



**WORCESTER COUNTY  
LOCAL BEHAVIORAL  
HEALTH AUTHORITY**

*Working together for healthier communities!*

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June 3, 2025

To: Weston Young, Chief Administrative Officer  
Worcester County Commissioners  
From: Jaclyn Sturgis, Worcester County Local Behavioral Health Authority  
RE: FY 26 Maryland Community Criminal Justice Treatment Program

Dear Mr. Young and Worcester County Commissioners,

We respectfully request your approval of the Worcester County Jail's FY26 contract for the Maryland Community Criminal Justice Treatment Program Grant in the amount of \$22,000. The funding period for this award is July 1, 2025 through June 30, 2026.

The Maryland Community Criminal Justice Treatment Program (MCCJTP) is a detention center-based program that screens individuals for mental health issues while they are detained in local detention centers. Key services include mental health screening and assessment, short-term crisis intervention, aftercare planning, and coordination of treatment and community support services after release. This program takes place in detention centers and is delivered by care coordinators, and peer recovery specialists. The program aims to ensure continuity of care by monitoring post-release compliance and maintaining connections with community-based mental health services to improve mental health outcomes and reduce recidivism.

**Note:** When reviewing the Statement of Work, starting on page 21, you will see that this is a combined SOW with another program; both which are under the Criminal Justice Division at the Behavioral Health Administration. The Worcester County Jail is only involved in the Maryland Community Criminal Justice Treatment Program (MCCJTP) portion.

Thank you for your consideration.

Respectfully Submitted,

Shylia Tingle, Director, Local Behavioral Health Authority

CC: Rebecca Jones, Worcester County Health Officer  
Michael Trader, Director Planning, Quality and Core Services  
Timothy Mulligan, Warden Worcester County Jail



**WORCESTER COUNTY  
LOCAL BEHAVIORAL  
HEALTH AUTHORITY**

*Working together for healthier communities!*

**MEMO**

**To:** Becky Jones, Health Officer  
**From:** Jaclyn Sturgis  
**Date:** April 28, 2025  
**Subject:** FY26-WorcesterCoLBHA-F816N-MH028MSP-MCCJTP

Attached you will find the FY26-WorcesterCoLBHA-F816N-MH028MSP-MCCJTP contract agreement between the Worcester County Local Behavioral Health Authority, Worcester County Health Department and the Worcester County Jail.

These documents have been reviewed and approved by:

(Shylia Tingle, MPsy) ST / 5-11-25 (Michael Trader, LCSW-C) MT / 5/11/25  
Initials Date Initials Date

(Timothy Mulligan) TM / 5.6.25  
Initials Date

Heather Barton HB / 5/12/25  
Initials Date

Loren Sallah LS / 5.15.25 SDI Approval Required? Y or N  
Initials Date SDI Approval Received? Y or N

**TO BE COMPLETED BY PROGRAM:**

<b>Program Name:</b>	Maryland Community Criminal Justice Treatment Program (MCCJTP)
<b>Agency/Vendor Name:</b>	Worcester County Jail
<b>Agency/Vendor Address:</b>	5022 Joyner Rd., Snow Hill MD 21863
<b>Agency/Vendor Phone Number:</b>	410-632-1300
<b>Start Date/End Date:</b>	July 1, 2025 - June 30, 2026
<b>Dollar Amount:</b>	\$24,200
<b>Vendor Tax ID:</b>	52-6001064
<b>PCA/OBJ Code:</b>	F816N-Human Service Agreement

Please sign and date where indicated in **BLUE** ink.

Please review, sign, and return original to Jaclyn Sturgis **Friday, June 13, 2025**. A signed electronic copy of all documents will be provided to the sub-vendor once all signatures are received.

Worcester County Local Behavioral Health Authority  
Agreement For  
**Maryland Community Criminal Justice Treatment Program**

THIS AGREEMENT is made this **28th** day of **April, 2025** by and between Worcester County Local Behavioral Health Authority, a public authority of the State of Maryland, hereinafter called the WoCLBHA, and the **Worcester County Jail**, hereinafter called the sub-vendor, located at **5022 Joyner Rd., Snow Hill, MD 21863**, for the purpose of providing services under the **Maryland Community Criminal Justice Treatment Program Grant Program Services. THIS IS A COST REIMBURSEMENT CONTRACT.**

## **1 GENERAL CONDITIONS**

The State of Maryland and/or Worcester County have imposed various general conditions upon this Agreement. These conditions are:

### **1.1 Reporting and Evaluation**

The sub-vendor will maintain program statistical records and submit status reports as are required by the Worcester County Local Behavioral Health Authority according to a schedule prescribed by and using the forms or formats provided by the Worcester County Local Behavioral Health Authority and the State of Maryland.

The sub-vendor shall maintain program records and all pertinent information required by the Worcester County Local Behavioral Health Authority and agrees that a program and facilities review, including meetings with consumers, review of service records, review of service policy and procedural issuances, review of staffing ratios and job descriptions, and meetings with any staff directly or indirectly involved in the provision of services, may be conducted upon reasonable notice, or site at any reasonable time by State of Maryland personnel whose official duties require such review or meetings and such other persons as authorized by the Worcester County Local Behavioral Health Authority.

### **1.2 Inspection of Premises**

The sub-vendor agrees to permit authorized officials of the State of Maryland/Worcester County Local Behavioral Health Authority to monitor/inspect, at reasonable times, its program and place of business, job site, or any other location, that is related to the performance of this Agreement.

### **1.3 Confidentiality**

Neither Party shall use or disclose any confidential information which would identify a client of the services provided under this Agreement for any purpose not directly connected with administration of such services, except upon written consent of the other Party and the client or, if he be a minor, his responsible parent or guardian, unless the disclosure is required by court order, or for program monitoring by an authorized State of Maryland agency.

### **1.4 Laws to be Observed**

The sub-vendor shall keep fully informed of and comply with all Federal, State, and County laws, ordinances, and regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority, which in any manner affect those engaged or employed to carry out this Agreement, or which in any way otherwise affect or are applicable to the service or performance of this Grant for Services Agreement.

### **1.5 Licensure Requirements**

The sub-vendor shall acquire and maintain as current all licenses and certifications appropriate to and necessary for the provision of services under this Agreement for Services. Failure or inability to

acquire and maintain current licenses and certifications shall render this Agreement for Services null and void.

## **1.6 Civil Rights, Americans with Disabilities Act, and Affirmative Action**

The sub-vendor certifies that it will comply with the Civil Rights Act of 1964, Americans with Disabilities Act, section 202 of Executive Order 11246 of the President of the United States of America as amended by Executive Order 11375, and Section 13-219 of the State Finance and Procurement article, Annotated Code of Maryland.

No individual shall on the ground of race, color, national origin, creed, sex, age, marital status, religion, ancestry, physical and/or mental disability shall be excluded from participation in, or denied the benefits of, or be otherwise subjected to discrimination as part of the service or activities of the project provided by the sub-vendor. Nor shall such discrimination be practiced in the employment of personnel involved in such projects and/or services of the sub-vendor. The sub-vendor and all subcontractors shall post in conspicuous places, available to employees and applicants for employment or services, notices setting forth the provisions of this non-discrimination clause. The Worcester County Local Behavioral Health Authority has established and will maintain "methods of administration" to assure that each program or activity for which it provides local financial assistance will be operated in accordance with the compliances. The sub-vendor agrees to cooperate fully with any efforts being made or monitored by the State of Maryland.

## **1.7 Prohibition of Sexual Harassment**

The sub-vendor shall operate under this Agreement so that no employee or client is subjected to sexual harassment in the workplace or in locations and situations otherwise associated with the performance of duties per the terms of this Agreement. Further, the sub-vendor shall include this clause, or a similar clause approved by the Worcester County Local Behavioral Health Authority, in all subcontracts.

The sub-vendor has primary responsibility for enforcement of these provisions and for securing and maintaining the subcontractor's full compliance with both the letter and spirit of this clause.

## **1.8 Drug Free Workplace**

The sub-vendor certifies that it will provide a drug free workplace by implementing the provisions at 29 CFR 98.630. The sub-vendor also agrees to maintain a list of places where the performance of work in connection with this Grant will take place. This list shall be available for review by the Worcester County Local Behavioral Health Authority.

## **2 DOCUMENTS AND RECORDS**

### **2.1 Maintenance of Services Records**

The sub-vendor shall maintain all records and documents pertaining to its services under this Agreement for a period of five years from the date of final payment by the Worcester County Local Behavioral Health Authority. In the event that any litigation, claim, negotiation, audit, or other action involving the records and documents is started before the expiration of the five-year period, the records and documents shall be maintained by the sub-vendor until completion of action and resolution of all issues which arise from it, or until the end of the regular five-year period, whichever is later.

The Worcester County Local Behavioral Health Authority may substitute copies made by microfilming, photocopying, or similar methods for the original records upon prior notification and approval.

### **2.2 Maintenance of records for non-expendable property**

The sub-vendor shall maintain records for non-expendable property, purchased with Grant funds for

a period of three years subsequent to the final disposition of this property. Similar terms with regard to maintenance of such records in the event of litigation, claim, negotiation, audit, or other action involving these records at the expiration of the three-year period as set forth in the above section shall be applicable to these records.

## **2.3 Access to Records**

The sub-vendor shall permit duly authorized representatives of the State of Maryland and the Worcester County Local Behavioral Health Authority, at any reasonable time, the right of access to any records or documents of the sub-vendor, its subcontractors, or assignees which are pertinent to the services to be provided by the sub-vendor under this Agreement in order to make audit, examination, excerpts, and transcripts. The rights of access under this section shall not be limited to the required maintenance of records period set forth in the above section but shall last as long as the records and documents are maintained by the sub-vendor, its subcontractors, or assignees.

## **2.4 Rights to Data**

The Worcester County Local Behavioral Health Authority may duplicate, use and disclose in any manner and for any purpose whatsoever, and have others do so, all data delivered under this Agreement except where such use may contravene Federal, State, or County guidelines on client confidentiality. The sub-vendor shall not affix any restrictive markings upon any data and if such markings are affixed, the Worcester County Local Behavioral Health Authority shall have the right at any time to modify, remove, obliterate, or ignore such markings.

The sub-vendor hereby grants to the Worcester County Local Behavioral Health Authority a royalty-free, nonexclusive, and irrevocable license to publish, translate, reduce, deliver, perform, dispose of and to authorize others so to do all data and materials now or hereafter covered by copyright; provided that with respect to data originated in the performance of this Agreement, such license shall be only to the extent that the sub-vendor has the right to grant such license without becoming liable to pay compensation to others because of such grant.

The sub-vendor shall exert all reasonable effort to advise the Worcester County Local Behavioral Health Authority, at the time of delivery of data furnished under this Agreement, of all invasions of the right of privacy contained therein and of all portions of such data compiled from work not composed or produced in the performance of this Agreement and not licensed under this clause.

The sub-vendor shall report to the Worcester County Local Behavioral Health Authority, promptly and in written detail, each notice or claim of copyright infringement received by the sub-vendor with respect to all data delivered under this Agreement.

## **2.5 Publications**

All published materials (written, visual, or audio) prepared in connection with this Agreement shall carry a footnote acknowledging assistance received under this grant, and that the claimed findings and conclusions do not necessarily reflect the views of the State of Maryland and/or the Worcester County Local Behavioral Health Authority. In addition, a copy of all publications must be furnished to the State of Maryland and the Worcester County Local Behavioral Health Authority.

## **2.6 Insurance**

The sub-vendor will perform services with the degree of skill and judgment, which is normally exercised by recognized professionals with respect to services of a similar nature.

It is agreed that the sub-vendor shall be responsible for any loss, personal injury, deaths, and/or damages that may be done or suffered by any persons solely by reasons of the sub-vendor's service performance, negligence, or failure to perform any of the obligations which obligates him/her to perform. The sub-vendor hereby agrees to indemnify and save the State of Maryland harmless to the extent permitted by law from any loss, cost, damages and other expenses suffered or incurred by

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the State of Maryland solely by reason of the sub-vendor's negligence or failure to perform any of the said obligations. The sub-vendor shall take proper safety and health precautions to protect his work, his employees, the public and the property of others from any damages or injury resulting solely from the performance of his work described herein.

The sub-vendor has in force or shall obtain, and will maintain insurance in not less than the following amounts during the performance of the services called for in this Agreement:

Workmen's Compensation Insurance - covering the sub-vendor's employees as required by Maryland law.

Comprehensive Bodily Injury and Property Damage Liability Insurance – excluding automobiles owned or hired by the sub-vendor or loaned to the sub-vendor by the State of Maryland, with limits as follows:

Bodily Injury or Death:	\$250,000 each person \$500,000 each occurrence
Property Damage:	\$200,000 each person \$500,000 each occurrence
Professional Liability:	\$200,000 per claim/person \$500,000 each occurrence

## 2.7 **Contracts/Grant Modifications**

The Worcester County Local Behavioral Health Authority must approve, in writing, requested changes by the sub-vendor in project content, including fiscal and program changes. The following Agreement modifications will require the approval of the Worcester County Local Behavioral Health Authority and be documented as an Agreement Amendment:

- (1) An increase in the total amount of Grant Funds.
- (2) An increase in any single approved budget line item (if any) as set forth in Attachment – I, Compensation.
- (3) A change in the cost sharing ratio.
- (4) A change in the project period and project year dates.
- (5) A change in sub-vendor's project.
- (6) A major change in Scope of Services or service delivery (Attachment II).
- (7) A major change in the Conditions of Award/Statement of Work (Attachment III).

2.8 This Agreement shall be effective for the time period commencing on **July 1, 2025** and ending on **June 30, 2026** of the same fiscal year, unless otherwise agreed upon in writing. If funds are not appropriated or otherwise not made available to support continuation in any fiscal or calendar year the State of Maryland shall have the right to terminate this Grant and the sub-vendor is not entitled to recover any cost not incurred prior to termination.

## 2.9 **Equipment**

All expenditures from these grant funds shall be allowable under and in accordance with the DHMH/MDH Human Services Agreement Manual. When the contractor discontinues providing services described in the Attachment – II, Scope of Services, all equipment purchased through this contract will be returned to the Worcester County Health Department Local Behavioral Health Authority.

## 2.10 **Equipment Purchasing**

The Worcester County Local Behavioral Health Authority must maintain inventory lists of all

equipment purchased over \$100, using both state and federal funds provided by the Maryland Behavioral Health Administration. When using Worcester County Local Behavioral Health Authority funds, the Contractor agrees to provide an explanation of who is using the equipment (must be supported by grant), where the equipment is located and receipt of purchase. During the annual site visit, the Worcester County Local Behavioral Health Authority program monitor may ask for proof of purchase, and ensure the equipment is still in its intended use. The reallocation of Worcester County Local Behavioral Health Authority grant funded equipment must be approved by the Worcester County Local Behavioral Health Authority Director. If the equipment purchased with Worcester County Local Behavioral Health Authority grant funds is deemed broken or no longer usable, the Worcester County Local Behavioral Health Authority Director must be notified of the disposal, in writing, along with submission of the monthly/quarterly program report.

## **2.11 Termination of Grant**

If the State of Maryland terminates this Grant for any of the aforementioned reasons, the State of Maryland will perform a final monitoring of the contract. Any money obligated under the Agreement (even if drawn down) but not needed to meet obligations incurred to the date of termination and in accordance with the approved budget, will be returned to the Worcester County Local Behavioral Health Authority.

## **2.12 Submission of Program Reports**

The sub-vendor shall submit to the Worcester County Local Behavioral Health Authority quarterly expenditure and programmatic reports and an accumulative program report for the twelve (12) month period (**July 1, 2025 through June 30, 2026**). Reports submitted by the sub-vendor to the Worcester County Local Behavioral Health Authority shall be conducted in compliance with a generally accepted reporting standard and as described in Attachment III - Statement of Work of this Agreement. Failure to comply with this requirement could result in non-payment, which could lead to the termination of the Grant or consideration of renewal.

## **2.13 Sub-Letting of Agreement**

It is mutually understood and agreed that sub-vendor shall not assign, transfer, convey, sublet or otherwise dispose of his Agreement or his right, title or interest therein, or his power to execute such Agreement, to any other person, firm, or corporation, without the previous written consent of the Worcester County Local Behavioral Health Authority, but in no case shall such consent relieve the sub-vendor from his obligations, or change the terms of the Agreement.

## **3 SPECIAL REQUIREMENTS**

All requests for changes in **Maryland Community Criminal Justice Treatment Program** programming shall be submitted in writing to the Worcester County Local Behavioral Health Authority for approval prior to implementation.

This award is based on estimated levels of state funds. If actual allocations differ from current estimates, this award may be adjusted accordingly. Services funded with these Conditions cannot be billed under Maryland's Public Behavioral Health System.

Provide the Worcester County Local Behavioral Health Authority any corrective action plans that result from a program investigation, consumer complaint, or unmet contract deliverables within 15 days of notification to the program.

The Worcester County Local Behavioral Health Authority will provide technical assistance, quality assurance and fiscal oversight to ensure that the sub-vendor develops and monitors criteria for contract performance standards; procures services; develops budgets and monitors expenses; monitors service provision; repurposes unspent grant funds to ensure best utilization of funding; conducts reviews for continued need of services performed.

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Any proposed "re-purposing" of grant funds shall be discussed with and approved by the Director of the Worcester County Local Behavioral Health Authority, along with Office of Crisis and Criminal Justice Services and other appropriate executive approvals required by the Behavioral Health Administration.

Failure to comply with these Conditions of Award may result in the following, until such time that areas of non-compliance are corrected, including but not limited to:

- loss of award
- future audit exceptions
- dis-allowance of expenditures
- award reductions
- delay in payment of award funds

Compliance with these Conditions of Award will be determined through conducting on-site visits using a BHA provided monitoring tool to assess compliance with the Conditions of Award. For identified areas of non-compliance, the Worcester County Local Behavioral Health Authority shall:

- require a corrective action plan
- monitor corrective action progress
- submit the completed monitoring report to the BHA within the specified timeframe

## **4 BUDGET AND FINANCE**

### **4.1 Compensation**

The value of this grant is defined in Attachment – I, Compensation, which is attached hereto and made a part hereof. Payment is contingent upon availability of funding.

### **4.2 Payment/Request for Funds**

The sub-vendor will be paid pursuant to the terms and conditions outlined in Attachment - I allowable costs and services rendered under this Agreement. The sub-vendor must submit a completed request for payment form to the Worcester County Local Behavioral Health Authority in the format and according to the schedule specified by the Worcester County Local Behavioral Health Authority.

### **4.3 Maintenance of Fiscal Records and Audits**

The sub-vendor shall maintain all fiscal records, audits, reports requested by the Worcester County Local Behavioral Health Authority and all other documents relative to the performance of services under this contract. Separate accounting systems for Agreement funds will be established and maintained including disbursements, expenditures, and time sheets.

The sub-vendor shall adopt generally accepted accounting procedures and practices and maintain books, records, documents and other evidence which sufficiently and properly reflect all direct costs of any nature, expended in the performance of this project. The sub-vendor and its subcontractors will make available such books, records, documents, and other evidence records for inspections, reviews or audits by the Worcester County Local Behavioral Health Authority and/or State of Maryland at any reasonable time.

The sub-vendor shall collect statistical data of a fiscal nature on a regular basis and make fiscal, statistical reports and statements according to times prescribed by, and on forms furnished by the Worcester County Local Behavioral Health Authority and/or State of Maryland. Failure to submit any report when due may result in suspension of funding until the report is received.

### **4.3 Payment/Request for Funds**

The sub-vendor will be paid pursuant to the terms and conditions outlined in eligible expense costs and services rendered through this project. The sub-vendor must submit a completed request for payment form to the Worcester County Local Behavioral Health Authority in the format and according

to the schedule specified by the Worcester County Local Behavioral Health Authority.

#### 4.4 Invoicing

Invoicing and payment schedules will be determined during the contracting process with the Worcester County Local Behavioral Health Authority. Invoices for work, services and items not on the project timeline and/or not approved by the Worcester County Local Behavioral Health Authority may result in denial of further funding. The Awardee must provide receipts and/or other documentation of expenditures and attach to invoices. Receipts and proof of payment will be required for reimbursement.

