

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 5, 2021

9:00 AM - Vote to Meet In Closed Session in Commissioners' Meeting Room - Room 1101
Government Center, One West Market Street, Snow Hill, Maryland

9:01 - Closed Session: Discussion regarding the hiring of Plant Operator Trainees - Water and Wastewater and a Maintenance Supervisor in Public Works, and certain personnel matters; receiving legal advice from Counsel; 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 of the September 21, 2021 Meeting

10:05 - Proclamations for White Cane Awareness Day, Shore Craft Beer Month, Worcester County Fire Prevention Week, Worcester County History Week, and Bubba's Celebrity Charity Basketball Game Day

10:10 - Chief Administrative Officer: Administrative Matters

10:30 -

11:00 -

11:30 -

12:00 - Questions from the Press; County Commissioner's Remarks

Lunch

1:00 PM - Chief Administrative Officer: Administrative Matters (If Necessary)

1:10 -

1:20 -

1:30 -

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available - see Weston Young, CAO.

Please be thoughtful and considerate of others.

Turn off your cell phones & pagers during the meeting!

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Minutes of the County Commissioners of Worcester County, Maryland

September 21, 2021

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 Purnell, seconded by Commissioner Bertino, 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), (4), and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, Human Resources Director Stacey Norton, Finance Officer Phil Thompson, Budget Officers Kathy Whited and Candace Savage, and Information Technology Director Brian Jones. Topics discussed and actions taken included the following: hiring Adam Leonard as a maintenance project manager within the Maintenance Division of Public Works, Michele Eure as an accounting clerk II in the Treasurer's Office, and Matt Laick as a GIS analyst III/spatial analyst in Development Review and Permitting; hiring Dwayne McGinnis as an electronic services specialist III, hiring Stacey McManus and rehiring Crystal Merritt as full-time and part-time emergency communications specialist trainees, respectively, and reclassifying certain positions within Emergency Services, and certain personnel matters; considering a proposal for a business to locate to the County; receiving legal advice from counsel; and performing administrative functions, including discussing potential board appointments.

Following a motion by Commissioner Bertino, seconded by Commissioner Bunting, the commissioners unanimously voted to adjourn their closed session at 9:57 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 Reverend Stephanie Clayville of St. Mary's Episcopal Church in Pocomoke and pledge of allegiance, announced the topics discussed during the morning closed session.

The commissioners reviewed and approved the open and closed session minutes of their September 7, 2021 meeting as presented.

To recognize the men and women of the Worcester County Health Department (WCHD) for their meritorious leadership and for their extraordinary measures to combat COVID-19, the commissioners presented Health Officer Becky Jones and her staff with four custom works of art to be displayed at the four WCHD offices in Ocean City, Berlin, Pocomoke, and Snow Hill. Each piece includes the caduceus, the official insignia of the public health services and a universal symbol of

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healing. The commissioners also recognized Jeffrey Auxuer Designs of Berlin, Maryland for crafting these pieces.

Upon a motion by Commissioner Bertino, the commissioners unanimously approved as a consent agenda item numbers 2-9 as follows: to proceed with Maryland 911 Board project #22-043 for \$1,092.83 for purchasing public education materials for 911 operations, project #22-080 for \$2,585 for purchasing emergency dispatch protocol to recertify personnel, project #22-084 for \$45 for purchasing a new telecommunicator course manual, project #22-085 for \$299 for NENA Core Competencies course training, project #22-086 for \$365 for protocol recertification training, and project #22-087 for \$1,034 for protocol training, with the board to reimburse the County for the cost of each project; bid specifications to purchase vehicles for use by various County departments as approved in the FY22 operating budget; and bid specifications for phase two of the Worcester County Jail improvement project.

The commissioners reviewed and discussed various board appointments.

Upon nominations by Commissioner Bertino, the commissioners unanimously agreed to reappoint Fred Stiehl to the Water and Sewer Advisory Council for Ocean Pines for a four-year term expiring December 31, 2024; to reappoint Tommy Tucker and Helen Whaley to the Commission on Aging Board for three-year terms each expiring September 30, 2024; and to appoint James Bannon to the Lower Shore Workforce Development Board for a four-year term expiring September 30, 2025.

Pursuant to the request of Public Works Director Dallas Baker and upon a motion by Commissioner Bunting, the Commissioners unanimously awarded the low bid for the construction of the Gum Point Road low pressure sewer line to Hopkins Construction, Inc. of Bridgeville, Delaware at a cost of \$278,651.

Pursuant to the recommendation of Mr. Baker in response to a request from Maryland Coastal Bays Program (MCBP) officials and upon a motion by Commissioner Bertino, the commissioners unanimously agreed to waive the tipping fees from the MCBP for debris to be collected during a community shoreline and bay trash cleanup day on September 26, 2021. The MCBP paid approximately \$500 in tipping fees during their inaugural cleanup event last year.

Pursuant to the request of Emergency Services Director Billy Birch and upon a motion by Commissioner Nordstrom, the commissioners unanimously agreed to renew the lease between the County (Lessee) and Royal Plus (Lessor) for 2022 at an annual cost of \$44,000 to lease approximately 7,124 square feet of space at 201 Belt Street in Snow Hill to store personal protective equipment (PPE), with funds to cover this cost being approved as an authorized over-expenditure.

Pursuant to the request of Mr. Birch and upon a motion by Commissioner Bunting, the commissioners unanimously accepted the proposal to purchase a mobile satellite trailer from Mobile Satellite Technologies, with CARES funds to be used for this purchase. Mr. Birch stated that this trailer is designed to provide resilient remote voice and data connectivity to support mobile testing and vaccination services.

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The Commissioners met with Environmental Programs Director and Sewer Committee representative Bob Mitchell to review a request from Hugh Cropper for allocation of 18 equivalent dwelling units (EDUs) of sanitary sewer service from the Mystic Harbour Sanitary Service Area (SSA) to serve Sea Oaks Village, LLC phase II for an additional 18 units on a 35.71-acre parcel located on the westerly side of Stephen Decatur Highway approximately 2,000 feet south of the Sunset Avenue intersection, and more specifically identified on Tax Map 26 as Parcel 274. Mr. Mitchell advised that the property is currently zoned R-2 Multi-Family Residential District and is designated S-1 (designated for sewer services within two years) in the County Water and Sewerage Plan, though this designation does not guarantee any service or obligate the provision of services in that time frame. He then reviewed the available capacity.

Upon a motion by Commissioner Bunting, the Commissioners unanimously approved Option 1, allocating 18 EDUs to the property from the vacant or multi-lot category from Area 1.

The commissioners met in legislative session.

The commissioners met with Mr. Mitchell to review a draft bill to combine the Coastal Bays and Chesapeake Bays Critical Area Codes into a single code. Mr. Mitchell explained that this legislation reflects changes in State law since the ordinances were last comprehensively updated and will simplify this program for both citizens and contractors. He suggested conducting two listening sessions in the north and south ends of the county to receive public comment prior to holding a public hearing on the matter.

Following some discussion, Commissioners Nordstrom and Purnell introduced the aforementioned draft legislation as Bill 21-8 (Natural Resources – Worcester County Critical Area Law).

Commissioner Mitrecic closed the legislative session.

The commissioners conducted a work session to discuss how to allocate American Rescue Plan Act (ARPA) funding awarded to the County, which include requests from the Maryland Broadband Cooperative (MBC) for \$820,000 to complete three projects and Choptank Electric/Choptank Fiber for \$3 million to install fiber-to-the-home broadband service to County residents. Chief Administrative Officer Weston Young recommended conducting a hearing to receive public comment on the proposed allocation of ARPA funds prior to issuance, which would also provide them with the time necessary to receive guidance from the U.S. Treasury and learn the status of the federal infrastructure bill prior to distributing these funds.

MBC President and Chief Executive Officer Drew Van Dopp advised that MBC carries traffic for 11 different members, including Worcester County, and the requested funds would allow them to better serve their customers by upgrading the middle-mile transportation network and address the extraordinary increase in traffic by upgrading each of 13 towers from 1 gigabit per second to 10 gigabit service. In response to a question by Commissioner Bertino, Mr. Van Dopp confirmed that both Choptank and Talkie are part of the MBC and would benefit demonstrably from this upgrade, as would the end users.

In response to questions by Commissioner Nordstrom, Mr. Van Dopp advised that MBC is a 501C12, not-for-profit cooperative, with State, county, and federal partners, and in the last five years, MBC has reduced the cost of transport services by over 70%. This has allowed MBC to bring more competitive uses/services to customers. He advised that, of the requested funds,

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\$240,000 would be used to upgrade the point of presence (POP) in Berlin, \$240,000 to add a POP to the Pocomoke area, and \$340,000 would be used to complete a diverse ring that extends up through Delaware and ultimately serves the nine Eastern Shore counties.

Commissioner Bunting thanked Mr. Van Dopp and recognized that three-fifths of the funds requested by MCB would be used to upgrade infrastructure in Berlin, which he considered to be a very good use of the money.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners conceptually agreed to allocate \$820,000 in ARPA funds to MBC.

Valerie Connelly, vice president of Choptank Electric Cooperative and Choptank Fiber advised that Choptank has 14,500 electric customers in the County and 142 miles of backbone fiber already installed as part of the company's communications network, with seven substations that will be built out for broadband. She stated that Choptank plans to utilize the requested County funds of \$3 million as a local match for State grant funds of \$9 million to complete a \$15 million project to extend broadband to 3,300 homes and offices in the County.

In response to a question by Commissioner Bertino, Ms. Connelly advised that Choptank could have crews on the ground working within three months from the time funds are awarded and an area identified. In response to a question by Commissioner Nordstrom, Ms. Connelly advised that Choptank has pledged to hook up every one of their members within 10 years, with planning occurring in six-month increments. However, she is not sure if Choptank can work on a pay-as-you-go program.

In response to a question by Commissioner Purnell, Ms. Connelly stated that Choptank Fiber must first install fiber and communications equipment for broadband to connect into that backbone fiber before they can serve customers. With regard to requests to allocate funding for fiber, Mr. Young advised that broadband is listed as an approved use of ARPA funds.

Following further discussion the commissioners agreed to schedule a public hearing on the proposed allocation of ARPA funds, and they thanked Mr. Van Dopp and Ms. Connelly for meeting with them.

At the recommendation of Commissioner Mitrecic and upon a motion by Commissioner Bertino, the commissioners unanimously agreed to meet with Paul Ellington, a political and business management consultant who has lobbied the State on behalf of the Town of Ocean City and the Greater Ocean City Chamber of Commerce, to discuss opportunities to identify and lobby for additional grant funds to assist with future County projects.

The commissioners answered questions from the press, after which they adjourned to meet in closed session.

Following a motion by Commissioner Bertino, seconded by Commissioner Purnell, the commissioners unanimously voted to meet in closed session at 11:30 a.m. in the Commissioners' Conference Room to discuss a business coming to Worcester County and legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, Finance Officer Phil Thompson, Information Technology

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Director Brian Jones, and Budget Officers Kathy Whited and Candace Savage.

Following their closed session, the commissioners adjourned to meet again on October 5, 2021.

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DIANA PURNELL

Worcester County

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

PROCLAMATION

WHEREAS, the Commissioners join with the Worcester County Chapter of the National Federation of the Blind to celebrate October 15, 2021 as White Cane Awareness Day, recognizing that the white cane is an essential tool that grants those who are blind with the ability to live independently and to move freely and safely from place to place; 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, 2021 as **White Cane Awareness Day** in Worcester County and encourage area residents and employers to value the white cane as a tool of independence for the blind in public areas and business offices.

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



Joseph M. Mitrecic, President

Theodore J. Elder, Vice President

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PROCLAMATION

WHEREAS, Worcester County is home to a growing number of breweries and other businesses dedicated to the production, sales, and promotion of locally-sourced craft beers. This local craft beer business presence enhances tourism, particularly in the shoulder and off-season months. We applaud Worcester County Craft businesses and the many restaurants in our county who helped birth this thriving new tourism market.

WHEREAS, Worcester County will host 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 7th annual autumn Shore Craft Beer Fest, which will take place in Ocean City’s scenic Sunset Park on October 23.

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 5th day of October, in the Year of Our Lord Two Thousand and Twenty-One.



Joseph M. Mitrecic, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

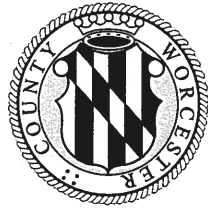
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PROCLAMATION

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 3-9, 2021 as National Fire Prevention Week and to remind the public that working smoke alarms save lives; and

WHEREAS, the National Fire Protection Association’s 2021 campaign theme *Learn the Sounds of Fire Safety: What Is Your Alarm Telling You?* When you hear a chirping alarm, replace the batteries in your smoke and carbon monoxide alarms. If you hear a beep, get on your feet, get out and stay out, and call 9-1-1 from outside.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, proclaim October 3-9, 2021 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 6th day of October, in the Year of Our Lord Two Thousand and Twenty.



Joseph M. Mitrecic, President

Theodore J. Elder, Vice President

Anthony W. Bertino, Jr.

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PROCLAMATION

WHEREAS, during Worcester County History Week – which was instituted by Ocean City Life-Saving Station Museum officials in 2017 and will take place this year from October 10-16 – we are celebrating the region with events that focus on the unique history of the area; and

WHEREAS, among the lineup of events are educational sessions about the first libraries in Worcester County, which will take place at the Snow Hill Branch October 13 at 5 p.m. and the Ocean Pines Branch October 14 at 2 p.m. While there, visitors may also explore the extensive genealogy records to learn more about their own family histories.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, proclaim October 10-16, 2021 as **Worcester County History Week** and urge residents to view the full lineup of events taking place throughout the county at <https://www.ocmuseum.org/history-week>.

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



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PROCLAMATION

WHEREAS, humanitarian and celebrity bodyguard Bubba Almony hosted a first-of-its-kind, anti-bullying rally at the Worcester County Recreation Center in Snow Hill this past August to raise awareness and raise funds to equip communities with the tools necessary to protect children from bullying and to help them recognize their intrinsic worth; and

WHEREAS, during this post facto event, Bubba Almony, Ocean City Citizen of the Year Al “Hondo” Handy, and Dr. Khalilah Camacho-Ali, former wife of Muhammad Ali, and a line-up of other highly respected local, state, and national dignitaries and celebrities, provided children who have experienced bullying with hope and given them a voice.

NOW, THEREFORE, we the County Commissioners of Worcester County, Maryland, retroactively proclaim Saturday, August 28, 2021, as **Bubba’s Celebrity Charity Basketball Game Day** in Worcester County.

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



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

Administration
LOUIS H. TAYLOR
Superintendent of Schools
C. DWAYNE ABT, Ed.D.
Chief Safety & Human Relations
Officer
DENISE R. SHORTS
Chief Academic Officer, Gr. PK-8
VINCENT E. TOLBERT, CPA
Chief Financial Officer
ANNETTE E. WALLACE, Ed.D.
Chief Operating & Academic Officer,
Gr. 9-12



The Board of Education of Worcester County
6270 Worcester Highway | Newark, Maryland 21841
Telephone: (410) 632-5000 | Fax: (410) 632-0364
www.worcesterk12.org

ITEM 2

Board Members
ELENA J. MCCOMAS
Interim President
TODD A. FERRANTE
Vice-President
JON M. ANDES, Ed.D.
WILLIAM E. BUCHANAN
WILLIAM L. GORDY
DONALD C. SMACK, SR.

October 5, 2021

Mr. Joseph M. Mitreic, President
Worcester County Commissioners
Worcester County Government Center
One W. Market Street, Room 1103
Snow Hill, Maryland 21863

Dear President Mitreic:

We are very pleased to report a successful bid opening for the Stephen Decatur Middle School Addition project held on August 11th and August 26th, 2021. Upon completion of comprehensive scope reviews conducted by The Whiting-Turner Contracting Corporation, the construction management firm for the project, twenty-three proposed bid awards were presented to and approved by the Board of Education on September 21st in the amount of \$11,093,860.00. Proposed bids were approved contingent upon final approval by the County Commissioners.

In order to maintain our current construction schedule and to address rising steel costs and long delivery lead times, the Stephen Decatur Middle School Addition 5A – Steel bid package was bid in June, approved by the Board of Education on June 24th and by the County Commissioners on July 6th.

The Stephen Decatur Middle School Addition project will provide an additional 25,000 square feet to the existing school which will include twelve classrooms, four Science Labs and Prep Rooms, student restrooms and lockers and additional storage space. The project will allow us to eliminate the nine existing portable classrooms at Stephen Decatur Middle.

On May 27th, the State of Maryland Interagency Commission on School Construction (IAC) announced the approval of full State funding totaling \$4,814,000.00 for the Stephen Decatur Middle School Addition project.

We look forward to meeting with you on October 5th to review the construction bids for the Stephen Decatur Middle School Addition project. Enclosed you will find a Summary of Board of Education Approved Bid Awards, a Summary of Board of Education Approved Bid Alternates and an updated Project Budget. We will be seeking your approval of the construction bids and authorization to proceed with construction. Also, due to rising technology costs and long delivery times, we are requesting your approval to move forward with technology related purchases.

As always, thank you for your ongoing support of the Worcester County Public School System. As a result of your commitment to education we continue to provide an excellent educational program to our children and address our school facility needs.

Sincerely,



Louis H. Taylor
Superintendent of Schools

cc: Board of Education Members
Mr. Weston Young

**SUMMARY OF BOARD OF EDUCATION APPROVED BID AWARDS
Stephen Decatur Middle School Addition**

BID PACKAGE	CONTRACTOR	BASE BID	BID ALTERNATES	TOTAL
2A - SELECTIVE DEMOLITION	AIM Services, Inc. Salisbury, MD.	\$60,300.00	\$14,400.00	\$74,700.00
3A - CONCRETE	Harkins Concrete Const., Inc. Salisbury, MD.	\$330,516.00	\$6,636.00	\$337,152.00
4A - MASONRY	Diamond State Masonry, Inc. New Castle, DE.	\$1,525,000.00	\$20,000.00	\$1,545,000.00
5A - STRUCTURAL STEEL / MISC. METALS	Crystal Steel Fabricators, Inc. Delmar, DE.	\$718,124.00	\$518.00	\$718,642.00
6A - GENERAL TRADES / ROUGH CARPENTRY	J&G Acoustical Company, Inc. Middletown, DE.	\$342,120.00	\$15,620.00	\$357,740.00
6B - ARCHITECTURAL CASEWORK	Diversified Educational Systems, Inc. Middleburg, VA.	\$345,855.00	\$170.00	\$346,025.00
7A - ROOFING	Cole Roofing Company, Inc. Baltimore, MD.	\$1,025,000.00	\$26,750.00	\$1,051,750.00
7C - FOAM INSULATION	Royals Commercial of Maryland, LLC Baltimore, MD.	\$69,075.00	\$2,000.00	\$71,075.00
7D - CAULKING	J&B Caulkers, Inc. Newark, MD.	\$42,900.00	\$1,500.00	\$44,400.00
8A - GLAZING	Walker & Laberge Company, Inc. Delmar, DE.	\$391,500.00	\$92,000.00	\$483,500.00
9A - DRYWALL / CEILINGS	J&G Acoustical Company, Inc. Middletown, DE.	\$335,330.00	\$15,800.00	\$351,130.00
9B - CERAMIC TILE	East Coast Tile Contracting Pittsville, MD.	\$64,917.00	\$0.00	\$64,917.00
9C - RESILIENT FLOORING	Creative Flooring Contractors, Inc. Smyrna, DE.	\$80,680.00	\$7,455.00	\$88,135.00
9D - PAINT	Jamestown Painting & Decorating, Inc. Newark, DE.	\$66,600.00	\$1,660.00	\$68,260.00
21A - FIRE PROTECTION	Bear Industries, Inc. Newark, DE.	\$88,780.00	\$1,525.00	\$90,305.00
22A - MECHANICAL	Joseph M. Zimmer, Inc. Salisbury, MD.	\$2,531,300.00	\$17,800.00	\$2,549,100.00
26A - ELECTRICAL / FIRE ALARM	Nickle Electric Companies Newark, DE.	\$1,019,750.00	\$12,750.00	\$1,032,500.00
27A - COMMUNICATION CABLE / AUDIO VISUAL	Think Securenet Lewes, DE.	\$571,790.00	\$0.00	\$571,790.00

**SUMMARY OF BOARD OF EDUCATION APPROVED BID AWARDS
Stephen Decatur Middle School Addition**

BID PACKAGE	CONTRACTOR	BASE BID	BID ALTERNATES	TOTAL
27B - INTERCOM / PA / CLOCK SYSTEM	Corbett Technology Solutions, Inc. Owings Mills, MD.	\$81,000.00	\$0.00	\$81,000.00
27C - EMERGENCY RADIO REPEATER SYSTEM	ARK Systems, Inc. Columbia, MD.	\$66,865.00	\$0.00	\$66,865.00
28A - SECURITY / ACCESS CONTROL	Corbett Technology Solutions, Inc. Owings Mills, MD.	\$78,600.00	\$35,500.00	\$114,100.00
31A - SITEWORK / SITE FURNISHINGS	Reynolds Excavating, Inc. Princess Anne, MD.	\$918,000.00	\$0.00	\$918,000.00
32A - LANDSCAPING	J-N-D Company, Inc. Princess Anne, MD.	\$67,774.00	\$0.00	\$67,774.00
	TOTALS	\$10,821,776.00	\$272,084.00	\$11,093,860.00

ITEM 2

Stephen Decatur Middle School Addition Board of Education Approved Bid Alternates

Alt #	Bid Package	Bid Alt. Cost	Recommended	Bid Alternate Description
0	All	N/A	Informational	Deduct cost of Payment and Performance Bonds Base Bid: Include cost of Payment and Performance Bonds
1	9C	\$37,005.00	No	In lieu of VCT, provide rubber tile flooring in corridors. Base Bid: VCT in Corridors.
2	9B, 9D	\$26,409.00	No	Provide ceramic tile on all restroom walls. Base Bid: Provide ceramic tile on wet walls only.
3	6A	\$4,630.00	YES	Provide metal storage shelving in Storage Rooms. Base Bid: Do not provide metal storage shelving.
4	31A	\$42,000.00	No	Add new parking area and restripe existing parking. Base Bid: No new parking or restriping.
5	31A	\$151,000.00	No	Repave and restripe existing Bus Loop. Base Bid: No new paving/restriping at Bus Loop.
6	2A, 3A, 4A, 5A, 6A, 6B, 7A, 7C, 7D, 9A 9C, 9D, 21A, 22A, 26A, 27A, 28A	\$267,454.00	YES	Add new Security Vestibule at Main Entrance. Base Bid: No new Security Vestibule.
7	31A, 32A	\$25,750.00	No	Provide artificial turf in new Courtyard. Base Bid: Provide sod in new Courtyard.
8	9D, 26A, 27A	\$196,339.00	No	Add wall-mounted electronic displays in existing classrooms. Base Bid: No wall-mounted displays in existing classrooms.
9	No Bids Received	N/A	N/A	Replace operable partition between Cafeteria and Gym. Base Bid: Do not provide new operable partition.
10	22A	\$0.00	N/A	Provide additional costs to utilize Pritchett Controls as Automatic Temperature Control vendor. Base Bid: ATC controls by any of the manufacturers identified in the Specifications.

