

Staff Contacts: Kim Moses, Public Information Officer, 410-632-1194  
Roscoe Leslie, County Attorney, 410-632-1194

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Represents/Resides</u>	<u>Years of Term(s)</u>
Mark Wittmyer	At-Large	Business - Ocean Pines	15-19
Gee Williams °	Dist. 3 - Church	Resident - Berlin	09-13-17, 17-21
David Massey °	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Sample	Ocean Downs Casino	Ocean Downs Casino	17-indefinite
Cam Bunting °	At-Large	Business - Berlin	*09-10-14-18, 18-22
Mary Beth Carozza	Indefinite	Maryland Senator	14-18, 18-22
Wayne A. Hartman	Indefinite	Maryland Delegate	18-22
Charles Otto	Indefinite	Maryland Delegate	14-18, 18-22
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19, 19-23
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19, 19-23
Steve Ashcraft	Dist. 6 - Bunting	Resident - Ocean Pines	*19-20, 20-24
Gary Weber	Dist. 4 - Elder	Resident - Snow Hill	*19-20, 20-24
Mayor Rick Meehan °	At-Large	Business - Ocean City	*09-12-16-20-24
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25
Matt Gordon	Dist. 1 - Nordstrom	Resident - Pocomoke	19-22, 22-26

**Prior Members:**

J. Lowell Stoltzfus ° (09-10)  
 Mark Wittmyer ° (09-11)  
 John Salm ° (09-12)  
 Mike Pruitt ° (09-12)  
 Norman H. Conway ° (09-14)  
 Michael McDermott (10-14)  
 Diana Purnell ° (09-14)  
 Linda Dearing (11-15)  
 Todd Ferrante ° (09-16)

**Since 2009**

Joe Cavilla (12-17)  
 James N. Mathias, Jr. ° (09-18)  
 Ron Taylor ° (09-14)  
 James Rosenberg (09-19)  
 Rod Murray ° (\*09-19)

Charlie Dorman (12-19)

Reference: County Commissioners’ Resolutions of March 1976, 4/16/85, 9/16/97, 5/4/99 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
 Provide the County with advice and suggestions concerning the economic development needs of the County; review applications for financing; review Comprehensive Development Plan and Zoning Maps to recommend to Planning Commission appropriate areas for industrial development; review/comment on major economic development projects.

Number/Term: 7/4-Year - Terms expire December 31st

Compensation: \$100 per meeting as expense allowance

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner  
 Members may be reappointed

Staff Contact: Economic Development Department - Melanie Pursel (410-632-3110)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Term(s)</u>
Steven Habeger	D-5, Bertino	Ocean Pines	19-23
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15-19, 19-23
Joe Schanno	D-3, Church	West Ocean City	*19-20, 20-24
Marc Scher	D-1, Nordstrom	Pocomoke	*19-20, 20-24
Robert Fisher	D-6, Bunting	Snow Hill	87-17-21, 21-25
Ashley Harrison	D-7, Mitrecic	Ocean City	19-21, 21-25
Robert Clarke	D-4, Elder	Snow Hill	*08-09-13-17-21-25 Resigning

Prior Members: Since 1972

George Gering  
 Margaret Quillin  
 Robert W. Todd  
 Charles Fulton  
 E. Thomas Northam  
 Charles Bailey  
 Terry Blades  
 Roy Davenport  
 M. Bruce Matthews  
 Barbara Tull  
 Tawney Krauss  
 Dr. Francis Ruffo  
 William Smith  
 Saunders Marshall  
 Elsie Marshall  
 Halcolm Bailey  
 Norman Cathell  
 Mary Humphreys  
 Theodore Brueckman

Shirley Pilchard  
 W. Leonard Brown  
 Charles Nichols (92-97)  
 Jeff Robbins (97-98)  
 Colleen Smith (94-98)  
 Tommy Fitzpatrick (97-99)  
 John Rogers (92-98)  
 Jennifer Lynch (98-99)  
 Don Hastings (92-99)  
 Jerry Redden (92-00)  
 Keith Mason (98-00)  
 Bob Pusey (99-00)  
 Harold Scrimgeour (00-02)  
 Scott Savage (98-03)  
 Gabriel Purnell (91-03)  
 Michael Avara (99-03)  
 Annette Cropper (00-04)  
 Billie Laws (91-08)  
 Anne Taylor (95-08)  
 Mary Mackin (04-08)

Thomas W. Davis, Sr. (99-09)  
 Mickey Ashby (00-12)  
 Priscilla Pennington-Zytowicz (09-14)  
 Barbara Purnell (08-15)  
 Timothy Collins (03-15)  
 Joshua Nordstrom (12-16)  
 William Sparrow (16-18)  
 Greg Shockley (14-18)  
 Tom Terry (15-19)  
 John Glorioso (08-19)  
 Ralph Shockley (\*08-21)

**ETHICS BOARD**

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

Function: Advisory  
 Maintain all Ethics forms; develop procedures and policies for advisory opinions to persons subject to the Ethics Law and for processing complaints alleging violations of the Ethics Law; conduct a public information program regarding the purpose and application of the Ethics Law; annually certify compliance to the State; and recommend any changes to the Commissioners in order to comply with State Ethics Law.