Invoices are to be submitted to:

**Worcester County Local Behavioral Health Authority**

via email [worcester.lbha@maryland.gov](mailto:worcester.lbha@maryland.gov)

OR

**Worcester County Local Behavioral Health Authority**

ATTN: Worcester County Local Behavioral Health Authority Director

P.O. Box 249

Snow Hill, MD 21863

#### 4.5 Cost Reimbursement Contract Audits

The sub-vendor must submit the MDH 440 (Annual Report) to the Worcester County Local Behavioral Health Authority and must certify that the reported expenditures and revenues are true and correct. The Worcester County Local Behavioral Health Authority shall carefully review the sub-vendor's MDH 440 to determine that it is correct and reasonable, and that the sub-vendor stayed within budgetary limits.

Audit requirements for cost reimbursement contracts totaling over \$100,000 must be audited by the Worcester County Local Behavioral Health Authority as set forth in the information below.

- A. cost reimbursement contracts totaling \$100,000 or less do not need to be audited unless there are allegations of abuse of funds or suspicions of mismanagement.
- B. cost reimbursement contracts totaling over \$100,000 must be audited by the vendor as set forth in paragraph 4.6- Frequency of Audits below.

#### 4.6 Frequency of Audits

- A. Sub-vendor contracts that have been terminated for cause or contracts with sub-vendors that have gone out of business must have audits performed and the reports completed within three months of the end of the contract period or the termination of the contract.
- B. Sub-vendor contracts that have not been continued (i.e., they have simply expired) must have audits performed and the reports completed within 12 months of the end of the contract period.
- C. Sub-vendor contracts that are continuing from year to year shall be audited every other fiscal year and the audit shall encompass the last two completed fiscal years. If a vendor believes that a sub-vendor may be having fiscal or other problems, the vendor shall have an audit performed as soon as possible.

#### 4.7 Submission of the Audit Report

The sub-vendor shall submit to the Worcester County Local Behavioral Health Authority a completed report for Fiscal Year **2026** by **SIX MONTHS AFTER CLOSE**. The sub-vendor shall provide an annual certified financial audit report conducted by an independent accounting firm. Additionally, if the sub-vendor receives Federal Grant Funds, the sub-vendor must submit a compliance audit in accordance with the Single Audit Act of 1984, which is incorporated into this Agreement by reference. Failure to comply with these requirements shall result in termination of the Agreement.

## 4.8 **Audit or Examination Discoveries**

If any unauthorized expenditures, unallowable expenditures, or irregularities are discovered upon examination or audit of records and documents pertinent to the performance of services under this Agreement, the sub-vendor is responsible for such expenditures and for making any necessary reparations to the Worcester County Local Behavioral Health Authority.

## 4.9 **Unexpended Funds**

Any request for carryover of unexpended funds should be submitted to the Worcester County Local Behavioral Health Authority at least 30 days in advance of the termination date of the Agreement to allow for the Worcester County Local Behavioral Health Authority/State of Maryland approval and processing. The approval or disapproval of any carry over will be stated by the Worcester County Local Behavioral Health Authority and/or State (where applicable) in writing.

Unexpended funds may be reallocated to another sub-vendor or deducted from the next fiscal year's award to the original sub-vendor.

## 4.10 **Budget Modifications**

A budget modification is a revised budget, which restates the original budget and incorporates line-item changes desired by either the sub-vendor or the Worcester County Local Behavioral Health Authority program administration to achieve a new approved budget. A budget modification does not affect the total amount of other funding sources.

Sub-vendor may submit a budget modification request to the Worcester County Local Behavioral Health Authority program administration up to April 15th for the current fiscal year (July 1 - June 30). Sub-vendor must submit a budget modification when any original requested line item in the previously approved budget is exceeded by the greater of 10% or a total of \$5,000. All non-budgeted line items that were not originally approved by the Worcester County Local Behavioral Health Authority program administration require a budget modification.

Modifying a budget without expressed Worcester County Local Behavioral Health Authority approval may be considered a breach of the Worcester County Local Behavioral Health Authority Scope of Work and Compensation agreements.

## 5 **TRAINING SUPPORT**

The Worcester County Local Behavioral Health Authority must maintain records of all trainings attended using both state and federal funds provided by the Maryland Behavioral Health Administration. When using Worcester County Local Behavioral Health Authority grant funds, the Contractor agrees to provide documentation of attendance following the completion of the training. If the Contractor organizes or hosts a training using Worcester County Local Behavioral Health Authority grant funds, attendance sheets and invoice/receipt of payment must be submitted with monthly/quarterly invoice request.

## 6 **TRAVEL SUPPORT**

The Worcester County Local Behavioral Health Authority must maintain records of all travel related expenses using both state and federal funds provided by the Maryland Behavioral Health Administration. When using Worcester County Local Behavioral Health Authority grant funds, the Contractor agrees to provide an explanation of travel and documentation of expenses, as well as any applicable receipts. If Worcester County Local Behavioral Health Authority grant funds are used for travel-related expenses, invoice/ receipt of payment must be submitted with the monthly/quarterly invoice request.

## 7 **FILING A GRIEVANCE**

The Worcester County Local Behavioral Health Authority recognizes that behavioral health service

providers, consumers, or their family members have a right to express a concern or complaint. It is the policy of the Worcester County Local Behavioral Health Authority to attempt to resolve concerns and complaints. The procedure for addressing a grievance is detailed below.:

- A. The concern should first be addressed with the Worcester County Local Behavioral Health Authority Program Monitor.
- B. If the concern persists, the provider/consumer may make a formal complaint in writing, or verbally, to the Director of the Worcester County Local Behavioral Health Authority. This should include details and information about the complaint or concern.
- C. If the issue is not satisfactorily addressed, the provider/consumer may follow up with correspondence (written or verbal) to the Worcester County Health Department's Director of Planning/Quality.
- D. Should the issue still not be satisfactorily addressed, the provider/consumer may initiate a grievance directly to the Maryland Behavioral Health Authority by calling 1-800-888-1965.

## 8 **SCOPE OF SERVICES**

The sub-vendor agrees to perform the services outlined in Attachment - II, Scope of Services, which is attached hereto and made a part hereof. The Scope of Services may be amended by mutual agreement or to meet the Conditions of Award as established by the Behavioral Health Administration.

## 9 **TERM**

The initial term of this Agreement shall be the time period beginning on **July 1, 2025**, and ending on **June 30, 2026**.

## 10 **TERMINATION**

This Agreement shall not be terminated during its term without the mutual consent of the parties except that:

### 10.1 **Termination for Insufficient Funds**

If the present source of funding should be reduced or terminated, this grant shall automatically terminate at the option of the State of Maryland with verbal and written notice. If the State of Maryland/Worcester County Local Behavioral Health Authority terminates this grant, the sub-vendor is not entitled to recover any costs not incurred prior to termination.

### 10.2 **Termination for Default**

If the sub-vendor fails to fulfill his/her obligations under this Agreement properly and on time, or otherwise violates any provision of the Agreement, the State of Maryland/Worcester County Local Behavioral Health Authority may terminate the Agreement by written notice to the sub-vendor. The notice shall specify the acts of omission relied on as cause for termination. The State of Maryland shall pay the sub-vendor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the Agreement of damages caused by sub-vendor's breach. If the damages are more than the compensation payable to the sub-vendor, the sub-vendor will remain liable after termination and the State of Maryland can affirmatively collect damages.

### 10.3 **Termination for Convenience**

The performance of work under this Agreement may be terminated by the State of Maryland with sixty (60) days written notice in accordance with this clause in whole, or from time-time in part, whenever the Worcester County Local Behavioral Health Authority shall determine that such termination is in the best interest of the State of Maryland.

The State of Maryland will pay all reasonable costs associated with this Agreement that the sub-vendor has incurred up to the date of the termination and all reasonable costs associated with termination of the Agreement. However, the sub-vendor shall not be reimbursed for any anticipatory

profits, which have not been earned up to the date of termination.

## **11 BREACH**

In the event that either party breaches this Agreement resulting in damages to the other party, the principal remedy shall be the immediate termination of the Agreement, together with all other remedies set forth herein.

The waiver of either party of any breach of any provision of this Agreement of warranty or representation herein set forth shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right hereunder shall not operate as a waiver or such right. All rights and remedies provided for herein are cumulative

## **12 INDEMNIFICATION**

To the extent permitted by law, the sub-vendor, shall indemnify and hold harmless the State of Maryland, its agent, officials, and employees, from any liability, damage, expense, cause of action, suits, claims, or judgments up to the amount of the sub-vendor's statutory limits of liability, as provided by law, arising from injury to persons, including death or personal injury or otherwise, which arises out of the acts, failures to act, to negligence of the sub-vendor, its agents and employees, in connection with or arising therefrom or incurred in connection therewith as it pertains to this Agreement, and if any judgment shall be rendered against the State of Maryland/Worcester County Local Behavioral Health Authority in any such action, the sub-vendor shall at its own expense, satisfy and discharge same, up to the amount of the sub-vendor's statutory limits of liability, as provided by law.

## **13 INCLUSION OF ENTIRE AGREEMENT**

This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to obligations and responsibilities to one another and contains all of the covenants and agreements between the parties.

The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding on the parties.

## **14 NOTICES**

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by certified mail, return receipt requested, postage prepaid, to the Worcester County Local Behavioral Health Authority and to sub-vendor at their respective places of business as designated from time to time by the parties.

## **15 LAW GOVERNING AGREEMENT**

The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of Maryland.

This Contract is subject to the policies of the Maryland Department of Health as incorporated in the Human Services Agreements Manual. The validity, interpretation and performance of this Contract shall be governed by and construed in accordance with the laws of the State of Maryland.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the day and year first above written.

**FOR WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY**

WITNESS: Joseph Sny

BY: S. Tingle 5-2-25  
(Signature) (DATE)

Shylia Tingle, MPsy  
(Type Name)

Director  
(Title)

**FOR WORCESTER COUNTY JAIL**

WITNESS: Stephen Mulligan

BY: Timothy Mulligan 5-6-25  
(Signature) (DATE)

Timothy Mulligan  
(Type Name)

Warden  
(Title)

**FOR WORCESTER COUNTY HEALTH DEPARTMENT**

WITNESS: Kathy Miller

BY: Rebecca Jones 5/6/25  
(Signature) (DATE)

Rebecca Jones, RN, BSN, MSN  
(Type Name)

Health Officer  
(Title)

**FOR WORCESTER COUNTY COMMISSIONERS**

WITNESS: \_\_\_\_\_

BY: \_\_\_\_\_  
(Signature) (DATE)

Theodore J. Elder  
(Type Name)

President  
(Title)

**WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY  
Worcester County Jail  
Maryland Community Criminal Justice Treatment Program  
COMPENSATION**

**Amount of Grant.** The value of this grant is not to exceed **\$22,000 in direct costs** for the fiscal year, commencing **July 1, 2025** and ending **June 30, 2026**. Grant-funded services are ineligible for fee-for-service reimbursement by the Maryland Public Behavioral Health System. **THIS IS A COST REIMBURSEMENT CONTRACT.**

**Payment Terms.**

The sub-vendor shall submit a request for reimbursement in the form of an invoice, accompanied by a MDH 437 form, Request for Payment, and a MDH 438, statement of budgeted and actual expenditures, for each quarter of the fiscal year. The invoice shall be for actual allowable costs for goods or services rendered under the grant as defined in Attachment II – Scope of Services. The amount of the invoice may not exceed the actual costs to the sub-vendor for the period covered by the invoice.

This invoice shall conform to State Standards and at minimum:

Every invoice should clearly show the name and address of the agency or agency being billed. The invoice must sufficiently describe the goods or services provided and for which reimbursement is sought, including the date that the goods or services were rendered and the date of invoice. Each invoice must contain the name, remittance address, and federal taxpayer identification number of the sub-vendor or vendor providing the service. Each invoice must accompany a MDH 437 and MDH 438 form.

With the MDH 438 statement of budgeted and actual expenditures submitted with the invoice, the sub-vendor shall demonstrate expenditures in accordance with the submitted budget. The sub-vendor shall demonstrate that all **Maryland Community Criminal Justice Treatment Program** grant monies are spent within the specified grant period.

Invoices for the first, second, and third quarters of the fiscal year may not be submitted until after the end of the quarter. An invoice for the fourth quarter must be submitted before the end of the fourth quarter. At the end of the fiscal year, the sum of the quarterly invoices may not exceed the value of the grant. In any quarter, if the actual costs exceed one-fourth of the total amount of the grant, the sub-vendor may, but is not required to, submit an invoice for only one-fourth of the annual total.

If the initial monitoring visit requires the submission of a corrective action plan, payment will be withheld until the Worcester County Local Behavioral Health Authority determines that the corrective action plan has been successfully completed.

The sub-vendor shall submit a MDH 440 form, a final statement of budgeted and actual expenditures for the term of the contract, by **July 15, 2026**.

**Reduction or Withholding of Payment Due to Noncompliance or Failure to Provide Contracted Services:**

The Worcester County Local Behavioral Health Authority reserves the right to reduce and/or withhold payment of an invoice if the sub-vendor has failed to comply in any material respect with Attachment II - Scope of

# ITEM 1

Services. Compliance will be determined by the program monitor and will be documented in the program monitoring report. The sub-vendor will be notified in writing, within ten days of receipt of the invoice, of the total amount withheld and the reason for the reduction and/or withholding of payment. If the sub-vendor is required to submit a corrective action plan (CAP), payment may be withheld until the Worcester County Local Behavioral Health Authority has determined that the CAP has been successfully completed.

## Eligible Use of Funds

The Behavioral Health Administration has stated that **Maryland Community Criminal Justice Treatment Program** funds shall be used for:

1. The provision of ambulatory or substance-related disorder treatment is limited to those individuals in carceral settings and are not eligible for services through the Public Behavioral Health System, such as:
  - o Outpatient ASAM Level 1.0;
  - o Opioid Treatment Program ASAM Level 1.0;
  - o Intensive Outpatient Program ASAM Level 2.1;
  - o Partial Hospitalization Program ASAM Level 2.5;
  - o Ambulatory Withdrawal Management); or
  - o Residential substance-related disorder treatment services (i.e. ASAM Levels 3.1, 3.3, 3.5, 3.7, and 3.7WM)
2. Evidence-based treatments, practices and interventions for OUD;
3. FDA-approved MAT (methadone and buprenorphine products);
4. Services related to diversion, reentry and mental health services.

## Ineligible Use of Funds

The Behavioral Health Administration has stated that **Maryland Community Criminal Justice Treatment Program** funds shall not be used for: Support, in whole or part, services that are otherwise reimbursable with state or federal funds through the Fee-for-Service (FFS) Public Behavioral Health System (PBHS) or Maryland Medicaid. Any vendor or sub-vendor shall actively seek reimbursement for such services from the PBHS, Maryland Medicaid, or other state and local funding authorities, as applicable, and may not duplicate or supplant existing funded services with grant funds from this award.

Funds shall not be used for any of the following purposes:

- Funding staff to conduct §8-505 assessments.
- Vehicle purchase.
- New Construction. or
- Capital improvements.

Any funds used to “supplement” existing projects, must be clearly identified and reflected in the Statement of Work as a “supplement” to existing budgets and provide sufficient detail to outline the total award for the initiative.

## Independent Audit Requirement.

Under the terms and conditions of the MDH Local Health Department Funding System Manual, vendors using the cost-based reimbursement methodology to contract with an LBHA must have an audit to determine their compliance with the Manual. Sub-vendors with contracts for \$100,000 or greater must be audited once every two years to determine their compliance with the MDH Local Health Department Funding System Manual.

Payment is contingent upon availability of funding.

ITEM 1



\_\_\_\_\_  
Timothy Mulligan, Warden, Worcester County Jail

5-6-25

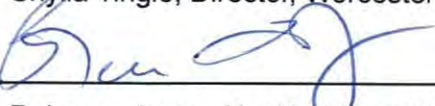
\_\_\_\_\_  
Date



\_\_\_\_\_  
Shylia Tingle, Director, Worcester County Local Behavioral Health Authority

5-2-25

\_\_\_\_\_  
Date



\_\_\_\_\_  
Rebecca Jones, Health Officer, Worcester County Health Department

5/15/2025

\_\_\_\_\_  
Date

\_\_\_\_\_  
Theodore J. Elder, President, Worcester County Commissioners

\_\_\_\_\_  
Date

MCCJTP Jail  
SCOPE OF SERVICES

Provider: Worcester County Jail

Monitoring Agency: Worcester Local Behavioral Health Authority

Contracting Period: Fiscal Year 2026; July 1, 2025 - June 30, 2026

REQUIREMENTS	METHOD	FREQUENCY	COMPLIANCE RATING YES/NO	COMPLIANCE FINDINGS
<p>1. The WORCESTER COUNTY JAIL shall provide services to individuals in the criminal justice system diagnosed with a serious mental illness and are at risk for re-institutionalization. Included are those individuals who are in the Jail and are awaiting trial, incarcerated, or in need of reentry services. A serious mental illness (SMI) is defined as having a mental, behavioral, or emotional disorder that meets criteria in the DSM-V and that results in functional impairment that substantially interferes with or limits one or more major life activities. The WORCESTER COUNTY JAIL shall screen individuals in the jail not already in mental health treatment for mental health problems. Per Maryland's Public Behavioral Health System, an individual with an SMI is 18 years or older and meets the DSM V criteria for the following diagnostic codes: F20.89, F30.10, F32.9, F31.9, F31.0, F31.60, F39, F32.2, F32.3, F33.2, F22, F29, F21, F60.3</p>	<p>Review quarterly reports.  Review client records</p>	<p>Quarterly  Annually, not later than July 15, 2026</p>		
<p>2. The WORCESTER COUNTY JAIL shall screen justice involved individuals</p>	<p>Review quarterly reports.</p>	<p>Quarterly</p>		

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REQUIREMENTS	METHOD	FREQUENCY	COMPLIANCE RATING YES/NO	COMPLIANCE FINDINGS
with mental health problems and assess justice involved individuals who screened positive for mental health problems for mental health treatment.	Review client records	Annually, not later than July 15, 2026		
3. The WORCESTER COUNTY JAIL shall identify individuals in the jail who have serious mental illness. For the sole purpose of jail-based mental health treatment, an individual charged as an adult who meets the criteria for a SMI, except for age, is eligible for treatment.	Review quarterly reports.  Review client records	Quarterly  Annually, not later than July 15, 2026		
4. The WORCESTER COUNTY JAIL shall assure the delivery of mental health and case management services to individuals in the jail diagnosed with a serious mental illness and are at risk for re-institutionalization.	Review quarterly reports  Review client records	Quarterly  Annually, not later than July 15, 2026		
5. The WORCESTER COUNTY JAIL shall employ or contract for the services of a licensed mental health professional for a minimum of 10 hours a week (520 hours per year).	Review documentation accompanying quarterly invoices	Quarterly  Annually, not later than July 15, 2026		
6. The licensed mental health professional employed or contracted by the WORCESTER COUNTY JAIL shall explore using the Data Link system to aid in the identification of individuals connected with Maryland's Public Behavioral Health System.	Review personnel/ HR records	Quarterly		
7. The licensed mental health professional employed or contracted by the WORCESTER COUNTY JAIL shall conduct and/or provide mental health	Review client records	Annually, not later than July 15, 2026		

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REQUIREMENTS	METHOD	FREQUENCY	COMPLIANCE RATING YES/NO	COMPLIANCE FINDINGS
screening for individuals not otherwise in treatment, using a screening instrument approved by the Local Behavioral Health Authority.				
8. The licensed mental health professional employed or contracted by the WORCESTER COUNTY JAIL shall conduct and/or provide individual or group therapy sessions when indicated, i.e. as an adjunct to existing mental health treatment or while an individual is waiting to access mental health treatment.	Review quarterly reports	Annually, not later than July 15, 2026		
9. The licensed mental health professional employed or contracted by the WORCESTER COUNTY JAIL shall conduct and/or provide short-term crisis intervention.	Review quarterly reports	Quarterly		
10. The licensed mental health professional employed or contracted by the WORCESTER COUNTY JAIL shall conduct and/or provide referral, linkage, and coordination of community support services during incarceration and in preparation for release.	Review quarterly reports	Quarterly		
11. The WORCESTER COUNTY JAIL shall provide appropriate mental health services to a minimum of 80 inmates.	Review quarterly reports. Review client records	Quarterly Annually, not later than July 15, 2026		
12. The WORCESTER COUNTY JAIL shall submit quarterly reports to the LBHA, which will in turn submit to the	Review quarterly reports	Quarterly Reports Due: October 15, 2025		


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REQUIREMENTS	METHOD	FREQUENCY	COMPLIANCE RATING YES/NO	COMPLIANCE FINDINGS
Division of Special Populations, as required by BHA.		January 15, 2026 April 15, 2026 July 15, 2026		
13. The WORCESTER COUNTY JAIL shall ensure the education of Jail staff members, community mental health providers, and involved agencies to the needs of this population to include training in effective methods for working with identified individuals.	Review training curriculum Review attendee lists Review training evaluation forms	Annually, not later than July 15, 2026		
14. A representative from the WORCESTER COUNTY JAIL shall be an active participant on the local mental health advisory committee, which will meet a minimum of four times per year	Review the local mental health advisory committee meeting sign-in sheets and/or minutes. [The Local Behavioral Health Authority will maintain copies of the sign-in sheets and minutes.]	Annually, not later than July 15, 2026		
15. A representative employed by or contracted by the WORCESTER COUNTY JAIL shall participate in quarterly MCCJTP meetings as scheduled by the Behavioral Health Administration	Local Behavioral Health Authority to attend and invite provider representative as appropriate	Quarterly or as scheduled by BHA		
16. The WORCESTER COUNTY JAIL shall have a protocol for complaints filed by or on behalf of a consumer, in accordance with COMAR 10.21.17.16. The WORCESTER COUNTY JAIL is	Review of Policies and Procedures. Examination of prominent display in accessible	Annually, not later than July 15, 2026		

REQUIREMENTS	METHOD	FREQUENCY	COMPLIANCE RATING YES/NO	COMPLIANCE FINDINGS
required to report to the LBHA any complaints received and their resolution on a periodic basis.	centralized location of the written description of the grievance procedure.  Review of grievance reports filed with LBHA.			
17. The WORCESTER COUNTY JAIL shall submit an annual report by July 15, 2026.	Review annual report	July 15, 2026		

**Agreement**

The Grantee agrees to perform the services outlined in the Scope of Services. The Scope of Services may be amended by mutual agreement or to meet the Statement of Work and Conditions of Award as established by the Behavioral Health Administration.