Total All Alternates	\$750,587.00
Total Recommended	\$272,084.00

Stephen Decatur Middle School Addition
Board of Education Approved Construction and Project Costs

Construction Costs	Final Costs
Building Construction Costs	\$9,775,702
Sitework & Demolition	\$1,046,074
Bid Alternates	\$272,084
Total Construction Costs	\$11,093,860
Project Costs	
Construction	\$11,093,860
Contingency	\$725,000
Moveable Equipment	\$336,318
Technology	\$1,030,000
Portable Classrooms	\$0
Architect and Engineering Fees	\$610,000
Construction Management Fees	\$886,000
Construction Management General Conditions	\$400,000
Testing, Reproduction, Misc.	\$171,061
Playground Equipment	\$0
Building Commissioning	\$0
Total Project Costs	\$15,252,239
Funding	
Maximum State Allocation	(\$4,814,000)
Previous County Funding (FY21-22) A/E & CM	(\$509,700)
Estimated County Bond Funding	\$9,928,539
Total Funding	\$15,252,239

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

HAROLD L. HIGGINS, CPA
 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

Worcester County

GOVERNMENT CENTER
 ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND
 21863-1195

September 27, 2021

TO: Worcester County Commissioners
 FROM: Karen Hammer, Administrative Assistant V
 SUBJECT: Upcoming Board Appointments - Terms Beginning January 1, 2021

Attached, please find copies of the Board Summary sheets for all County Boards or Commissions (8), which have current or upcoming vacancies (14 total). I have circled the members whose terms have expired or will expire on each of these boards.

President Mitrecic - You have **One (1)** positions open:

- Marie Campione-Lawrence (**Resigned**) - replacement to the Social Services Advisory Board

Vice President Elder – You have **Two (2)** position needed:

- Michael Day – term ended - Tourism Advisory Committee
- Devin Bataille – has moved from the area – Recreation Advisory Board

Commissioner Bertino – You have **Three (3)** positions needed:

- Cathy Gallagher – term ended - Social Services Advisory Board
- Bob Poremski (**Resigned**) - replacement to the Water & Sewer Advisory Council, Ocean Pines

Commissioner Bunting – You have **Two (2)** position needed:

- Chris Klebe – resigned – Recreation Advisory Board
- Harry Hammond – term ended June 30, 2021 – Social Services Advisory Board

Commissioner Nordstrom - You have **One (1)** position needed:

- Sharon Dryden - term ended June 30, 2021 – Social Services Advisory Board

Commissioner Church – You have **Two (2)** position open:

- Richard Jendrek – passed – Water & Sewer Advisory Council, Mystic Harbour
- Bruce Burns -passed - Water & Sewer Advisory Council, Mystic Harbour

- **All Commissioners:**

- **(2) Commission On Aging Board** –1- Resignation – Carolyn Dryzga;
1- Deceased-Tommy Mason

- **(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.
- **(1) - At Large position on Local Development Council For the Ocean Downs Casino-4 yr.**
Mark Wittmyer - (Business – Ocean Pines)
- **(1) - Water and Sewer Advisory Council** - Ocean Pines (Bob Poremski)
- **(2) - Water and Sewer Advisory Council** – Mystic Harbour (Passing of Richard Jendrek and Bruce Burns)

Pending Board Appointments - By Commissioner

District 1 - Nordstrom p. 10 - Social Services Advisory Board (Sharon Dryden) - 3-year

District 2 - Purnell All District Appointments Received. Thank you!

District 3 - Church p. 13 - Water & Sewer Advisory Council, Mystic Harbour
Passing of Mr. Richard Jendrek and Mr. Bruce Burns

District 4 - Eder p. 9 - Recreation Advisory Board - Devin Bataille - moved - 4 yr.
p. 12 - Tourism Advisory Committee (Michael Day) - 4-year

District 5 - Bertino

p. 10 - Social Services Advisory Board (Cathy Gallagher) - 3-year
p. 14 - Water & Sewer Advisory Council - Ocean Pines (Bob Poremski) - 4-year

District 6 - Bunting p. 9 - Recreation Advisory Board - Chris Klebe - resigned- 4 yr.
p. 10 - Social Services Advisory Board (Harry Hammond) - 3yr

District 7 - Mitrecic p. 10 - Social Services Advisory Board (Marie Campione-Lawrence) - 3-year

All Commissioners

p. 4 - **(2) Commission On Aging Board** – 1- Resignation – Carolyn Dryzga;
1- Deceased-Tommy Mason- 3yr

p. 6 - **(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-yr

p. 8 - **(1) Local Development Council for Ocean Downs Casino** (Mark Wittmyer and- At-Large business or institution representative in immediate proximity to Ocean Downs) - 4-year

p. 13 - **(2) Water & Sewer Advisory Council**, Mystic Harbour - Passing of Mr. Richard Jendrek and the passing of Bruce Burns - 4-yr.

p. 14 - **(1) Water and Sewer Advisory Council** - Ocean Pines (Bob Poremski) - 4 - year

COMMISSION ON AGING BOARD

Reference: By Laws of Worcester County Commission on Aging
- As amended July 2015

Appointed by: Self-Appointing/Confirmed by County Commissioners

Function: Supervisory/Policy Making

Number/Term: Not less than 12; 3-year terms, may be reappointed
Terms Expire September 30

Compensation: None

Meetings: Monthly, unless otherwise agreed by a majority vote of the Board

Special Provisions: At least 50% of members to be consumers or volunteers of services provided by Commission on Aging, with a representative of minorities and from each of the senior centers; one County Commissioner; and Representatives of Health Department, Social Services and Board of Education as Ex-Officio members

Staff Contact: Worcester County Commission on Aging, Inc. - Snow Hill
John Dorrough, Executive Director
(410-632-1277)

Current Members:

Member's Name	Resides/Represents	Years of Term(s)	
Tommy Mason	Pocomoke	15-18, 18-21	Deceased
Rebecca Cathell	Agency - Maryland Job Service		
Lou Taylor	Agency - Worcester County Board of Education		
Roberta Baldwin	Agency - Worcester County Department of Social Services		
Rebecca Jones	Agency - Worcester County Health Department		
Madison J. Bunting, Jr.	Worcester County Commissioners' Representative		
Fred Grant	Snow Hill	*15-16, 16-19, 19-22	
Joyce Cottman	Berlin	*16, 16-19, 19-22	
James Covington	Pocomoke City	*18-20, 20-23	
Bonita Ann Gisriel	Ocean City	*18-20, 20-23	
Carolyn Dryzga	Ocean Pines	*18-20, 20-23	Resigned
Samuel Henry	D-3-Church	20-23	
Dr. Mark Bowen	D-6-Bunting	20-23	
Helen Whaley	Berlin	*16-18-21, 21-24	
Tommy Tucker	Snow Hill	09-12-15-18-21, 21-24	

* = Appointed to fill an unexpired term

Prior Members:

Since 1972

Virginia Harmon
 Maude Love
 Dr. Donald Harting
 John C. Quillen
 Violet Chesser
 William Briddell
 Harrison Matthews
 John McDowell
 Mildred Brittingham
 Maurice Peacock
 Father S. Connell
 Rev. Dr. T. McKelvey
 Samuel Henry
 Rev. Richard Hughs
 Dorothy Hall
 Charlotte Pilchard
 Edgar Davis
 Margaret Quillen
 Lenore Robbins
 Mary L. Krabill
 Leon Robbins
 Claire Waters
 Thelma Linz
 Oliver Williams
 Michael Delano
 Father Gardiner
 Iva Baker
 Minnie Blank
 Thomas Groton III
 Jere Hilbourne
 Sandy Facinoli
 Leon McClafin
 Mabel Scott
 Wilford Showell
 Rev. T. Wall
 Jeaninne Aydelotte
 Richard Kasabian
 Dr. Fred Bruner
 Edward Phillips
 Dorothy Elliott
 John Sauer
 Margaret Kerbin
 Carolyn Dorman
 Marion Marshall
 Dr. Francis Ruffo
 Dr. Douglas Moore
 Hibernia Carey
 Charlotte Gladding
 Josephine Anderson
 Rev. R. Howe
 Rev. John Zellman
 Jessee Fassett
 Delores Waters
 Dr. Terrance A. Greenwood
 Baine Yates
 Wallace T. Garrett
 William Kuhn (86-93)
 Mary Ellen Elwell (90-93)
 Faye Thornes
 Mary Leister (89-95)

William Talton (89-95)
 Sunder Henry (89-95)
 Josephine Anderson
 Saunders Marshall (90-96)
 Louise Jackson (93-96)
 Carolyn Dorman (93-98)
 Constance Sturgis (95-98)
 Connie Morris (95-99)
 Jerry Wells (93-99)
 Robert Robertson (93-99)
 Margaret Davis (93-99)
 Dr. Robert Jackson (93-99)
 Patricia Dennis (95-00)
 Rev. C. Richard Edmund (96-00)
 Viola Rodgers (99-00)
 Baine Yates (97-00)
 James Shreeve (99-00)
 Tad Pruitt (95-01)
 Rev. Walter Reuschling (01-02)
 Armond Merrill, Sr. (96-03)
 Gene Theroux
 Blake Fohl (98-05)
 Constance Harmon (98-05)
 Catherine Whaley (98-05)
 Wayne Moulder (01-05)
 Barbara Henderson (99-05)
 Gus Payne (99-05)
 James Moeller (01-05)
 Rev Stephen Laffey (03-05)
 Anne Taylor (01-07)
 Jane Carmean (01-07)
 Alex Bell (05-07)
 Inez Somers (03-08)
 Joanne Williams (05-08)
 Ann Horth (05-08)
 Helen Richards (05-08)
 Peter Karras (00-09)
 Vivian Pruitt (06-09)
 Doris Hart (08-11)
 Helen Heneghan (08-10)
 Jack Uram (07-10)
 Robert Hawkins (05-11)
 Dr. Jon Andes
 Lloyd Pullen (11-13)
 John T. Payne (08-15)
 Sylvia Sturgis (07-15)
 Gloria Blake (05-15)
 Dr. Jerry Wilson (Bd. of Ed.)
 Peter Buesgens (Social Services)
 Deborah Goeller (Health Dept.)
 George "Tad" Pruitt (05-17)
 Bonnie C. Caudell (09-17)
 Larry Walton (13-18)
 Cynthia Malament (07-19)
 Lloyd Parks (08-19)
 Clifford Gannett (*12-20)

* = Appointed to fill an unexpired term

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: Jack Orris, Council Secretary, Health Department (410-632-1100, ext. 1038)
Doug Dods, Council Chair, Sheriff's Office (410-632-1111)

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<u>At-Large Members</u>		
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 (advisory), 10-14-18, 18-22
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19, 19-23
Jennifer LaMade	Knowledgeable on Substance Abuse Issues	*12-15, 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

Deceased

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

* Appointed to a partial term for proper staggering, or to fill a vacant term

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	Mike Shamburek - Hudson Health
Michael McDermott	Shirleen Church - BOE
Marion Butler, Jr.	Tracy Tilghman (14-15)
Judge Richard Bloxom	Marty Pusey (04-15)
Paula Erdie	Debbie Goeller
Tom Cetola	Peter Buesgens
Gary James (04-08)	Aaron Dale
Vickie Wrenn	Garry Mumford
Deborah Winder	Sharon Smith
Garry Mumford	Jennifer Standish
Judge Theodore Eschenburg	Karen Johnson (14-17)
Andrea Hamilton	Rev. Bill Sterling (13-17)
Fannie Birckhead	Kat Gunby (16-18)
Sharon DeMar Reilly	William McDermott
Lisa Gebhardt	Sheriff Reggie Mason
Jenna Miller	Colleen Wareing (*06-19)
Dick Stegmaier	Rev. Matthew D'Amario(*18-21)
Paul Ford	Donna Nordstron *(19-21)
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	

* Appointed to a partial term for proper staggering, or to fill a vacant term

**LOCAL DEVELOPMENT COUNCIL
FOR THE OCEAN DOWNS CASINO**

ITEM 3

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
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21
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
Matt Gordon	Dist. 1 - Nordstrom	Resident - Pocomoke	19-22
Mary Beth Carozza		Maryland Senator	14-18, 18-22
Wayne A. Hartman		Maryland Delegate	18-22
Charles Otto		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

Term Ended

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)

Since 2009

Todd Ferrante ° (09-16)
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)

* = Appointed to fill an unexpired term/initial terms staggered
° = Charter Member

RECREATION ADVISORY BOARD

Reference: County Commissioners' Action 6/13/72 and Resolution of 12/27/83 and Resolution 97-51 of 12/23/97 and Resolution 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory
 Provide the County with advice and suggestions concerning the recreation needs of the County and recommendations regarding current programs and activities offered.
 Review and comment on proposed annual Recreation Department budget.

Number/Term: 7/4-year term
 Terms expire December 31st

Compensation: \$100 per meeting expense allowance, subject to funding

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Support: Recreation and Parks Department - Lisa Gebhardt (410) 632-2144

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Norman Bunting, Jr.	D-3, Church	Berlin	*16-17, 17-21
Chris Klebe	D-6, Bunting	Bishopville	*11-13-17, 17-21 Resigned
Alvin Handy	D-2, Purnell	Ocean City	06-10-14-18, 18-22
John Gehrig	D-7, Mitrecic	Ocean City	14-18, 18-22
Devin Bataille	D-4, Elder	Snow Hill	19-23 Moved
Mike Hooks	D-1, Nordstrom	Pocomoke	12-16-20, 20-24
Missy Denault	D-5, Bertino	Berlin	*15-16-20, 20-24

Prior Members: Since 1972

Howard Taylor	Cyrus Teter	Gregory Purnell (83-96)	Sonya Bounds (12-15)
Arthur Shockley	Warren Mitchell	Vernon Redden, Jr. (83-98)	Burton Anderson (05-15)
Rev. Ray Holsey	Edith Barnes	Richard Ramsay (93-98)	William Regan (02-16)
William Tingle	Glen Phillips	Mike Daisy (98-99)	Shawn Johnson (15-19)
Mace Foxwell	Gerald Long	Cam Bunting (95-00)	
Nelson Townsend	Lou Ann Garton	Charlie Jones (98-03)	
J.D. Townsend	Milton Warren	Rick Morris (03-05)	
Robert Miller	Ann Hale	Gregory Purnell (97-06)	
Jon Stripling	Claude Hall, Jr.	George "Eddie" Young (99-08)	
Hinson Finney	Vernon Davis	Barbara Kissel (00-09)	
John D. Smack, Sr.	Rick Morris	Alfred Harrison (92-10)	
Richard Street	Joe Lieb	Janet Rosensteel (09-10)	
Ben Nelson	Donald Shockley	Tim Cadotte (02-12)	
Shirley Truitt	Fulton Holland (93-95)	Craig Glovier (08-12)	
		Joe Mitrecic (10-14)	

* = Appointed to fill an unexpired term

SOCIAL SERVICES ADVISORY BOARD

Reference: Human Services Article - Annotated Code of Maryland - Section 3-501

Appointed by: County Commissioners

Functions: Advisory
 Review activities of the local Social Services Department and make recommendations to the State Department of Human Resources.
 Act as liaison between Social Services Dept. and County Commissioners.
 Advocate social services programs on local, state and federal level.

Number/Term: 9 to 13 members/3 years
 Terms expire June 30th

Compensation: None - (Reasonable Expenses for attending meetings/official duties)

Meetings: 1 per month (Except June, July, August)

Special Provisions: Members to be persons with high degree of interest, capacity & objectivity, who in aggregate give a countywide representative character.
 Maximum 2 consecutive terms, minimum 1-year between reappointment
 Members must attend at least 50% of meetings
 One member (ex officio) must be a County Commissioner
 Except County Commissioner, members may not hold public office.

Staff Contact: Roberta Baldwin, Director of Social Services - (410-677-6806)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>	
Cathy Gallagher	D-5, Bertino	Ocean Pines	*13-14-17, 17-20	Term Ended
Harry Hammond	D-6, Bunting	Bishopville	15-18, 18-21	Term Ended
Diana Purnell	ex officio - Commissioner		14-18, 18-22	Term Ended
Sharon Dryden	D-1, Nordstrom	Pocomoke City	*20-21	Term Ended
Voncelia Brown	D-3, Church	Berlin	16-19, 19-22	
Mary White	At-Large	Berlin	*17-19, 19-22	
Maria Campione-Lawren	D-7, Mitrecic	Ocean City	16-19, 19-22	Resigned
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20, 20-23	
Karen Hammer	D-4, Elder	Snow Hill	21-24	

* = Appointed to fill an unexpired term

SOCIAL SERVICES BOARD

(Continued)

Prior Members: (Since 1972)

James Dryden	Jeanne Lynch (00-02)
Sheldon Chandler	Michael Reilly (00-03)
Richard Bunting	Oliver Waters, Sr. (97-03)
Anthony Purnell	Charles Hinz (02-04)
Richard Martin	Prentiss Miles (94-06)
Edward Hill	Lakeshia Townsend (03-06)
John Davis	Betty May (02-06)
Thomas Shockley	Robert "BJ" Corbin (01-06)
Michael Delano	William Decoligny (03-06)
Rev. James Seymour	Grace Smearman (99-07)
Pauline Robertson	Ann Almand (04-07)
Josephine Anderson	Norma Polk-Miles (06-08)
Wendell White	Anthony Bowen (96-08)
Steven Cress	Jeanette Tressler (06-09)
Odetta C. Perdue	Rev. Ronnie White (08-10)
Raymond Redden	Belle Redden (09-11)
Hinson Finney	E. Nadine Miller (07-11)
Ira Hancock	Mary Yenney (06-13)
Robert Ward	Dr. Nancy Dorman (07-13)
Elsie Bowen	Susan Canfora (11-13)
Faye Thornes	Judy Boggs (02-14)
Frederick Fletcher	Jeff Kelchner (06-15)
Rev. Thomas Wall	Laura McDermott (11-15)
Richard Bundick	Emma Klein (08-15)
Carmen Shrouck	Wes McCabe (13-16)
Maude Love	Nancy Howard (09-16)
Reginald T. Hancock	Judy Stinebiser (13-16)
Elsie Briddell	Arlette Bright (11-17)
Juanita Merrill	Tracey Cottman (15-17)
Raymond R. Jarvis, III	Ronnie White (18-19)
Edward O. Thomas	Wayne Ayer *(19-20)
Theo Hauck	Faith Coleman (15-21)
Marie Doughty	
James Taylor	
K. Bennett Bozman	
Wilson Duncan	
Connie Quillin	
Lela Hopson	
Dorothy Holzworth	
Doris Jarvis	
Eugene Birckett	
Eric Rauch	
Oliver Waters, Sr.	
Floyd F. Bassett, Jr.	
Warner Wilson	
Mance McCall	
Louise Matthews	
Geraldine Thweat (92-98)	
Darryl Hagy (95-98)	
Richard Bunting (96-99)	
John E. Bloxom (98-00)	
Katie Briddell (87-90, 93-00)	
Thomas J. Wall, Sr. (95-01)	
Mike Pennington (98-01)	
Desire Becketts (98-01)	
Naomi Washington (01-02)	
Lehman Tomlin, Jr. (01-02)	

* = Appointed to fill an unexpired term

Updated: September 7, 2021
Printed: September 27, 2021

Reference: County Commissioners' Resolution of May 4, 1999 and 03-6 of 2/18/03

Appointed by: County Commissioners

Function: Advisory
 Advise the County Commissioners on tourism development needs and recommend programs, policies and activities to meet needs, review tourism promotional materials, judge tourism related contests, review applications for State grant funds, review tourism development projects and proposals, establish annual tourism goals and objectives, prepare annual report of tourism projects and activities and evaluate achievement of tourism goals and objectives.

Number/Term: 7/4-Year term - Terms expire December 31st

Compensation: \$100 per meeting expense allowance

Meetings: At least bi-monthly (6 times per year), more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

Staff Contact: Tourism Department – Melanie Pursel, Director of Tourism 410-632-3110

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u> ²
Michael Day	D-4, Elder	Snow Hill	*19
Josh Davis	D-5, Bertino	Berlin	*19-21
Lauren Taylor	D-7, Mitrecic	Ocean City	13-17, 17-21
Gregory Purnell	D-2, Purnell	Berlin	14-18, 18-22
Barbara Tull	D-1, Nordstrom	Pocomoke	03-11-15-19, 19-23
Ruth Waters	D-6, Bunting	Bishopville	19-23
Elena Ake	D-3, Church	West Ocean City	*16-20, 20-24

Term ended

Prior Members: Since 1972

- | | | |
|-----------------------------------|-----------------------------|-------------------------|
| Isaac Patterson ¹ | Barry Laws (99-03) | Molly Hilligoss (15-18) |
| Lenora Robbins ¹ | Klein Leister (99-03) | Denise Sawyer (*18-19) |
| Kathy Fisher ¹ | Bill Simmons (99-04) | Isabel Morris (11-19) |
| Leroy A. Brittingham ¹ | Bob Hulburd (99-05) | |
| George "Buzz" Gering ¹ | Frederick Wise (99-05) | |
| Nancy Pridgeon ¹ | Wayne Benson (05-06) | |
| Marty Batchelor ¹ | Jonathan Cook (06-07) | |
| John Verrill ¹ | John Glorioso (04-08) | |
| Thomas Hood ¹ | David Blazer (05-09) | |
| Ruth Reynolds (90-95) | Ron Pilling (07-11) | |
| William H. Buchanan (90-95) | Gary Weber (99-03, 03-11) | |
| Jan Quick (90-95) | Annemarie Dickerson (99-13) | |
| John Verrill (90-95) | Diana Purnell (99-14) | |
| Larry Knudsen (95) | Kathy Fisher (11-15) | |
| Carol Johnsen (99-03) | Linda Glorioso (08-16) | |
| Jim Nooney (99-03) | Teresa Travatello (09-18) | |

* = Appointed to fill an unexpired term
 1 = Served on informal ad hoc committee prior to 1990, Committee abolished between 1995-1999
 2 = All members terms reduced by 1-year in 2003 to convert to 4-year terms

**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: None

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
John Ross - (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^c	Bay Vista I	05-10-14-18, 18-22	Deceased
Matthew Kraeuter	Ocean Reef	19-22	
Joseph Weitzell ^c	Mystic Harbour	05-11-15-19, 19-23	
Bruce Burns	Deer Point	19-23	Deceased
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 ^c (05-06)	Carol Ann Beres (14-18)
Brandon Phillips ^c (05-06)	Bob Hunt (*06-19)
William Bradshaw ^c (05-08)	
Buddy Jones (06-08)	
Lee Trice ^c (05-10)	
W. Charles Friesen ^c (05-13)	
Alma Seidel (08-14)	
Gerri Moler (08-16)	
Mary Martinez (16-18)	

^c = Charter member - Initial Terms Staggered in 2005
* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL
OCEAN PINES SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

Function: Advisory
Advise Commissioners on water and sewer needs of the Service Area; review amendments to Water and Sewer Plan; make recommendations on policies and procedures; review and recommend charges and fees; review annual budget for the service area.