Number/Term: 7/4 years  
 Terms expire December 31<sup>st</sup>

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Roscoe Leslie, County Attorney (410-632-1194)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
David Deutsch	D-6, Bunting	Ocean Pines	17-21
Mickey Ashby	D-1, Nordstrom	Pocomoke	14-18, 18-22
Frank Knight	D-7, Mitrecic	Ocean City	*14-19, 19-23
Judy Giffin	D-5, Bertino	Ocean Pines	*21-24
Joseph Stigler	D-4, Elder	Berlin	16-20, 20-24
Bruce Spangler	D-3, Church	Berlin	*02-05-09-13-17-21-25
Iola Tariq	D-2, Purnell	Berlin	*22-26

Prior Members: (Since 1972)

- |                             |                               |
|-----------------------------|-------------------------------|
| J.D. Quillin, III           | Walter Kissel (05-09)         |
| Charles Nelson              | Marion Chambers (07-11)       |
| Garbriel Purnell            | Jay Knerr (11-14)             |
| Barbara Derrickson          | Robert I. Givens, Jr. (98-14) |
| Henry P. Walters            | Diana Purnell (09-14)         |
| William Long                | Kevin Douglas (08-16)         |
| L. Richard Phillips (93-98) | Lee W. Baker (08-16)          |
| Marigold Henry (94-98)      | Richard Passwater (09-17)     |
| Louis Granados (94-99)      | Jeff Knepper (16-21)          |
| Kathy Philips (90-00)       | Faith Mumford (14-22)         |
| Mary Yenney (98-05)         |                               |
| Bill Ochse (99-07)          |                               |
| Randall Mariner (00-08)     |                               |
| Wallace D. Stein (02-08)    |                               |
| William Kuhn (90-09)        |                               |

**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:

<u>Member's Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Martin Kwesko	Mystic Harbour	13-17, 17-21
Richard Jendrek <sup>C</sup>	Bay Vista I	05-10-14-18, 18-22
Matthew Kraeuter	Ocean Reef	19-22
Joseph Weitzell <sup>C</sup>	Mystic Harbour	05-11-15-19, 19-23
Bruce Burns	Deer Point	19-23
David Dypsky	Teal Marsh Center	*10-12-16, 16-20, 20-24
Stan Cygam	Whispering Woods	*18-20, 20-24

Prior Members: (Since 2005)

John Pinnero <sup>C</sup> (05-06)	Carol Ann Beres (14-18)
Brandon Phillips <sup>C</sup> (05-06)	Bob Hunt (*06-19)
William Bradshaw <sup>C</sup> (05-08)	
Buddy Jones (06-08)	
Lee Trice <sup>C</sup> (05-10)	
W. Charles Friesen <sup>C</sup> (05-13)	
Alma Seidel (08-14)	
Gerri Moler (08-16)	
Mary Martinez (16-18)	



**WATER AND SEWER ADVISORY COUNCIL  
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory  
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms  
Terms Expire December 31

Compensation: \$100.00/Meeting

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

Staff Support: Department of Public Works - Water and Wastewater Division  
Chris Clasing - (410-641-5251)

Current Members:

<u>Member's Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Keith Swanton	West Ocean City	13-17, 17-21
Deborah Maphis	West Ocean City	95-99-03-07-11-15-19, 19-23
Gail Fowler	West Ocean City	99-03-07-11-15-19,19-23
Blake Haley	West Ocean City	*19-20, 20-24
Todd Ferrante	West Ocean City	13-17-21-25

Prior Members: (Since 1993)

Eleanor Kelly<sup>c</sup> (93-96)                      Andrew Delcorro (\*14-19)

John Mick<sup>c</sup> (93-95)

Frank Gunion<sup>c</sup> (93-96)

Carolyn Cummins (95-99)

Roger Horth (96-04)

Whaley Brittingham<sup>c</sup> (93-13)

Ralph Giove<sup>c</sup> (93-14)

Chris Smack (04-14)

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3<sup>rd</sup> Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: 7 district members, one from each Commissioner District  
 4 At-large members, nominations from women’s organizations & citizens  
 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety  
 No member shall serve more than six consecutive years

Contact: Tamara White and Coleen Colson, Co-Chair  
 Worcester County Commission for Women - P.O. Box 1712, Berlin, MD 21811

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Elizabeth Rodier	D-3, Church	Bishopville	18-21
Mary E. (Liz) Mumford	At-Large	W. Ocean City	*16, 16-19, 19-22
Coleen Colson	Dept of Social Services		19-22
Hope Carmean	D-4, Elder	Snow Hill	*15-16-19, 19-22
Windy Phillips	Board of Education		19-22
Tamara White	D-1, Nordstrom	Pocomoke City	17-20, 20-23
Kris Heiser	Public Safety – State Attorney Office		21-24 Resigned
Susan Childs	D-6, Bunting	Berlin	21-24
Terri Shockley	At-Large	Snow Hill	17-20, 20-23
Laura Morrison	At-Large	Pocomoke	*19-20, 20-23
Crystal Bell, MPA	Health Department		*22-23
Vanessa Alban	D-5, Bertino	Ocean Pines	17-20, 20-23
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21, 21-24
Kimberly List	D-7, Mitrecic	Ocean City	18- 21, 21-24
Gwendolyn Lehman	At-Large	OP, Berlin	*19-21, 21-24