  
 \_\_\_\_\_  
 Warden, Worcester County Jail

5.6.25  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Ivonne Lomax, LBHA Program Monitor

4/16/2025  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Shylia Tingle, LBHA Program Director

5-2-25  
 \_\_\_\_\_  
 Date

# ITEM 1

BHA Award # - MH028MSP

## Maryland Department of Health Behavioral Health Administration

### AWARD INFORMATION

<b>Award Recipient</b>	Worcester County Health Department ▾
<b>Program/Initiative</b>	Jail Diversion - Crisis Intervention Team (CIT) Training Criminal Justice Behavioral Health - MCCJTP
<b>Award Name</b>	3. State General Fund Grant - Only Mental Health Services ▾
<b>BHA Award Number</b>	MH028MSP
<b>Total Award Amount</b>	\$173,225
<b>BHA Program Cost Allocation (PCA) Code</b>	M208G
<b>F# (LBHA/LAA)</b>	F816N
<b>BHA Division &amp; Office</b>	3. Urgent & Acute Care - Criminal Justice BH ▾
<b>Health Factor</b> Click on "Health Factor" link for more information	Clinical Care Access ▾
<b>Award Period</b>	July 1, 2025 ▾ - June 30, 2026 ▾
<b>Award Recipient Program/Initiative Contact Person &amp; Email Address</b>	Worcester County Health Department Shylia Tingle, <a href="mailto:shylia.tingle@maryland.gov">shylia.tingle@maryland.gov</a> Ivonne Lomax, <a href="mailto:ivonne.lomax@maryland.gov">ivonne.lomax@maryland.gov</a> Karen Waggoner, <a href="mailto:karen.waggoner1@maryland.gov">karen.waggoner1@maryland.gov</a>
<b>BHA Program/Initiative Contact Person &amp; Email Address</b>	Brandy James <a href="mailto:brandy.james1@maryland.gov">brandy.james1@maryland.gov</a> <a href="mailto:bha.criminaljustice@maryland.gov">bha.criminaljustice@maryland.gov</a>

BHA Award #	Program/Initiative	Health Factor(s)	PCA Code	Award Amount
MH028MSP	<a href="#">Jail Diversion - Crisis Intervention Team (CIT) Training</a>	Clinical Care ... ▾	M208G	\$92,966

BHA Award #	Program/Initiative	Health Factor(s)	PCA Code	Award Amount
	<a href="#">Criminal Justice Behavioral Health - MCCJTP</a>	Clinical Care ... ▾	M208G	\$80,259
			<b>Total</b>	<b>\$173,225</b>

### Jail Diversion - Crisis Intervention Team (CIT) Training

#### SECTION 1. PROGRAM/SERVICE SUMMARY

The purpose of the Crisis Intervention Team (CIT) Program is to improve the response for individuals experiencing behavioral health issues or crises who may come into contact with law enforcement or other first responders. This response leverages a partnership between law enforcement and mental health and substance use professionals. Funding is used to support the coordination and delivery of crisis intervention training. Some jurisdictions use funding to support the broader CIT Program.

#### SECTION 2. ACTIVITIES/SERVICES

The Crisis Intervention Team (CIT) Program is a community partnership of law enforcement, mental health and substance use professionals, individuals who live with mental health and/or substance use issues and their support network. It is an innovative first-responder model of police-based crisis intervention training to help individuals with mental health and/or substance use issues access medical treatment as an alternative to placement in the criminal justice system due to illness-related behaviors. It also promotes the safety of the individual in crisis and those around them and the safety of first responders. The following activities/services must be provided:

1. **CIT Coordination** ▾ All CIT programs should have a staff person dedicated to managing training, communication, data, scheduling, and oversight. Best practice is to have a CIT Coordinator who is responsible for coordination and collaboration and problem-solving between mental health, criminal justice, and public safety professionals, as well as community members. The CIT Coordinator may be funded through this award or using other funds. CIT programs must have a contingency plan if the staff dedicated person goes on extended leave or leaves the position.

2. **Training** ▾
 

**CIT 40-hour Training.** Plan and conduct one or more in-person 40-hour training over four to five consecutive days. Any deviation from this requires prior approval from BHA - email [BHA.CriminalJustice@maryland.gov](mailto:BHA.CriminalJustice@maryland.gov) to make any deviation requests. The training emphasizes understanding and communicating with individuals with behavioral health issues by incorporating practical experience and role-playing. The primary purpose of CIT training is to enhance consumer and public safety, improve crisis outcomes, reduce stigma and misconceptions, strengthen community partnerships, and promote officer safety and well-being. CIT training equips law enforcement officers and other first responders with the knowledge, skills, and resources to effectively de-escalate and manage encounters with individuals experiencing behavioral health crises. The 40-hour training curriculum must align with GOCCP recommended State CIT curriculum - it must be submitted to and approved by GOCCP based on their guidelines.

**CIT Annual Refresher Training.** Host, at a minimum, an annual CIT update continuing education training designed to provide updates for law enforcement officers on the latest best practices in de-escalating behavioral health crises, including new developments in identifying mental illness

symptoms, effective communication techniques, community resource navigation, and any legislative changes related to mental health response. These annual update trainings are for law enforcement who previously completed the 40-hour training.

**Pre- and Post-Training Surveys.** Programs are required to utilize GOCPP/BHA-established pre and post training surveys at each training to measure trainees' self-assessment of their knowledge and skills in mental health crisis incidents. Training surveys at the end of each training are required. Additional surveys are required 6 months after the initial 40-hour training to assess how they are using the CIT training in their everyday work, and surveys are required as part of the annual refresher training to measure training program effectiveness.

3. **Outreach/Education** - Educate and train community members and first responders (e.g., law enforcement officers) (after completion of the 40-hour training) on how to effectively identify and respond to individuals experiencing behavioral health crises by utilizing de-escalation techniques and connecting them to appropriate behavioral health treatment services. Examples of outreach/education include but are not limited to: attending community events to promote CIT; identifying underserved populations with mental illness and/or substance use issues and linking them to appropriate care; identifying gaps in community services; providing support and assistance for behavioral health treatment professionals; and increasing public recognition and appreciation for the behavioral health needs of the community.
4. **CIT Advisory/CPIC Meeting** - The ongoing success of CIT programs depends on fully integrated, collaborative community partnerships. An advisory committee (which serves as the oversight committee) of critical community partners and stakeholders is essential to guide the initial planning and implementation of a CIT program and provide ongoing oversight of the program's continued operation, sustainability, and community outreach and education. These committees have taken a variety of names across the State, including oversight committee, advisory committee, CPIC (Collaborative Planning and Implementation Committee), etc. At a minimum, Crisis Intervention Team (CIT) programs should establish strong partnerships with crisis providers operating within their jurisdiction, as well as with agencies situated along the Sequential Intercept Model (SIM). Involving organizations that operate along the Sequential Intercept Model ensures continuity of care as individuals navigate through various community supports and criminal justice intersections. These partnerships should include representatives from:
  - Law Enforcement: Local police departments, sheriffs' offices, campus police departments, hospital police departments, other relevant law enforcement agencies, and other first responders.
  - Mental Health: Local community services boards, educators, hospitals, and private providers within the mental health treatment and provider community.
  - Community: Dynamic community involvement should reflect the composition of the local community with particular emphasis on the inclusion of individuals with mental illness. Agencies such as homeless shelters, faith based entities, schools, all serve as community partners. Historically, state and national consumer advocacy organizations are highly involved in the development of CIT programs.
5. **State Partnerships** - The CIT Center for Excellence was established within the Governor's Office of Crime Prevention & Policy (GOCPP) to provide technical support to local governments, agencies, and crisis service providers to assist with the development & implementation of CIT programs. Participation

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is required at the following CIT-related meetings: GOCPP CIT Coordinator meetings, annual GOCPP summit, and at any State of Maryland conference pertaining to CIT (including planning).

The provider must also cooperate with MDH/BHA requests related to participating in the state care traffic control / bed registry and referral systems and must participate in those systems once they are operational as relevant to the service.

## **SECTION 3. PERFORMANCE MEASURES AND BENCHMARKS**

Following are the performance measures and benchmarks for the annual award period.

CIT Coordination ▾	
Performance Measure	Benchmark for Award Period
Have a dedicated person overseeing CIT activities	Summary of CIT coordination staff coverage, achievements, and barriers.
Training ▾ Data Collection ▾	
Performance Measure	Benchmark for Award Period
# of 40-hour trainings conducted	2
# individuals trained (broken out by profession i.e., police, corrections, dispatchers, etc.) per 40-hour training	20 individuals per 40- hour training
# of CIT refresher trainings	At least 1 per fiscal year
GOCPP approval of curriculum	GOCPP Approval
Average post-test score of participants	> 85%
% of completed satisfaction surveys	90%
Satisfaction rating of training participants (average)	Training satisfaction rate of at least 80%
% of change in participants' knowledge of covered topics (comparing pre & post training)	To be determined as part of survey tool development
% of participants that used CIT skills in the field after training (utilizing responses to 6-month post-training surveys e.g. improved perception of and confidence related to serving individuals with behavioral health needs or disability)	> 90%
Outreach & Education ▾	
Performance Measure	Benchmark for Award Period

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# of outreach engagements	At least 3 per quarter
# of community behavioral health professional development trainings	At least 5 per fiscal year
# of community partners trained (schools, faith based community etc.)	At least 5 per fiscal year
CIT Advisory/CPIC Meeting ▾ and State Partnerships ▾	
<b>Performance Measure</b>	<b>Benchmark for Award Period</b>
Participate in quarterly GOCPP Coordinator meetings, annual GOCPP summit	Participate in 100% of meetings
Assemble CIT advisory/CPIC committee meetings	4 per fiscal year

## **SECTION 4. REPORTING**

Program/initiative data must be submitted quarterly. Reports are due by the 30th of the following month for activities conducted in the prior quarter in a format and method required by BHA. For example, data collected from July 1- September 30 (Quarter 1) will be due on October 31st. Data should be submitted to Qualtrics at a link to be provided by BHA. Quarterly URF reports must also be submitted to the email address on the URF form. BHA reserves the right to change the reporting frequency and format and will notify LBHAs/CSAs no later than 60 days before the close of the quarter for the subsequent reporting period. If reporting deadlines are missed, BHA may place the Award Recipient on a Corrective Action Plan.

BHA intends to host programmatic meetings to discuss program achievements and opportunities within and across jurisdictions. The LBHA/LAA/CSA must make staff available to participate in these discussions.

## **SECTION 5. OVERSIGHT AND MONITORING**

- The Behavioral Health Administration will provide technical assistance, quality assurance and fiscal oversight to ensure that the Grantee, develops and monitors criteria for contract performance standards; procures services; develops budgets and monitors expenses; monitors service provision; repurposes unspent grant funds as appropriate to ensure best utilization of funding; conducts reviews for continued need of services performed.
- If services are provided by a sub-vendor, the LBHA/CSA must have a sub-vendor contract that outlines expectations for the program, including service delivery, performance measures and outcomes, and reporting frequency and format. They must also have a sub-vendor budget for each SOW.
- The LBHA/CSA shall conduct, as needed, on-site visits using a monitoring tool to assess for compliance with the BHA Conditions of Award. If areas of non-compliance are identified, the Grantee shall notify the BHA contract monitor and the sub-vendor of the non-compliance, require the sub-vendor submit a corrective action plan (CAP), the Grantee shall monitor the corrective action plan progress, and the Grantee shall submit the completed monitoring report to the BHA Contract Monitor.
- *Failure to comply with these Conditions of Award may result in the following, including but not limited to: loss of award, future audit exceptions, dis-allowance of expenditures, award reductions, and/or delay in payment of award funds, until such time that areas of non-compliance are corrected.*

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## SECTION 6. BUDGET

The 4542 or 432 must be completed along with a sub-vendor budget in the table below. The table below aligns with Worksheet #3. Please include details for each budget line item. If the sub-vendor budget changes during the year, the Award Recipient is required to submit the updated sub-vendor budget to the BHA contract monitor. The SOW does not need to be updated to reflect the revised sub-vendor budget.

MDH Object Code	Project/Service Breakdown	Total FY 26 Budget	NOTES/DETAILS
111	Salaries	34,221	.50 FTE K. Waggoner Crisis Intervention Team Coordinator
121	FICA	2,618	7.65% of .50 FTE K. Waggoner Salary
131	Retirement	7,494	21.9% of .50 FTE K. Waggoner Salary
139	Def Compensation	300	Up to \$600 max match of .50 FTE K. Waggoner contribution
141	Health Insurance	10,774	0.50 FTE K. Waggoner Health Insurance Cost
142	Retiree Health Insurance	6,594	61.2% of .50 FTE K. Waggoner Health Insurance Cost
161	Unemployment Insurance	48	0.14% of .50 FTE K. Waggoner Salary
162	Workmen's Compensation	342	1% of .50 FTE K. Waggoner Salary
304	Cellular Telephone	580	(1) Cell Phone for K. Waggoner at \$48.33 per month x 12 months
405	In-state Travel	500	Amount based on MHD full-reimbursement mileage rate of \$0.70 per mile for up to approximately 700 miles. Travel to and from training, conferences, site visits, etc.
415	Training	13,500	<p>\$6,000 MOU between the Worcester LBHA and Wor-Wic Community College's Eastern Shore Criminal Justice Academy to hold and provide a variety of Crisis intervention Team Trainings including but not limited to; 40-Hour Law Enforcement CIT Trainings, 24-Hour Dispatcher CIT Trainings, CIT refresher Trainings, CIT Roll Play Trainings, etc.</p> <p>K. Waggoner's attendance at the 2025 Annual CIT Conference in Anaheim, CA \$550; (5) nights at the conference \$245 per night x 5 \$1,225; Flights from Baltimore Washington International Airport Maryland to Orange County/Santa Ana, California \$700</p> <p>Ability to hold one Self-Protection Training for Social Workers, Therapists, Nurses, Medical Transportation, and Similar Fields. The course is specifically designed for professionals who work in fields with high risk for violent situations. \$2000</p>

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MDH Object Code	Project/Service Breakdown	Total FY 26 Budget	NOTES/DETAILS
			Attendance at any other informative training to help with the betterment of CIT Training and the community we help. \$3,025
801	Advertising	7,544	Crisis Intervention Team Training Challenge Coins at \$8.41 per x 200 = \$1682.00; Crisis Intervention Team Lapel Pins at \$4.54 per x 300- \$1360.50; Crisis Intervention Fidget Tangles at \$3.73 per x 200 = \$746; Crisis Intervention Team Soft Touch Stylus Metal Spinner Pen at \$2.45 x 250 = 612.50; Crisis Intervention Team Disaster Survival Kits at \$20.59 per x \$20.59 = \$3088.50; Crisis Intervention Team Table Cloth at \$125 per x 1 = \$125; Crisis Intervention Team Razor Sail Banners at @271 per x 2 = \$542
	<b>Total Direct Costs</b>	<b>\$84,515</b>	
0856	Indirect Cost (10% of total award)	8,451	Requesting the standard 10% for indirect charges to support administrative cost. Will taken directly by the Worcester County Health Department
	<b>Total Costs</b>	<b>\$92,966</b>	

## CONDITIONS OF AWARD

### Definitions

- Award Letter** - the letter from BHA to the principal Award Recipient specifying the value and tenure of the grant that has been awarded.
- Award Recipient** - An entity or jurisdiction to which an award has been made by BHA and has assumed responsibility for the overall administration and management of the awarded funds.
- Award Period** - the period of the Award as set forth in the Award Letter
- BHA** – Behavioral Health Administration.
- Report** – A written record submitted to BHA, in the form and manner prescribed, on which the Award Recipient reports on the activities undertaken during a specified timeframe (i.e., monthly, quarterly etc.).
- Statement of Work (SOW)** - A SOW is a formal document that provides direction and details to the vendor or contractor about how the work should be performed, under what conditions, timeframes for accomplishment, frequency, and outcomes/outputs. (Unless otherwise noted, BHA-required SOWs shall generally be Performance-Based in nature.)

These **Conditions of Award (COA)** set out the standard conditions and terms for all BHA awards and will be applied to the Programs/Initiatives outlined in the Award Letter and related, approved budget(s) for each jurisdiction/organization.

Expenditures and reporting shall be in accordance with the Human Services Agreements Manual, Public Behavioral Health Systems Manager Manual, and BHA FY26 planning and fiscal guidelines.

All vendors and sub-vendors rendering services under this award shall comply with all applicable federal, state, and local ordinances, laws, regulations; BHA guidance; Medicaid or Departmental transmittals, guidelines, orders, Administrative Services Organization (ASO) Provider Alerts, and Provider Manual instructions governing these programs. This includes any and all program or service descriptions, specific staffing

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requirements, and associated staff credentials as they relate to the Public Behavioral Health System or Medicaid services in general and to the programs and services funded under this award in particular.

Funds may be not used to substitute or supplant federally funded projects or grants unless acknowledged and approved in the Federal Notice of Award.

Any funds used to supplement existing projects must be clearly identified and reflected in the Statement of Work as a supplement to existing budgets.

**Funds shall not be used to support, in whole or part, services that are otherwise reimbursable with state or federal funds through the PBHS Fee-for-Service (FFS) or Maryland Medicaid. Any vendor or sub-vendor shall actively seek reimbursement for such services from the PBHS, Maryland Medicaid, or other state and local funding authorities, as applicable, and may not duplicate or supplant existing funded services or programs with grant funds from this award.**

**Any program income must be used for the purposes and under the conditions of this award.**

Funds appropriated to support any Programs/Initiatives covered under this Condition of Award must have a specific Statement of Work that easily identifies line items in the approved budget. This includes noting the position(s), services and/or miscellaneous line items being funded and providing a detailed timeline of when certain benchmarks will be met.

Recipients of federal funding must be aware of and follow all federal grant requirements and federal guidance as outlined below, whether specifically incorporated or not.

Unless specifically authorized by BHA, no state or federal funds of any kind may be used in support of any lobbyist or lobbying activities.