Number/Term: 5/4-year terms
Terms Expire December 31

Compensation: None

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

Staff Support: Department of Public Works - Water and Wastewater Division
John Ross - (410-641-5251)

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Gregory R. Sauter, P.E.	Ocean Pines	17-21
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21
James Spicknall	Ocean Pines	07-10-14-18, 18-22
Bob Poremski	Ocean Pines	*17-19, 19-23 <i>Resigned</i>
Frederick Stiehl	Ocean Pines	*06-08-12-16-20, 20-24

Prior Members: (Since 1993)

- Andrew Bosco (93-95)
- Richard Brady (96-96, 03-04)
- Michael Robbins (93-99)
- Alfred Lotz (93-03)
- Ernest Armstrong (93-04)
- Jack Reed (93-06)
- Fred Henderson (04-06)
- E. A. "Bud" Rogner (96-07)
- David Walter (06-07)
- Darwin "Dart" Way, Jr. (99-08)
- Aris Spengos (04-14)
- Gail Blazer (07-17)
- Mike Hegarty (08-17)
- Michael Reilly (14-18)

* = Appointed to fill an unexpired term



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

RECEIVED
SEP 23 2021
Worcester County Admin

DALLAS BAKER JR., P.E.
DIRECTOR

JOHN S. ROSS, P.E.
DEPUTY DIRECTOR

TEL: 410-632-5623
FAX: 410-632-1753

MEMORANDUM

DIVISIONS

MAINTENANCE
TEL: 410-632-3766
FAX: 410-632-1753

ROADS
TEL: 410-632-2244
FAX: 410-632-0020

SOLID WASTE
TEL: 410-632-3177
FAX: 410-632-3000

FLEET MANAGEMENT
TEL: 410-632-5675
FAX: 410-632-1753

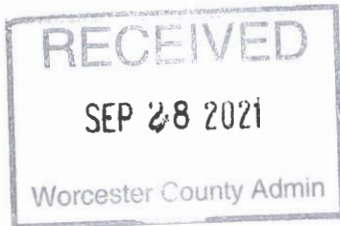
WATER AND
WASTEWATER
TEL: 410-641-5251
FAX: 410-641-5185

TO: Weston Young, Chief Administrative Officer
FROM: Dallas Baker, Jr., P.E., Director *Dallas Baker*
DATE: September 22, 2021
SUBJECT: Household Hazardous Waste Collection Day – Nov. 27, 2021

.....
We have scheduled another Household Hazardous Waste Day for Saturday, November 27, 2021 at the Ocean City Park & Ride. MDE and MES has been notified and have put us on their schedule for that day as they need to know in advance as other counties are also scheduling events at that time of year. The Worcester County Recycling Division will also collect electronics (computers, servers and laptops only) at this event. CLEAN VENTURES will handle the Hazardous Waste collection. The total cost of this event, including advertising is expected to be around \$20,000. The funds for this are in the Recycling Budget – 100.1206.6700.640.

The towns of Ocean City, Berlin, Snow Hill & Pocomoke City will be notified of this event and will be invited to participate.


Should you have any questions, please don't hesitate to call me.



Worcester County
Department of Environmental Programs

Memorandum

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

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

Subject: Request for Over-Expenditure
Vehicle Replacement

Date: September 28, 2021

Attached you will find a copy of a memo from David Bradford detailing the settlement of an accident occurring with one of our vehicles, which was involved in an accident entirely the fault of the other driver. We received the funds from the insurance company on 9/7/21, and the revenue was deposited in Account No. 100.4800. From Mr. Bradford's conversations with Derrick Babcock, Fleet Superintendent, we would be budgeting an amount of \$34,000 towards a replacement pickup and by applying the \$9,192.80 settlement received, the final amount would be \$24,807.20.

We would respectfully request County Commissioners authorize an over expenditure to allow a bid for another vehicle to replace this truck. We are uncertain if the pool car the inspector is now utilizing will continue to function as a daily driver in its current condition.

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

Attachment

cc: David Bradford
Candace Savage



DEPARTMENT OF
ENVIRONMENTAL PROGRAMS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1306
SNOW HILL, MARYLAND 21863
TEL:410.632.1220 / FAX: 410.632.2012

LAND PRESERVATION PROGRAMS
STORMWATER MANAGEMENT
SEDIMENT AND EROSION CONTROL
SHORELINE CONSTRUCTION
CRITICAL AREA PROGRAMS
FOREST CONSERVATION

WELL & SEPTIC
WATER & SEWER PLANNING
PLUMBING & GAS
COMMUNITY HYGIENE
AGRICULTURAL PRESERVATION
ADVISORY BOARD

MEMORANDUM

DATE: September 28, 2021
TO: Robert J. Mitchell, Director
FROM: David M. Bradford Jr., Deputy Director *DMS*
SUBJECT: Vehicle Replacement

As you are aware, one of our 2006 Chevrolet Silverado pickups used by one of our inspectors was involved in an accident at Rt. 589 and Rt. 50 on July 28, 2021. The truck was rear ended while sitting at the red light. After being evaluated by the repair shop, it was determined that the truck was totaled due to the cost of the repairs and the low value of the truck. The other driver's insurance company agreed to pay \$9,192.80 which has been received by the Commissioner's office. This amount was well excess of the estimated \$2,000.00 value of the vehicle which will help offset the cost of the replacement vehicle.

The inspector is presently utilizing a pool truck that was ranked at a grade 5 (4 is the poorest) in order to continue to perform his daily tasks until a replacement is obtained. This pool truck is in poor condition and we are concerned that even a modest repair and/or breakdown could potentially be more than the value of the truck. Therefore, in order to expedite the replacement and to lessen the risk of a significant breakdown, we would like to request to replace it with a vehicle from a dealership rather than going through the standard bidding process.

I have had discussions with Derrick Babcock, Fleet Superintendent, about locating a comparable replacement vehicle in the area. He has been able to locate several at various dealers on the shore but given the current vehicle market they are very hard to come by and typically do not sit long on the lot. We would give Fleet Management permission to look for the best price on the replacement vehicle. We are hopeful to find a vehicle for less than this amount but Fleet recommended budgeting \$34,000 towards a replacement pickup. This replacement pickup would be a 2wd, regular cab, ½ ton, work truck model. The \$9,192.80 received from the insurance company would reduce this amount down to \$24,807.20.

If you have any questions let me know.



DEPARTMENT OF
INFORMATION TECHNOLOGY

Worcester County

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

To: Weston Young, Chief Administrative Officer

From: Brian Jones, IT Director

Re: Purchasing of County File Server

Date: September 27, 2021

We have budgeted in FY21 to replace our file server that has reached end of usable life and end of hardware support. This server houses the county's virtual environment which in turn occupies 90% of the county's server environments. This is a mission critical server with very specific hardware that will accommodate the county's needs. This server has to offer 99.999% uptime with very small windows of maintenance. We feel we have done our due diligence as we researched several solutions and many options that will not only achieve our goals but offer a comfortable level of support. We wanted to choose a company that stood by their product with enough industry knowledge to support what they sell.

We would like to respectfully request that the commissioners wave the formal bidding process and accept our recommendation to go with the Nutanix solution provided by CAS Severn as a replacement for the county's virtual environment. The total cost including hardware, license support and setup is **\$132,592.26**. This is not the most expensive option and not the lowest priced solution, however this is the best fit solution based on our needs with the best support. Due to the nature of our current hardware we would like to start the purchasing process almost immediately based on the severity of storage space.

We have attached some of our options that we have researched to help up make this conclusion.

Virtual Environment Replacement Project

Information Technology Department

September 14, 2021

Request to Waive Formal Bid Process

Replacing the storage and processing components for the county's virtual environment is a complex undertaking that allows for an infinite number of possibilities. In order to find the right solution for our environment, the IT staff has spent hundreds of hours going over different solutions from differing vendors. Once we limited our search to several manufacturers, namely HP Enterprises, Nutanix, Netapp, and Scale Computing, we asked for the manufacturers preferred partners in the local area. These vendors would have in house specialist familiar with the product that would be able to install and provide support in the event of any issues. These vendors are also the ones that would receive the largest discount by the manufacturers. We also contacted several vendors that we had worked with in the past that we felt might have the experience to complete the project. In this way, we were able to narrow down our selection to a short list of appropriate solutions with similar if not exact performance and quantity specifications. We then received quotes on these solutions from the vendors which we are presenting to you today. We feel we have done due diligence in not only researching solutions sized for the county's needs but also in being fiscally responsible. In such, we would like to ask the commissioners to waive the formal bid process and accept our recommendation to go with the Nutanix solution provided by CAS Severn as a replacement for the county's virtual environment.

Their solution we feel provides the best performance, most interoperability, and best maintenance of the solutions we looked at.

Brian Jones

Director of Information Technology



Quotation

Phone: 800-252-4715, FAX: 301-776-3444, www.cassevern.com

Date: 09/21/21 Quote #: 000Q11284

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

Contact: Lance Thomas
Phone: 410-632-1194
Fax:
EMail: lthomas@co.worcester.md.us

Maryland Department of Information Technology Contract #060B2490022

Account Executive: Carl Dodson
 cdodson@cassevern.com

Qty	Part Number	MFG	Description	List Price	Unit Price	Ext. Price
1	P17974-B21	HPE	HPE DX2600 Gen10 24SFF Prem CTO Chassis	\$4,869.00	\$3,053.65	\$3,053.65
1	P17974-B21 ABA	HPE	U.S. - English localization	\$0.00	\$0.00	\$0.00
3	P17977-B21	HPE	HPE DX170r Gen10 1U Node CTO Svr	\$4,349.00	\$2,728.46	\$8,185.38
3	P17977-B21 0D1	HPE	HPE DX170r Gen10 1U Node CTO Svr Factory integrated	\$0.00	\$0.00	\$0.00
3	P17977-B21 ABA	HPE	HPE DX170r Gen10 1U Node CTO Svr U.S. - English localization	\$0.00	\$0.00	\$0.00
3	P23441-L21	HPE	HPE DX1x0r Gen10 Xeon-S 4214R FIO Kit	\$1,169.00	\$928.68	\$2,786.04
3	P23441-B21	HPE	HPE DX1x0r Gen10 Xeon-S 4214R FIO2 Kit	\$1,169.00	\$947.07	\$2,841.21
36	P18450-B21	HPE	HPE DX 32G 2Rx4 PC4-2933Y-R Smt FIO Kit	\$1,727.00	\$236.89	\$8,528.04
6	P18140-B21	HPE	HPE DX 1.6TB NVMe MU SFF SCN DS FIO SSD	\$3,746.00	\$735.69	\$4,414.14
12	P18736-B21	HPE	HPE DX 3.84TB SATA RI SFF SC DS FIO SSD	\$3,725.00	\$816.23	\$9,794.76
3	P18461-B21	HPE	HPE DX Eth 10/25Gb 2p 640FLR FIO Adptr	\$770.00	\$179.29	\$537.87
3	P19147-B21	HPE	HPE DX Eth 10Gb 2p 568FLR SFP+ FIO Adptr	\$220.00	\$68.38	\$205.14
3	R6T15A	HPE	Nutanix AOS LTS FIO SW for HPE	\$1.00	\$0.50	\$1.50
2	Q7F61A	HPE	HPE Jmp Crd C15 US 1.0m Blk	\$62.00	\$45.65	\$91.30
2	Q7F61A 0D1	HPE	HPE Jmp Crd C15 US 1.0m Blk Factory integrated	\$0.00	\$0.00	\$0.00

ITEM 6

Qty	Part Number	MFG	Description	List Price	Unit Price	Ext. Price
1	822731-B21	HPE	HPE 2U Shelf-Mount Adjustable Rail Kit	\$110.00	\$55.68	\$55.68
1	822731-B21 0D1	HPE	HPE 2U Shelf-Mount Adjustable Rail Kit Factory integrated	\$0.00	\$0.00	\$0.00
1	P17979-B21	HPE	HPE DX2000 Gen10 Svr Nde Blank FIO Kit	\$104.00	\$56.99	\$56.99
1	HN4W8E	HPE	HPE 3Y NBD US Del DX2xx Gen10 SVC	\$168.00	\$121.60	\$121.60
3	HN4W9E	HPE	HPE 3Y NBD US Del DX170r Gen10 SVC	\$143.00	\$104.05	\$312.15
1	SW-AOS-PRO-P RD-3YR	Nutanix	Subscription, Acropolis (AOS) Pro Software License for 3YR & Production Software Support Service for 3YR	\$237,942.00	\$70,086.01	\$70,086.01
72	L-CORES-PRO- PRD-3YR	Nutanix	Subscription, Acropolis (AOS) Pro Software License for 1 CPU core for 3YR & Production Software Support Service for 1 CPU core for 3YR	\$0.00	\$0.00	\$0.00
51	L-FLASHTIB-PR O-PRD-3YR	Nutanix	Subscription, Acropolis (AOS) Pro Software License for 1 TiB of flash for 3YR & Production Software Support Service for 1 TiB of flash for 3YR	\$0.00	\$0.00	\$0.00
72	SW-PRS-PRO-C ORE	Nutanix	Prism Pro software license subscription for 1 CPU core	\$225.00	\$168.44	\$12,127.68
36	TERM-MONTHS	Nutanix	Term in months	\$0.00	\$0.00	\$0.00
12	SFP-10G-SR=	Cisco	10GBASESR SFP+ MODULE CPNT	\$1,035.48	\$763.66	\$9,163.92
6	01003	LEGRAN D - DATA	7M FIBER LC/LC M/M MMF 50/125 CABL DUPLEX OM4 PVC CABLE	\$44.99	\$38.20	\$229.20

SubTotal **\$132,592.26**

*** Shipping** **\$0.00**

Total **\$132,592.26**

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

This quote meets the terms, conditions, and pricing of the Maryland Department of Information Technology Hardware and Associated Equipment and Services Contract #060B2490022. * Shipping costs are included unless expedited shipping is requested. Any price quoted for CAS Severn services assumes a standard unmodified CAS Severn services agreement. Revisions to the terms and conditions of the services agreement will result in the services being rebid or declined. This order is not intended to be purchased under GSA.

Payment Terms: Net 30



Excellence in Enterprise IT

Corporate Headquarters
 5300 Spectrum Drive
 Frederick, MD 21703
 Tel: 301-670-0381 800-955-3259
 Fax: 301-963-1516 www.daly.com

**DOIT Hardware Master
 Contract
 060B2490022**

mdsales@daly.com

Quotation #: SQ0426709
 Quotation Date: 9/13/2021
 Quoted By: Keith Holzapfel
 Project: MD1
 Phone: 301-670-0381 Ext: 310
 Sales Team: Maryland
 Customer Number: 15632

MD-WORCESTER COUNTY GOVT

Contact: LANCE THOMAS
 Email: lthomas@co.worcester.md.us
 Phone: 410-632-5610

This Quote Is Valid For 30 Days

Item no	MFG Code	Description	Qty	List Price	Disc %	Unit Price	Extended Price
10L3Z9.60FEP2-512	SCAL	SCALE COMPUTING NODE • 2x Intel Xeon-G 6226R processors • 512GB memory (8x64GB) • 9.6TB RAW NVMe storage (10x 960GB NVMe drives) – 4.8TB usable per node • 4-port 10GbE SFP+ NIC • Redundant power supplies • 1u chassis • Hypercore OS	3	41,895.15	9.95	37,728.00	113,184.00
QCARE5	SCAL	SUP-4YR EXTENSION- HW&SW SLIC SCALECARE-QCARE5	1	50,274.18	37.07	31,637.00	31,637.00
QDRVRET-5	SCAL	5 YEAR DRIVE RETENTION	3	320.00	2.50	312.00	936.00
QSPI	SCAL	SCALECARE PREMIUM INSTALL SVCS SVCS	1	2,000.00	2.25	1,955.00	1,955.00
ADTM-PROMO-20	SCAL	PROMO HC3 MOVE POWERED BY SVCS CARBONITE MIGRATE	1	999.00	100.00	0.00	0.00
	DLY	DALY ENGINEERING SERVICES AND SUPPORT - 40 BLOCK HOURS	1			5,000.00	5,000.00
SFP-H10GB-CU3M=	CSCO	CISCO 3M 10GBE DAC	12	110.50	26.70	81.00	972.00
Total							\$153,684.00

Accepted By: _____

Date: _____

Terms and Conditions

Please check your shipment immediately for accuracy and condition. Notify your Account Executive of any shipment discrepancies or damages. Unless otherwise provided by contract, all returns for credit or replacement must be made within seven (7) days of receipt. Buyer may only return products with the Seller's consent. No returns will be accepted without a Daly Return Authorization Number. All original contents and packing material must be returned. There must be no markings or writing on the manufacturer's packaging. The Return Authorization Number must be clearly marked on the shipping label only. All products including the manufacturer carton(s) should be packed into an additional carton to help prevent damage while in transit.

DO NOT WRITE ON OR DEFACE ORIGINAL PACKAGING

Phone/credit card orders will not be accepted without a signed quote being returned to Daly via fax, or digital PDF format. Thank you.



Flexpod Mini 5YR Summary

Prepared For: Worcester County
 Customer #: 6333589
 Attention: Lance Thomas
 Project:
 Date: 8/5/2021

Submitted By: Tyler Cowden
 Account Manager
 Phone: (703) 262-8084
 E-Mail: Tyler.Cowden@cdwg.com
 Quote #: 0

Qty.		Description	Extended Sell
Section 1	1	Cisco UCS Mini 5YR	\$47,700.11
	1	Netapp A250 5YR	\$100,000.01
	1	CDW Professional Services (See SOW)	\$20,970.00
Section 1 Total:			\$168,670.12
			Extended Sell
Solution Total:			\$168,670.12

Prepared By: Andrew Wall (Solution Architect)
Prices are contingent on final pricing approval from Manufacturer
Quote provided based on specification provided by customer. No workload validation has been done.
The terms and conditions provided on this link apply: <https://www.cdwg.com/content/cdwg/en/terms-conditions.html>
Applicable Taxes and Shipping not shown.



Cisco UCS Mini 5YR Detail



Prepared For: Worcester County
 Customer #: 6333589
 Attention: Lance Thomas
 Project:
 Date: 8/5/2021

Submitted By: Tyler Cowden
 Account Manager
 Phone: (703) 262-8084
 E-Mail: Tyler.Cowden@cdwg.com
 Quote #: 4732449838

Qty.	Part Numbers	Description	Unit Sell	Extended Sell
1	UCS-SP-MINI	UCS SP Select 5108 AC2 Chassis w/FI6324	\$5,699.07	\$5,699.07
1	CON-OSP-UCSPMINI	ONSITE 24X7X4 UCS SP Select 5108 AC2 Chassis w/FI6324, UCS C (60 mos.)	\$716.44	\$716.44
1	N20-FW016	UCS 5108 Blade Chassis FW Package 4.0	\$0.00	\$0.00
4	CAB-C19-CBN	Cabinet Jumper Power Cord, 250 VAC 16A, C20-C19 Connectors	\$0.00	\$0.00
4	UCSB-PSU-2500ACDV	2500W Platinum AC Hot Plug Power Supply - DV	\$0.00	\$0.00
1	N20-CAK	Accessory kit for UCS 5108 Blade Server Chassis	\$0.00	\$0.00
8	N20-CBLKB1	Blade slot blanking panel for UCS 5108/single slot	\$0.00	\$0.00
8	N20-FAN5	Fan module for UCS 5108	\$0.00	\$0.00
1	UCSB-5108-PKG-HW	UCS 5108 Packaging for chassis with half width blades.	\$0.00	\$0.00
1	N01-UAC1	Single phase AC power module for UCS 5108	\$0.00	\$0.00
2	UCS-FI-M-6324	UCS 6324 In-Chassis FI with 4 UP, 1x40G Exp Port, 16 10Gb	\$0.00	\$0.00
2	CON-OSP-FIM6324	SNTC-24X7X4OS UCS 6324 In-Chs FI w/4 UP 1x40G E-Port (60 mos.)	\$944.53	\$1,889.06
2	N10-MGT016	UCS Manager v4.0	\$0.00	\$0.00
4	UCSB-B200-M5-U	UCS B200 M5 Blade w/o CPU, mem, HDD, mezz (UPG)	\$510.77	\$2,043.08
4	CON-OSP-BB200M5U	SNTC 24X7X4OS UCS B200 M5 Blade w/o CPU, mem, HDD, mezz (UPG (60 mos.)	\$1,169.90	\$4,679.60
24	UCS-MR-X16G1RT-H	16GB DDR4-2933-MHz RDIMM/1Rx4/1.2v	\$164.32	\$3,943.68
4	UCSB-MLOM-40G-04	Cisco UCS VIC 1440 modular LOM for Blade Servers	\$207.12	\$828.48
4	N20-FW017	UCS 5108 Blade Chassis FW Package 4.1	\$0.00	\$0.00
4	UCS-SID-INFR-OI	Other Infrastructure	\$0.00	\$0.00
4	UCS-SID-WKL-OW	Other Workload	\$0.00	\$0.00
8	UCSB-LSTOR-BK	FlexStorage blanking panels w/o controller, w/o drive bays	\$0.00	\$0.00
48	UCS-DIMM-BLK	UCS DIMM Blanks	\$0.00	\$0.00
4	UCSB-HS-M5-F	CPU Heat Sink for UCS B-Series M5 CPU socket (Front)	\$0.00	\$0.00
4	UCS-CPU-I4214	Intel 4214 2.2GHz/85W 12C/16.5MB DDR4 2400MHZ	\$384.93	\$1,539.72
24	UCS-MR-X32G2RT-H	32GB DDR4-2933-MHz RDIMM/2Rx4/1.2v	\$417.00	\$10,008.00
4	SFP-H10GB-CU5M=	10GBASE-CU SFP+ Cable 5 Meter	\$40.98	\$163.92
2	N3K-C3524P-10GX	Nexus 3524x, 24 10G Ports	\$3,028.00	\$6,056.00
2	CON-SNTP-3524P10X	SNTC-24X7X4 Nexus 3524x, 24 10G (60 mos.)	\$1,835.08	\$3,670.16
2	N3548-BAS1K9	Nexus 3500 Base License	\$0.00	\$0.00
2	NXOS-9.2.2	Nexus 9500, 9300, 3000 Base NX-OS Software Rel 9.2.2	\$0.00	\$0.00
8	NXA-FAN-30CFM-F	Nexus Fan, 30CFM, port side exhaust airflow	\$0.00	\$0.00

ITEM 6

Qty.	Part Numbers	Description	Unit Sell	Extended Sell
2	N3548-24P-LIC	Nexus 3524 Factory Installed 24 port license	\$0.00	\$0.00
2	N3K-C3064-ACC-KIT	Nexus 3K/9K Fixed Accessory Kit	\$0.00	\$0.00
2	SFP-H10GB-CU1M	10GBASE-CU SFP+ Cable 1 Meter	\$29.73	\$59.46
8	SFP-10G-SR	10GBASE-SR SFP Module	\$284.13	\$2,273.04
4	N2200-PAC-400W	Nexus 400W AC Power Supply, Std airflow (port side exhaust)	\$0.00	\$0.00
4	CAB-9K12A-NA	Power Cord, 125VAC 13A NEMA 5-15 Plug, North America	\$0.00	\$0.00
2	N3K-PO-8PK	8 units of SFP+ SR for Nexus 3k	\$2,065.20	\$4,130.40
16	SFP-10G-SR	10GBASE-SR SFP Module	\$0.00	\$0.00
1	DC-MGT-SAAS	Cisco Intersight SaaS	\$0.00	\$0.00
4	DC-MGT-SAAS-PR-C	Cisco Intersight SaaS - Premier	\$1,763.88	\$7,055.52
4	DC-MGT-UCSD-1S	UCS Director - 1 Server License (includes Network, Storage)	\$0.00	\$0.00
4	DC-MGT-IMCS-1S	IMC Supervisor - Advanced - 1 Server License	\$0.00	\$0.00
4	SVS-DCM-SUPT-BAS	Basic Support for DCM (- mos.)	\$0.00	\$0.00
4	DC-MGT-UCSC-1S	UCS Central Per Server - 1 Server License	\$0.00	\$0.00
Total:				\$54,755.63

Extended Sell

Solution Total:	\$54,755.63
Funding for 1YR Intersight :	-\$7,055.52
Grand Total:	\$47,700.11

Prepared By: Andrew Wall (Solution Architect)

Prices are contingent on final pricing approval from Manufacturer

Quote provided based on specification provided by customer. No workload validation has been done.