Prior Members: Since 1995

- |   |                                     |                              |
|---|-------------------------------------|------------------------------|
| Ellen Pilchard <sup>c</sup> (95-97)       | Patricia Ilczuk-Lavanceau (98-99)   | Catherine W. Stevens (02-04) |
| Helen Henson <sup>c</sup> (95-97)         | Lil Wilkinson (00-01)               | Hattie Beckwith (00-04)      |
| Barbara Beaubien <sup>c</sup> (95-97)     | Diana Purnell <sup>c</sup> (95-01)  | Mary Ann Bennett (98-04)     |
| Sandy Wilkinson <sup>c</sup> (95-97)      | Colleen McGuire (99-01)             | Rita Vaeth (03-04)           |
| Helen Fisher <sup>c</sup> (95-98)         | Wendy Boggs McGill (00-02)          | Sharyn O'Hare (97-04)        |
| Bernard Bond <sup>c</sup> (95-98)         | Lynne Boyd (98-01)                  | Patricia Layman (04-05)      |
| Jo Campbell <sup>c</sup> (95-98)          | Barbara Trader <sup>c</sup> (95-02) | Mary M. Walker (03-05)       |
| Karen Holck <sup>c</sup> (95-98)          | Heather Cook (01-02)                | Norma Polk Miles (03-05)     |
| Judy Boggs <sup>c</sup> (95-98)           | Vyoletus Ayres (98-03)              | Roseann Bridgman (03-06)     |
| Mary Elizabeth Fears <sup>c</sup> (95-98) | Terri Taylor (01-03)                | Sharon Landis (03-06)        |
| Pamela McCabe <sup>c</sup> (95-98)        | Christine Selzer (03)               |                              |
| Teresa Hammerbacher <sup>c</sup> (95-98)  | Linda C. Busick (00-03)             |                              |
| Bonnie Platter (98-00)                    | Gloria Bassich (98-03)              |                              |
| Marie Velong <sup>c</sup> (95-99)         | Carolyn Porter (01-04)              |                              |
| Carole P. Voss (98-00)                    | Martha Pusey (97-03)                |                              |
| Martha Bennett (97-00)                    | Teole Brittingham (97-04)           |                              |

## Prior Members: Since 1995 (continued)

Dr. Mary Dale Craig (02-06)	Michelle Bankert *(14-18)
Dee Shorts (04-07)	Nancy Fortney (12-18)
Ellen Payne (01-07)	Cristi Graham (17-18)
Mary Beth Quillen (05-08)	Alice Jean Ennis (14-17)
Marge SeBour (06-08)	Lauren Mathias Williams *(16-18)
Meg Gerety (04-07)	Teola Brittingham *(16-18)
Linda Dearing (02-08)	Jeannine Jerscheid *(18-19)
Angela Hayes (08)	Shannon Chapman (*17-19)
Susan Schwarten (04-08)	Julie Phillips (13-19)
Marilyn James (06-08)	Bess Cropper (15-19)
Merilee Horvat (06-09)	Kelly Riwniak *(19-20)
Jody Falter (06-09)	Kelly O'Keane (17-22)
Kathy Muncy (08-09)	
Germaine Smith Garner (03-09)	
Nancy Howard (09-10)	
Barbara Witherow (07-10)	
Doris Moxley (04-10)	
Evelyne Tyndall (07-10)	
Sharone Grant (03-10)	
Lorraine Fasciocco (07-10)	
Kay Cardinale (08-10)	
Rita Lawson (05-11)	
Cindi McQuay (10-11)	
Linda Skidmore (05-11)	
Kutresa Lankford-Purnell (10-11)	
Monna Van Ess (08-11)	
Barbara Passwater (09-12)	
Cassandra Rox (11-12)	
Diane McGraw (08-12)	
Dawn Jones (09-12)	
Cheryl K. Jacobs (11)	
Doris Moxley (10-13)	
Kutresa Lankford-Purnell (10-12)	
Terry Edwards (10-13)	
Dr. Donna Main (10-13)	
Beverly Thomas (10-13)	
Caroline Bloxom (14)	
Tracy Tilghman (11-14)	
Joan Gentile (12-14)	
Carolyn Dorman (13-16)	
Arlene Page (12-15)	
Shirley Dale (12-16)	
Dawn Cordrey Hodge (13-16)	
Carol Rose (14-16)	
Mary Beth Quillen (13-16)	
Debbie Farlow (13-17)	
Corporal Lisa Maurer (13-17)	
Laura McDermott (11-16)	
Charlotte Cathell (09-17)	
Eloise Henry-Gordy (08-17)	