## **Statement of Work and Sub-Vendors**

In addition to the COA, each grant award document contains a **Statement of Work (SOW)**, which details the goals/objectives, method of delivery of such programs/services, expected outcomes/outputs/performance benchmarks, and timeframes for performance. These programmatic details are designed to ensure that Award Recipients comply with any regulatory, statutory, or local requirements. Additionally, project specific terms and conditions may be amended and/or added to an Award at any time during the award period, to address budgetary or program compliance issues as needed.

The Award Recipient must ensure that it, along with other agencies, consultants and vendors supported by the Award, are made aware of their responsibilities and comply with these Conditions of Award as applicable. Failure to comply with the terms and conditions may lead to possible delays in funding, suspension, reduction and or termination of an Award. Further, BHA reserves the right to recover partial or full award amounts as deemed necessary and with supporting justification.

The Award Recipient shall ensure their vendors work to actively address health disparities, gaps in care and gaps in equity among the providers selected. Award Recipients and their vendors must ensure they are rendering services that are culturally and linguistically competent and appropriate.

## **Revisions**

BHA reserves the right to revise the Conditions of Award at any time, by providing thirty (30) days written notice to the Award Recipient.

All requests for programmatic and budgetary changes (for the Award Recipient and/or for the sub-vendor) shall be submitted in writing to BHA at [bha.criminaljustice@maryland.gov](mailto:bha.criminaljustice@maryland.gov) for approval before implementation.

## **Reductions or Cancellations**

MDH may adjust or cancel your award(s) at any time during the year based on available funding. In the event of an adjustment or cancellation, MDH will provide at least 60 days notice of the change in funding availability.

## **Program/Initiative and Award-Specific Requirements**

### **Allowable Use of Funds**

- CIT Coordinator position salary and fringe.
- Training for individuals to become a CIT Coordinator, to be recertified, or become a trainer.
- Contract with external subject matter experts to facilitate behavioral health modules of the crisis intervention training.
- Depending on the availability of funds, costs for one or two designated jurisdictional CIT leaders to attend the International CIT Conference.

### **Unallowable Use of Funds**

- Reimbursement of law enforcement officer: pay, overtime, and/or stipend payment for training attendance.
- Food

## Maryland Community Criminal Justice Treatment Program (MCCJTP)

### SECTION 1. PROGRAM/INITIATIVE SUMMARY

The Maryland Community Criminal Justice Treatment Program (MCCJTP) is a detention center-based program that screens individuals for mental health issues while they are detained in local detention centers. Key services include mental health screening and assessment, short-term crisis intervention, aftercare planning, and coordination of treatment and community support services after release. This program takes place in detention centers and is delivered by care coordinators, and peer recovery specialists. The program aims to ensure continuity of care by monitoring post-release compliance and maintaining connections with community-based mental health services to improve mental health outcomes and reduce recidivism.

### SECTION 2. ACTIVITIES/SERVICES

Please select all services that are provided:

Through the sub-vendor and/or its partners, the program offers services to assist with treatment, care coordination, aftercare planning, and community follow-up after release. MCCJTP places a particular emphasis on individuals diagnosed with severe mental illnesses (SMI) who are at risk of re-institutionalization. It also provides enhanced services to offenders with mental health concerns who are homeless and/or have co-occurring substance use disorders.

The contracted vendor shall maintain an active caseload that meets the mental health needs of the detention facility, and shall provide services to individuals awaiting trial, incarcerated in the detention center, and as part of reentry services. Individuals detained at the facility are to be provided with information regarding the MCCJT program.

The sub-vendor and/or its partners (i.e., detention facility, mental health vendors) participating in MCCJTP will provide the following core services:

**Screening** - Screen every individual in a carceral setting to determine if a mental health assessment is needed. If indicated, individuals should be referred to a behavioral health professional for further assessment or a comprehensive evaluation for a mental health diagnostic determination.

**Treatment Plan** - The behavioral health professional (i.e. case coordinator, case manager, behavioral health tech, clinician, counselor, etc.) develops a treatment plan in collaboration with each individual to determine the most appropriate services and support needed, which may include one or more of the following: medication management, counseling, care coordination, and peer support. The primary goal of the plan is to help the individual maintain good mental health while incarcerated, as well as to create a behavioral health plan for when the individual returns to the community.

**Treatment Intervention** - Licensed mental health professionals provide specific treatment interventions as indicated in the treatment plan, face-to-face, via telehealth, or through a combination of both.

**Short-Term Crisis Intervention** - Interventions provided to any individuals who experience a behavioral health crisis. Crisis may include the sudden and rapid onset or escalation of behavioral health symptoms, including substance use difficulties, or an emotional or behavioral response to a

# ITEM 1

traumatic event. Key services include an appropriate intervention from a behavioral health professional within the initial 48 hours of detention. This may include psychiatric, counseling, and/ or peer interventions as appropriate.

- Longer-Term Interventions** ▾ These interventions must align with the individual treatment plan and be provided to individuals who are incarcerated for more than 30 days.

Key services include referral and linkage to community support services. By establishing a connection with available resources before release, individuals are better equipped to navigate the complexities of re-entering society and managing their health. Ongoing support post-release is best practice and strongly recommended for sustained recovery and well-being. It is recommended that intervention compliance be monitored for a minimum of 90 days after re-entry to identify any challenges and provide the necessary interventions to help individuals maintain stability.

- Medication Management** ▾ If the Treatment Plan includes medication, a psychiatrist or other licensed clinician should meet with them monthly or as needed, to prescribe medication and continue ensuring the medication and dosage is appropriate. These services may be provided via telehealth. These services may or may not be specifically funded under this grant award, but this service must be available to individuals if indicated.

- Care Coordination/Management** ▾ Care coordination services must be provided to all individuals to support the successful completion of all MCCJTP activities and facilitate access to health, behavioral health services, and other supports for individuals. This is critical since these individuals often encounter distinct healthcare challenges and may experience obstacles to achieving optimal health. Key care coordination services include, but are not limited to:

- Clinical care coordination associated with mental health treatment services;
- Aftercare planning;
- Coordination of community support services; and
- Checking Medicaid eligibility for all participants and enrolling those who are eligible.
- Other: *Insert any additional jurisdiction-specific services*

- Peer Services** ▾ Peer support services can significantly contribute to reducing recidivism, substance use, and trauma. Through shared experiences and guidance, individuals can develop coping strategies and support systems that aid in their recovery and reintegration into society. These services may or may not be funded under this grant award, but it is a best practice for this service to be available to individuals.

Some of the services offered through peer support may include, but are not limited to:

- **One-on-One Peer Counseling:** Personalized support from trained peer specialists who understand the unique challenges faced by individuals in the justice system.
- **Group Support Sessions:** Facilitated meetings where individuals can share their experiences, learn from others, and build a supportive community.
- **Resource Navigation:** Assistance in connecting individuals with essential resources, such as mental health services, substance use treatment programs, housing, and job training.

- Skill-Building Workshops: Training sessions focused on developing life skills, coping mechanisms, and problem-solving strategies essential for successful reintegration.
- Crisis Intervention: Immediate support for individuals experiencing crises or emergencies, providing resources and strategies for managing high-stress situations.
- Education and Advocacy: Informing participants about their rights and available services, as well as advocating for their needs within the criminal justice system.
- Re-Entry: Provide services to support reentry and establishment of a life in the community.

## SECTION 3. PERFORMANCE MEASURES AND BENCHMARKS

General Performance Measures	
Performance Measure	Benchmark for Award Period
# individuals served - adults ▾	
Number of individuals served in MCCJTP	80
Screening ▾	
% of individuals screened within 48 hours of intake to determine if a mental health assessment is needed	At least 95%
% with a completed mental health assessment (from the sub-vendor or a provider partner)	At least 95%
Treatment Plan ▾	
Performance Measure	Benchmark for Award Period
% of individuals who have a treatment plan	100%
Treatment Intervention ▾ Short-Term Crisis Intervention ▾ Medication Management ▾	
Performance Measure	Benchmark for Award Period
% of MCCJTP participants who had at least three counseling/telepsychiatry/mental health session per month (indicate which service)	At least 95%
Care Coordination/Management ▾ Longer-Term Interventions ▾	
Performance Measure	Benchmark for Award Period

<p>% of participants with a completed reentry/aftercare plan within 30 days of returning to the community</p>	<p>100%</p>
<p>% of participants connected to community-based mental health services within 14 days of release</p>	<p>At least 85%</p>

**SECTION 4. REPORTING**

Program/initiative data must be submitted monthly. Reports are due by the 30th of the following month for activities conducted in the prior month in a format and method required by BHA. For example, data collected from July 1-31 will be due on August 30. Data should be submitted to Qualtrics at a link to be provided by BHA. Quarterly URF reports must also be submitted to the email address on the URF form. BHA reserves the right to change the reporting frequency and format and will notify LBHAs/CSAs no later than 60 days before the close of the quarter for the subsequent reporting period. If reporting deadlines are missed, BHA may place the Award Recipient on a Corrective Action Plan.

BHA intends to host programmatic meetings to discuss program achievements and opportunities within and across jurisdictions. The LBHA/LAA/CSA must make staff available to participate in these discussions.

**SECTION 5. OVERSIGHT AND MONITORING**

- The Behavioral Health Administration will provide technical assistance, quality assurance and fiscal oversight to ensure that the Grantee, develops and monitors criteria for contract performance standards; procures services; develops budgets and monitors expenses; monitors service provision; repurposes unspent grant funds as appropriate to ensure best utilization of funding; conducts reviews for continued need of services performed.
- If services are provided by a sub-vendor, the LBHA/CSA must have a sub-vendor contract that outlines expectations for the program, including service delivery, performance measures and outcomes, and reporting frequency and format. They must also have a sub-vendor budget for each SOW.
- The LBHA/CSA shall conduct, as needed, on-site visits using a monitoring tool to assess for compliance with the BHA Conditions of Award. If areas of non-compliance are identified, the Grantee shall notify the BHA contract monitor and the sub-vendor of the non-compliance, require the sub-vendor submit a corrective action plan (CAP), the Grantee shall monitor the corrective action plan progress, and the Grantee shall submit the completed monitoring report to the BHA Contract Monitor.
- *Failure to comply with these Conditions of Award may result in the following, including but not limited to: loss of award, future audit exceptions, dis-allowance of expenditures, award reductions, and/or delay in payment of award funds, until such time that areas of non-compliance are corrected.*

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## SECTION 6. BUDGET

The 4542 or 432 must be completed along with a sub-vendor budget in the table below. The table below aligns with Worksheet #3. Please include details for each budget line item. If the sub-vendor budget changes during the year, the Award Recipient is required to submit the updated sub-vendor budget to the BHA contract monitor. The SOW does not need to be updated to reflect the revised sub-vendor budget.

MDH Object Code	Project/Service Breakdown	Total FY 26 Budget	NOTES/DETAILS
111	Salaries	28,022	.40 FTE U. Lockwood Program Services and Coordination 25,392 .05 FTE M. Dattore Administrative Support 2630
121	FICA	2,144	7.65% of total salary (28,022 x .0765 = 2,144)
131	Retirement	6,137	21.9% of total salary (28,022 x .219 = 6,137)
139	Def Compensation	270	State 401K Match up to \$600 x .FTE
141	Health Insurance	7,846	Total Health Insurance Cost x .FTE
142	Retiree Health Insurance	4,802	61.2% of total Health Insurance Cost (78465 x 0.612 = 4,802)
161	Unemployment Insurance	39	0.14% of total salary (28,022 x .0014 = 39)
162	Workmen's Compensation	280	1% of total salary (28,022 x .01 x = 280)
881	Purchase of Care	1,423	These funds will be utilized to enhance case managers' access to meet client needs. They will be spent on a case to case basis dependent on the specific needs of the client. Case manager may request to use these funds for bus tickets (OC ticket \$3, Shore Transit \$4), book bags, sleeping bags, phone chargers (to ensure clients can connect with their providers and support systems) taxi cab fare if appropriate (utilizing Taxi Taxi cab company), and hygiene products; the goal is to purchase items for clients that would reduce recidivism. Material items will be purchased on Amazon due to the speed at which they are delivered. Requested items are typically needed upon release from incarceration. Items are determined based on durability and price.
896	Human Service Agreement	22,000	Contract with the Worcester County Jail to provide Mental Health Service through Wellpath  10 hours per week of Wellpath Psychiatrist, shared cost, support of up to \$11,000 40 hours of Licensed Master Social Worker, shared cost, support of up to \$11,000

# ITEM 1

MDH Object Code	Project/Service Breakdown	Total FY 26 Budget	NOTES/DETAILS
	<b>Total Direct Costs</b>	<b>\$72,963</b>	
0856	Indirect Cost (10% of total award)	7,296	Standard 10% Indirect Charge directly to the Worcester County Health Department to support Administrative Cost
	<b>Total Costs</b>	<b>\$80,259</b>	

## CONDITIONS OF AWARD

### Definitions

1. **Award Letter** - the letter from BHA to the principal Award Recipient specifying the value and tenure of the grant that has been awarded.
2. **Award Recipient** - An entity or jurisdiction to which an award has been made by BHA and has assumed responsibility for the overall administration and management of the awarded funds.
3. **Award Period** - the period of the Award as set forth in the Award Letter
4. **BHA** – Behavioral Health Administration.
5. **Report** – A written record submitted to BHA, in the form and manner prescribed, on which the Award Recipient reports on the activities undertaken during a specified timeframe (i.e., monthly, quarterly etc.).
6. **Statement of Work (SOW)** - A SOW is a formal document that provides direction and details to the vendor or contractor about how the work should be performed, under what conditions, timeframes for accomplishment, frequency, and outcomes/outputs. (Unless otherwise noted, BHA-required SOWs shall generally be Performance-Based in nature.)

These **Conditions of Award (COA)** set out the standard conditions and terms for all BHA awards and will be applied to the Programs/Services/Initiatives outlined in the Award Letter and related, approved Budget(s) for each jurisdiction/organization.

In addition to the COA, each grant award document contains a **Statement of Work (SOW)**, which details the goals/objectives, method of delivery of such programs/services, expected outcomes/outputs/performance benchmarks, and timeframes for performance. These programmatic details are designed to ensure that Award Recipients comply with any regulatory, statutory, or local requirements. Additionally, project specific terms and conditions may be amended and/or added to an Award at any time during the award period, to address budgetary or program compliance issues as needed.

The Award Recipient must ensure that it, along with other agencies, consultants and vendors supported by the Award, are made aware of their responsibilities and comply with these Conditions of Award as applicable. Failure to comply with the terms and conditions may lead to possible delays in funding, suspension, reduction and or termination of an Award. Further, BHA reserves the right to recover partial or full award amounts as deemed necessary and with supporting justification.

The Award Recipient shall ensure their vendors work to actively address health disparities, gaps in care and gaps in equity among the providers selected. Award Recipients and their vendors must ensure they are rendering services that are culturally and linguistically competent and appropriate.

BHA reserves the right to revise the Conditions of Award at any time, by providing thirty (30) days written notice to the Award Recipient.

# ITEM 1

All requests for programmatic and budgetary changes shall be submitted in writing to BHA at [bha.criminaljustice@maryland.gov](mailto:bha.criminaljustice@maryland.gov) for approval before implementation.

## **General Requirements**

Expenditures and reporting shall be in accordance with the Human Services Agreements Manual, Public Behavioral Health Systems Manager Manual, and BHA FY26 planning and fiscal guidelines.

All vendors and sub-vendors rendering services under this award shall comply with all applicable federal, state, and local ordinances, laws, regulations; BHA guidance; Medicaid or Departmental transmittals, guidelines, orders, Administrative Services Organization (ASO) Provider Alerts, and Provider Manual instructions governing these programs. This includes any and all program or service descriptions, specific staffing requirements, and associated staff credentials as they relate to the Public Behavioral Health System or Medicaid services in general and to the programs and services funded under this award in particular.

Funds may be not used to substitute or supplant federally funded projects or grants unless acknowledged and approved in the Federal Notice of Award.

Any funds used to supplement existing projects must be clearly identified and reflected in the Statement of Work as a supplement to existing budgets.

**Funds shall not be used to support, in whole or part, services that are otherwise reimbursable with state or federal funds through the PBHS Fee-for-Service (FFS) or Maryland Medicaid. Any vendor or sub-vendor shall actively seek reimbursement for such services from the PBHS, Maryland Medicaid, or other state and local funding authorities, as applicable, and may not duplicate or supplant existing funded services or programs with grant funds from this award.**

**Any program income must be used for the purposes and under the conditions of this award.**

Funds appropriated to support any Programs/Initiatives covered under this Condition of Award must have a specific Statement of Work that easily identifies line items in the approved budget. This includes noting the position(s), services and/or miscellaneous line items being funded and providing a detailed timeline of when certain benchmarks will be met.

Recipients of federal funding must be aware of and follow all federal grant requirements and federal guidance as outlined below, whether specifically incorporated or not.

## **Reductions or Cancellations**

MDH may adjust or cancel your award(s) at any time during the year based on available funding. In the event of an adjustment or cancellation, MDH will provide at least 60 days notice of the change in funding availability.

## **Award-Specific Conditions**

The basis of the budget allocation for each jurisdiction is a combination of actual historical statistical data by local jurisdictions (referred to as Local Health Departments (LHD) as well as grant funding proposals from each jurisdiction that include estimated performance measures for the budget period.

BHA funds may be used to support the cost of staff who provide case management or other supportive services.

Funds paid to providers under the grants system will continue to be governed by the Local Health Department Funding System's Manual (LHDFSM) and will require the submission of line-item budget(s), using the electronic DHMH 4542 format.

Indirect Cost Rates may be identified by each local jurisdiction.

# ITEM 1

All vendors and sub-vendors rendering services under this award shall comply with all applicable federal, state, and local ordinances, laws, regulations, Medicaid or Departmental transmittals, guidelines, orders, Administrative Services Organization (ASO) Provider Alerts, and provider Manual instructions governing this program, including any and all program or service descriptions, specific staffing requirements, and associated staff credentials as they relate to the Public Behavioral Health System or Medicaid services in general and to the programs and services funded under this award in particular.

Funds shall not be used to support, in whole or part, services that are otherwise reimbursable with state or federal funds through the Fee-for-Service (FFS) Public Behavioral Health System (PBHS) or Maryland Medicaid. Any vendor or sub-vendor shall actively seek reimbursement for such services from the PBHS, Maryland Medicaid, or other state and local funding authorities, as applicable, and may not duplicate or supplant existing funded services or programs with grant funds from this award.

Funds may not be used for the purchase, maintenance, general upkeep or the cost of fuel for vehicles.

BHA funds cannot be used to supplement, substitute or supplant salary costs that are funded by the Federal, State or local government.

## APPROVAL/AGREEMENT

The **Worcester County Health Department** ("Jurisdiction"), including the program/initiative lead, has read and understands the requirements of this Statement of Work (SOW) and agrees to provide the stated services as described above within the Award Period. The Jurisdiction has read and understands the total budget and understands that the Jurisdiction shall not exceed the total budget and individual SOW budgets listed in the Award Information tables. The individual signing on behalf of the Jurisdiction affirms that they have authority to sign on behalf of the Jurisdiction.

_____ Signature of Awardee Recipient Representative	_____ Date
<b>Rebecca L. Jones, RN, BSN, MSN</b> _____ Name of Awardee Recipient Representative	
_____ Signature of BHA Representative	_____ Date
_____ Name of BHA Representative	

*This SOW has already been signed via another contract.*

STATE OF MARYLAND  
 MARYLAND DEPARTMENT OF HEALTH  
 HUMAN SERVICES CONTRACT PROPOSAL

ITEM 1

**A. Vendor Information:** Worcester Local Behavioral Health Authority

**Organization:** Worcester County Jail

**Address:** 5022 Joyner Road

**City:** Snow Hill      **State:** MD      **Zip Code:** 21863

**Contact Person:** Warden Timothy Mulligan      **Telephone:** 410-632-1300

**Mailing Address (if other than shown above):** \_\_\_\_\_

**Federal Employer I.D.:** 52-6001064      **Minority Enterprise** \_\_\_ Yes  No

**Fiscal Year or Period for which Funds are Requested:** July 1, 2025- June 30, 2026

**Type of Service To Be Funded:** Maryland Community Criminal Justice Treatment Program

**Performance Measures Detail Attached**       Yes      \_\_\_ No

**Area/Jurisdiction To Be Serviced:** Worcester County

**Does the Organization Do Fundraising:** \_\_\_ Yes       No

**Are any of the State supported costs being used to generate fundraising dollars** \_\_\_ Yes       No

**Type of Proposal:** \_\_\_ New      \_\_\_ One-Time Only       Renewal      \_\_\_ Supplement

**B. Affirmations and Signature of Certifying Official: (Mark Appropriate Box(es))**

- 5 If the local health officer has not signed below, a copy of this application was sent to that official simultaneously with this submission
- 9 5 A program narrative is attached for each service.