The terms and conditions provided on this link apply: <https://www.cdwg.com/content/cdwg/en/terms-conditions.html>

Applicable Taxes and Shipping not shown.



Netapp A250 5YR Detail



Prepared For: Worcester County
 Customer #: 6333589
 Attention: Lance Thomas
 Project:
 Date: 8/5/2021

Submitted By: Tyler Cowden
 Account Manager
 Phone: (703) 262-8084
 E-Mail: Tyler.Cowden@cdwg.com
 Quote #: 18603283

	Qty.	Part Numbers	Description	Unit Sell	Extended Sell
1	1	AFF-A250	AFF-A250	\$0.00	\$0.00
2	3	X4010A-2-N-C	DRIVE PACK 2X1.92TB,NVME,SED,-C	\$1,099.14	\$3,297.42
3	2	AFF-A250A-001	AFF A250 HA SYSTEM	\$1,503.04	\$3,006.08
4	1	AFF-A250-000-C	AFF A250,8X1.92TB,NVME,SED,-C	\$5,037.11	\$5,037.11
5	2	X1152-N-C	MEZZANINE 4-PORT 25GBE,-C	\$1,067.74	\$2,135.48
6	2	X800-42U-R6-C	POWER CABLE,IN-CABINET,C13-C14,-C	\$0.00	\$0.00
7	1	DOC-AFF-A250-C	DOCUMENTS,AFF-A250,-C	\$0.00	\$0.00
8	1	X1985-R6-C	12-NODE CLUSTER CABLE LABEL KIT,-C	\$0.00	\$0.00
9	1	X5532A-N-C	RAIL,4-POST,THIN,RND/SQ-HOLE,SM,ADJ,24-32,-C	\$0.00	\$0.00
10	2	X66240A-05-N-C	CABLE,25GBE,SFP28-SFP28,CU,0.5M,-C	\$0.00	\$0.00
11	8	X6566B-5-N-C	CABLE,DIRECT ATTACH CU SFP+ 10G,5M,-C	\$0.00	\$0.00
Hardware Total:					\$13,476.09
12	2	DATA-AT-REST-ENCRYPTION	DATA AT REST ENCRYPTION CAPABLE OPERATING SYS	\$0.00	\$0.00
13	2	SW-2-A250A-NVE-C	SW,DATA AT REST ENCRYPTION ENABLED,A250,-C	\$0.00	\$0.00
14	2	SW-2-A250A-TPM-C	SW,TRUSTED PLATFORM MODULE ENABLED,A250,-C	\$0.00	\$0.00
15	267	SW-DATA-PRO-BDLNVME-AC	SW,DATA PROTECTN BDL,PER-0.1TB,NVME,A01,-C	\$16.36	\$4,368.12
16	267	SW-CORE-BNDLE-NVME-A01	SW,CORE BUNDLE,PER-0.1TB,NVME,A01,-C	\$45.20	\$12,068.40
Software Total:					\$16,436.52
17	1	CS-4HR-REPLACEMENT	4HR PARTS DELIVERY AND REPLACEMENT Service Months: 60 Service Start Date: 7/1/2021 Serial #: 18603283	\$8,760.93	\$8,760.93
18	1	CS-NSS-FLEXPOD	NETAPP SOLUTION SUPPORT,FLEXPOD Service Months: 60 Service Start Date: 7/1/2021 Serial #: 18603283	\$17,521.85	\$17,521.85
19	1	CS-G1-SE-ADVISOR	SUPPORTEDGE ADVISOR Service Months: 60 Service Start Date: 7/1/2021 Serial #: 18603283	\$43,804.62	\$43,804.62
Support Total:					\$70,087.40
Solution Total:					\$100,000.01

Extended Sell

Prepared By: Andrew Wall (Solution Architect)
 Prices are contingent on final pricing approval from Manufacturer
 Quote provided based on specification provided by customer. No workload validation has been done.
 The terms and conditions provided on this link apply: <https://www.cdwg.com/content/cdwg/en/terms-conditions.html>
 Applicable Taxes and Shipping not shown.



Customer Name: WORCESTER COUNTY GOVERNMENT

Quote No: 22699642

Quote Name:

Quotation Date: 09/02/2021

Sales Support Contact: Kristen Zawislak

Sales Support Phone: 610-495-1294

Sales Support Email: KZawislak@EPLUS.com

Account Executive: Jennifer Eslin

Account Executive Phone: 240-512-2005

Account Executive Email: jeslin@eplus.com

Customer PO No:

Order No:

Expiration Date: 09/30/2021

Line No.	Part Number	MFG	Description/Line Notes	QTY	Unit Price	Ext. Price
001	P17641-B21	HPE	HPE PROLIANT DX380 GEN10 12LFF CONFIGURE-TO-ORDER SERVER	3	4,498.82	13,496.46
002	P17641-B21#ABA	HPE	HPE DX380 GEN10 12LFF CTO SVR	3	0.00	0.00
003	P24767-L21	HPE	INTEL XEON-SILVER 4214R (2.4GHZ/12-CORE/100W) FIO PROCESSOR KIT FOR HPE PROLIANT DX380 GEN10	3	861.59	2,584.77
004	P24767-B21	HPE	INTEL XEON-SILVER 4214R (2.4GHZ/12-CORE/100W) FIO2 PROCESSOR KIT FOR HPE PROLIANT DX380 GEN10	3	883.63	2,650.89
005	P18448-B21	HPE	HPE DX 16GB (1X16GB) SINGLE RANK X4 DDR4-2933 CAS-21-21-21 REGISTERED SMART FIO MEMORY KIT	72	123.99	8,927.28
006	P17957-B21	HPE	HPE DX 2TB SAS 12G MIDLINE 7.2K LFF (3.5IN) SC 1YR WTY DIGITALLY SIGNED FIRMWARE FIO HDD	24	153.20	3,676.80
007	P18063-B21	HPE	HPE DX 1.92TB SATA 6G MIXED USE LFF (3.5IN) SCC 3YR WTY DIGITALLY SIGNED FIRMWARE FIO SSD	6	731.17	4,387.02
008	P17803-B21	HPE	HPE DX GEN10 X8/X16/X8 FIO RISER KIT	3	80.08	240.24
009	P18460-B21	HPE	HPE DX ETHERNET 1GB 4-PORT 366T FIO ADAPTER	3	165.67	497.01
010	P18461-B21	HPE	HPE DX ETHERNET 10/25GB 2-PORT 640FLR-SFP28 FIO ADAPTER	3	168.42	505.26
011	P18226-B21	HPE	HPE DX 500W FLEX SLOT PLATINUM HOT PLUG LOW HALOGEN FIO POWER SUPPLY KIT	6	129.21	775.26
012	P21958-B21	HPE	HPE DX GEN10 2U LFF EASY INSTALL FIO RAIL KIT	3	49.91	149.73
013	R6T15A	HPE	NUTANIX AOS LONG TERM SUPPORT PRE-INSTALLED FIO SOFTWARE FOR HPE	3	0.47	1.41
014	HN4X2E	HPE	HPE 3Y NBD US DEL DX380 GEN10 SVC.DX380 GEN10.9X5 HW SUPPORT, NEXT BUSINESS DAY ONSITE RESPONSE. 24X7 SW PHONE SUPPORT F	3	282.61	847.83
015	SW-AOS-PRO-PRD-3YR	HPE	SUBSCRIPTION, ACROPOLIS (AOS) PRO SOFTWARE LICENSE FOR 3YR & PRODUCTION SOFTWARE SUPPORT SERVICE FOR 3YR	1	58,995.02	58,995.02
016	L-CORES-PRO-PRD-3YR	HPE	SUBSCRIPTION, ACROPOLIS (AOS) PRO SOFTWARE LICENSE FOR 1 CPU CORE FOR 3YR & PRODUCTION SOFTWARE SUPPORT SERVICE FOR 1 CP	72	0.00	0.00
017	L-FLASHTIB-PRO-PRD-3YR	HPE	SUBSCRIPTION, ACROPOLIS (AOS) PRO SOFTWARE LICENSE FOR 1 TIB OF FLASH FOR 3YR & PRODUCTION SOFTWARE SUPPORT SERVICE FOR	11	0.00	0.00

018	SW-PRS-PRO-CORE	HPE	PRISM PRO SOFTWARE LICENSE SUBSCRIPTION FOR 1 CPU CORE	72	158.16	11,387.52
019	TERM-MONTHS	HPE	TERM IN MONTHS	36	0.00	0.00
020	FREIGHT	EPLUS	SHIPPING AND HANDLING	1	530.10	530.10
021	PROFESSIONAL SERVICES	EPLUS	SERVICES OUTLINED IN SOW	1	4,973.00	4,973.00

114,625.60	
Shipping:	Sub Total (USD): 114,625.60
Packing:	Tax (USD): 0.00
	Shp&Hnd (USD): TBD
	Total (USD): 114,625.60

All orders are governed by your organization's signed agreement with ePlus or applicable public sector contract; if there is no such agreement the Customer Terms and Conditions for Products and/or Services located at www.ePlus.com govern. No additional or contrary terms in a purchase order shall apply, and ePlus' performance shall not be deemed acceptance of any preprinted PO terms. Use of software, subscription services or other products resold by ePlus is subject to manufacturer/publisher end user agreements or subscription terms. Any periodic payment obligations for specific offerings, along with customer-incurred overages, consumption fees, add-ons, quantity adjustments and automatic renewals are non-cancelable for any reason except by public sector customers required by law to terminate due to non-appropriation of funds.

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Thank you for your inquiry. Recent US govt tariffs on certain imports are causing price increases for many IT products, with little or no notice, and beyond ePlus' control. As a result, this quote is subject to change without notice, even before the expiration date reflected above. Please confirm pricing prior to order placement. Unless freight amount is indicated, or is zero, freight will be added to the invoice. Unless Bill-To company is exempt from Sales Tax, it will be added to the invoice. Recognizing that the global pandemic has disrupted operations for many organizations, ePlus will ship products for delivery in accordance with customer's written ship-to instructions and products will be deemed delivered notwithstanding any failure of customer personnel to sign for receipt due to facility closing or otherwise.

<p>Customer Acceptance</p> <p>Signature: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p> <p>Customer PO #: _____</p>	<p>Bill To</p> <p>WORCESTER COUNTY GOVERNMENT</p> <p>1 WEST MARKET STREET</p> <p>SNOW HILL MD 21863</p> <p>UNITED STATES</p>	<p>Ship To</p> <p>WORCESTER COUNTY GOVERNMENT</p> <p>UNITED STATES</p>
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ALLIANCE TECHNOLOGY GROUP

7010 Hi Tech Drive
 Hanover, MD 21076
 phone 410-712-0270
 fax 410-712-0271

WBE and WOSB Certified

**Worcester County
 HPE Nimble dHCI Solution
 (includes 3 Years Support)**

SALES QUOTATION

Quote Date: 9/22/2021
 Quote Number: WC-123382357-1
 Alliance Sales Rep: Jimmy Stuart
 Vendor Sales Rep: Tim Newman
 Expiration Date: 10/22/2021

Description					
Product #	Item Description	Qty.	Unit List	Unit Sales Price	Ext Sales Price
R0R08A	HPE PROSTACK BASE CONFIG TRK	1	\$1.00	\$0.60	\$0.60
P18606-B21	HPE DL325 GEN10+ CTO SVR	3	\$583.00	\$349.80	\$1,049.40
P19622-L21	HPE DL325 GEN10+ AMD EPYC 7702P FIO KIT	3	\$6,353.00	\$3,494.15	\$10,482.45
P38454-B21	HPE 32GB 1RX4 PC4-3200AA-R SMART KIT	36	\$1,646.00	\$905.30	\$32,590.80
P15511-B21	HPE DL325 GEN10+ 8SFF SC FIO CAGE KIT	3	\$369.00	\$221.40	\$664.20
P18420-B21	HPE 240GB SATA RI SFF SC MV SSD	6	\$459.00	\$275.40	\$1,652.40
782961-B21	HPE 12W SMART STORAGE BATTERY	3	\$136.00	\$81.60	\$244.80
869081-B21	HPE SMART ARRAY P408I-A SR G10 LH CTRLR	3	\$727.00	\$436.20	\$1,308.60
P08452-B21	HPE 10GBE 2P SFP+ QL41132 OCP3 ADPTR	3	\$696.00	\$417.60	\$1,252.80
P21933-B21	HPE 10GBE 2P SFP+ QL41132 ADPTR	3	\$696.00	\$417.60	\$1,252.80
865414-B21	HPE 800W FS PLAT HT PLG LH PWR SPLY KIT	6	\$394.00	\$236.40	\$1,418.40
BD505A	HPE ILO ADV 1-SVR LIC 3YR SUPPORT	3	\$469.00	\$281.40	\$844.20
P16979-B21	HPE DL325 G10+ 8SFF SMART ARRAY MOD KIT	3	\$88.00	\$52.80	\$158.40
P20422-B21	HPE DL325 GEN10+ ADDITIONAL STD FAN KIT	3	\$68.00	\$40.80	\$122.40
P13771-B21	HPE GEN10 PLUS TPM BR MODULE KIT	3	\$69.00	\$41.40	\$124.20

ITEM 6

P18547-B21	HPE DL325 GEN10+ BEZEL KIT	3	\$182.00	\$109.20	\$327.60
P18544-B21	HPE DL325 GEN10+ 1075MM EASY INSTALL KIT	3	\$104.00	\$62.40	\$187.20
P18546-B21	HPE DL325 GEN10+ CMA	3	\$62.00	\$37.20	\$111.60
R2H14A	HPE NS DHCI DL3X0 W/ADD CUST ESXI FIO SW	3	\$1.00	\$0.60	\$1.80
AF595A	HPE 3.0M BLUE CAT6 STP CABLE DATA	7	\$30.00	\$18.00	\$126.00
Q9E63A	HPE SN2010M 18SFP28 4QSFP28 P2C SWCH	1	\$9,985.00	\$5,491.75	\$5,491.75
Q9E63A	HPE SN2010M 18SFP28 4QSFP28 P2C SWCH	1	\$9,985.00	\$5,491.75	\$5,491.75
Q2F25A	HPE SN2100M RACK INSTALLATION KIT	1	\$498.00	\$298.80	\$298.80
HU4A6A3	HPE 3Y TECH CARE ESSENTIAL SVC	1	\$0.00	\$0.00	\$0.00
HU4A6A3#YL0	HPE DL325 GEN10 PLUS SUPP	3	\$1,725.00	\$1,035.00	\$3,105.00
HU4A6A3#W0P	HPE SN2010M 25GBE SWITCH SUPPORT	2	\$1,487.00	\$892.20	\$1,784.40
JG081C	HPE X240 10G SFP+ SFP+ 5M DAC CABLE	20	\$330.00	\$198.00	\$3,960.00
JL271A	HPE X240 100G QSFP28 1M DAC CABLE	2	\$550.00	\$330.00	\$660.00
HA124A1#5WX	HPE NIMBLE STORAGE DHCI BASE DEPLOY SVC	1	\$12,000.00	\$8,400.00	\$8,400.00
HB983A1	HPE INSTALLATION COMM SVRS HOURLY SVC	1	\$180.00	\$108.00	\$108.00
Q8H72A	HPE NS HF20 HYBRID CTO BASE ARRAY	1	\$39,000.00	\$21,450.00	\$21,450.00
Q8B68B	HPE NS HF20/20C HYBRID 21TB FIO HDD BNDL	1	\$15,000.00	\$8,250.00	\$8,250.00
Q8C17B	HPE NS 2X10GBE 4P FIO ADPTR KIT	1	\$10,000.00	\$5,500.00	\$5,500.00
Q8J27A	HPE NS C13 TO C14 FIO POWER CORD	2	\$1.00	\$0.60	\$1.20
Q8J29A	HPE NS HF20 R2 2.88TB FIO CACHE BNDL	1	\$23,976.00	\$13,186.80	\$13,186.80
R2H12A	HPE PROSTACK NS NOS PG FIO SW	1	\$1.00	\$0.60	\$0.60
R3P91A	HPE TIER 1 STORAGE ARRAY STANDARD TRK	1	\$1.00	\$0.60	\$0.60

ITEM 6

HT6Z2A3#ZED	HPE NS HF20/20C HYBRID 21TBHDD BNDL SUPP	1	\$1,885.00	\$1,413.70	\$1,413.70
HT6Z2A3#ZE6	HPE NS HF20 2.88TB CACHE SUPP	1	\$2,671.00	\$2,003.25	\$2,003.25
HT6Z2A3#ZEB	HPE NS HF20 HYBRID BASE ARRAY SUPP	1	\$6,250.00	\$4,687.50	\$4,687.50
HT6Z2A3#ZG0	HPE NS 2X10GBE 4P ADPTR SUPP	1	\$2,828.00	\$2,121.00	\$2,121.00
				Total;	\$141,835.00

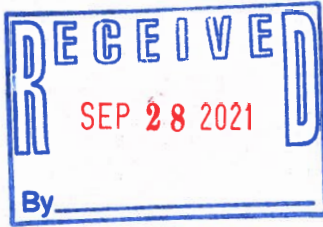
End User: Worcester County

NOTES:

1. Quote is for a turnkey Nimble dHCI solution that includes Nimble array, 3 x DL325 servers, 2 x 18 port switches, HPE installation services and 3 years support.
2. Configuration assumes the use of vLANs for the management network.

Freight & Applicable Taxes Additional. Freight charges are "ESTIMATED" and "ACTUAL" charges will be invoiced. Customer is responsible for 100% of freight charges. This quote and configuration is confidential to Alliance and is only to be used between Alliance and the customer. In the event this provided quote and configuration is used for other purposes, consulting fees will be charged. Should customer desire to use this information for any purpose other than its original intended purpose, or wish to divulge the contents of this quote to a 3rd party, customer must obtain written permission from Alliance prior to such use. This quote is valid for 30 days past the quote date unless otherwise noted and Quote is subject to change. All Purchase Orders subject to acceptance by Alliance Technology Group, LLC. Prices subject to change prior to acceptance of Purchase Order. Payment Terms pursuant to Contract of Sale. Leasing figures are being provided to you for informational purposes only. Actual lease rates may vary and are subject to credit approval. Alliance's Term's & Condition's apply. Alliance's T&C's can be viewed at www.alliance-it.com. Maintenance pricing quoted must be purchased with product for price to be valid. Unless pre-paid, all maintenance pricing is subject to change.

Version Dec 2015



EMERGENCY SERVICES

Worcester County

GOVERNMENT CENTER

ONE WEST MARKET STREET, ROOM 1002

SNOW HILL, MARYLAND 21863-1193

TEL: 410-632-1311

FAX: 410-632-4686

BILLY BIRCH
DIRECTOR

To: Weston Young, Chief Administrative Officer

From: Billy Birch, Director of Emergency Services

Re: Fire Sirens & Emergency Notification System plan

Date: 14 September 2021

Last year the Department of Emergency Services (DES) requested funds to perform an overall site survey and inspection of the Worcester County Siren System by the manufacturer, Federal Signal. The results of that survey indicated nearly all of the sirens are of an age they should be replaced. None of the sirens are setup to be DC powered (battery based) for uninterrupted use during power outages. The coverage of the sirens for warning the public are missing some of our most vulnerable areas such as campgrounds. Some of the sirens are such a distance from Snow Hill they are having difficulty communicating without an additional siren control system.

Since the time the survey was conducted DES has engaged with the manufacturer to discuss multiple options related to possible next steps. It is the general opinion of the manufacturer as well as staff that we are facing two options: **#1** We design a totally new system comprised of either a Fire Siren system only or Fire Siren and Emergency Notification System combination.

*** Note if we chose to pursue the emergency notification system it is going to require much more funding and a greater number of sirens in each district/town. I expect an additional 35 to 40 sirens if we provide the proper siren placement due to population. **#2** We continue to offer a best effort support practice of existing equipment.

It is important to note that moving forward with either new design will be a capital project that is likely to exceed several hundred thousand dollars.

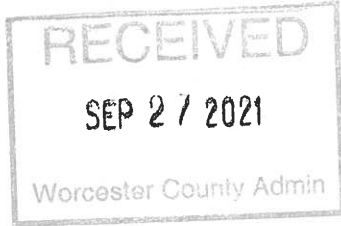
Additionally, the Commissioners should be aware that several fire departments have expressed concern that our additional involvement and maintenance on sirens that have been historically maintained by those departments could lead to a loss of control to use them as they wish. It has been expressed on several occasions by them that while they don't object to the County providing maintenance, they are unsure that they are willing to turn over total control and ownership of existing sirens unless the county is willing to enter into a MOU to provide them with ultimate control and decision making for those sirens located within their districts.

As such, in a new siren system design it would be highly recommended that new sirens on new poles provide clear ownership demarcation.

In closing, it is my hope that DES begin exploring detailed design options as soon as our two new electronic services staff come onboard November 1st 2021. I am requesting direction from the commissioners on which option we want to pursue? We have a Fire Chiefs meeting on 10/27/21 at 6:30pm and I know they are going to want to know if a MOU is going to happen dealing with the Fire Sirens? Follow-up to that question they are going to want to know what we are doing with the sirens.

I am available to answer any questions at your convenience.

Attachments (1)



DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL: 410.632.1200 / FAX: 410.632.3008
www.co.worcester.md.us/drp/drpindex.htm

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

MEMORANDUM

To: Weston S. Young, P.E., Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director *JKK*
Date: September 27, 2021
Re: Housing Rehabilitation Program General Rehabilitation and Lead Remediation Bid Recommendation

.....
A bid opening was held on Monday, September 27, 2021 at 1:00 P.M. for a proposed single-family home general rehabilitation and lead remediation project in the Snow Hill area. This project is proposed to be funded through the County's current Housing Rehabilitation grant, MD-20-CD-22, and the State Special Loans Program. A total of two bids were received from the following and were for the amounts indicated:

Colossal Contractors, Inc.	<u>\$62,000.00</u>
Unique Styles Custom Home Builders, LLC	<u>\$34,214.00</u>

Copies of the Competitive Bid Worksheet and the two bids are attached for your review. Under the purchasing guidelines of this funding source, a minimum of three contractor bids are required. However, the County may request a waiver to the minimum bid requirement in order to avoid a re-bid situation.

After reviewing the proposals, it is my recommendation that the Commissioners accept the bid submitted by Unique Styles Custom Home Builders, LLC in the amount of \$34,214.00 as the low bidder. Any approval would be contingent upon the granting of the waiver by the State CDBG grant office.

Competitive Bid Worksheet

Item: Housing Rehabilitation – Waters (Snow Hill) Property

Bid Deadline/Opening Date: 1:00 P.M., September 27, 2021

Bids Received by deadline = 2

<u>Vendor's Submitting Bids</u>	<u>Total Quote</u> <u>Bishop Property</u>
Colossal Contractors, Inc. 4601 Sandy Spring Road Burtonsville, Maryland 20866	<u>\$62,000.00</u>
Unique Styles Custom Home Builders, LLC 8877 Bi State Blvd. Delmar, Maryland 21875	<u>\$34,214.00</u>
_____	_____
_____	_____
_____	_____
_____	_____

WORCESTER COUNTY IS REQUESTING QUOTATIONS FROM QUALIFIED CONTRACTORS FOR REPAIRS TO:

PROPERTY OF: Alexander Waters
ADDRESS: 312 South Bay Street
Snow Hill, MD 21863
TELEPHONE: 410-845-8641

TOTAL QUOTE: 62,000.00

CONTRACTOR: Colossal Contractors, Inc. DATE: 09/24/2021
NO QUOTATIONS AFTER: September 27, 2021

PART ONE: GENERAL CONDITIONS
PART TWO: SCOPE OF WORK

PART ONE – GENERAL CONDITIONS

- 1) The Contractor shall coordinate all work in progress with the homeowner so as not to severely disrupt living conditions. Inside work which is disruptive, or displaces the use of the kitchen, bathroom, or bedrooms, shall be pursued continuously on normal working days.
- 2) The Contractor shall be responsible for removing and replacing furniture and other articles, to and from other storage areas on premises, as needed to allow work space or to protect such possessions. Provide plastic film protection over all furniture (if not removed), carpets, finished floors, etc. – also install film at doorways as required.
- 3) The Contractor shall remove all excess material, construction debris, and other existing debris and material specified herein, to an approved dumpsite off premises. Work area shall be broom swept at the end of each work day.
- 4) The Contractor shall contact the Program Inspector or Housing Administrator for direction in the event that coordination or clarification problems arise with the homeowner or other contractors.
- 5) The Contractor shall coordinate closely with the homeowner as to which possessions are considered “junk and debris” and which are valuable before hauling anything away.
- 6) The Contractor shall leave all work areas on the premises in a neat and clean condition, and shall instruct the homeowner in the care and use of all installed equipment and appliances. Owner’s manuals and warranty booklets are to be provided to the homeowner for all applicable equipment, appliances, and materials.
- 7) The Contractor shall not undertake or engage in any additional work intended to be billed to the Program as an “extra” or as additional cost to the original contract without a written change order signed by the Program Inspector, Housing Administrator, and homeowner. A written change order as outlined above is also

required for substitutions or additions to the original scope of work not involving additional costs.

- 8) The Contractor shall obtain and pay for all building, plumbing, electrical, well, septic and other permits required for specified work.
- 9) The Contractor shall call for all inspections required by County law as well as inspections to receive draw payments and any special inspections required by the Program Inspector. All work shall conform to code.
- 10) All of the above general conditions shall be adhered to unless otherwise specifically described in the following scope of work.

PROJECT: Alexander WatersDATE: 07-12-2021ADDRESS: 312 South Bay StreetSnow Hill, MD 21863PHONE: 410-845-8641**SCOPE OF WORK**

A: Contractor to obtain all necessary permits. Remove existing roof shingles, felt paper underlayment, drip edge, and all flashings. Remove gutters and downspouts. Provide and install new thirty pound felt paper underlayment, or better. Provide and install new white wide drip edge at all eaves and rakes. Provide and install ice and water shield at all eaves and rake edges as well as any valleys and at all roof and wall junctions. Provide and install new thirty year architectural shingles per manufacturer's installation instructions. Provide and install roof ridge venting with ridge caps as necessary. Provide and install new plumbing vent boots as required. Install new white continuous gutters and downspouts. Splash blocks to be installed at all downspouts. Haul away all construction debris.

PRICE: \$16,600.00

B: Remove all existing finish flooring, wall and ceiling finish materials, and any existing wall insulation in the first floor bedroom. Demolition is to be to the bare studs and ceiling joists. Foam seal all exterior wall penetrations. Install Kraft faced fiberglass insulation in all exterior wall cavities. Install ½" drywall on all walls and ceiling. Drywall is to be glued and screwed, taped with three (3) coats of drywall compound and finished to a smooth paintable surface. Install all necessary window and door trim as well as floor base trim. Trim is to match existing as close as possible. All work to be painted two coats, owner choice of colors. Contractor is to provide and install builder grade, vinyl plank finish flooring in this room.

PRICE: \$10,000.00

C: Contractor to have licensed and qualified electrician inspect exterior service entrance wire for any possible deficiency. Electrician is to upgrade existing electrical panel to a 200 AMP Square D or equal panel with all necessary breakers to meet current electrical Code. Install GFCI breakers in kitchen, bathrooms, and exterior per current Code. Install smoke detectors throughout the house to meet current Code. Battery operated units will be acceptable if hard wiring for new units would be impracticable or impossible without extensive rework. Install cover plate on attic electrical junction box.

PRICE: \$9,800.00

D: Remove existing second floor bathroom tub/shower unit. Frame walls as necessary for installation of new four piece fiberglass shower unit. Provide and install new shower faucet assembly, Moen Chateau or equal. Provide and install plumbing water supply and waste connections as necessary for new shower. Contractor to make drywall repairs as necessary for shower installation. Painting all new work two (2) coats, color choice by owner. Contractor is to supply and install standard builder grade shower door. Contractor is to supply and install one (1) builder grade ceiling exhaust fan/light combination, and vent it to the exterior.

PRICE: \$8,800.00

E: Contractor to have sash glazing that has failed seals replaced in twelve existing window sashes. Replacement glass is to be Low-E, insulated glass. Remove existing 8068 sliding glass door at left side of house, first floor. Install door sill pan. Provide and install one (1) builder grade 8068 vinyl sliding glass door. Door to be white, Low-E Argon gas filled, insulated glass unit. Door is to be caulked and edges flanges taped with flex sealing tape. Gaps between door frame and framing are to be sealed with low expanding foam sealant. Trim interior and exterior of new unit to match existing as close as possible. Painting of new trim, two (2) coats, color choice by owner

PRICE: \$9,000.00

F: Lead paint items: See attached Debra Hall Lead Risk Assessment report and diagrams for reference and guidance. Complete all items on page 5 of lead risk assessment report.

General Conditions & Procedures to be followed for all LBP Work:

- 1. This is a Lead Abatement project, the MHIC licensed general contractor must be EPA certified and Maryland Department of the Environment accredited as a Removal and Demolition contractor, and be able to prove current Lead paint training for all workers on site.**
- 2. This is an owner occupied dwelling. The dwelling will NOT be empty nor vacated during the course of work. The owner may or may not be present in the dwelling during normal business hours. The contractor should not allow the owner to be present during LBP activities. Any window sash repairs or restoration work not performed in place should be completed off site if possible, to help prevent site contamination.**
- 3. Use all applicable LBP training to perform the scope of work according to EPA and Maryland regulations. Get a receipt for the copy of Renovate Right that you distribute to your client prior to the start of work and maintain all administrative records required by the EPA. Post your lead paint Warning signs. HEPA clean individual interior work areas, as you go. Use an appropriate level of PPE when conducting abatement activities. Protect the grounds around the dwelling from paint chip deposits.**
- 4. Post-renovation dust wipes are expected to be gathered for the purpose of establishing that Clearance levels have been reached, and that no hazardous lead dust is present as a result of the Abatement activities. The Contractor must notify the Lead Risk Assessor in advance to schedule the timing of the gathering of these dust wipes. Initial costs of testing are covered by**

the program. Any subsequent HEPA cleaning and retesting due to a sample failure will be paid for by the contractor. Final draw will not be released until after clearance is achieved

PRICE: \$6,000.00

G: Powder post beetle activity in the crawlspace: See attached Bennett Termite and Pest Solutions report for reference and guidance. Follow all recommendations.

PRICE: \$1,800.00

TOTAL PRICE: \$62,000.00

SIGNATURE: _____

PRINTED NAME: Juan R. Navarro

TITLE: President

COMPANY NAME: Colossal Contractors, Inc.

ADDRESS: 4601 Sandy Spring Road

Burtonsville, MD 20866

PHONE NUMBERS: **OFFICE:** (301) 476- 9060 **CELL:** _____

MHIC#: 122805 **EXPIRATION DATE:** 08/09/2022

DATE OF PROPOSAL: 09/24/2021

I have reviewed and hereby accept the preceding scope of work as written.

Alexander Waters 8-20-21

Owner

Date

UNIQUE STYLES CUSTOM HOME BUILDERS, LLC

Property of Alexander Waters
312 South Bay Street
Snow Hill, MD 21863

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ 34,214.00

Date Available To Start: 10-18-21

Date: 9-27-2021

Kenneth Shuckley
Signature

Kenneth Shuckley
Typed Name
CEO

Unique Styles Custom Home Bldrs, LLC
Title

8877 Bi State Blvd
Company Name

Delmar, MD 21875
Address

443-359-5130
Phone Number(s)

130568 2-20-2023
MHIC license # Exp. Date

DAI-F.163544-2 4-22-26
MDE Lead Cert.# Exp. Date

2-I-87816-21-086 9-15-26
RRP Lead# Exp. Date

*Permits will be required to be obtained from the Town of Snow Hill for this project
UNIQUE STYLES CUSTOM HOME BUILDERS, LLC

8877 Bi-State Blvd
Delmar, MD 21875
United States

PHONE 443-359-5130
FAX 443-359-5367
EMAIL Uniquestyles5@comcast.net

PROJECT: Alexander Waters

DATE: 07-12-2021

ADDRESS: 312 South Bay Street

Snow Hill, MD 21863

PHONE: 410-845-8641

SCOPE OF WORK

A: Contractor to obtain all necessary permits. Remove existing roof shingles, felt paper underlayment, drip edge, and all flashings. Remove gutters and downspouts. Provide and install new thirty pound felt paper underlayment, or better. Provide and install new white wide drip edge at all eaves and rakes. Provide and install ice and water shield at all eaves and rake edges as well as at any valleys and at all roof and wall junctions. Provide and install new thirty year architectural shingles per manufacturer's installation instructions. Provide and install roof ridge venting with ridge caps as necessary. Provide and install new plumbing vent boots as required. Install new white continuous gutters and downspouts. Splash blocks to be installed at all downspouts. Haul away all construction debris.

PRICE: \$11,414.00

B: Remove all existing finish flooring, wall and ceiling finish materials, and any existing wall insulation in the first floor bedroom. Demolition is to be to the bare studs and ceiling joists. Foam seal all exterior wall penetrations. Install Kraft faced fiberglass insulation in all exterior wall cavities. Install ½" drywall on all walls and ceiling. Drywall is to be glued and screwed, taped with three (3) coats of drywall compound and finished to a smooth paintable surface. Install all necessary window and door trim as well as floor base trim. Trim is to match existing as close as possible. All work to be painted two coats, owner choice of colors. Contractor is to provide and install builder grade, vinyl plank finish flooring in this room.

PRICE: \$4,200.00

C: Contractor to have licensed and qualified electrician inspect exterior service entrance wire for any possible deficiency. Electrician is to upgrade existing electrical panel to a 200 AMP Square Dor equal panel with all necessary breakers to meet current electrical Code. Install GFCI breakers in kitchen, bathrooms, and exterior per current Code. Install smoke detectors throughout the house to meet current Code. Battery operated units will be acceptable if hard wiring for new units would be impracticable or impossible without extensive rework. Install cover plate on attic electrical junction box.

PRICE: \$4,800.00

ITEM 8

D: Remove existing second floor bathroom tub/shower unit. Frame walls as necessary for installation of new four piece fiberglass shower unit. Provide and install new shower faucet assembly, Moen Chateau or equal. Provide and install plumbing water supply and waste connections as necessary for new shower. Contractor to make drywall repairs as necessary for shower installation. Painting all new work two (2) coats, color choice by owner. Contractor is to supply and install standard builder grade shower door. Contractor is to supply and install one (1) builder grade ceiling exhaust fan/light combination, and vent it to the exterior.

PRICE: \$6,500.00

E: Contractor to have sash glazing that has failed seals replaced in twelve existing window sashes. Replacement glass is to be Low-E, insulated glass. Remove existing 8068 sliding glass door at left side of house, first floor. Install door sill pan. Provide and install one (1) builder grade 8068 vinyl sliding glass door. Door to be white, Low-E Argon gas filled, insulated glass unit. Door is to be caulked and edges flanges taped with flex sealing tape. Gaps between door frame and framing are to be sealed with low expanding foam sealant. Trim interior and exterior of new unit to match existing as close as possible. Painting of new trim, two (2) coats, color choice by owner

PRICE: \$4,250.00

F: Lead paint items: See attached Debra Hall Lead Risk Assessment report and diagrams for reference and guidance. Complete all items on page 5 of lead risk assessment report.

General Conditions & Procedures to be followed for all LBP Work:

1. This is a Lead Abatement project, the MHC licensed general contractor must be EPA certified and Maryland Department of the Environment accredited as a Removal and Demolition contractor, and be able to prove current Lead paint training for all workers on site.
2. This is an owner occupied dwelling. The dwelling will NOT be empty nor vacated during the course of work. The owner may or may not be present in the dwelling during normal business hours. The contractor should not allow the owner to be present during LBP activities. Any window sash repairs or restoration work not performed in place should be completed off site if possible, to help prevent site contamination.
3. Use all applicable LBP training to perform the scope of work according to EPA and Maryland regulations. Get a receipt for the copy of Renovate Right that you distribute to your client prior to the start of work and maintain all administrative records required by the EPA. Post your lead paint Warning signs. HEPA clean individual Interior work areas, as you go. Use an appropriate level of PPE when conducting abatement activities. Protect the grounds around the dwelling from paint chip deposits.
4. Post-renovation dust wipes are expected to be gathered for the purpose of establishing that Clearance levels have been reached, and that no hazardous lead dust is present as a result of the Abatement activities. The Contractor must notify the Lead Risk Assessor in advance to schedule the timing of the gathering of these dust wipes. Initial costs of testing are covered by

ITEM 8

the program. Any subsequent HEPA cleaning and retesting due to a sample failure **will be paid** for by the contractor. Final draw will not be released until after clearance is achieved

PRICE: \$1,800.00

G: Powder post beetle activity in the crawlspace: See attached Bennett Termite and Pest Solutions report for reference and guidance. Follow all recommendations.

PRICE: \$1,250.00

TOTAL PRICE: \$34,214.00
SIGNATURE: *Kenneth Shockey*
PRINTED NAME: Kenneth Shockey
TITLE: CEO
COMPANY NAME: Unique Styles Custom Home Bldrs. LLC
ADDRESS: 8877 Bi State Blvd
Delmar, MD 21875
PHONE NUMBERS: OFFICE: 443-357-5730 CELL: 410-726-7199
MHIC#: 130568 EXPIRATION DATE: 2-23-26
DATE OF PROPOSAL: 9-27-21

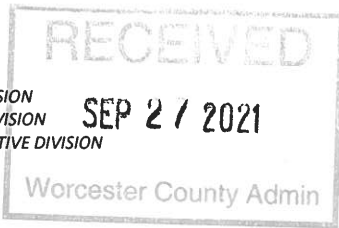


DEPARTMENT OF
DEVELOPMENT REVIEW AND PERMITTING

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1201
SNOW HILL, MARYLAND 21863
TEL:410.632.1200 / FAX: 410.632.3008
www.co.worcester.md.us/drp/drpindex.htm

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION



MEMORANDUM

To: Weston S. Young, P.E., Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director *JKK*
Date: September 27, 2021
Re: Housing Rehabilitation Program General Rehabilitation and Lead Remediation Bid Recommendation

.....
This project entails the general rehabilitation and lead remediation on a single-family dwelling in the Pocomoke City area. It is proposed to be funded through the County's current Housing Rehabilitation grant, MD 20-CD-22, and the State Special Loans Program.

Two competitive bid solicitations were carried out for the work needed at this property, both of which yielded no bid submissions. As a result, I sent a letter to the Maryland Department of Housing and Community Development requesting a waiver to the three-bid minimum and to allow us to directly solicit bids from qualifying contractors. This waiver was granted on August 17, 2021. Upon receipt of the waiver, I contacted two general contractors, who submitted bid packages as follows:

Shoreman Construction Co., Inc.	\$36,844
Three Guys Construction	\$44,285

Copies of the Competitive Bid Worksheet and the two bids are attached for your review. After reviewing the bids, it is my recommendation that the Commissioners accept the bid submitted by Shoreman Construction Co., Inc. in the amount of \$36,844 as the low bidder.

Competitive Bid Worksheet

Item: Housing Rehabilitation Project in Pocomoke City, Maryland

Direct solicit bids – opened on Wednesday, September 15, 2021

Bids Received = 2

Jane Skweres
810 Walnut Street
Pocomoke City, MD 21851

Contractor's Submitting Bids

Total Quote

Shoreman Construction Co., Inc.
606 East Pine Street
Delmar, MD 21875

\$36,844.00

Three Guys Construction
8660 Lake Somerset Road
Westover, MD 21871

\$44,285.00

ATTENTION: THIS BID FORM MUST BE REPRODUCED ON YOUR COMPANY LETTERHEAD AND BE SUBMITTED WITH YOUR BID PACKAGE. ALL PAGES OF WORK SCOPE WITH LINE ITEM PRICING DETAIL MUST BE INCLUDED. ANY MISSING INFO OR WORDING MAY DISQUALIFY YOUR BID. THE BID PACKAGE IS ALSO AVAILABLE ON-LINE AT www.co.worcester.md.us

BID FORM

***must be signed to be valid**

**Property of Jane Skweres
810 Walnut Street
Pocomoke City, MD 21851**

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ 56,044.00
Date Available to Start: 8-30-2021

Date: 8-18-2021

William C. Hearn, Jr.

Signature

WILLIAM C. HEARN, JR.

Typed Name

OWNER

Title

SHOREMAN CONSTRUCTION CO., INC.

Company Name

606 E. PINE ST.

Address

DELMAR, MD 21875

410-896-3200 443-359-0095

Phone Number(s)

5859

10-1-2021

MHIC #

Exp. Date

Jane Skweres
 810 Walnut Street
 Pocomoke City, MD 21851
 410-957-3479

12/31/20
 Revised 2/25/21

SCOPE OF WORK

A: Contractor to obtain all necessary permits. Remove existing roof shingles, felt paper underlayment, drip edge, and all flashings. Remove gutters and downspouts. Provide and install new thirty pound felt paper underlayment, or better. Provide and install new white wide drip edge at all eaves and rakes. Provide and install ice and water shield at all eaves and rake edges as well at any valleys and at all roof and wall junctions. Provide and install new thirty year architectural shingles per manufacturer's installation instructions. Provide and install roof ridge venting with ridge caps as necessary. Provide and install new plumbing vent boots as required. Install new white continuous gutters and downspouts. Splash blocks to be installed at all downspouts. Haul away all construction debris

PRICE: \$5,950.00

B: Remove damaged chimney brick mortar. Re-point all damaged brick mortar lines to insure chimney stability. Replace and damaged bricks.

PRICE: \$650.00

C: Trim all tree limbs overhanging detached garage and house. Haul away debris. Remove all damaged garage exterior wood siding and repair with like materials. Paint two coats.

PRICE: \$850.00

D: Adjust rear entry door and rear storm door for proper closure and operation. Remove exterior basement door cover and hinges. Install new door same size with treated 2x4 framework and treated plywood top. Install new door with two (2) galvanized hinges and a galvanized latch. Remove old door from premises.

PRICE: \$450.00

E: Remove existing Pushmatic electrical panel and replace with new Square D or equal 200 AMP electrical panel with all necessary breakers to meet current electrical Code. Provide and install smoke detectors to meet current Code. Battery operated units will be acceptable if hard wiring for new locations would be impractical or impossible without extensive rework.

PRICE: \$2,500.00

F: Lead paint items: See attached Debra Hall Lead Risk Assessment report and diagrams for reference and guidance. Items below are listed on pages 4 and 5 of report; utilize abatement or interim control as specified below.

Jane Skweres
 810 Walnut Street
 Pocomoke City, MD 21851
 410-957-3479

12/31/20
 Revised 2/25/21

- **Hazard 1: Exterior Front Door and Components (Abatement)-** Remove front entry door and jambs completely. Provide and install same size insulated steel door, Energy Star rated, with new Kwikset or equal lockset and deadbolt. To meet Maryland Historic Trust requirements, the replacement door must have a six-panel design without any lights to mimic the existing front door as closely as possible. * Please note: Meeting the Historic requirement takes precedence over the door having an Energy Star rating if both criteria cannot be met. Install new exterior and interior door trim to match existing as close as possible. Paint door and associated trim, two coats after primer.
- **Hazard 2: Basement Windows (Abatement)-** Remove five (5) basement windows and replace with white vinyl Energy Star rated insulated Low-E window units. Windows are to be foam sealed at jambs with low expansion foam to eliminate air infiltration.
- **Hazard 3: Front Porch Columns (Interim Controls)-** Wet scrape, prep and re-paint the front porch support posts.