On behalf of the governing board or other executive authority of the above named organization, I affirm that the information and estimates conveyed in this application are true and accurate to the best of my knowledge.

**Signature:** Timothy Mulligan      **Date:** 12/20/2024

**Name Printed or Typed:** Timothy Mulligan      **Title:** Warden

**C. Third Party Review:**

Reviewing Official	Signature	Date	Reviewed	Approved	Disapprove	Attached
Local Health Officer		5/10/2025		<input checked="" type="checkbox"/>		
LBHA Budget Specialist		4/17/25		<input checked="" type="checkbox"/>		
LBHA Director		5-2-25		<input checked="" type="checkbox"/>		
Regional Director						
Local Govt. Auth.						

**D. For MDH Use Only** \_\_\_\_\_

**PROGRAM BUDGET**

**ITEM 1**

<b>PROGRAM ADMINISTRATION:</b>	Worcester County Local Behavioral Health Authority		
<b>GRANT NUMBER:</b>	MH028MSP	<b>DATE SUBMITTED:</b>	
<b>CONTRACT PERIOD:</b>	July 1, 2025- June 30, 2026	<b>FISCAL YEAR:</b>	2026
<b>ORGANIZATION:</b>	Worcester County Jail	<b>PHONE #:</b>	410-632-1100
<b>STREET ADDRESS:</b>	5022 Joyner Road		
<b>CITY, STATE, COUNTY:</b>	Snow Hill, Maryland, Worcester County	<b>ZIP:</b>	21863
<b>PROGRAM TITLE:</b>	Maryland Community Criminal Justice Treatment Program		
<b>CHARGEABLE SERVICES (Y/N) _____ NO _____</b>	<b>MDH PROVIDES 50% OR MORE OF FUNDING (YES/NO)</b>		
<b>FOR MDH USE ONLY</b>			

LINE ITEMS MAY NOT BE CHANGED	OTHER DIRECT FUNDING					PROGRAM BUDGET
	MDH FUNDING REQUEST	SUPPLEMENTAL FUNDING REDUCTION	FED./STATE LOCAL & GOV'T	ALL OTHER AGENCY	TOTAL OTHER FUNDING	
0111	Salaries					0.00
0121	FICA					0.00
0131	Retirement					0.00
0139	Def Compensation					0.00
0141	Health Insurance					0.00
0142	Retiree Health Insurance					0.00
0161	Unemployment Insurance					0.00
0162	Workmen's Compensation					0.00
0171	Overtime Earnings					0.00
0181	Additional Assistance					0.00
0182	Adjustments					0.00
0201	Consultants					0.00
0280	Special Payments Payroll					0.00
0291	FICA					0.00
0292	Unemployment Insurance					0.00
0299	Contractual Ser-Salaries & Fringe					0.00
0301	Postage					0.00
0305	Telephone					0.00
0405	In-state Travel					0.00
0409	Out-of-State Travel					0.00
0415	Training					0.00
0420	Stipend/Tuition					0.00
0604	Electricity					0.00
0613	Water					0.00
0615	Utilities - Combined					0.00
0701	Gas and Oil					0.00
0703	Insurance & Title					0.00
0705	Vehicle Maintenance & Repair					0.00
0710	Vehicle Replacement					0.00
0801	Advertising					0.00
0803	Client Transportation					0.00
0812	Personnel Investigations					0.00
0816	Language					0.00
0833	Repair & Maintenance					0.00
0834	Photocopy Rental					0.00
0835	Equipment Service					0.00
0838	Software					0.00
0839	Software Maintenance					0.00
0853	Maintenance					0.00
0854	Housekeeping					0.00
0856	Indirect Cost					0.00
0860	Laboratory Services					0.00
0869	Photography (Commercial)					0.00
0873	Printing					0.00
0881	Purchase of Care	22,000.00				22,000.00
0885	Trash Disposal					0.00
0896	Human Service Contracts					0.00
0899	Special Projects-Client Transport					0.00
0909	Cleaning Supplies					0.00
0919	Educational Supplies					0.00
0924	Food					0.00
0953	Medicine, Drugs & Chemicals					0.00
0957	Medical Supplies					0.00
0965	Office Supplies					0.00
0986	Other Supplies					0.00
1060	Computer Equipment					0.00
1073	Office Equipment					0.00
1180	Personal Computer Equipment					0.00
1192	Medical Equipment					0.00
1193	Office Equipment					0.00
1331	Dues & Memberships					0.00
1332	Insurance					0.00
1334	Rent					0.00
	<b>TOTAL</b>					22,000.00

## PROGRAM BUDGET ESTIMATED PERFORMANCE MEASURES

<b>PROGRAM ADMINISTRATION:</b>	Worcester County Local Behavioral Health Authority	<b>AWARD NUMBER:</b>	MH028MSP
<b>FISCAL YEAR:</b>	2026	<b>CONTRACT PERIOD:</b>	7/1/2025-6/30/2026
<b>ORGANIZATION</b>	Worcester County Jail	<b>PHONE NUMBER:</b>	410-632-1100
<b>ADDRESS:</b>	5022 Joyner Road, Snow Hill, Maryland	<b>ZIP:</b>	21863
<b>PROGRAM TITLE:</b>	Maryland Community Criminal Justice Treatment Program		

	<b>PERFORMANCE MEASURE</b>	<b>BUDGET YEAR FY 2026 ESTIMATE</b>
1	Number of inmates provided MCCJTP services	80
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		



ORGANIZATION:  
 AWARD NUMBER:  
 FOR MDH USE ONLY:

Worcester County Jail  
 MH028MSP-E844N

FISCAL YEAR: 2026

## SCHEDULE OF CONSULTANT COSTS

NAME OF CONSULTANT	PROFESSIONAL AREA	HIGHEST DEGREE HELD	HOURLY RATE	TOTAL HOURS	TOTAL MDH COSTS	TOTAL PROGRAM BUDGET
<b>TOTAL (MUST EQUAL 432B)</b>						0.00

MDH 432E (Rev. 3/19)



**PURCHASE OF SERVICE**

SERVICE	VENDOR	PERFORMANCE MEASURES NUMBER UNITS PURCHASED (e.g., HRS, VISITS, ETC.)	DOLLARS	
			MDH	TOTAL
Psychiatry	Wellpath-Psychiatrist	A portion of 10 hours per week	11000	11000
Mental Health	Wellpath-Licensed Master Social Worker	A portion of 40 hours per week	11000	11000
<b>TOTAL</b>	<b>XXXXXXXXXXXXXXXXXX</b>	<b>XXXXXXXXXXXXXXXXXX</b>		22000

*\*\*Total must equal 432B*

ANTICIPATED SOURCES OF FUNDING

SOURCES	AMOUNT
MDH AWARD	22000
MDH SUPPLEMENT	
LOCAL GOV'T	
OTHER AWARD - FED, STATE OR PRIVATE AGENCY (SPECIFY)	
FEES	
MDH CLIENT FEE COLLECTIONS	
OTHER CLIENT FEE COLLECTIONS	
MEDICAID PAYMENTS	
MEDICARE PAYMENTS	
INSURANCE/PRIVATE	
SSI	
OTHER - IDENTIFY	
FUNDRAISING/DONATIONS	
UNITED CHARITIES	
INTEREST	
Total Funding (Must Equal Total Costs in Total Program Budget on Budget Face Sheet)	22000.00

IN-KIND CONTRIBUTIONS (IDENTIFY)	VALUE
	0
<b>TOTAL CASH PLUS IN-KIND</b>	<b>22000.00</b>

MDH432H (Rev. 3/19)



**WORCESTER COUNTY  
LOCAL BEHAVIORAL  
HEALTH AUTHORITY**

*Working together for healthier communities!*

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June 3, 2025

To: Weston Young, Chief Administrative Officer  
Worcester County Commissioners  
From: Jaclyn Sturgis, Worcester County Local Behavioral Health Authority  
RE: FY 26 State Opioid Response IV (SOR IV) Grant - SAMHSA Program

Dear Mr. Young and Worcester County Commissioners,

We respectfully request your approval of the Worcester County Jail's FY26 contract for the State Opioid Response-IV (SOR IV) - SAMHSA Grant in the amount of \$4,969. The funding period for this award is July 1, 2025 through September 29, 2025.

The purpose of this grant is to provide continued Medication Assisted Treatment for Opioid Use Disorder to incarcerated individuals through jail based treatment while they are incarcerated; support successful reentry to the community; and make connection to community-based providers for continued treatment.

Thank you for your consideration.

Respectfully Submitted,

Shylia Tingle Director Local Behavioral Health Authority

CC: Rebecca Jones, Worcester County Health Officer  
Michael Trader, Director Planning, Quality and Core Services  
Timothy Mulligan, Warden Worcester County Jail



**WORCESTER COUNTY  
LOCAL BEHAVIORAL  
HEALTH AUTHORITY**

*Working together for healthier communities!*

**ITEM 2**

**MEMO**

**To:** Becky Jones, Health Officer  
**From:** Jaclyn Sturgis  
**Date:** April 28, 2025  
**Subject:** FY26-WorcesterCoLBHA-F871N-BH422SOR-WCJ

Attached you will find the FY26-WorcesterCoLBHA-F871N-BH422SOR-WCJ contract agreement between the Worcester County Local Behavioral Health Authority, the Worcester County Health Department and the Worcester County Jail.

These documents have been reviewed and approved by:

(Shylia Tingle, MPsy) ST / 5-2-25 (Michael Trader, LCSW-C) MT / 5/1/25  
Initials Date Initials Date

*received & reviewed*

Heather Barton HB / 5/12/25  
Initials Date

Loren Sallah LS / 5.15.25 SDI Approval Required? Y or N  
Initials Date SDI Approval Received? Y or N

**TO BE COMPLETED BY PROGRAM:**

<b>Program Name:</b>	State Opioid Response IV-SAMHSA
<b>Agency/Vendor Name:</b>	Worcester County Jail
<b>Agency/Vendor Address:</b>	5022 Joyner Rd., Snow Hill, MD 21863
<b>Agency/Vendor Phone Number:</b>	410-632-1300
<b>Start Date/End Date:</b>	July 1, 2025 - September 29, 2025
<b>Dollar Amount:</b>	\$4,969
<b>Vendor Tax ID:</b>	52-6001064
<b>PCA/OBJ Code:</b>	F871N-0896

Please sign and date where indicated in **BLUE** ink.

Please review, sign, and return original to Jaclyn Sturgis **Friday, June 13, 2025**. A signed electronic copy of all documents will be provided to the sub-vendor once all signatures are received.

Worcester County Local Behavioral Health Authority  
Agreement For  
**State Opioid Response IV (SOR IV)**

THIS AGREEMENT is made this **28th** day of **April, 2025** by and between Worcester County Local Behavioral Health Authority, a public authority of the State of Maryland, hereinafter called the Worcester County Local Behavioral Health Authority, and the **Worcester County Jail**, hereinafter called the sub-vendor, located at **5022 Joyner Rd., Snow Hill, MD 21863** for the purpose of providing services under the **State Opioid Response IV (SOR IV)** Grant Program Services. **THIS IS A COST REIMBURSEMENT CONTRACT.**

**1 GENERAL CONDITIONS**

The State of Maryland and/or Worcester County have imposed various general conditions upon this Agreement. These conditions are:

**1.1 Reporting and Evaluation**

The sub-vendor will maintain program statistical records and submit status reports as are required by the Worcester County Local Behavioral Health Authority according to a schedule prescribed by and using the forms or formats provided by the Worcester County Local Behavioral Health Authority and the State of Maryland.

The sub-vendor shall maintain program records and all pertinent information required by the Worcester County Local Behavioral Health Authority and agrees that a program and facilities review, including meetings with consumers, review of service records, review of service policy and procedural issuances, review of staffing ratios and job descriptions, and meetings with any staff directly or indirectly involved in the provision of services, may be conducted upon reasonable notice, or site at any reasonable time by State of Maryland personnel whose official duties require such review or meetings and such other persons as authorized by the Worcester County Local Behavioral Health Authority.

**1.2 Inspection of Premises**

The sub-vendor agrees to permit authorized officials of the State of Maryland/Worcester County Local Behavioral Health Authority to monitor/inspect, at reasonable times, its program and place of business, job site, or any other location, that is related to the performance of this Agreement.

**1.3 Confidentiality**

Neither Party shall use or disclose any confidential information which would identify a client of the services provided under this Agreement for any purpose not directly connected with administration of such services, except upon written consent of the other Party and the client or, if he be a minor, his responsible parent or guardian, unless the disclosure is required by court order, or for program monitoring by an authorized State of Maryland agency.

**1.4 Laws to be Observed**

The sub-vendor shall keep fully informed of and comply with all Federal, State, and County laws, ordinances, and regulations and all orders and decrees of bodies or tribunals having any jurisdiction or authority, which in any manner affect those engaged or employed to carry out this Agreement, or which in any way otherwise affect or are applicable to the service or performance of this Grant for Services Agreement.

**1.5 Licensure Requirements**

The sub-vendor shall acquire and maintain as current all licenses and certifications appropriate to and necessary for the provision of services under this Agreement for Services. Failure or inability to

acquire and maintain current licenses and certifications shall render this Agreement for Services null and void.

## 1.6 **Civil Rights, Americans with Disabilities Act, and Affirmative Action**

The sub-vendor certifies that it will comply with the Civil Rights Act of 1964, Americans with Disabilities Act, section 202 of Executive Order 11246 of the President of the United States of America as amended by Executive Order 11375, and Section 13-219 of the State Finance and Procurement article, Annotated Code of Maryland.

No individual shall on the ground of race, color, national origin, creed, sex, age, marital status, religion, ancestry, physical and/or mental disability shall be excluded from participation in, or denied the benefits of, or be otherwise subjected to discrimination as part of the service or activities of the project provided by the sub-vendor. Nor shall such discrimination be practiced in the employment of personnel involved in such projects and/or services of the sub-vendor. The sub-vendor and all subcontractors shall post in conspicuous places, available to employees and applicants for employment or services, notices setting forth the provisions of this non-discrimination clause. The Worcester County Local Behavioral Health Authority has established and will maintain "methods of administration" to assure that each program or activity for which it provides local financial assistance will be operated in accordance with the compliances. The sub-vendor agrees to cooperate fully with any efforts being made or monitored by the State of Maryland.

## 1.7 **Prohibition of Sexual Harassment**

The sub-vendor shall operate under this Agreement so that no employee or client is subjected to sexual harassment in the workplace or in locations and situations otherwise associated with the performance of duties per the terms of this Agreement. Further, the sub-vendor shall include this clause, or a similar clause approved by the Worcester County Local Behavioral Health Authority, in all subcontracts.

The sub-vendor has primary responsibility for enforcement of these provisions and for securing and maintaining the subcontractor's full compliance with both the letter and spirit of this clause.

## 1.8 **Drug Free Workplace**

The sub-vendor certifies that it will provide a drug free workplace by implementing the provisions at 29 CFR 98.630. The sub-vendor also agrees to maintain a list of places where the performance of work in connection with this Grant will take place. This list shall be available for review by the Worcester County Local Behavioral Health Authority.

## 2 **DOCUMENTS AND RECORDS**

### 2.1 **Maintenance of Services Records**

The sub-vendor shall maintain all records and documents pertaining to its services under this Agreement for a period of five years from the date of final payment by the Worcester County Local Behavioral Health Authority. In the event that any litigation, claim, negotiation, audit, or other action involving the records and documents is started before the expiration of the five-year period, the records and documents shall be maintained by the sub-vendor until completion of action and resolution of all issues which arise from it, or until the end of the regular five-year period, whichever is later.

The Worcester County Local Behavioral Health Authority may substitute copies made by microfilming, photocopying, or similar methods for the original records upon prior notification and approval.

### 2.2 **Maintenance of records for non-expendable property**

The sub-vendor shall maintain records for non-expendable property, purchased with Grant funds for

a period of three years subsequent to the final disposition of this property. Similar terms with regard to maintenance of such records in the event of litigation, claim, negotiation, audit, or other action involving these records at the expiration of the three-year period as set forth in the above section shall be applicable to these records.

## **2.3 Access to Records**

The sub-vendor shall permit duly authorized representatives of the State of Maryland and the Worcester County Local Behavioral Health Authority, at any reasonable time, the right of access to any records or documents of the sub-vendor, its subcontractors, or assignees which are pertinent to the services to be provided by the sub-vendor under this Agreement in order to make audit, examination, excerpts, and transcripts. The rights of access under this section shall not be limited to the required maintenance of records period set forth in the above section but shall last as long as the records and documents are maintained by the sub-vendor, its subcontractors, or assignees.

## **2.4 Rights to Data**

The Worcester County Local Behavioral Health Authority may duplicate, use and disclose in any manner and for any purpose whatsoever, and have others do so, all data delivered under this Agreement except where such use may contravene Federal, State, or County guidelines on client confidentiality. The sub-vendor shall not affix any restrictive markings upon any data and if such markings are affixed, the Worcester County Local Behavioral Health Authority shall have the right at any time to modify, remove, obliterate, or ignore such markings.

The sub-vendor hereby grants to the Worcester County Local Behavioral Health Authority a royalty-free, nonexclusive, and irrevocable license to publish, translate, reduce, deliver, perform, dispose of and to authorize others so to do all data and materials now or hereafter covered by copyright; provided that with respect to data originated in the performance of this Agreement, such license shall be only to the extent that the sub-vendor has the right to grant such license without becoming liable to pay compensation to others because of such grant.

The sub-vendor shall exert all reasonable effort to advise the Worcester County Local Behavioral Health Authority, at the time of delivery of data furnished under this Agreement, of all invasions of the right of privacy contained therein and of all portions of such data compiled from work not composed or produced in the performance of this Agreement and not licensed under this clause.

The sub-vendor shall report to the Worcester County Local Behavioral Health Authority, promptly and in written detail, each notice or claim of copyright infringement received by the sub-vendor with respect to all data delivered under this Agreement.

## **2.5 Publications**

All published materials (written, visual, or audio) prepared in connection with this Agreement shall carry a footnote acknowledging assistance received under this grant, and that the claimed findings and conclusions do not necessarily reflect the views of the State of Maryland and/or the Worcester County Local Behavioral Health Authority. In addition, a copy of all publications must be furnished to the State of Maryland and the Worcester County Local Behavioral Health Authority.

## **2.6 Insurance**

The sub-vendor will perform services with the degree of skill and judgment, which is normally exercised by recognized professionals with respect to services of a similar nature.

It is agreed that the sub-vendor shall be responsible for any loss, personal injury, deaths, and/or damages that may be done or suffered by any persons solely by reasons of the sub-vendor's service performance, negligence, or failure to perform any of the obligations which obligates him/her to perform. The sub-vendor hereby agrees to indemnify and save the State of Maryland harmless to

the extent permitted by law from any loss, cost, damages and other expenses suffered or incurred by the State of Maryland solely by reason of the sub-vendor’s negligence or failure to perform any of the said obligations. The sub-vendor shall take proper safety and health precautions to protect his work, his employees, the public and the property of others from any damages or injury resulting solely from the performance of his work described herein.

The sub-vendor has in force or shall obtain, and will maintain insurance in not less than the following amounts during the performance of the services called for in this Agreement:

Workmen’s Compensation Insurance - covering the sub-vendor’s employees as required by Maryland law.

Comprehensive Bodily Injury and Property Damage Liability Insurance – excluding automobiles owned or hired by the sub-vendor or loaned to the sub-vendor by the State of Maryland, with limits as follows:

Bodily Injury or Death:	\$250,000 each person \$500,000 each occurrence
Property Damage:	\$200,000 each person \$500,000 each occurrence
Professional Liability:	\$200,000 per claim/person \$500,000 each occurrence

**2.7 Contracts/Grant Modifications**

The Worcester County Local Behavioral Health Authority must approve, in writing, requested changes by the sub-vendor in project content, including fiscal and program changes. The following Agreement modifications will require the approval of the Worcester County Local Behavioral Health Authority and be documented as an Agreement Amendment:

- (1) An increase in the total amount of Grant Funds.
- (2) An increase in any single approved budget line item (if any) as set forth in Attachment – I, Compensation.
- (3) A change in the cost sharing ratio.
- (4) A change in the project period and project year dates.
- (5) A change in sub-vendor’s project.
- (6) A major change in Scope of Services or service delivery (Attachment II).
- (7) A major change in the Conditions of Award/Statement of Work (Attachment III).