General Conditions & Procedures to be followed for all LBP Work:

1. This is a Lead Abatement project, the MHIC licensed general contractor must be EPA certified and Maryland Department of the Environment accredited as a Removal and Demolition contractor, and be able to prove current Lead paint training for all workers on site.
2. This is an owner occupied dwelling. The dwelling will NOT be empty nor vacated during the course of work. The owner may or may not be present in the dwelling during normal business hours. The contractor should not allow the owner to be present during LBP activities. Any window sash repairs or restoration work not performed in place should be completed off site if possible, to help prevent site contamination.
3. Use all applicable LBP training to perform the scope of work according to EPA and Maryland regulations. Get a receipt for the copy of Renovate Right that you distribute to your client prior to the start of work and maintain all administrative records required by the EPA. Post your lead paint Warning signs. HEPA vacuum and clean individual interior work areas, as you go. Use an appropriate level of PPE when conducting abatement activities. Protect the grounds around the dwelling from paint chip deposits.
4. Post-renovation dust wipes are expected to be gathered for the purpose of establishing that Clearance levels have been reached, and that no hazardous lead dust is present as a result of the Abatement activities. The Contractor must notify the Lead Risk Assessor in advance to schedule the timing of the gathering of these dust wipes. Initial costs of testing are covered by the program. Any subsequent cleaning, HEPA vacuuming, and retesting due to a sample failure will be paid for by the contractor. Final draw will not be released until after clearance is achieved

Lead Paint PRICE: \$12,000.00

Jane Skweres
810 Walnut Street
Pocomoke City, MD 21851
410-957-3479

12/31/20
Revised 2/25/21

G: First floor bathroom is to be demolished and taken down to bare studs. Exterior walls are to be insulated to R-19. All wall penetrations are to be sealed. Provide and install an ADA compliant fiberglass shower with adjustable shower head and hand held shower head. Grab bars per Code. Shower curtain bar and shower curtain. Walls are to have moisture resistant drywall installed. Drywall to be tape coated, and with three coats drywall compound. Walls are to be sanded to a smooth paintable surface. Floor base trim and shoe moulding are to match existing as close as possible, to be installed and painted two coats after primer. Provide and install one (1) 30 inch vanity with top. Provide and install one (1) single lever vanity sink faucet, Moen or equal. Provide and install two towel bars. Provide and install one standard Contractor grade wall mirror over vanity. Provide and install new vinyl sheet goods finish flooring. Vinyl flooring is to be installed over 1/2" lauan underlayment. Provide and install one (1) white, tall elongated toilet with seat. Provide all necessary water supply and waste piping as necessary. Provide and install all water shut off valves as necessary to meet current Code. Provide and install one (1) bath/fan ceiling unit, vented to the exterior. Provide all electrical wall switches and GFCI outlets as required by current Code. Paint all new walls and trim two coats after primer. Color to be home owner choice.

PRICE: \$11,000.00

H. Install vapor barrier in crawlspace and insulation in basement and crawlspace to meet current Code. Have existing HVAC system cleaned and serviced by a qualified HVAC mechanic. Remove damaged decking boards at exterior rear at grade deck; approximately 24 square feet and install new pressure treated decking, with galvanized screws.

PRICE: \$3,400.00

TOTAL PRICE: \$36,844.00

SIGNATURE: William C. Hearn, Jr.

PRINTED NAME: WILLIAM C. HEARN, JR.

TITLE: OWNER

COMPANY NAME: SHOREMAN CONSTRUCTION CO., INC.

ADDRESS: 606 E. PINE STREET, BELMAR, MD 21815

PHONE NUMBERS: OFFICE: 410-896-3200 CELL: 443-359-0095

MHC#: 5859 EXPIRATION DATE: 10-21 DATE OF PROPOSAL: 8-18-2021

I have reviewed and hereby accept the preceding scope of work as written.

Jane A. Skweres 3-12-2021

Owner

Date

THREE GUYS CONSTRUCTION

STEPHEN G. FREY

GENERAL CONTRACTOR

**8660 LAKE SOMERSET ROAD
WESTOVER, MARYLAND 21871**

410- 957-1038 (fax)

410-430-1109 (cell)

Federal Tax No. 52-1510929

Email: sgfrey@yahoo.com

MHBR License No. 1055
MHIC License No. 7185
Somerset County Plumber No. 18446
Worcester County Plumber No. 18446


Wicomico County Electrician No. 1090
Worcester County Electrician No. G370
Somerset County Electrician No. 226EG

**Property of Jane Skweres
810 Walnut Street
Pocomoke City, MD 21851**

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote : \$ 44,285.00
Date Available to Start: Nov 1, 2021

Date: 9/10/21


Signature
STEPHEN G. FREY
Typed Name
owner
Title
THREE GUYS CONSTRUCTION
Company Name
8660 LAKE SOMERSET RD
Address
WESTOVER, MD 21871
410-430-1109
Phone Number(s)
7185
MHIC # 9/14/22
Exp. Date

Jane Skweres
 810 Walnut Street
 Pocomoke City, MD 21851
 410-957-3479

12/31/20
 Revised 2/25/21

SCOPE OF WORK

A: Contractor to obtain all necessary permits. Remove existing roof shingles, felt paper underlayment, drip edge, and all flashings. Remove gutters and downspouts. Provide and install new thirty pound felt paper underlayment, or better. Provide and install new white wide drip edge at all eaves and rakes. Provide and install ice and water shield at all eaves and rake edges as well at any valleys and at all roof and wall junctions. Provide and install new thirty year architectural shingles per manufacturer's installation instructions. Provide and install roof ridge venting with ridge caps as necessary. Provide and install new plumbing vent boots as required. Install new white continuous gutters and downspouts. Splash blocks to be installed at all downspouts. Haul away all construction debris

PRICE: \$ 9640⁰⁰

B: Remove damaged chimney brick mortar. Re-point all damaged brick mortar lines to insure chimney stability. Replace and damaged bricks.

PRICE: 500⁰⁰

C: Trim all tree limbs overhanging detached garage and house. Haul away debris. Remove all damaged garage exterior wood siding and repair with like materials. Paint two coats.

PRICE: 1050⁰⁰

D: Adjust rear entry door and rear storm door for proper closure and operation. Remove exterior basement door cover and hinges. Install new door same size with treated 2x4 framework and treated plywood top. Install new door with two (2) galvanized hinges and a galvanized latch. Remove old door from premises. *Note: replace rear entry & storm door. Framing is damaged & racked beyond repair.*

PRICE: 2375⁰⁰

E: Remove existing Pushmatic electrical panel and replace with new Square D or equal 200 AMP electrical panel with all necessary breakers to meet current electrical Code. Provide and install smoke detectors to meet current Code. Battery operated units will be acceptable if hard wiring for new locations would be impractical or impossible without extensive rework.

PRICE: 3200⁰⁰

F: Lead paint items: See attached Debra Hall Lead Risk Assessment report and diagrams for reference and guidance. Items below are listed on pages 4 and 5 of report; utilize abatement or interim control as specified below.

Jane Skweres
810 Walnut Street
Pocomoke City, MD 21851
410-957-3479

12/31/20
Revised 2/25/21

- Hazard 1: Exterior Front Door and Components (Abatement)- Remove front entry door and jambs completely. Provide and install same size insulated steel door, Energy Star rated, with new Kwikset or equal lockset and deadbolt. To meet Maryland Historic Trust requirements, the replacement door must have a six-panel design without any lights to mimic the existing front door as closely as possible. * Please note: Meeting the Historic requirement takes precedence over the door having an Energy Star rating if both criteria cannot be met. Install new exterior and interior door trim to match existing as close as possible. Paint door and associated trim, two coats after primer.
 - Hazard 2: Basement Windows (Abatement)- Remove five (5) basement windows and replace with white vinyl Energy Star rated insulated Low-E window units. Windows are to be foam sealed at jambs with low expansion foam to eliminate air infiltration.
 - Hazard 3: Front Porch Columns (Interim Controls)- Wet scrape, prep and re-paint the front porch support posts. *(Abatement) replace columns of structural vinyl columns. Cost difference is negligible & House would be "lead free"*
- General Conditions & Procedures to be followed for all LBP Work:
1. This is a Lead Abatement project, the MHIC licensed general contractor must be EPA certified and Maryland Department of the Environment accredited as a Removal and Demolition contractor, and be able to prove current Lead paint training for all workers on site.
 2. This is an owner occupied dwelling. The dwelling will NOT be empty nor vacated during the course of work. The owner may or may not be present in the dwelling during normal business hours. The contractor should not allow the owner to be present during LBP activities. Any window sash repairs or restoration work not performed in place should be completed off site if possible, to help prevent site contamination.
 3. Use all applicable LBP training to perform the scope of work according to EPA and Maryland regulations. Get a receipt for the copy of Renovate Right that you distribute to your client prior to the start of work and maintain all administrative records required by the EPA. Post your lead paint Warning signs. HEPA vacuum and clean individual interior work areas, as you go. Use an appropriate level of PPE when conducting abatement activities. Protect the grounds around the dwelling from paint chip deposits.
 4. Post-renovation dust wipes are expected to be gathered for the purpose of establishing that Clearance levels have been reached, and that no hazardous lead dust is present as a result of the Abatement activities. The Contractor must notify the Lead Risk Assessor in advance to schedule the timing of the gathering of these dust wipes. Initial costs of testing are covered by the program. Any subsequent cleaning, HEPA vacuuming, and retesting due to a sample failure will be paid for by the contractor. Final draw will not be released until after clearance is achieved

Lead Paint PRICE: 7970⁰⁰

Jane Skweres
810 Walnut Street
Pocomoke City, MD 21851
410-957-3479

12/31/20
Revised 2/25/21

G: First floor bathroom is to be demolished and taken down to bare studs. Exterior walls are to be insulated to R-19. All wall penetrations are to be sealed. Provide and install an ADA compliant fiberglass shower with adjustable shower head and hand held shower head. Grab bars per Code. Shower curtain bar and shower curtain. Walls are to have moisture resistant drywall installed. Drywall to be tape coated, and with three coats drywall compound. Walls are to be sanded to a smooth paintable surface. Floor base trim and shoe moulding are to match existing as close as possible, to be installed and painted two coats after primer. Provide and install one (1) 30 inch vanity with top. Provide and install one (1) single lever vanity sink faucet, Moen or equal. Provide and install two towel bars. Provide and install one standard Contractor grade wall mirror over vanity. Provide and install new vinyl sheet goods finish flooring. Vinyl flooring is to be installed over 3/4" lauan underlayment. Provide and install one (1) white, tall elongated toilet with seat. Provide all necessary water supply and waste piping as necessary. Provide and install all water shut off valves as necessary to meet current Code. Provide and install one (1) bath/fan ceiling unit, vented to the exterior. Provide all electrical wall switches and GFCI outlets as required by current Code. Paint all new walls and trim two coats after primer. Color to be home owner choice.

* See attached note * PRICE: 18,300.00

H. Install vapor barrier in crawlspace and insulation in basement and crawlspace to meet current Code. Have existing HVAC system cleaned and serviced by a qualified HVAC mechanic. Remove damaged decking boards at exterior rear at grade deck; approximately 24 square feet and install new pressure treated decking, with galvanized screws. *Basement is finished room. Exterior walls are currently insulated. No need to insulate. 6mil poly in crawlspace only.*

PRICE: 1250.00

TOTAL PRICE: \$44,285.00

SIGNATURE: *[Signature]*

PRINTED NAME: STEPHEN G. FLEY

TITLE: owner

COMPANY NAME: THREE GUYS CONSTRUCTION

ADDRESS: 8660 LAKE SOMERSET RD WESTOVER

PHONE NUMBERS: OFFICE: _____ CELL: 4104301109

MHIC#: 7185 EXPIRATION DATE: 9/14/22 DATE OF PROPOSAL: 9/10/21

I have reviewed and hereby accept the preceding scope of work as written.

Jane A. Skweres 3-12-2021

Owner

Date

THREE GUYS CONSTRUCTION

STEPHEN G. FREY

GENERAL CONTRACTOR

**8660 LAKE SOMERSET ROAD
WESTOVER, MARYLAND 21871**

410- 957-1038 (fax)

410-430-1109 (cell)

Federal Tax No. 52-1510929

Email: sgfrey@yahoo.com

MHBR License No. 1055
MHIC License No. 7185
Somerset County Plumber No. 18446
Worcester County Plumber No. 18446

Wicomico County Electrician No. 1090
Worcester County Electrician No. G370
Somerset County Electrician No. 226EG

September 10, 2021

Re: Jane Skweres
810 Walnut St.
Pocomoke, MD 21851

Notes for ADA bathroom/shower:

Bathroom size is 52" x 96". Existing steel tub is 52" x 29". Toilet is within 12" of existing tub. There is an exterior window on the exterior wall within the current shower area. Therefore, it is impossible to install an ADA shower in the bathroom.

Recommended: Remove existing tub and shower enclosure. Demo bathroom as described in work write up. Install 48" fiberglass shower base, frame in shower enclosure leaving window in place and install cement board and ceramic tile with new faucet, shower head, grab bars and curtain rod with curtain. Complete bathroom as described.

NOTE: Neither the shower nor bathroom will meet ADA requirements.



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
www.co.worcester.md.us/drp/drpindex.htm

DATA RESEARCH DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICES DIVISION

ZONING DIVISION
BUILDING DIVISION
ADMINISTRATIVE DIVISION

MEMORANDUM

To: Weston S. Young, P.E., Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director *JKK*
Date: September 28, 2021
Re: Housing Rehabilitation Program General Rehabilitation Bid Recommendation

.....
A bid opening was held on Monday, September 27, 2021 at 1:00 P.M. for a proposed single-family home general rehabilitation project in the Pocomoke City area. This project is proposed to be funded through the County's current Housing Rehabilitation grant, MD-20-CD-22. A total of one bid was received for the amount indicated:

Posiedon Plumbing and Home Services \$15,383.83

Copies of the Competitive Bid Worksheet and the bid are attached for your review. Under the purchasing guidelines of this funding source, a minimum of three contractor bids are required. However, the County may request a waiver to the minimum bid requirement in order to avoid a re-bid situation.

After reviewing the proposal, it is my recommendation that the Commissioners re-bid the project. However, should the Commissioners choose to accept the bid from Posiedon Plumbing and Home Services as the sole bidder in the amount of \$15,383.83, such approval would be contingent upon the granting of the waiver by the State CDBG grant office.

Competitive Bid Worksheet

Item: Housing Rehabilitation – Belote (Pocomoke) Property

Bid Deadline/Opening Date: 1:00 P.M., September 27, 2021

Bids Received by deadline = 1

Vendor's Submitting Bids

Total Quote
Bishop Property

Poseidon Plumbing and Home Services
12637 Sunset Ave. #1
Ocean City, Maryland 21842

\$15,383.83



Property of Richard Belote
106 Cedar Street
Pocomoke City, MD 21851

I have reviewed the specifications and provisions for rehabilitation work on the above referenced property and understand said requirements. I hereby propose to perform this work for the total price of:

Total Quote: \$15,383.83
Date Available to start: 4 Weeks after acceptance

Date: September 15 2021

[Handwritten Signature]
Signature
Matt Steen
Type Name
Member, LLC
Title
Poseidon Plumbing and Home Services
Company Name
12637 sunset Ave, #1
Address
Ocean city, MD 21842
410-251-1096
Phone Number(s)
135020 *10-12-2023*
MHIC# Exp Date

Poseidon Plumbing & Home Services
12637 Sunset Ave. Suite 1
Ocean City, MD 21842
(410)251-1096

PROJECT: RICHARD & DEBORAH BELOTE

DATE: 06-14-2021

ADDRESS: 106 CEDAR STREET

POCOMOKE CITY, MD 21851

PHONE: 443-513-0738

SCOPE OF WORK

A: Contractor to obtain all necessary City, and or County permits to completely renovate existing hall bathroom to an ADA compliant bathroom. Contractor to complete all necessary demolition and is responsible for removing all construction related debris from the site.

Remove existing finish flooring, underlayment, and any water damaged subflooring. Remove existing toilet, vanity, and fiberglass tub/shower. Remove drywall as necessary for installation of a new ADA compliant, three piece fiberglass shower unit with ADA grab bars. Install additional 2" x 4" @ 16" O.C. wall framing as necessary for installation of new three piece 5'-0" fiberglass ADA compliant shower unit.

Install new moisture resistant drywall where old drywall was removed. Drywall is to be glued and screwed to the wall studs, taped and finished to a smooth paintable surface. Drywall repair as necessary due to renovations.

Provide and install one (1) five foot ADA compliant, white, three piece fiberglass shower unit with grab bars, adjustable and detachable shower head. Provide and install one (1) shower curtain rod.

Provide and install one (1) white, tall elongated ADA toilet with seat. Install new water shut off valves as necessary

Provide and install one (1) white ADA compliant wall hung lavatory with ADA compliant faucet. Install new water shut off valves.

Replace any water damaged subflooring. Install new 3/4" lauan underlayment. Install new contractor grade vinyl sheet finish flooring. Flooring color choice is to be made by the owner. Install new base and shoe moulding to match existing. Contractor is to supply and install two (2) chrome towel bars, and one (1) toilet paper dispenser.

Contractor is responsible for the painting of all new work, walls and trim, two coats, Sherwin-Williams or equal. Paint color choice to be made by the owner.

PRICE: \$ 15,383.83

TOTAL PRICE: 15,383.83

SIGNATURE: 

PRINTED NAME: Matt Stehr

TITLE: Member, LLC

COMPANY NAME: Poseidon Plumbing and Home Services

ADDRESS: 12637 sunset Ave #1

Ocean city, MD 21842

PHONE NUMBERS: OFFICE: 410-251-1096 CELL: 239-560-2214

MHIC#: 135020 EXPIRATION DATE: 10-12-2023

DATE OF PROPOSAL: 9/15/2021



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>

MEMORANDUM

ZONING DIVISION
BUILDING DIVISION
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION
CUSTOMER SERVICE DIVISION
TECHNICAL SERVICE DIVISION

To: Weston S. Young, P.E., Chief Administrative Officer
From: Jennifer K. Keener, AICP, Director, DRP *JKK*
Date: September 21, 2021
Re: Bed and breakfast rental license fees

This memorandum is in response to the request by the County Commissioners to review the current rental license fee schedule for bed and breakfast establishments. As you know, the rental license program became effective on January 1, 2020. Licenses processed under this program are accepted on a rolling basis, with the individual license requiring a renewal one year from the date of issuance. As of mid-September 2021, our department has processed over 730 licenses in the various categories. Worcester County currently has two bed and breakfast establishments located in the unincorporated area of the county, both of which have valid rental licenses, and pay a license fee of \$400 annually.

The rental license fee schedule was established by Resolution No. 19-36 on November 19, 2019 (copy attached). The proposed annual fees were developed with the intent of establishing a self-supporting program and were consistent with fees charged in other jurisdictions for similar services, or for other fees that were replaced by this program (such as the excise tax). During the course of the discussion, three categories were reduced; the short-term dwelling rental (\$400 to \$200), the mobile home park unit (\$400 to \$200) and the long-term dwelling rental (\$100 to \$50). There was no discussion on the bed and breakfast fees at that time, and therefore it remained at \$400.

Should the County Commissioners consider reducing the fee for bed and breakfast establishments, I would recommend that it be set at \$250 per establishment, consistent with the base fee for a hotel, motel, and campground use (\$5 per room, with a minimum fee of \$250). This recommendation is strictly based upon the fact that we only have two establishments, therefore the overall program revenue will not be significantly impacted by this change. However, I would caution that the further reduction of fees in any other category will negatively impact the revenue generated from this program. Any revision to the fee schedule would be applied to the next license renewal.

As always, I will be available to discuss the matter in greater detail with you at your convenience.

Attachment

RESOLUTION ESTABLISHING RENTAL LICENSE FEES

WHEREAS, on August 20, 2019 the County Commissioners of Worcester County, Maryland adopted Bill 19-4, entitled Taxation and Revenue - Rental Licenses, which added a new Section TR 2-106 to the Taxation and Revenue Article of the Code of Public Local Laws of Worcester County, Maryland which provides that no person, firm or corporation or any other entity with an interest in real property shall rent or offer for rent all or any portion of any house, townhouse, apartment, condominium unit, cottage, cabin, manufactured home, rooming house, recreational vehicle, recreational park model, hotel or motel room, or any other building or structure or portion thereof as sleeping accommodations or any lot or parcel of land for the purposes of placing a manufactured or mobile home, recreational vehicle or tent, regardless of the length of the rental term, without first obtaining a rental license from the County which shall be issued only to the property owner; and

WHEREAS, Section TR 2-106 further provides that rental license fees shall be established by resolution of the County Commissioners of Worcester County, Maryland.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following fee schedule is hereby adopted for all annual rental license applications:

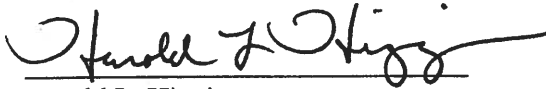
<u>Use or Structure</u>	<u>Annual Fee</u>
Short term rental properties	\$200.00 per unit.
Mobile home park	\$200.00 per lot, site or unit.
Hotel, motel or campground	\$5.00 per room or site, minimum of \$250.00
Bed and breakfast establishments	\$400.00 per establishment
Keeping of roomers or boarders	\$100.00 per home
Dwelling unit rentals greater than 28 days (Year-round or seasonal rentals)	\$50.00 per dwelling unit
Group homes and assisted living facilities where all units are owned by a single business entity operating the facility	\$250.00 per establishment
Group homes and assisted living facilities where units are individually owned and rented	\$100.00 per unit
License modifications with no change in class of license	\$50.00
License modifications with change in class of license	\$50.00 plus incremental difference in class fee
License modifications for additional units, rooms or sites	\$50.00 plus \$5.00 per additional unit, room or site
Any use or structure not specifically stated herein	Fee for the most similar use or structure as determined by the Department.

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

PASSED AND ADOPTED this 19th day of November, 2019.

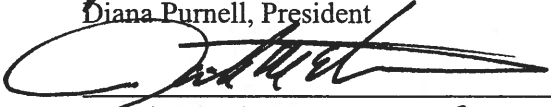
ATTEST:

COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND



Harold L. Higgins
Chief Administrative Officer


Diana Purnell, President


Joseph M. Mitrecic, Vice President


Anthony W. Bertino, Jr.


Madison J. Bunting, Jr.


James C. Church

Theodore J. Elder

Joshua C. Nordstrom

DRAFT RESOLUTION NO. 21 - 22

RESOLUTION ESTABLISHING RENTAL LICENSE FEES

WHEREAS, on August 20, 2019 the County Commissioners of Worcester County, Maryland adopted Bill 19-4, entitled Taxation and Revenue - Rental Licenses, which added a new Section TR 2-106 to the Taxation and Revenue Article of the Code of Public Local Laws of Worcester County, Maryland which provides that no person, firm or corporation or any other entity with an interest in real property shall rent or offer for rent all or any portion of any house, townhouse, apartment, condominium unit, cottage, cabin, manufactured home, rooming house, recreational vehicle, recreational park model, hotel or motel room, or any other building or structure or portion thereof as sleeping accommodations or any lot or parcel of land for the purposes of placing a manufactured or mobile home, recreational vehicle or tent, regardless of the length of the rental term, without first obtaining a rental license from the County which shall be issued only to the property owner; and

WHEREAS, Section TR 2-106 further provides that rental license fees shall be established by resolution of the County Commissioners of Worcester County, Maryland.