**2.8** This Agreement shall be effective for the time period commencing on **July 1, 2025** and ending on **September 29, 2025** of the same fiscal year, unless otherwise agreed upon in writing. If funds are not appropriated or otherwise not made available to support continuation in any fiscal or calendar year the State of Maryland shall have the right to terminate this Grant and the sub-vendor is not entitled to recover any cost not incurred prior to termination.

**2.9 Equipment**

All expenditures from these grant funds shall be allowable under and in accordance with the DHMH/MDH Human Services Agreement Manual. When the contractor discontinues providing services described in the Attachment – II, Scope of Services, all equipment purchased through this contract will be returned to the Worcester County Health Department Local Behavioral Health Authority.

**2.10 Equipment Purchasing**

The Worcester County Local Behavioral Health Authority must maintain inventory lists of all equipment purchased over \$100, using both state and federal funds provided by the Maryland Behavioral Health Administration. When using Worcester County Local Behavioral Health Authority funds, the Contractor agrees to provide an explanation of who is using the equipment (must be supported by grant), where the equipment is located and receipt of purchase. During the annual site visit, the Worcester County Local Behavioral Health Authority program monitor may ask for proof of purchase, and ensure the equipment is still in its intended use. The reallocation of Worcester County Local Behavioral Health Authority grant funded equipment must be approved by the Worcester County Local Behavioral Health Authority Director. If the equipment purchased with Worcester County Local Behavioral Health Authority grant funds is deemed broken or no longer usable, the Worcester County Local Behavioral Health Authority Director must be notified of the disposal, in writing, along with submission of the monthly/quarterly program report.

## **2.11 Termination of Grant**

If the State of Maryland terminates this Grant for any of the aforementioned reasons, the State of Maryland will perform a final monitoring of the contract. Any money obligated under the Agreement (even if drawn down) but not needed to meet obligations incurred to the date of termination and in accordance with the approved budget, will be returned to the Worcester County Local Behavioral Health Authority.

## **2.12 Submission of Program Reports**

The sub-vendor shall submit to the Worcester County Local Behavioral Health Authority quarterly expenditure and programmatic reports and an accumulative program report for the twelve (12) month period (**July 1, 2025 through September 29, 2025**). Reports submitted by the sub-vendor to the Worcester County Local Behavioral Health Authority shall be conducted in compliance with a generally accepted reporting standard and as described in Attachment III of this Agreement. Failure to comply with this requirement could result in non-payment, which could lead to the termination of the Grant or consideration of renewal.

## **2.13 Sub-Letting of Agreement**

It is mutually understood and agreed that sub-vendor shall not assign, transfer, convey, sublet or otherwise dispose of his Agreement or his right, title or interest therein, or his power to execute such Agreement, to any other person, firm, or corporation, without the previous written consent of the Worcester County Local Behavioral Health Authority, but in no case shall such consent relieve the sub-vendor from his obligations, or change the terms of the Agreement.

## **3 SPECIAL REQUIREMENTS**

All requests for changes in **State Opioid Response IV (SOR IV)** programming shall be submitted in writing to the Worcester County Local Behavioral Health Authority for approval prior to implementation.

This award is based on estimated levels of state funds. If actual allocations differ from current estimates, this award may be adjusted accordingly. Services funded with these Conditions cannot be billed under Maryland's Public Behavioral Health System.

Provide the Worcester County Local Behavioral Health Authority any corrective action plans that result from a program investigation, consumer complaint, or unmet contract deliverables within 15 days of notification to the program.

The Worcester County Local Behavioral Health Authority will provide technical assistance, quality assurance and fiscal oversight to ensure that the sub-vendor develops and monitors criteria for contract performance standards; procures services; develops budgets and monitors expenses; monitors service provision; repurposes unspent grant funds to ensure best utilization of funding; conducts reviews for continued need of services performed.

Any proposed "re-purposing" of grant funds shall be discussed with and approved by the Director of the Worcester County Local Behavioral Health Authority, along with Office of Crisis and Criminal Justice Services and other appropriate executive approvals required by the Behavioral Health Administration.

Failure to comply with these Conditions of Award may result in the following, until such time that areas of non-compliance are corrected, including but not limited to:

- loss of award
- future audit exceptions
- dis-allowance of expenditures
- award reductions
- delay in payment of award funds

Compliance with these Conditions of Award will be determined through conducting on-site visits using a BHA provided monitoring tool to assess compliance with the Conditions of Award. For identified areas of non-compliance, the Worcester County Local Behavioral Health Authority shall:

- require a corrective action plan
- monitor corrective action progress
- submit the completed monitoring report to the BHA within the specified timeframe

## **4 BUDGET AND FINANCE**

### **4.1 Compensation**

The value of this grant is defined in Attachment – I, Compensation, which is attached hereto and made a part hereof. Payment is contingent upon availability of funding.

### **4.2 Payment/Request for Funds**

The sub-vendor will be paid pursuant to the terms and conditions outlined in costs and services rendered under this Agreement. The sub-vendor must submit a completed request for payment form to the Worcester County Local Behavioral Health Authority in the format and according to the schedule specified by the Worcester County Local Behavioral Health Authority.

### **4.3 Maintenance of Fiscal Records and Audits**

The sub-vendor shall maintain all fiscal records, audits, reports requested by the Worcester County Local Behavioral Health Authority and all other documents relative to the performance of services under this contract. Separate accounting systems for Agreement funds will be established and maintained including disbursements, expenditures, and time sheets.

The sub-vendor shall adopt generally accepted accounting procedures and practices and maintain books, records, documents and other evidence which sufficiently and properly reflect all direct costs of any nature, expended in the performance of this project. The sub-vendor and its subcontractors will make available such books, records, documents, and other evidence records for inspections, reviews or audits by the Worcester County Local Behavioral Health Authority and/or State of Maryland at any reasonable time.

The sub-vendor shall collect statistical data of a fiscal nature on a regular basis and make fiscal, statistical reports and statements according to times prescribed by, and on forms furnished by the Worcester County Local Behavioral Health Authority and/or State of Maryland. Failure to submit any report when due may result in suspension of funding until the report is received.

### **4.3 Payment/Request for Funds**

The sub-vendor will be paid pursuant to the terms and conditions outlined in eligible expense costs and services rendered through this project. The sub-vendor must submit a completed request for

payment form to the Worcester County Local Behavioral Health Authority in the format and according to the schedule specified by the Worcester County Local Behavioral Health Authority.

#### 4.4 Invoicing

Invoicing and payment schedules will be determined during the contracting process with the Worcester County Local Behavioral Health Authority. Invoices for work, services and items not on the project timeline and/or not approved by the Worcester County Local Behavioral Health Authority may result in denial of further funding. The Awardee must provide receipts and/or other documentation of expenditures and attach to invoices. Receipts and proof of payment will be required for reimbursement.

Invoices are to be submitted to:

**Worcester County Local Behavioral Health Authority**

via email [worcester.lbha@maryland.gov](mailto:worcester.lbha@maryland.gov)

OR

**Worcester County Local Behavioral Health Authority**

ATTN: Worcester County Local Behavioral Health Authority Director

P.O. Box 249

Snow Hill, MD 21863

#### 4.5 Cost Reimbursement Contract Audits

The sub-vendor must submit the MDH 440 (Annual Report) to the Worcester County Local Behavioral Health Authority and must certify that the reported expenditures and revenues are true and correct. The Worcester County Local Behavioral Health Authority shall carefully review the sub-vendor's MDH 440 to determine that it is correct and reasonable, and that the sub-vendor stayed within budgetary limits.

Audit requirements for cost reimbursement contracts totaling over \$100,000 must be audited by the Worcester County Local Behavioral Health Authority as set forth in the information below.

- A. cost reimbursement contracts totaling \$100,000 or less do not need to be audited unless there are allegations of abuse of funds or suspicions of mismanagement.
- B. cost reimbursement contracts totaling over \$100,000 must be audited by the vendor as set forth in paragraph 4.6- Frequency of Audits below.

#### 4.6 Frequency of Audits

- A. Sub-vendor contracts that have been terminated for cause or contracts with sub-vendors that have gone out of business must have audits performed and the reports completed within three months of the end of the contract period or the termination of the contract.
- B. Sub-vendor contracts that have not been continued (i.e., they have simply expired) must have audits performed and the reports completed within 12 months of the end of the contract period.
- C. Sub-vendor contracts that are continuing from year to year shall be audited every other fiscal year and the audit shall encompass the last two completed fiscal years. If a vendor believes that a sub-vendor may be having fiscal or other problems, the vendor shall have an audit performed as soon as possible.

#### 4.7 Submission of the Audit Report

The sub-vendor shall submit to the Worcester County Local Behavioral Health Authority a completed report for Fiscal Year **2026** by **SIX MONTHS AFTER CLOSE**. The sub-vendor shall provide an annual certified financial audit report conducted by an independent accounting firm. Additionally, if the sub-vendor receives Federal Grant Funds, the sub-vendor must submit a compliance audit in accordance with the Single Audit Act of 1984, which is incorporated into this Agreement by reference. Failure to comply with these requirements shall result in termination of the Agreement.

## 4.8 **Audit or Examination Discoveries**

If any unauthorized expenditures, unallowable expenditures, or irregularities are discovered upon examination or audit of records and documents pertinent to the performance of services under this Agreement, the sub-vendor is responsible for such expenditures and for making any necessary reparations to the Worcester County Local Behavioral Health Authority.

## 4.9 **Unexpended Funds**

Any request for carryover of unexpended funds should be submitted to the Worcester County Local Behavioral Health Authority at least 30 days in advance of the termination date of the Agreement to allow for the Worcester County Local Behavioral Health Authority/State of Maryland approval and processing. The approval or disapproval of any carry over will be stated by the Worcester County Local Behavioral Health Authority and/or State (where applicable) in writing.

Unexpended funds may be reallocated to another sub-vendor or deducted from the next fiscal year's award to the original sub-vendor.

## 4.10 **Budget Modifications**

A budget modification is a revised budget, which restates the original budget and incorporates line-item changes desired by either the sub-vendor or the Worcester County Local Behavioral Health Authority program administration to achieve a new approved budget. A budget modification does not affect the total amount of other funding sources.

Sub-vendor may submit a budget modification request to the Worcester County Local Behavioral Health Authority program administration up to April 15th for the current fiscal year (July 1 - June 30). Sub-vendor must submit a budget modification must submit a budget modification when any original requested line item in the previously approved budget is exceeded by the greater of 10% or a total of \$5,000. All non-budgeted line items that were not originally approved by the Worcester County Local Behavioral Health Authority program administration require a budget modification.

Modifying a budget without expressed Worcester County Local Behavioral Health Authority approval may be considered a breach of the Worcester County Local Behavioral Health Authority Scope of Work and Compensation agreements.

## 5 **TRAINING SUPPORT**

The Worcester County Local Behavioral Health Authority must maintain records of all trainings attended using both state and federal funds provided by the Maryland Behavioral Health Administration. When using Worcester County Local Behavioral Health Authority grant funds, the Contractor agrees to provide documentation of attendance following the completion of the training. If the Contractor organizes or hosts a training using Worcester County Local Behavioral Health Authority grant funds, attendance sheets and invoice/receipt of payment must be submitted with monthly/quarterly invoice request.

## 6 **TRAVEL SUPPORT**

The Worcester County Local Behavioral Health Authority must maintain records of all travel related expenses using both state and federal funds provided by the Maryland Behavioral Health Administration. When using Worcester County Local Behavioral Health Authority grant funds, the Contractor agrees to provide an explanation of travel and documentation of expenses, as well as any applicable receipts. If Worcester County Local Behavioral Health Authority grant funds are used for travel-related expenses, invoice/ receipt of payment must be submitted with the monthly/quarterly invoice request.

## 7 **FILING A GRIEVANCE**

The Worcester County Local Behavioral Health Authority recognizes that behavioral health service providers, consumers, or their family members have a right to express a concern or complaint. It is

the policy of the Worcester County Local Behavioral Health Authority to attempt to resolve concerns and complaints. The procedure for addressing a grievance is detailed below.:

- A. The concern should first be addressed with the Worcester County Local Behavioral Health Authority Program Monitor.
- B. If the concern persists, the provider/consumer may make a formal complaint in writing, or verbally, to the Director of the Worcester County Local Behavioral Health Authority. This should include details and information about the complaint or concern.
- C. If the issue is not satisfactorily addressed, the provider/consumer may follow up with correspondence (written or verbal) to the Worcester County Health Department's Director of Planning/Quality.
- D. Should the issue still not be satisfactorily addressed, the provider/consumer may initiate a grievance directly to the Maryland Behavioral Health Authority by calling 1-800-888-1965.

## **8 SCOPE OF SERVICES**

The sub-vendor agrees to perform the services outlined in Attachment - II, Scope of Services, which is attached hereto and made a part hereof. The Scope of Services may be amended by mutual agreement or to meet the Conditions of Award as established by the Behavioral Health Administration.

## **9 TERM**

The initial term of this Agreement shall be the time period beginning on **July 1, 2025**, and ending on **September 29, 2025**.

## **10 TERMINATION**

This Agreement shall not be terminated during its term without the mutual consent of the parties except that:

### **10.1 Termination for Insufficient Funds**

If the present source of funding should be reduced or terminated, this grant shall automatically terminate at the option of the State of Maryland with verbal and written notice. If the State of Maryland/Worcester County Local Behavioral Health Authority terminates this grant, the sub-vendor is not entitled to recover any costs not incurred prior to termination.

### **10.2 Termination for Default**

If the sub-vendor fails to fulfill his/her obligations under this Agreement properly and on time, or otherwise violates any provision of the Agreement, the State of Maryland/Worcester County Local Behavioral Health Authority may terminate the Agreement by written notice to the sub-vendor. The notice shall specify the acts of omission relied on as cause for termination. The State of Maryland shall pay the sub-vendor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the Agreement of damages caused by sub-vendor's breach. If the damages are more than the compensation payable to the sub-vendor, the sub-vendor will remain liable after termination and the State of Maryland can affirmatively collect damages.

### **10.3 Termination for Convenience**

The performance of work under this Agreement may be terminated by the State of Maryland with sixty (60) days written notice in accordance with this clause in whole, or from time-time in part, whenever the Worcester County Local Behavioral Health Authority shall determine that such termination is in the best interest of the State of Maryland.

The State of Maryland will pay all reasonable costs associated with this Agreement that the sub-vendor has incurred up to the date of the termination and all reasonable costs associated with termination of the Agreement. However, the sub-vendor shall not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination.

**11 BREACH**

In the event that either party breaches this Agreement resulting in damages to the other party, the principal remedy shall be the immediate termination of the Agreement, together with all other remedies set forth herein.

The waiver of either party of any breach of any provision of this Agreement of warranty or representation herein set forth shall not be construed as a waiver of any subsequent breach of the same or any other provision. The failure to exercise any right hereunder shall not operate as a waiver or such right. All rights and remedies provided for herein are cumulative

**12 INDEMNIFICATION**

To the extent permitted by law, the sub-vendor, shall indemnify and hold harmless the State of Maryland, its agent, officials, and employees, from any liability, damage, expense, cause of action, suits, claims, or judgments up to the amount of the sub-vendor's statutory limits of liability, as provided by law, arising from injury to persons, including death or personal injury or otherwise, which arises out of the acts, failures to act, to negligence of the sub-vendor, its agents and employees, in connection with or arising therefrom or incurred in connection therewith as it pertains to this Agreement, and if any judgment shall be rendered against the State of Maryland/Worcester County Local Behavioral Health Authority in any such action, the sub-vendor shall at its own expense, satisfy and discharge same, up to the amount of the sub-vendor's statutory limits of liability, as provided by law.

**13 INCLUSION OF ENTIRE AGREEMENT**

This Agreement supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to obligations and responsibilities to one another and contains all of the covenants and agreements between the parties.

The provisions of this Agreement shall be deemed severable and if any portion shall be held invalid, illegal or unenforceable for any reason, the remainder of this Agreement shall be effective and binding on the parties.

**14 NOTICES**

Any notice required to be given pursuant to the terms and provisions hereof shall be in writing and shall be sent by certified mail, return receipt requested, postage prepaid, to the Worcester County Local Behavioral Health Authority and to sub-vendor at their respective places of business as designated from time to time by the parties.

**15 LAW GOVERNING AGREEMENT**

The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of Maryland.

This Contract is subject to the policies of the Maryland Department of Health as incorporated in the Human Services Agreements Manual. The validity, interpretation and performance of this Contract shall be governed by and construed in accordance with the laws of the State of Maryland.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding as of the day and year first above written.

**FOR WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY**

WITNESS: John Stys

BY: J. Tingle 5-2-25  
(Signature) (DATE)

Shylia Tingle, MPsy  
(Type Name)

Director  
(Title)

**FOR WORCESTER COUNTY JAIL**

WITNESS: Stephen McBrinn

BY: T. Mulligan 5-6-25  
(Signature) (DATE)

Timothy Mulligan  
(Type Name)

Warden  
(Title)

**FOR WORCESTER COUNTY HEALTH DEPARTMENT**

WITNESS: Kathy Miller

BY: R. Jones 5/6/2025  
(Signature) (DATE)

Rebecca Jones, RN, BSN, MSN  
(Type Name)

Health Officer  
(Title)

**FOR WORCESTER COUNTY COMMISSIONERS**

WITNESS: \_\_\_\_\_

BY: \_\_\_\_\_  
(Signature) (DATE)

Theodore J. Elder  
(Type Name)

President  
(Title)

**WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY**  
**Worcester County Health Department**  
**State Opioid Response IV (SOR IV)**  
**COMPENSATION**

**Amount of Grant.** The value of this grant is not to exceed **\$4,969 for direct costs** for the fiscal year, commencing **July 1, 2025** and ending **September 29, 2025**. Grant-funded services are ineligible for fee-for-service reimbursement by the Maryland Public Behavioral Health System. **THIS IS A COST REIMBURSEMENT CONTRACT. FUNDING FOR THIS PROJECT COMES FROM THE SAMHSA FEDERAL GRANT AWARD.** Expenditures will be reviewed with Worcester County Local Behavioral Health Authority staff, and Worcester County Health Department program staff no less than quarterly.

**Payment Terms.**

The sub-vendor shall submit a request for reimbursement in the form of an invoice, accompanied by a MDH 437 form, Request for Payment, and a MDH 438, statement of budgeted and actual expenditures, for each quarter of the fiscal year. The invoice shall be for actual allowable costs for goods or services rendered under the grant as defined in Attachment II – Scope of Services. The amount of the invoice may not exceed the actual costs to the sub-vendor for the period covered by the invoice.

This invoice shall conform to State Standards and at minimum:

Every invoice should clearly show the name and address of the agency or agency being billed. The invoice must sufficiently describe the goods or services provided and for which reimbursement is sought, including the date that the goods or services were rendered and the date of invoice. Each invoice must contain the name, remittance address, and federal taxpayer identification number of the sub-vendor or vendor providing the service. Each invoice must accompany a MDH 437 and MDH 438 form.

With the MDH 438 statement of budgeted and actual expenditures submitted with the invoice, the sub-vendor shall demonstrate expenditures in accordance with the submitted budget. The sub-vendor shall demonstrate that all **State Opioid Response IV (SOR IV)** program grant monies are spent within the specified grant period.

Invoices for the first, second, and third quarters of the fiscal year may not be submitted until after the end of the quarter. An invoice for the fourth quarter must be submitted before the end of the fourth quarter. At the end of the fiscal year, the sum of the quarterly invoices may not exceed the value of the grant. In any quarter, if the actual costs exceed one-fourth of the total amount of the grant, the sub-vendor may, but is not required to, submit an invoice for only one-fourth of the annual total.

If the initial monitoring visit requires the submission of a corrective action plan, payment will be withheld until the Worcester County Local Behavioral Health Authority determines that the corrective action plan has been successfully completed.