WHEREAS, the County Commissioners have adopted said fees by Resolution No. 19-36; and

WHEREAS, the County Commissioners have determined it necessary to revise said fees.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the following fee schedule is hereby adopted for all annual rental license applications:

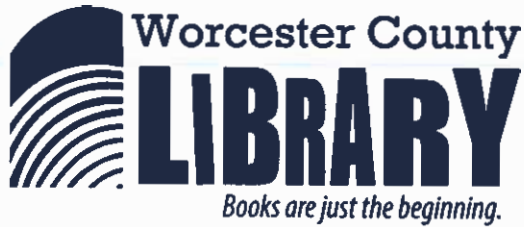
<u>Use or Structure</u>	<u>Annual Fee</u>
Short term rental properties	\$200.00 per unit.
Mobile home park	\$200.00 per lot, site or unit.
Hotel, motel or campground	\$5.00 per room or site, minimum of \$250.00
Bed and breakfast establishments	\$250.00 per establishment
Keeping of roomers or boarders	\$100.00 per home
Dwelling unit rentals greater than 28 days (Year-round or seasonal rentals).....	\$50.00 per dwelling unit
Group homes and assisted living facilities where all units are owned by a single business entity operating the facility	\$250.00 per establishment
Group homes and assisted living facilities where units are	

ITEM 11

- individually owned and rented.....\$100.00 per unit
- License modifications with no change in class of license\$50.00
- License modifications with change in class of license\$50.00 plus incremental
difference in class fee
- License modifications for additional units, rooms or sites\$50.00 plus \$5.00 per
additional unit, room or site
- Any use or structure not specifically stated herein..... Fee for the most similar use
or structure as determined
by the Department.

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

PASSED AND ADOPTED this _____ day of _____, 2021.



To: Weston Young, Chief Administrative Officer
From: Jennifer Ranck, Library Director *JR*
Date: September 28, 2021
Re: Mobile Library Unit

Worcester County Library was awarded a \$100,000 ARPA grant by the Institute of Museum and Library Services through the Maryland State Library to purchase a mobile library unit. This unit would make it possible to bring library services to people who cannot easily visit their local library branch and participate in local festivals and community celebrations. We envision this vehicle to be a “branch on wheels” and it will carry a small collection, the capability to issue library cards, and serve as a wifi hotspot for the public.

Unfortunately the grant does cover the entire amount needed for a vehicle. The quote included with the grant application was just under \$175,000. The Library is requesting a FY2021 budget encumbrance of \$75,000 to complete the project. The Library is evaluating vehicle models and features to bring forward the most cost effective option.

At this time, acquisition of the vehicle is estimated to take 12 months.

Additional operating expenses associated with this project include purchasing materials approximately \$5,000; fuel charges \$3,500; and insurance coverage \$800.

Thank you for your consideration.

Worcester County Library – Mobile Library Unit

Preferred Equipment

- a) Length and weight of vehicle will not require anything beyond a basic Class C Driver's License. The vehicle will meet all applicable Federal Motor Vehicle Safety Standards and State requirements.
- b) Vehicle will be equipped with onboard cameras to allow for safe navigation.
- c) Vehicle will be alarmed.
- d) Two staff seats required for travel.
- e) Bluetooth sound system.
- f) Allow for wifi access from the vehicle, space will need to be allocated for this supportive technology.
- g) Multiple charging ports (internal and external) for program equipment and devices.
- h) An external generator is needed to run the supplemental AC or other power supports and, if possible, solar panels to assist with electric charging requirement.
- i) Custom, library-branded external vehicle wrap.
- j) Exterior LED lighting.
- k) Electrical lift, ADA accessible if a walk-on style vehicle is selected.
- l) Running board for driver and passenger vehicle sides.
- m) Vehicle must withstand all weather and temperature conditions; vehicle may be store in an uncovered lot when not in use.
- n) Vehicle will access areas with no ready access to power or internet; the vehicle will need to provide both of these services, to multiple devices.
- o) Staff will need to access Internet to complete patron library transactions and check out materials
- p) Vehicle will need to transport 500-1,000 library materials on a regular basis.
- q) Storage space for laptop/iPads, table chairs, Storytime book kits, and library supplies (informational handouts, library cards).

Examples of Mobile Library Units:



Howard County Library System, Maryland



Piedmont Regional Library System, Georgia



Worcester County Administration

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

TO: Weston Young, Chief Administrative Officer
FROM: Candace Savage, Budget Officer *CS*
DATE: September 27, 2021
RE: Fiscal Year 2021 Year End Budget Transfers

The budget transfer request is a component of the General Fund annual audit. We ask the Department and agency heads to wait until the end of the fiscal year to request budget transfers in order to keep the accounting down to one journal entry. The Department heads and Agencies must keep track during the fiscal year of budget accounts that may be over due to unforeseen reasons and then submit their requests for budget transfers to cover these expenditures in their budgets. There is still savings for the County after these transfers have been completed.

I have evaluated the requests and made some adjustments where needed and I concur with the need for all transfers submitted in the attached summary.

I would ask for your review and the County Commissioners approval of the FY2021 Budget Transfer Request worksheets provided which totals \$398,958.

Thank you for your consideration and I am available for any questions you may have.

FY2021 GENERAL FUND BUDGET TRANSFER REQUEST

09/27/21

	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
County Administration					
1	Supplies & Equipment Computers & Printers	100.1001.6110.090	4,016		Adobe, iPad, laptop, docking station purchases for new personnel
2	Supplies & Equipment Mobile Phones	100.1001.6110.245	513		Addition of mobile devices and aircards
3	Equipment Maintenance Copier Lease	100.1001.6130.010	82		Actual FY21 usage
4	Building Site Expenses Telephone	100.1001.6550.270	37		Actual FY21 usage
5	Administrative Expense			(119)	Budget savings
6	Administrative Expenses Legal Services County Code Expenses	100.1001.6100.010 100.1001.6510.035		(4,529)	Budget savings for State code book purchases
Circuit Court					
7	Consulting Services Temporary Clerical Staff	100.1002.6530.150	5,190		Funds needed for temporary hourly clerical staff to cover judicial assistant maternity leave
8	Travel, Training & Expense Meetings/Conferences/Shows	100.1002.7000.100		(5,190)	Travel savings to cover cost of temporary clerical staff
States Attorney					
9	Supplies & Equipment Computers & Printers	100.1004.6110.090	4,473		funds to cover purchase of additional laptops
10	Supplies & Equipment Office Furniture	100.1004.6110.280	3,452		funds to cover purchase of additional furniture for increased staffing (2 new positions)
11	Copier Lease	100.1004.6130.010	500		Funds to cover copier lease expense
12	Legal Services Investigation Expenses	100.1004.6510.060	129		funds to cover legal services investigation expenses
13	Legal Services Prosecution Expenses	100.1004.6510.090	583		funds to cover special prosecution expenses

FY2021 GENERAL FUND BUDGET TRANSFER REQUEST

09/27/21

	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
14	Legal Services Transcripts	100.1004.6510.110	3,639		funds to cover increase in required transcripts due to increase in criminal appeals
15	Building Site Expenses Telephone	100.1004.6550.270	527		funds to cover over expenditure due to IT minor overestimate of savings of new phone system
16	Administrative Expense Administrative Expenses	100.1004.6100.010		(2,340)	Budget savings to cover additional laptops
17	Vehicle Operating Expenses Fuel	100.1004.6540.020		(3,372)	Fuel savings to cover laptops, investigation expenses, prosecution expenses, and telephone
18	Vehicle Operating Vehicle Maintenance	100.1004.6540.030		(500)	Budget savings to cover copier lease expense
19	Travel, Training and Expense Extradition	100.1004.7000.080		(3,639)	Travel savings to cover increase in required transcripts due to increase in criminal appeals
20	Travel, Training & Expense Meetings/Conferences/Shows	100.1004.7000.100		(3,452)	funds to cover purchase of additional furniture for increased staffing (2 new positions)
Treasurer's Office					
21	Building Site Expenses Telephone	100.1005.010.6550.270	22		Actual FY21 expenditures exceeded estimate
22	Supplies & Equipment Office Equipment Repairs	100.1005.010.6110.270		(22)	Budget savings
Elections Office					
23	Administrative Expense Postage & Freight	100.1006.6100.230	30,120		postage forwarding ballots to proper election office.
24	Supplies & Equipment Voting Machines	100.1006.6110.440		(30,120)	Voting unit savings to cover postage & freight.
25	Voting Machines & Poll Expenses Absentee Ballot Expenses	100.1006.6120.010	13,021		due to COVID, all voters sent absentee ballots postage free
26	Supplies & Equipment Voting Machines	100.1006.6110.440		(13,021)	Voting unit savings to cover absentee ballot costs
27	Consulting Services	100.1006.6530.150	1,430		employees to assist with processing absentee ballots

FY2021 GENERAL FUND BUDGET TRANSFER REQUEST

09/27/21

	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
28	Supplies & Equipment Voting Machines	100.1006.6110.440		(1,430)	Voting unit savings to cover consulting services
Human Resources					
29	Consulting Services Physicals, Shots & Drug Testing	100.1007.090.6530.080	442		More preplacement physicals and DOT physicals were needed
30	Travel, Training & Expense Meetings/Conferences/Shows	100.1007.090.7000.100		(442)	Drug Testing. Not able to attend conferences due to COVID-19.
Development Review & Permitting					
31	Building Site Expenses Fire Extinguishers	100.1008.6550.081	30		funds needed to cover fire extinguisher inspections
32	Building Site Expenses Telephone	100.1008.6550.270	44		funds needed to cover increased building telephone charges
33	Supplies & Equipment - Safety Program Equipment	100.1008.6110.340		(74)	safety program equipment savings to cover fire extinguisher & building phone expenses
34	Advertising Legal Requirements	100.1008.6900.025	7,246		Funds needed to cover legal advertising costs
35	Legal Services Board/Commission Attorney	100.1008.6510.010		(4,445)	board attorney expense savings to cover advertising legal requirements expenses
36	Travel/Training/Expense Board Member Allowance	100.1008.7000.020		(2,801)	board member expense savings to cover advertising legal requirements expenses
Information Technology					
37	Vehicle Operating Expenses Fuel-WC Fleet	100.1011.6540.020	410		Fuel Cost over expense
38	Supplies & Equipment Mobile Phones	100.1011.6110.245		(410)	Mobile Phone savings to cover over expense.
39	Vehicle Operating Expenses Vehicle Maintenance	100.1011.6540.030	80		Unforeseen vehicle repairs
40	Travel, Training & Expense Mileage	100.1011.7000.115		(80)	Taken from travel savings not used during Covid

FY2021 GENERAL FUND BUDGET TRANSFER REQUEST

09/27/21

	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
41	Advertising Personnel Advertisements	100.1011.6900.040	395		Employee adds on DICE-which is IT only career placement-One time only
42	Supplies & Equipment Mobile Phones	100.1011.6110.245		(395)	Mobile Phone savings to cover over expense.
General Government					
43	Supplies & Equipment Scanners	100.1090.025.6110.350		(11,334)	Savings in equipment to cover Clean Worcester ads
44	Advertising Clean Campaign	100.1090.070.6900.013	11,334		Advertising for Clean Worcester
Sheriff's Office - Admin					
45	Supplies & Equipment Law Enforcement Equipment	100.1101.030.6110.190		(3,328)	transfer out to Vehicle Operating Expenses (6540.030) to cover overage
46	Uniforms & Personal Equipment Uniforms	100.1101.030.6150.050		(24,000)	transfer out to Vehicle Operating Expenses (6540.030) to cover overage
47	Vehicle Operating Expenses Vehicle Maintenance	100.1101.030.6540.030	63,200		transfers in to Vehicle Maintenance to clear overage
48	Travel, Training & Expense Professional Development	100.1101.030.7000.060	10,835		transfer in from Consulting Services to cover overage
49	Equipment Maintenance Software Licensing	100.1101.030.6130.060		(9,761)	Budget savings
50	Uniforms & Personal Equipment Ammunition	100.1101.030.6150.060		(4,335)	Budget savings
Sheriff's Office - Animal Control					
51	Supplies & Equipment Spay & Neuter Supplies	100.1101.040.6110.395		(10,059)	transfer out to Vehicle Operating Expenses (6540.030) to cover overage
52	Consulting Services Vet Services-Spay & Neuter	100.1101.040.6530.165		(10,835)	transfer out to Travel, Training & Expense (7000.060) to cover overage

FY2021 GENERAL FUND BUDGET TRANSFER REQUEST

09/27/21

	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
Sheriff's Office - School Safety					
53	Supplies & Equipment Law Enforcement Equipment	100.1101.700.6110.190		(6,384)	transfer out to Vehicle Operating Expenses (6540.030) to cover coverage
54	Uniforms & Personal Equipment Uniforms	100.1101.700.6150.050		(5,333)	transfer out to Vehicle Operating Expenses (6540.030) to cover coverage
Emergency Services					
55	Building Site Expenses Electricity	100.1102.045.6550.060		(10,043)	Budget savings
56	Building Site Expenses Telephone	100.1102.044.6550.270		(97,000)	Budget savings to cover CAD to CAD patch approved encumbrance
57	Travel, Training & Expense Continuing Education/Certifications	100.1102.044.7000.040		(3,000)	Budget savings to cover CAD to CAD patch approved encumbrance
58	Travel, Training & Expense Meetings/Conferences/Shows	100.1102.044.7000.100		(10,375)	Budget savings to cover CAD to CAD patch approved encumbrance
59	Uniforms & Personal Equipment Uniforms	100.1102.044.6150.050		(1,200)	Budget savings
60	Equipment Maintenance Software Maintenance Agreements	100.1102.044.9010.170	110,375		CAD to CAD approved encumbrance 07/06/21
61	Consulting Services Consulting	100.1102.044.6530.040	4,990		To pay the final installment of the Consulting fees for the Hazardous Mitigation Plan.
62	Consulting Services Pre-Employment Testing	100.1102.044.6530.095	845		Larger amount of new hire testing for 911 Dispatchers.
63	Vehicle Operating Expenses Vehicle Maintenance	100.1102.044.6540.030	5,000		The aging departmental fleet of vehicles are requiring more repairs and more parts replacement.
64	Vehicle Operating Expenses Vehicle Registration	100.1102.044.6540.040	300		The cost of vehicle registration for new vehicle purchases.
65	Advertising Legal Advertisements	100.1102.044.6900.025	108		Postings for bid packages in the newspaper for PPE supplies.

FY2021 GENERAL FUND BUDGET TRANSFER REQUEST

09/27/21

	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
Jail					
66	Administrative Expense Background Checks	100.1103.6100.050	766		Funds needed to cover background checks
67	Supplies & Equipment Computer Repairs & Supplies	100.1103.6110.080	679		Funds needed to cover computer repairs & supplies / color printer
68	Supplies & Equipment Computers & Printers	100.1103.6110.090	1,641		Funds needed to cover computers & printers
69	Supplies & Equipment Law Enforcement Equipment	100.1103.6110.190	41		Funds needed to cover law enforcement equipment
70	Supplies & Equipment Mobile Phones	100.1103.6110.245	452		Funds needed to cover mobile phones / Asst Warden phone
71	Supplies & Equipment Radio Supplies	100.1103.6110.320	73		Funds needed to cover radio supplies
72	Consulting Services Psychological Services	100.1103.6530.115	2,397		Funds needed to cover psychological services / pre-employment checks
73	Inmate Expenses Food Services	100.1103.6190.010		(6,049)	Food services savings to cover psychological services / pre-employment checks
74	Capital Equipment Building Improvements	100.1103.9010.050	24,950		HVAC system for Administration
75	Building Site Expenses Water & Sewer	100.1103.6550.310		(24,950)	Budget savings
Fire Marshal					
76	Vehicle Operating Expense - Fuel	100.1104.6540.020	5,622		Increase in vehicle usage to aide Emergency Services with COVID supplies deliveries
77	Administrative Expenses License & Subscriptions	100.1104.6100.100		(1,624)	Program Savings
78	Equipment Maintenance Copier Lease	100.1104.6130.010		(290)	Program Savings
79	Equipment Maintenance Radio Maintenance Contract	100.1104.6130.050		(500)	Program Savings

FY2021 GENERAL FUND BUDGET TRANSFER REQUEST

09/27/21

	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
80	Equipment Maintenance Software Maintenance Agreements	100.1104.6130.070		(300)	Program Savings
81	Uniform, Fire Investigator Gear	100.1104.6150.020		(1,195)	Program Savings
82	Uniforms & Equipment	100.1104.6150.050		(434)	Program Savings
83	Travel, Training, Continuing Ed	100.1104.7000.040		(1,668)	Not used due to COVID
84	Vehicle Operating Expense - Maintenance	100.1104.6540.030	21,398		Increased expenses due to age of fleet
85	Training, Travel, Hazmat Team Training	110.1104.7000.010		(15,000)	Not used due to COVID
86	Training, Travel, Educational Training	100.1104.7000.060		(2,296)	Not used due to COVID
87	Training, Travel, Meeting Expense	100.1104.7000.100		(3,262)	Not used due to COVID
88	Training, Travel, Firearms Training	100.1104.7000.090		(451)	Program Savings
Maintenance					
89	Supplies & Equipment Computers & Printers	100.1201.6110.090	2,000		Laptop for Project Manager
90	Supplies & Equipment Radio Supplies	100.1201.6110.320		(2,000)	Budget savings
91	Building Site Expenses Building/Property Improvement	100.1201.6550.010	9,304		Office space construction for Project Manager & Deputy Director of Public Works
92	Vehicle Operation Expenses Fuel	100.1201.6540.020		(9,304)	Budget savings
Roads					
93	Consultant Services Physicals, Shots, & Drug Testing	100.1202.6530.080	115		funds needed to cover physicals and drug testing for DOT licenses

FY2021 GENERAL FUND BUDGET TRANSFER REQUEST

09/27/21

	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
94	Uniforms & Personal Equipment Uniforms	100.1202.6150.050		(115)	uniform savings to cover physicals, shots, & drug testing
Public Works					
95	Supplies & Equipment Computers & Printers	100.1203.200.6110.090	811		funds needed to cover computer and printer supplies
96	Supplies & Equipment Maintenance & Repair	100.1203.220.6110.125	547		funds needed to cover supplies for maintenance repairs
97	Supplies & Equipment Mobile Phones	100.1203.200.6110.245	172		funds needed to cover mobile phones
98	Uniforms & Personal Equipment Uniforms	100.1203.200.6150.050	79		funds needed to cover uniforms
99	Travel, Training, and Expense Meetings/Conferences/Shows	100.1203.200.7000.100		(1,609)	travel training savings to cover overages listed above
100	Supplies & Equipment Computers & Printers	100.1203.200.6110.090	2,000		laptop for Deputy Director of Public Works
101	Vehicle Operation Expenses Fuel	100.1203.200.6540.020		(2,000)	funds needed to cover laptop
Homeowner Convenience Centers					
102	Building Site Expenses Office Rent/Lease	100.1205.6550.170	485		funds needed to cover rent/lease payment on office trailers
103	Building Site Expenses Portalets	100.1205.6550.200	1,541		funds needed to cover portalet rental
104	Administrative Expenses Administrative Expenses	100.1205.6100.010		(920)	administrative expense savings to cover overages listed above
105	Uniforms & Personal Equipment Uniforms	100.1205.6150.050		(1,006)	uniforms and personal equipment savings to cover overages listed above
106	Consulting Services Annual Audit Fees	100.1205.6530.010		(100)	consultant services audit fees savings to cover overages listed above

FY2021 GENERAL FUND BUDGET TRANSFER REQUEST

09/27/21

	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
Recycling					
107	Administrative Expense Dues, Licenses, & Subscriptions	100.1206.6100.100	398		funds needed to cover dues, licenses, and subscriptions
108	Administrative Expense Office Supplies	100.1206.6100.190	1,688		funds needed to cover office supplies
109	Vehicle Operating Expenses Heavy Equipment Maintenance	100.1206.6540.080		(2,086)	heavy equipment maintenance savings to cover overages listed above
Mosquito Division					
110	Administrative Expense Dues, Licenses, & Subscriptions	100.1302.6100.100	60		funds needed to cover dues, licenses, and subscriptions
111	Administrative Expense Envelopes	100.1302.6100.110	156		funds needed to cover envelope purchases
112	Administrative Expense Office Supplies	100.1302.6100.190	31		funds needed to cover office supplies
113	Equipment Maintenance Copier Lease	100.1302.6130.010	18		funds needed to cover copier lease
114	Vehicle Operating Expenses Fuel - WC Fleet	100.1302.6540.020		(265)	fuel expense savings to cover overages listed above
Recreation Department					
115	Uniforms & Personal Equipment	100.1601.400.6150.050	1,342		Funds Needed for Uniforms & Personal Equipment
116	Administrative Expenses Dues, Licenses & Subscriptions	100.1601.400.6100.100		(1,342)	Available funds for Uniforms & Personal Equipment
117	Building Site Expenses HVAC Repairs/Replacement	100.1601.400.6550.125	3,117		Funds Needed for HVAC Repairs/Replacement
118	Administrative Expenses Tournament Fees	100.1601.400.6100.270		(3,117)	Available funds for HVAC Repairs/Replacement

FY2021 GENERAL FUND BUDGET TRANSFER REQUEST

09/27/21

	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
Parks Division					
119	Supplies & Equipment Lawn Equipment & Maintenance	100.1602.500.6110.200	5,161		Funds Needed to Cover Lawn Equipment Repairs
120	Other Supplies & Materials	100.1602.500.6200.020		(4,132)	Available Funds to Cover Lawn Mower Repairs
121	Building Site Expenses General Maintenance Repairs	100.1602.500.6550.090		(1,029)	Available Funds to Cover Lawn Mower Repairs
122	Vehicle Operating Expenses Fuel-WC Fleet	100.1602.500.6540.020	1,177		Funds Needed to Cover Fuel Cost
123	Administrative Expense Copier Supplies	100.1601.500.6100.020		(191)	Available Funds to Cover Fuel Expense
124	Administrative Expense Office Supplies	100.1602.500.6100.190		(3)	Available Funds to Cover Fuel Expense
125	Building Site Expenses General Maintenance Repairs	100.1602.500.6550.090		(983)	Available Funds to Cover Fuel Expense
126	Vehicle Operating Expenses Vehicle Maintenance	100.1602.500.6540.030	1,995		Funds Needed for Vehicle Repairs & Maintenance
127	Building Site Expenses General Maintenance Repairs	100.1602.500.6550.090		(1,596)	Available funds to cover Vehicle Repairs & Maintenance
128	Uniforms & Personal Equipment	100.1602.500.6150.050		(98)	Available funds to cover Vehicle Repairs & Maintenance
129	Travel, Training & Expense Continuing Education/Certifications	100.1602.500.7000.040		(75)	Available funds to cover Vehicle Repairs & Maintenance
130	JWS Park-Building Site Expenses Electricity	100.1602.510.6550.060		(226)	Available funds to cover Vehicle Repairs & Maintenance
131	Vehicle Operating Expenses Vehicle Registration	100.1602.500.6540.040	100		Funds Needed to Register New Vehicle
132	JWS Park-Building Site Expenses Electricity	100.1602.510.6550.060		(100)	Available funds for Vehicle Registration
133	Advertising Bid Advertising	100.1602.500.6900.060	154		Funds Needed for Bid Advertising