The sub-vendor shall submit a MDH 440 form, a final statement of budgeted and actual expenditures for the term of the contract, by October 15, 2025.

**Reduction or Withholding of Payment Due to Noncompliance or Failure to Provide Contracted Services:**

The Worcester County Local Behavioral Health Authority reserves the right to reduce and/or withhold payment of an invoice if the sub-vendor has failed to comply in any material respect with Attachment II - Scope of

# ITEM 2

Services. Compliance will be determined by the program monitor and will be documented in the program monitoring report. The sub-vendor will be notified in writing, within ten days of receipt of the invoice, of the total amount withheld and the reason for the reduction and/or withholding of payment. If the sub-vendor is required to submit a corrective action plan (CAP), payment may be withheld until the Worcester County Local Behavioral Health Authority has determined that the CAP has been successfully completed.

## Eligible Use of Funds

The Behavioral Health Administration has stated that **State Opioid Response IV (SOR IV)** funds shall be used for:

These funds are reserved exclusively for activities and support related to the population as outlined in this contract and shall not be used for any other purpose. The BHA intends that these funds are limited to use for members of the Public Behavioral Health System (PBHS) receiving substance use disorder (SUD) and/or mental health (MH) services.

- Suboxone and Naltrexone medication costs
- Drug tests, and medical supplies
- Behavioral Health Manager
- Peer Recovery Support Specialist
- Coordinator of Special Programs
- Prescriber costs

## Ineligible Use of Funds

The Behavioral Health Administration has stated that **State Opioid Response IV (SOR IV)** funds shall not be used for:

- Funds shall not be used for Medical withdrawal (detoxification). Medical withdrawal (detoxification) is not the standard of care for an OUD, because it is associated with a high relapse rate, and significantly increases an individual's risk for opioid overdose and death if opioid use is resumed. Therefore, medical withdrawal (detoxification) when done in isolation is not an evidence-based practice (EBP) for OUD. Therefore, if medical withdrawal (detoxification) is performed, it must be accompanied by injectable extended-release naltrexone to protect such individuals in relapse from opioid overdose and improve treatment outcomes.
- Funds shall not be used for Medical withdrawal (detoxification). Medical withdrawal (detoxification) is not the standard of care for an OUD, because it is associated with a high relapse rate, and significantly increases an individual's risk for opioid overdose and death if opioid use is resumed. Therefore, medical withdrawal (detoxification) when done in isolation is not an evidence-based practice (EBP) for OUD. Therefore, if medical withdrawal (detoxification) is performed, it must be accompanied by injectable extended-release naltrexone to protect such individuals in relapse from opioid overdose and improve treatment outcomes.
- Funds shall not be used to provide services that are reimbursable under Maryland's Public Behavioral Health System or by private Insurers.
- Funds shall not be used to pay for promotional items including, but not limited to, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags.
- Funds shall not be used to pay for the purchase or construction of any building or structure to house any part of the program. Minor alterations and renovations (A&R) Must receive prior approval from the SOR Project Director.
- Funds shall not be used to make direct payments to individuals to enter treatment or continue to participate in prevention or treatment services.
- Funds shall not be used to pay the salary of an individual at a rate in excess of Executive Level II, which is \$221,900. This amount reflects an individual's base salary exclusive of fringe and any income

# ITEM 2

that an individual may be permitted to earn outside of the duties to your organization. This salary limitation also applies to subrecipients under a grant or cooperative agreement.

- Funds shall not be used to provide inpatient treatment or hospital-based detoxification services. Residential services are not considered to be inpatient or hospital-based services.
- Funds shall not be used, directly or in affiliation with safe use sites.
- Funds shall not be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.
- Funds shall not be used to purchase, procure, or distribute pipes or cylindrical objects intended to be used to smoke or inhale illegal scheduled substances.
- Funds shall not be used to purchase firearms.
- Funds shall not be used to pay for housing other than recovery housing, which includes application fees and security deposits.
- Funds shall not be used to substitute or supplant federally funded projects or grants unless acknowledged and approved in the Federal Notice of Award. Any funds used to "supplement" existing projects, must be clearly identified and reflected in the Statement of Work as a "supplement" to existing budgets.
- Funds shall not be used to purchase gift cards.
- Funds shall not be used to pay for legal services.

## Financial Audits

Consistent with state law and regulations, the Maryland Department of Health Office of the Inspector General periodically conducts audits of health care providers to ensure that state funds have been expended in accordance with the Maryland Department of Health guidelines. The Worcester County Health Department is a local health department and health care provider, and the Behavioral Health Program is part of the health department. The Worcester County Health Department and its Behavioral Health Program are subject to periodic audits by the Office of the Inspector General.

Payment is contingent upon availability of funding.



Timothy Mulligan, Warden, Worcester County Jail

5-6-05

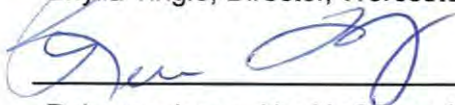
Date



Shylia Tingle, Director, Worcester County Local Behavioral Health Authority

5-2-05

Date



Rebecca Jones, Health Officer, Worcester County Health Department

5/15/2008

Date

Theodore J. Elder, President, Worcester County Commissioners

Date

WORCESTER COUNTY LOCAL BEHAVIORAL HEALTH AUTHORITY

State Opioid Response SOR-IV  
SCOPE OF SERVICES

Provider: Worcester County Jail

Monitoring Agency: Worcester County Local Behavioral Health Authority

Contracting Period: Fiscal Year 2026; July 1, 2025 - September 29, 2025


REQUIREMENTS	METHOD	FREQUENCY	COMPLIANCE RATING YES/NO	COMPLIANCE FINDINGS
1. The grantee shall submit a number of individuals entering detention screened for OUD and StimUD. Goal: 99% screened	Review supported documentation and records	Monthly reports are due to Local Behavioral Health Authority  Annually, not later than October 15, 2025		
2. The grantee shall submit monthly reports required by the Behavioral Health Administration (BHA). Performance indicators for the award are reported on a form created by BHA, a "hard copy" of which is attached in the Excel version and emailed to the Local Behavioral Health Authority. The LBHA will email the report to BHA.	Review monthly reports	Monthly reports are due to Local Behavioral Health Authority  Annually, not later than October 15, 2025		
3. The grantee shall provide a percentage of individuals who screen positive for OUD and StimUD that are assessed. Goal: 95%	Review supported documentation and records	Monthly reports are due to Local Behavioral Health Authority  Annually, not later than October 15, 2025		
4. The grantee shall provide a percentage of individuals who screen positive for OUD and StimUD that are referred to appropriate	Support/review documentation	Monthly reports are due to Local Behavioral Health Authority		

# ITEM 2

REQUIREMENTS	METHOD	FREQUENCY	COMPLIANCE RATING YES/NO	COMPLIANCE FINDINGS
treatment for their diagnosis, including to begin/or continue MOUD treatment during incarceration where applicable. Goal: 99%		Annually, not later than October 15, 2025		
5. The grantee shall provide all individuals with a diagnosis of OUD and/or StimUD continued MOUD treatment during incarceration.	Support/review Documentation	Monthly reports are due to Local Behavioral Health Authority  Annually, not later than October 15, 2025		
6. The grantee shall submit a percentage of individuals who receive Narcan Kits upon reentry to the community. Goal: 99%	Review supported documentation and records	Monthly reports are due to Local Behavioral Health Authority  Annually, not later than October 15, 2025		
7. The grantee shall have a protocol for complaints filed by or on behalf of a consumer. The grantee is required to report to the LBHA any compliments received and their resolution on a periodic basis.	[Review of Policies and Procedures.] Examination of prominent display in accessible centralized location of the written description of the grievance procedure.  Review of the grievance reports filed with LBHA.	Annually, not later than October 15, 2025		
9. The grantee shall submit an end-of-year report by Annually, not later than October 15, 2025	Review end-of-term reports	Annually, not later than October 15, 2025		

**Agreement**

The Grantee agrees to perform the services outlined in the Scope of Services. The Scope of Services may be amended by mutual agreement or to meet the Statement of Work and Conditions of Award as established by the Behavioral Health Administration.

  
\_\_\_\_\_  
Warden, Worcester County Jail

5-6-25  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Ivonne Lomax, LBHA Program Monitor

5/2/2025  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Shylia Tingle, LBHA Program Director

5-2-25  
\_\_\_\_\_  
Date

# ITEM 2

OCMP#: OPASS-25-\_\_\_\_-G (BHA Use Only)  
County LBHA/LAA/CSA: Worcester County  
Program Name: MOUD in Detention Centers  
BHA Award No: BH422SOR  
State Fiscal Year, Period, To & from date:  
SFY 2026 - July 1, 2025 - September 29, 2025  
Award Amount: \$61,979  
Attachment A: Statement of Work

## Purpose:

The purpose of the detention center MOUD (Medication Assisted Treatment for Opioid Use Disorder) treatment program is to provide incarcerated individuals with jail-based treatment while they are incarcerated; support successful reentry to the community; and make connections to community-based providers for continued treatment. The MOUD program provides FDA-approved Medication-Assisted Treatment (MAT) to eligible individuals in the county detention center who are diagnosed with Opioid Use Disorder (OUD) and/or Stimulant Use Disorder (StimUD). Treatment will follow evidence based guidelines and practices.

**Evaluation:** This statement of work details the evaluation activities to be performed by the grantee to meet the requirements of the Maryland State Opioid Response IV (MD-SOR IV) grant initiative. The specific activities to be performed include four core work areas:

- 1) Monthly Progress Reporting;
- 2) Government Performance Results Act (GPRA) client-level data collection;
- 3) Trauma Informed Care Training and Assessment; and
- 4) Quarterly Evidence-Based Practice (EBP) Reporting.

## Performance Requirements:

The Worcester County Detention Center (WCDC) with support from the Worcester County Health Department (WoCHD) shall provide or contract for the provision of behavioral health services and FDA-approved MOUD treatment for a minimum of 80 eligible individuals. A multidisciplinary team of detention center counselors, security and medical staff, health department care coordinators, counselors, peer recovery specialists, and behavioral health treatment providers will meet weekly to manage project operations, address challenges, and plan for continuity of care for participants post-release.

Needs identified by program participants will guide reentry planning and include elements necessary to address social drivers of health, including housing, employment, health insurance, somatic health care, transportation, and education. Those testing positive for OUD or StimUD will receive the appropriate treatment and care in the Worcester County Detention Center and be connected to a community-based Opioid Treatment Program upon reentering the community.

## **The services include:**

- Screening of all individuals entering detention for OUD and StimUD
  - SBIRT (Screening, Brief Intervention and Referral Treatment)
- Comprehensive Assessment of all individuals in the detention center with a positive screen for OUD and/or StimUD, such as, the DAST-10 or similar tool
- A multidisciplinary team (including corrections, healthcare staff, etc.) will provide:
  - Appropriate FDA-Approved Medications to treat OUD/StimUD
  - Comprehensive Case Management, including one-to-one meetings to provide assistance

## ITEM 2

navigating behavioral health services in the facility and to develop an aftercare plan identifying resources in the community for treatment, housing, employment, and other social supports, as needed.

- Community re-entry planning, including connections to an Opioid Treatment Program (OTP) and the offer of Narcan kits upon discharge
- Peer Recovery Support Specialists use their own lived experiences to support others in their recovery journeys. They help clients by providing one-on-one support and facilitate support groups; identify and connect with recovery resources; develop individualized service plans for clients; and teach clients self-advocacy Act as a liaison between clients and community resources

### Deliverables/Milestones/Unit Measure:

Following are performance measures and associated goals for this grant. All measures related to the number of individuals are requesting unduplicated individual information unless otherwise indicated. Reporting is monthly, but all goals are annual.

### Process Measures:

- Number of individuals entering detention screened for OUD and StimUD - Goal: 99% screened (Responsible entities: WCDC, medical provider)
- Percentage of individuals who screen positive for OUD and StimUD are assessed - Goal: 95% (Responsible entities: WCDC, medical provider)
- Percentage of individuals who screen positive for OUD and StimUD will be referred to appropriate treatment for their diagnosis, including to begin/or continue MOUD treatment during incarceration where applicable. - Goal: 99%
- Number of individuals referred for MOUD who enroll in MOUD treatment in the detention center - **Goal: 80 (20 for this 3-month award period)**
- Number of individuals who received case management services as defined in the Performance Requirements Section - Goal: 95%
- Percentage of MOUD-enrolled individuals who received peer support - Goal: 95%
- Average number of peer encounters per enrolled individual - Goal: 2 encounters
- Percentage of individuals who receive Narcan Kits upon reentry to the community - Goal: 99%
- Percentage of enrolled participants referred to community re-entry support services - Goal: 95%
- Number of doses administered for the reporting month by type of medication
  - FDA-approved medications for the treatment of substance use disorders:
  - Methadone
  - Buprenorphine
  - Buprenorphine/Naloxone
  - Naltrexone
  - Products and long-acting products such as extended-release injectable or implantable buprenorphine
- Number of GPRAs are submitted within four days of the client's first dosing - Goal: 80%

### Service Outcome Measures:

- All individuals with a diagnosis of OUD and/or StimUD will begin/or continue MOUD treatment during incarceration. (Responsible entities: WCDC, medical provider)
- 75% of participants (those receiving MOUD at the time of their release from WCDC) will attend their first appointment with a medical and/or behavioral health provider within 7 days of release from incarceration. (Responsible entities: behavioral health coordination staff)
- Number of individuals referred to community treatment (Opioid Treatment Program, Bridge prescription, outpatient treatment, behavioral health therapy, SUD education and prevention classes, and harm reduction services) (Responsible entities: WCDC medical provider, LHBA)

## ITEM 2

- Number of individuals who enrolled in community treatment (Opioid Treatment Program, Bridge prescription, outpatient treatment, behavioral health therapy, SUD education and prevention classes, and harm reduction services) (Responsible entity: LHBA)

### **Tentative Dates/Timeframes for Delivery:**

- July 1, 2025 – September 25, 2025

### **Reporting Requirements:**

The Local Jurisdiction will provide monthly reports to the Behavioral Health Administration's Contract Monitor and SOR Evaluation Team as outlined below. Not complying with reporting requirements can delay current year or future funding.

- (1) **Progress Reporting:** All SOR-funded programs are required to collect data elements that are derived from the following: federal reporting requirements; and the BHA, SOR, and program-level outcomes. Programs will be required to conduct the following activities: collect program progress reporting data on SOR-funded service recipients, review collected data for accuracy, and submit aggregated progress reports to the web-based application for review by the SOR evaluation team.

### **Progress Reporting Requirements:**

- a. Submit monthly progress reports to the web-based system by the 15th of each month 100% of the time. Make corrections to errors that are identified by the evaluation team within two business days 100% of the time.
- (2) **GPRA Reporting:** All SOR funded GPRA eligible programs will be required to conduct the following GPRA related activities: introducing the GPRA evaluation to all SOR-funded clients, completing the participation agreement with each client, conducting the GPRA interview(s), submitting the signed participation agreement and client contact form, and submitting the completed interview(s) to the SOR Evaluation Team via the web-based platform.

**GPRA-eligible initiatives include** Crisis Beds, EMOCHA, Hub and Spoke, Intensive Care Coordination, Medication Adherence, MOUD in Detention Centers, OUD MEETS, Peer Recovery Supports, Recovery Residences

### **GPRA Performance Requirements:**

- a. GPRA baseline interviews are completed on a minimum of 80% of clients who are enrolled in GPRA-eligible services.
  - b. Baseline interviews are completed on 100% of clients who agree to participate in GPRA within 3 days following enrollment in a residential program or 4 days following enrollment in a non-residential program and uploaded to the Evaluation Team.
  - c. Signed Participation Agreements (signed by the provider) are submitted to the evaluation team on 100% of clients served in the GPRA-eligible program. Those clients who decline participation in the GPRA evaluation will need to be signed by the provider and then submitted to the evaluation team.
- (3) **Trauma Informed Care Assessment:** All SOR-funded programs will be required to participate in the following trauma-informed care activities: attend the Trauma Informed Organizational Assessment Tool (TIOA) training and other technical assistance events and develop an organizational trauma-informed care action plan.

### **Trauma Informed Care Performance Requirements:**

- a. SOR-funded programs will be trained on and administer the Trauma Informed Organizational Assessment Tool (TIOA)
- b. SOR-funded organizations will develop an Organizational Trauma Informed Care Action Plan

- c. SOR-funded partner organizations will demonstrate improvement in the adoption and implementation of Trauma Informed and Healing Centered practices

(4) **Quarterly Evidence Based Practice Reporting:** The LAA/LBHA/CSA and SOR contractors must monitor the direct service providers to ensure interventions are adhering to the proposed EBP(s). All SOR funded programs will be required to provide quarterly updates on the implementation and adherence of EBPs that are delivered to individuals receiving prevention, treatment, and recovery services. The quarterly reporting is required to be completed by providers or staff of SOR funded initiatives.

**Quarterly Evidence-Based Practice Performance Requirements:**

- a. Submit a quarterly EBP report to the web-based platform on a quarterly basis. The following components are an example of elements to be collected:
  - i. Name of the EBP
  - ii. Initiative/Program where the EBP is implemented and being utilized
  - iii. Barriers to implementing the EBP, if any
  - iv. Process for ensuring interventions adhere to intended EBP
  - v. Description of, and reasons for any adaptations made to EBPs
  - vi. Mechanisms used to provide ongoing EBP training to providers
  - vii. EBP resources used for receiving technical assistance (TA) support
  - viii. Plans for any future EBP implementation
  - ix. Other - to be determined based on the discretion of BHA

**Oversight and other requirements:**

- All conditions of this award as detailed in the 'Condition of Award' document will be adhered to by the Local Jurisdiction (LBHA/LAA/CSA).
- The Local Jurisdiction will ensure that for all subgrantees, if any, there is an executed contract on file, which will at minimum contain expectations for the program, including service delivery, performance measures, and outcomes, reporting frequencies and formats.

**Special Terms of SOR-IV Award**

- SOR funds *shall not* be utilized for services that can be supported through other accessible sources of funding such as other federal discretionary and formula grant funds, (e.g., HHS, CDC, CMS, HRSA, and SAMHSA), DOJ (OJP/BJA)), and non-federal funds, third party insurance, and sliding scale self-pay among others.
- SOR funds for treatment and recovery support services *shall only be utilized to provide services to individuals that specifically address opioid or stimulant misuse issues*. If either an opioid or stimulant misuse problem (history) exists concurrently with other substance use, all substance use issues may be addressed. Individuals who have no history of or no current issues with opioids or stimulants misuse shall not receive treatment or recovery services with SOR grant funds.
- Funds *may not* be expended through the grant or a sub-award by any agency that would deny any eligible client, patient or individual access to their program because of their use of FDA-approved medications for treatment of substance use disorders (e.g., methadone, buprenorphine products including buprenorphine/naloxone combination formulations and buprenorphine mono-product formulations, naltrexone products including extended-release and oral formulations or long-acting products such as extended-release injectable or implantable buprenorphine.) Specifically, patients must be allowed to participate in methadone treatment rendered in accordance with current federal and state methadone dispensing regulations from an Opioid Treatment Program and ordered by a physician who has evaluated the client and determined that methadone is an appropriate medication treatment for the individual's opioid use disorder. Similarly, medications available by prescription or office-based implantation must be permitted if it is appropriately authorized through prescription by a licensed prescriber or provider. In all cases, MOUD must be permitted to be continued for as long as the prescriber or treatment provider determines that the medication is clinically beneficial. Recipients

## ITEM 2

must assure that clients will not be compelled to no longer use MOUD as part of the conditions of any programming if stopping is inconsistent with a licensed prescriber's recommendation or valid prescription.