FY2021 GENERAL FUND BUDGET TRANSFER REQUEST

09/27/21

	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
134	JWS Park-Building Site Expenses Electricity	100.1602.510.6550.060		(154)	Available Funds for Bid Advertising
135	Showell Park-Building Site Expenses Water & Sewer	100.1602.520.6550.310	221		Funds Needed for Water & Sewer Charges
136	Showell-Other Maintenance & Services Mosquito Control	100.1602.520.6700.350		(97)	Available Funds for Water & Sewer Charges
137	JWS Park-Building Site Expenses Electricity	100.1602.510.6550.060		(124)	Available Funds for Water & Sewer Charges
138	Maintenance Other Equipment Maintenance/Repairs	100.1602.530.6130.045	628		Funds Needed for Water Treatment System Care
139	Newtown Park-Other Maintenance & Services Mosquito Control	100.1602.530.6700.350		(140)	Available funds for Water Treatment System
140	JWS Park-Building Site Expenses Electricity	100.1602.510.6550.060		(488)	Available funds for Water Treatment System
141	Expenses General Maintenance Repairs	100.1602.530.6550.090	100		Funds Needed for Repairs
142	JWS Park-Building Site Expenses Electricity	100.1602.510.6550.060		(100)	Available Funds for Repairs
143	Newtown Park-Building Site Expenses Electricity	100.1602.530.6550.060	529		Funds Needed for Electricity
144	JWS Park-Building Site Expenses Electricity	100.1602.510.6550.060		(262)	Available Funds for Electricity
145	JWS Park - Other Maintenance & Services Prison Labor	100.1602.510.6700.700		(267)	Available Funds for Electricity
Library					
146	Vehicle Operating Expenses Vehicle Repairs Outside	100.1603.200.6540.045	149		funds need to repair power steering leak in library vehicle
147	Administrative Expenses Office Supplies	100.1603.200.6100.190		(149)	Office supply savings to cover vehicle repair expense
148	Benefits & Insurance Property & Liability Insurance	100.1603.200.7170.100	183		funds need to cover increase in vehicle insurance

FY2021 GENERAL FUND BUDGET TRANSFER REQUEST

09/27/21

	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
149	Administrative Expenses Office Supplies	100.1603.200.6100.190		(183)	Office supply savings to cover vehicle insurance expense
Economic Development					
150	Administrative Expense Incentive & Events	100.1801.6100.150		(13,040)	Cover over expenditures
151	Supplies & Equipment Computer Repairs & Supplies	100.1801.6110.080	993		Jackie Trieu laptop expenses
152	Supplies & Equipment Computer & Printers	100.1801.6110.090	225		Jackie Trieu laptop expenses
153	Supplies & Equipment Equipment Rental	100.1801.6110.120	73		Water overages, costs higher & new employee
154	Supplies & Equipment Other Office Equipment	100.1801.6110.290	726		Brianna Dix Camera purchase
155	Supplies & Equipment Promotional Materials	100.1801.6110.310	5,319		Promotional Materials Purchased K.G. delegated to account, not budgeted
156	Uniforms & Personal Equipment	100.1801.6150.050	481		Economic Development uniform purchase, improper G/L designation
157	Consulting Services	100.1801.6530.040	4,895		Over expenditure with Brand Consultant, expenses related to rebrand and prolonged rollout
158	Building Site Expenses - Telephone	100.1801.6550.270	328		Charges incurred for unknown phone line, appears to be disconnected before employee switch
Tourism					
159	Advertising Tourism	100.1803.200.6900.055	9,874		Over spent - expecting higher state grant, greatly reduced from year prior
160	Consulting Services	100.1803.200.6530.040		(4,358)	covering over expenditures
161	Build Site Expenses Electricity	100.1803.420.6550.060		(2,562)	covering over expenditures

FY2021 GENERAL FUND BUDGET TRANSFER REQUEST

09/27/21

	Account Name	NWS Acct No. (include location if available)	Budget \$ Add	Budget \$ Subtract	Explanation
162	Vehicle Operating Expenses	100.1803.200.6540.020		(485)	covering over expenditures
163	Travel Training Expenses - Board Member	100.1803.200.7000.020		(1,050)	covering over expenditures
164	Equipment Maintenance Software Licensing	100.1803.200.6130.060		(600)	covering over expenditures
165	Travel Training Expenses Mileage	100.1803.200.7000.115		(175)	covering over expenditures
166	Consulting Services Web Page	100.1803.200.6530.180		(644)	Cover over expenditures
167	Administrative Expenses Dues, Licenses & Subscriptions	100.1803.200.6100.100	396		Flipsnack, Zoom, Changes related to Covid/Rebrand
168	Supplies & Equipment Promotional Materials	100.1803.200.6110.310		(396)	covering over expenditures
		Total Request	398,958	(398,958)	



Worcester County Administration

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

TO: Weston Young, Chief Administrative Officer
 FROM: Candace Savage, Budget Officer *CS*
 DATE: September 27, 2021
 SUBJECT: Fiscal Year 2021 Reserve for Assigned Encumbrances

The Reserve for Encumbrances is required as part of the General Fund annual audit, which would set aside or commit funds for contracts and purchase orders that will be fulfilled in a subsequent fiscal period. During July and August expenses are recorded back to June 30, 2021 and at fiscal year-end, encumbrances still open are accounted for as a reservation of fund balance. I have reviewed the requests from each of the Department and Agency heads for assigned encumbrances and have made some adjustments where needed.

Attached for your review and the County Commissioners approval is the FY2021 encumbrance request detail as outlined below and the total request is \$3,199,401.

Page 2-3 Part A – sub-totals \$2,940,841 and is for projects that have been committed and are currently underway. Such projects include Information Technology UPS in server room, Environmental Programs water sewer plan update, Emergency Services CAD to CAD patch, and Park projects. Grant projects will be reimbursed to the County as the projects are completed.

Page 4 Part B – sub-totals \$0

Page 4 Part C – sub-totals \$258,560. Some items include Library outreach vehicle and the continued carryover of matching funds for rural legacy and conservation projects.

A proposed purchase that exceeds \$25,000 must be reviewed and approved by the Commissioners before being placed out to bid, although expenses of less than \$10,000 could be made administratively by the individual department after soliciting estimates for the most favorable cost to the County.

FY2021 BUDGET ENCUMBRANCE REQUEST

A ENCUMBRANCE REQUEST-CURRENTLY APPROVED PROJECTS (UNCOMPLETED AT 6/30/21):

	Department	General Ledger Account No.	Project Description	Remaining funds to Encumber as of 6/30/21	Meeting Date Approved by Commissioners
1	Information Technology	100.1090.020.6130.042	UPS in Server Room-Not yet complete. Needed to revisit electrical requirements.	35,000	05/19/20
2	Information Technology	100.1090.020.6530.040	CTC Technology & Energy Broadband testing & grant Strategy	47,500	01/21/20
3	Maintenance	100.1090.050.6550.090	Courthouse Bi-polar ionization units	9,200	06/08/21
4	Environmental Programs	100.1010.7180	Natural Resources Code Update -Peter Johnston remaining	3,303	10/01/19
5	Environmental Programs	100.1010.7180	Water Sewer Plan Update - Davis, Bowen & Friedel	71,099	10/01/19
6	Environmental Programs	100.1010.6530.040	Groundwater Protection Report	10,000	02/02/21
7	Natural Resources	100.1702.7180	MALPF FY20 cycle matching funds	48,459	01/21/20
8	Natural Resources	100.1702.7180	Environmental Conservation Services	10,000	02/02/21
9	Sheriff's Office	100.1101.030.6110.190	Supplies & Equipment Law Enforcement Equipment - ordered in FY21, not yet delivered	5,000	07/01/20
10	Sheriff's Office	100.1101.030.6150.060	Uniforms & Personal Equipment Ammunition - ordered in FY21, not yet delivered	11,000	07/01/20
11	Sheriff's Office	100.1101.030.9010.010	Capital Equipment New Vehicles - ordered in FY21, not yet delivered	78,554	05/04/21
12	Sheriff's Office	100.1101.030.9010.020	Capital Equipment Public Safety Equipment - ordered in FY21, not yet delivered	22,217	05/04/21
13	Emergency Services	100.1102.044.7180	Federal Engineering remaining project expense	11,162	10/01/19
14	Emergency Services	100.1102.044.7180	Snow Hill Antenna Project	47,000	10/01/19
15	Emergency Services	100.1102.044.9010.170	CAD to CAD patch	110,375	07/06/21
16	Emergency Services	100.1102.044.6110.325	Radios Portables for public safety	59,279	07/01/20
17	Jail	100.1103.6550.090	Replace SPS on Fire Alarm Panel - reprogram and test	5,839	07/01/20
18	Jail	100.1103.6550.310	New HVAC system for Administration	24,950	05/20/21
19	LOSAP	100.1105.198.7080.040	Balance of invoice for FY21	49,600	07/01/20
20	Roads	100.1202.6140.040	FY21 Pipe Bid not received due to supply issues	5,221	07/01/20
21	Roads	100.1202.6540.045	Outside Vehicle Repairs - anticipated increase in volume of vehicles/equipment needing outside repair	8,675	07/01/20
22	Roads	100.1202.6600.025	Contractual Services - anticipated increase in road maintenance services	13,329	07/01/20

ITEM 14

23	Boat Landings	100.1204.280.7180	WOC-Waterway Improvement	84	10/01/19
24	Parks	100.1602.500.7180	POS -Future Land Acquisition	616,945	10/01/19
25	Parks	100.1602.540.6160.244	Grant Program -NWAC-Park Improvement Project	733,670	07/01/20
26	Parks	100.1602.540.7180	Grant Program -NWAC-Park Improvement Project	478,871	10/01/19
27	Parks	100.1602.590.6160.241	Grant Program New Park Development	165,919	07/01/20
28	Parks	100.1602.590.7180	Grant Program New Park Development	221,142	10/01/19
29	Parks	100.1602.590.7180	Grant Program Playground Equip/Improv	37,448	10/01/19
Sub-Total Part A:				\$ 2,940,841	

ITEM 14

Department	General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/21	Agency
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B ENCUMBRANCE REQUEST- GRANT FUNDS APPROPRIATED BUT UNOBLIGATED:

1				
2				
3				
Sub-Total Part B:			\$	-

C ENCUMBRANCE REQUEST- OTHER (REQUEST FOR ENCUMBRANCE DOES NOT FIT CATEGORY I OR II ABOVE)

	Department	General Ledger Account No.	Project Description	Encumbrance \$ Request as of 6/30/21	Detailed Description
1	Elections	100.1006.6110.440	Clean back warehouse	2,500	Empty contents of room, scrub ceiling, walls and floor, wipe items down and deodorize.
2	Elections	100.1006.6110.440	Paint back warehouse	2,200	While room is empty, paint ceiling, walls and floor and waterproof concrete.
3	Maintenance	100.1201.6110.090	Laptop for Project Manager	2,000	Laptop for Project Manager
4	Maintenance	100.1201.6550.010	Office space improvement	9,304	Office space construction for Project Manager & Deputy Director of Public Works
5	Public Works	100.1203.6110.090	Laptop for Deputy Director of Public Works	2,000	Laptop for Deputy Director of Public Works
6	Library	100.1603.325.6550.090	Ocean Pines Power washing	3,000	cost savings available from carpet cleaning expenses to cover this project
7	Library	100.1603.300.9010.050	HVAC Repair Worcester Room (Snow Hill Branch)	21,000	The Worcester Room houses the library's special collections; funds available because the library stopped periodical ordering due to Covid (restarted in June 2021)
8	Library	100.1603.200.9010.010	Library Outreach Vehicle	75,000	several part-time library positions were not filled due to COVID, library was awarded a grant to fund an outreach vehicle, unfortunately the award does not cover entire estimated cost
9	Natural Resources	100.1702.7180	Environmental Conservation Services	75,780	Remaining matching funds Rural Legacy
10	Natural Resources	100.1702.7180	Malpf Match	65,776	Remaining matching funds Rural Legacy
Sub-Total Part C:				\$	258,560

Total All Parts A-C: \$ 3,199,401



Berlin Fire Company, Inc.
Berlin Fire Company Emergency Services, Inc.

214 North Main Street
 Berlin, Maryland 21811-1004
 410-641-1977 • 410-641-2494 FAX
www.berlinfire.com



September 28, 2021

Worcester County Commissioners
 1 West Market Street, Room 1103
 Snow Hill, MD 21863

via email

Dear Commissioners:

Berlin Fire Company, Inc. would request your consideration in declaring surplus and donating to the Berlin Fire Company, Inc., the small parcel of vacant land that is approximately 18 feet wide by 223 feet long on the easterly side of Harrison Avenue across from the Berlin Branch of the Worcester County Library.

We were notified by Ken Whited, Retired Maintenance Superintendent this parcel was determined to be owned by the Worcester County during the library construction survey and was used by the County to stage construction trailers and supplies during construction of the new library branch. At present, it is vacant and requires the county maintenance staff to remember to pick up trash and cut grass on this small parcel across Harrison Avenue from the library.

This donation would allow the fire company some additional parking during events and to have contiguous land to all of our existing property west of the railroad tracks and remove the additional maintenance required by county staff.

If the Commissioners agree to proceed, please contact Joe Moore for coordination of the legal documents necessary to execute the property transfer. Please contact me if any additional information is needed.

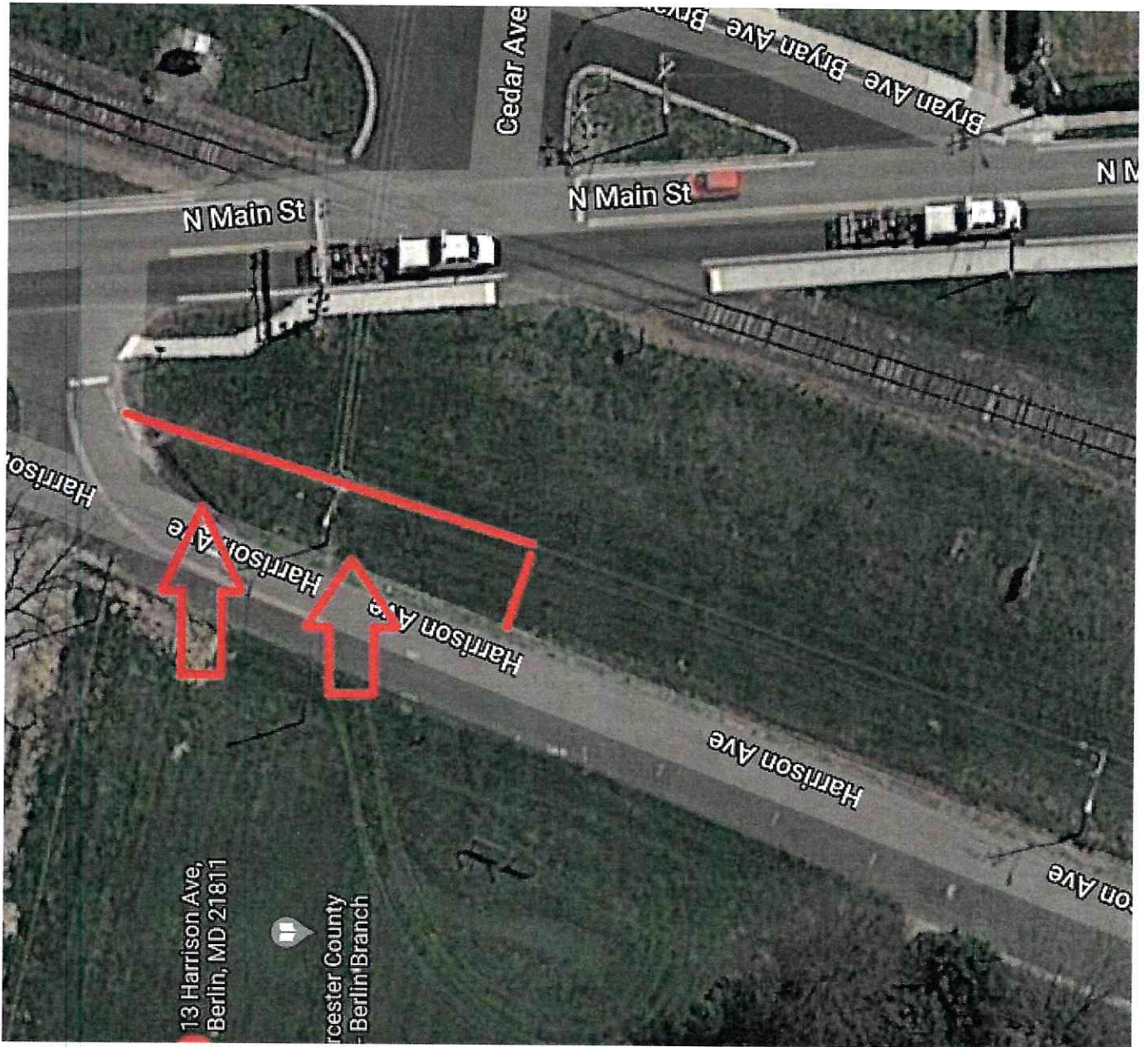
Thank you for your consideration in this matter.

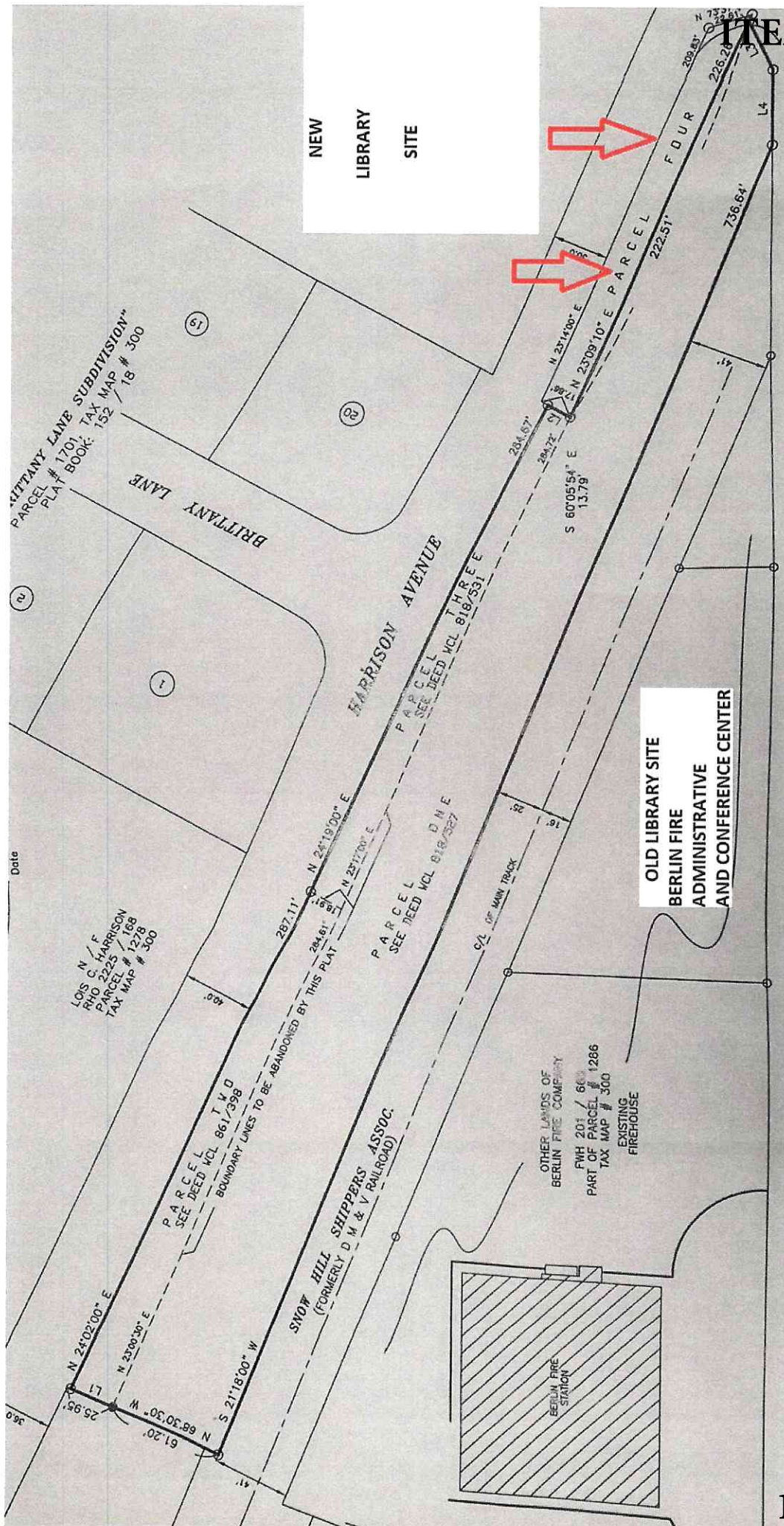
Sincerely,

David A. Fitzgerald
 President
 Berlin Fire Company, Inc.

CC: Joe Moore, Fire Company Attorney
 Jennifer Ranck, Library Director

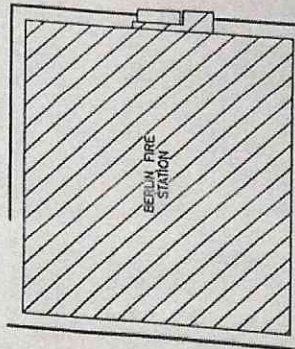
Attachments





NEW
LIBRARY
SITE

OLD LIBRARY SITE
BERLIN FIRE
ADMINISTRATIVE
AND CONFERENCE CENTER



BERLIN FIRE
STATION

OTHER LANDS OF
BERLIN FIRE COMPANY
FMH 201 / 660
PART OF PARCEL # 1286
TAX MAP # 300
EXISTING
FIREHOUSE

BRITTANY LANE SUBDIVISION
PARCEL # 1701 TAX MAP # 300
PLAT BOOK: 152 / 18 # 300

LOS N / F
R/O C. HARRISON
PARCEL # 12168
TAX MAP # 300

PARCEL T V D
SEE DEED WCL 861/398
BOUNDARY LINES TO BE ABANDONED BY THIS PLAT

SNOW HILL SHIPPERS ASSOC.
(FORMERLY D M & V RAILROAD)

PARCEL D N E
SEE DEED WCL 818/327

HARRISON AVENUE

BRITTANY LANE