- SAMHSA grant funds may not be used to purchase, prescribe, or provide marijuana or treatment using marijuana. See, e.g., 45 CFR § 75.300(a) (requiring HHS to ensure that Federal funding is expended in full accordance with U.S. statutory and public policy requirements); 21 U.S.C. 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana).
- **Contingency Management (CM) must be approved by the SOR Project Director before implementation.** To mitigate the risk of fraud and abuse, while also promoting an EBP, recipients who plan to implement CM interventions as part of their SOR grant will be required to comply with special conditions before the implementation of CM. The SOR Project Director will provide the guidelines. Contingencies may be used to reward and incentivize treatment compliance. Clients may not receive contingencies totaling more than \$75 per budget period. No person shall market the availability of a CM Incentive to induce a patient to receive federally reimbursable items or services or to receive such items and services from a particular provider or supplier.
- General Provisions under Departments of Labor, Health and Human Services, and Education, and Related Agencies Appropriations Act Public Law 117-328, Consolidated Appropriations Act, 2023, Division H, Title V, Section 526, notwithstanding any other provision of this Act, **no funds appropriated in this Act shall be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.** Provided, that such limitation does not apply to the use of funds for elements of a program other than making such purchases if the relevant state or local health department, in consultation with the Centers for Disease Control and Prevention, determines that the state or local jurisdiction, as applicable, is experiencing, or is at risk for, a significant increase in hepatitis infections or an HIV outbreak due to injection drug use, and such program is operating in accordance with state and local law.
- Recipients must also comply with SAMHSA's Standards for Financial Management and Standard Funding Restrictions in **Section H** of the Application Guide.
- All training, conference, and travel activities must first be approved by the SOR Project Director.
- Minor alterations and renovations (A&R) must receive prior approval by the SOR Project Director. Minor A&R may not include structural change (e.g., to the foundation, roof, floor, or exterior or loadbearing walls of a facility, or extension of an existing facility) to achieve the following: Increase the floor area; and/or change the function and purpose of the facility.
- Non-Federal recipients that expend \$750,000 or more in federal awards during the recipient's fiscal year must have a single or program-specific audit conducted for that year in accordance with the provisions of 45 CFR § 75.501. Guidance on determining Federal awards expended is provided in 45 CFR §75.502. Recipients are responsible for submitting their Single Audit Reports and workbooks (SF-SAC) electronically to the Federal Audit Clearinghouse (FAC) within the earlier of 30 days after receipt or nine months after the FY's end of the audit period. The FAC operates on behalf of the OMB.
- SOR funds shall not be utilized to provide incentives to any Health Care Professionals for receipt of any type of Professional Development Training.
- Failure to comply with these Conditions of Award may result in the following, including but not limited to, loss of award, future audit exceptions, dis-allowance of expenditures, award reductions, and/or delay in payment of award funds, until such time that areas of non-compliance are corrected.

### **SDI Issues and Response:**

The Strategic Data Initiative (SDI) reviews data-related agreements and data use policies to protect MDH data. The SDI status is covered only in the Administrative Award COA. The Award Recipient has submitted for and obtained SDI provisional approvals where appropriate, for all awards being processed per each jurisdiction.

**Attachment D: Conditions of Award**

**BHA Use Only**

Attachment D

OCMP #: OPASS-25-\_\_\_\_-G

**CONDITIONS OF AWARD**

<b>NAME OF AWARD RECIPIENT</b>	<b>Worcester County Department of Corrections</b>
<b>BHA AWARD#</b>	<b>BH422SOR</b>
<b>F#</b>	<b>F871N</b>
<b>AWARD NAME</b>	<b>State Opioid Response IV (SOR IV) Grant - SAMHSA</b>
<b>NAME OF PROGRAM/SERVICE</b>	<b>MOUD in Detention Centers</b>
<b>FUNDING SOURCE: (Fed/State)</b>	<b>Federal</b>
<b>State Fiscal Year, Period, To &amp; from date</b>	<b>SFY 2026 - July 1, 2025 - September 29, 2025</b>
<b>APPROVED AWARD AMOUNT</b>	<b>\$61,979</b>

**SECTION I. - Conditions and Terms**

This Section should include a narrative description of the Purpose for the Award, including Eligible and Ineligible use of funds, general reporting, and compliance requirements for both state and federally funded programs as applicable and any state-legislated mandates/prohibitions as applicable.

1.	<b>Program/Service Description</b>	<p><b>Detention Center Reentry Services</b> – The purpose of the detention center MOUD (Medication Assisted Treatment for Opioid Use Disorder) treatment program is to provide individuals with jail-based treatment while they are incarcerated; support successful reentry to the community; and make connections to community-based providers for continued treatment. The MOUD program provides FDA-approved Medication-Assisted Treatment (MAT) to eligible individuals in the county detention center who are diagnosed with Opioid Use Disorder (OUD) and Stimulant Use Disorder (StimUD). Treatment will follow evidence based guidelines and practices.</p>
2.	<b>Eligible Use of Funds</b>	<p>These funds are reserved exclusively for activities and support related to the population as outlined in this contract and shall not be used for any other purpose. The BHA intends that these funds are limited to use for members of the Public Behavioral Health System (PBHS) receiving substance use disorder (SUD) and/or mental health (MH) services.</p> <ul style="list-style-type: none"> <li>● Suboxone and Naltrexone medication costs</li> <li>● Drug tests, and medical supplies</li> <li>● Behavioral Health Manager</li> <li>● Peer Recovery Support Specialist</li> <li>● Coordinator of Special Programs</li> <li>● Prescriber costs</li> </ul>
3.	<b>Ineligible Use of Funds</b>	<ul style="list-style-type: none"> <li>● Funds shall not be used for Medical withdrawal (detoxification). Medical withdrawal (detoxification) is not the standard of care for an OUD, because it is associated with a high relapse rate, and significantly increases an individual’s risk for opioid overdose and death if opioid use is resumed. Therefore, medical withdrawal (detoxification) when done in isolation is not an evidence-based practice (EBP) for OUD. Therefore, if medical withdrawal (detoxification) is performed, it must be accompanied by injectable extended-release naltrexone to</li> </ul>

		<p>protect such individuals in relapse from opioid overdose and improve treatment outcomes.</p> <ul style="list-style-type: none"> <li>● Funds shall not be used for Medical withdrawal (detoxification). Medical withdrawal (detoxification) is not the standard of care for an OUD, because it is associated with a high relapse rate, and significantly increases an individual’s risk for opioid overdose and death if opioid use is resumed. Therefore, medical withdrawal (detoxification) when done in isolation is not an evidence-based practice (EBP) for OUD. Therefore, if medical withdrawal (detoxification) is performed, it must be accompanied by injectable extended-release naltrexone to protect such individuals in relapse from opioid overdose and improve treatment outcomes.</li> <li>● Funds shall not be used to provide services that are reimbursable under Maryland’s Public Behavioral Health System or by private Insurers.</li> <li>● Funds shall not be used to pay for promotional items including, but not limited to, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags.</li> <li>● Funds shall not be used to pay for the purchase or construction of any building or structure to house any part of the program. Minor alterations and renovations (A&amp;R) Must receive prior approval from the SOR Project Director.</li> <li>● Funds shall not be used to make direct payments to individuals to enter treatment or continue to participate in prevention or treatment services.</li> <li>● Funds shall not be used to pay the salary of an individual at a rate in excess of Executive Level II, which is \$221,900. This amount reflects an individual’s base salary exclusive of fringe and any income that an individual may be permitted to earn outside of the duties to your organization. This salary limitation also applies to subrecipients under a grant or cooperative agreement.</li> <li>● Funds shall not be used to provide inpatient treatment or hospital-based detoxification services. Residential services are not considered to be inpatient or hospital-based services.</li> <li>● Funds shall not be used, directly or in affiliation with safe use sites.</li> <li>● Funds shall not be used to purchase sterile needles or syringes for the hypodermic injection of any illegal drug.</li> <li>● Funds shall not be used to purchase, procure, or distribute pipes or cylindrical objects intended to be used to smoke or inhale illegal scheduled substances.</li> <li>● Funds shall not be used to purchase firearms.</li> <li>● Funds shall not be used to pay for housing other than recovery housing, which includes application fees and security deposits.</li> <li>● Funds shall not be used to substitute or supplant federally funded projects or grants unless acknowledged and approved in the Federal Notice of Award. Any funds used to “supplement” existing projects, must be clearly identified and reflected in the Statement of Work as a “supplement” to existing budgets.</li> <li>● Funds shall not be used to purchase gift cards.</li> <li>● Funds shall not be used to pay for legal services.</li> </ul>
<p>4.</p>	<p><b>SOR-IV Reporting Requirements</b></p>	<p>Monthly Reporting</p> <ul style="list-style-type: none"> <li>● <u>Monthly reporting on performance measures/deliverables</u></li> <li>● <u>Monthly Expense tracking sheets</u></li> </ul>

		<p>These reports are due by the 15th of every month following the monthly performance period. For example, performance data collected from January 1-31 will be due on February 15th to the data platform specified by BHA.</p>
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## SECTION II. – DEFINITIONS

Use this Section to ADD definitions for any Program/Service terms that are specific to the program office that will monitor the Award. Items a. – f. are standard terms only.

- a. Award Letter** - the letter from BHA to the principal Award Recipient specifying the value and tenure of the grant that has been awarded.
- b. Award Recipient(s)** - An entity or jurisdiction to which an award has been made by BHA and has assumed responsibility for the overall administration and management of the awarded funds.
- c. Award Period** - the period of the Award as set forth in the Award Letter.
- d. BHA** – Behavioral Health Administration.
- e. Report** – A written record submitted to BHA, in the form and manner prescribed, on which the Award Recipient reports on the activities undertaken during a specified timeframe (i.e., monthly, quarterly etc.).
- f. Statement of Work (SOW)** - A SOW is a formal document that provides direction and details to the vendor or contractor about how the work should be performed, under what conditions, timeframes for accomplishment, frequency, and outcomes/outputs. Unless otherwise noted, BHA-required SOWs shall be Performance-Based in nature.

## SOR-IV PROGRAM-SPECIFIC DEFINITIONS

- a. State Opioid Response grant (SOR-IV)** - The purpose of this program is to address the overdose crisis, driven primarily by illicitly manufactured fentanyl, by providing resources to states and territories for increasing access to U.S. Food and Drug Administration (FDA)-approved medications for the treatment of opioid use disorder (MOUD), and for supporting the continuum of prevention, harm reduction, treatment, and recovery support services for opioid use disorder (OUD) and other concurrent substance use disorders. The State Opioid Response (SOR) program also supports the continuum of care for stimulant misuse and use disorders, including those involving cocaine and methamphetamine.
- b. Opioid Use Disorder (OUD)** - a chronic use of opioids that causes clinically significant distress or impairment. Symptoms of this disease include an overpowering desire to use opioids, increased opioid tolerance, and withdrawal syndrome when opioids are discontinued.
- c. Stimulant Use Disorder** - the continued use of stimulants, such as cocaine, crack cocaine, MDMA, and methamphetamine, or prescription stimulants like Ritalin and Adderall, despite harm to the user.
- d. Substance Use Disorder (SUD)** - A medical illness consisting of a cluster of cognitive, behavioral, and physiological symptoms caused by repeated misuse of a substance or substances. Characterized by clinically significant impairments in health, social function, and impaired control over substance use.
- e. Medication for Opioid Use Disorder (MOUD)** - Buprenorphine, methadone, and naltrexone are the most common medications used to treat OUD. These medications relieve the withdrawal symptoms and psychological cravings that cause chemical imbalances in the body. Medications used are evidence-based

treatment options and do not just substitute one drug for another.

**f. Evidence-Based Practices** - Evidence-based practice in positive behavior support is defined as the integration of rigorous science-based knowledge with applied expertise driven by stakeholder preferences, values, and goals within natural communities of support.

**g. Culturally Adapted Practices** - Refer to the systematic modification of an EBP that considers language, culture, and context in a way that is compatible with the clients' cultural patterns, meaning, and values.

**h. Community-Defined Evidence Practices (CDEPs)** - Are practices that communities have shown to yield positive results as determined by community consensus over time, and which may or may not have been measured empirically but have reached a level of acceptance by the community.

**i. Trauma-Informed Care** - Recognizes and intentionally responds to the lasting adverse effects of experiencing traumatic events. Trauma-informed care is defined through six key principles: Safety: participants and staff feel physically and psychologically safe; Peer support: peer support and mutual self-help as vehicles for establishing safety and hope, building trust, enhancing collaboration, and utilizing their lived experience; Trustworthiness and Transparency: decisions are conducted with the goal of building and maintaining trust; Collaboration and Mutuality: importance is placed on partnering and leveling power differences; Cultural, Historical, & Gender Issues: culture and gender-responsive services are offered while moving beyond stereotypes/biases; and Empowerment, Voice and Choice: organizations foster a belief in the primacy of the people who are served to heal and promote recovery from trauma. It is critical recipients promote the linkage to recovery and resilience for those individuals and families impacted by trauma.

**j. Correctional Facility** – A Correctional facility means an institution overseen by the State or one of the 24 subdivisions where individuals are incarcerated. A "Correctional facility" includes a Jail; Detention center; Prison; or Correctional halfway house.

**k. Criminal Justice Services** – Programs and initiatives offered through the BHA Office of Crisis and Criminal Justice Services to provide diversion from incarceration related to low level substance use disorder offenses, administration for certain jail/detention center based treatment services, and program and services to support successful re-entry into the community following incarceration.

**l. Detention Center Reentry Services** – The addition of criminal justice reentry services to assist the incarcerated with reintegration into the community, decrease recidivism, reduce criminal behavior and foster a healthier lifestyle in recovery, while addressing the likelihood of an incarcerated individual overdoses upon release from incarceration. The program ensures the incarcerated being released from the local detention center are referred and engage in treatment services as well as receive recovery support and housing, when appropriate.

**m. Jail-based Treatment services** – Substance Use Disorder Treatment services that align with ASAM criteria.

**n. Medications for Opioid Use Disorder (MOUD)** - is a treatment approach for opioid use disorder (OUD) that uses FDA-approved medications. MOUD is a combination of medications and behavioral therapy.

**o. Opioid Use Disorder** – means a medically diagnosed problematic pattern of opioid use that causes significant impairment or distress disorder.

**p. Peer Support Services** - Peer Support services involve the development of a collaborative relationship between an individual seeking or maintaining their recovery and an individual in long-term recovery. This relationship will assist in developing healthy living skills, the acquisition and enhancement of recovery self-management skills, and will simultaneously reduce the isolation experienced by many individuals with behavioral health concerns.

**q. Recovery Support Services** – (aka: Recovery Support Services Expansion) – for individuals with behavioral health needs who are involved in the criminal justice system, a program or service that builds relationships with the local jurisdiction’s Office of the State’s Attorney in an effort to remove legal barriers to treatment for clients in crisis, provide referrals to local legal services, coordinate interpreter services as needed and participate in the development and referral to diversion programs.

**r. Re-entry services** – Supports and Services that assist in creating a successful transition of offenders from prisons or jails back into the community.

**s. Referral** - means a contact made by an individual, or on behalf of an individual, for behavioral health or other services that support successful connection to and engagement with community based services to support successful re-entry following incarceration.

**SECTION III. - PURPOSE**

These **Conditions of Award (COA’s)** set out the standard conditions and terms for all BHA awards and will be applied to the Programs/Services/Initiatives outlined in the Award Letter and related, approved Budget(s) for each jurisdiction/organization.

In addition to the COA, each grant award document contains “program/service specific” details regarding the goals/objectives, method of delivery of such programs/services, expected outcomes/outputs (deliverables), and timeframes for performance. This is referred to as a **Statement of Work (SOW)** and may be incorporated by reference or accompany the COA. These programmatic details are designed to ensure that Award Recipients comply with any regulatory, statutory, or local requirements. Additionally, project-specific terms and conditions may be amended and/or added to an Award at any time during the award period, to address budgetary or program compliance issues as needed.

The Award Recipient must ensure that it, along with other agencies, consultants, and vendors supported by the Award, are made aware of their responsibilities and comply with these Conditions of Award as applicable. Failure to comply with the terms and conditions may lead to possible delays in funding, suspension, reduction, and or termination of an Award. Further, BHA reserves the right to recover partial or full award amounts as deemed necessary and with supporting justification.

The Award Recipient shall ensure their vendors work to actively address health disparities, gaps in care and gaps in equity among the providers selected. Award Recipients and their vendors must ensure they are rendering services that are culturally and linguistically competent and appropriate.

BHA reserves the right to revise the Conditions of Award at any time, by providing thirty (30) days written notice to the Award Recipient.

STATE OF MARYLAND  
MARYLAND DEPARTMENT OF HEALTH  
HUMAN SERVICES CONTRACT PROPOSAL

ITEM 2

**A. Vendor Information:** Worcester Local Behavioral Health Authority

**Organization:** Worcester County Jail

**Address:** 5022 Joyner Road

**City:** Snow Hill      **State:** MD      **Zip Code:** 21863

**Contact Person:** Warden Timothy Mulligan      **Telephone:** 410-632-1300

**Mailing Address (if other than shown above):** \_\_\_\_\_

**Federal Employer I.D.:** 52-6001064      **Minority Enterprise** \_\_\_ Yes  No

**Fiscal Year or Period for which Funds are Requested:** July 1, 2025 - September 29, 2025

**Type of Service To Be Funded:** SOR-IV State Opioid Response Grant Program Services

**Performance Measures Detail Attached**       Yes      \_\_\_ No

**Area/Jurisdiction To Be Serviced:** Worcester County

**Does the Organization Do Fundraising:** \_\_\_ Yes       No

**Are any of the State supported costs being used to generate fundraising dollars** \_\_\_ Yes  No

**Type of Proposal:**     New    \_\_\_ One-Time Only    \_\_\_ Renewal    \_\_\_ Supplement

**B. Affirmations and Signature of Certifying Official: (Mark Appropriate Box(es))**


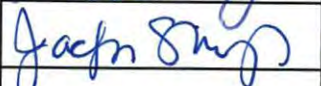

- 5 If the local health officer has not signed below, a copy of this application was sent to that official simultaneously with this submission
- 9 5 A program narrative is attached for each service.

On behalf of the governing board or other executive authority of the above named organization, I affirm that the information and estimates conveyed in this application are true and accurate to the best of my knowledge.

**Signature:**       **Date:** 5-6-25

**Name Printed or Typed:** Timothy Mulligan      **Title:** Warden

**C. Third Party Review:**

Reviewing Official	Signature	Date	Reviewed	Approved	Disapprove	Attached
Local Health Officer		5/15/25		<input checked="" type="checkbox"/>		
LBHA Budget Specialist		4/29/25		<input checked="" type="checkbox"/>		
LBHA Director		5-2-25		<input checked="" type="checkbox"/>		
Regional Director						
Local Govt. Auth.						

**D. For MDH Use Only** \_\_\_\_\_

**PROGRAM BUDGET**

**ITEM 2**

<b>PROGRAM ADMINISTRATION:</b>	Worcester County Local Behavioral Health Authority	
<b>GRANT NUMBER:</b>	F871N	<b>DATE SUBMITTED:</b> 1/31/2025
<b>CONTRACT PERIOD:</b>	July 1, 2025 - September 29, 2025	<b>FISCAL YEAR:</b> 2026
<b>ORGANIZATION:</b>	Worcester County Jail	<b>PHONE #:</b> 410-632-1100
<b>STREET ADDRESS:</b>	5022 Joyner Road	
<b>CITY, STATE, COUNTY:</b>	Snow Hill, Maryland, Worcester County	<b>ZIP:</b> 21863
<b>PROGRAM TITLE:</b>	SOR-IV State Opioid Response Grant Program Services	
<b>CHARGEABLE SERVICES (Y/N) _____ NO _____</b>	<b>MDH PROVIDES 50% OR MORE OF FUNDING (YES/NO)</b>	
<b>FOR MDH USE ONLY</b>		

LINE ITEMS MAY NOT BE CHANGED	MDH FUNDING REQUEST	SUPPLEMENTAL FUNDING REDUCTION	OTHER DIRECT FUNDING			PROGRAM BUDGET
			FED./STATE LOCAL & GOV'T	ALL OTHER AGENCY	TOTAL OTHER FUNDING	
0111 Salaries						0.00
0121 FICA						0.00
0131 Retirement						0.00
0139 Def Compensation						0.00
0141 Health Insurance						0.00
0142 Retiree Health Insurance						0.00
0161 Unemployment Insurance						0.00
0162 Workmen's Compensation						0.00
0171 Overtime Earnings						0.00
0181 Additional Assistance						0.00
0182 Adjustments						0.00
0201 Consultants						0.00
0280 Special Payments Payroll						0.00
0291 FICA						0.00
0292 Unemployment Insurance						0.00
0299 Contractual Ser-Salaries & Fringe						0.00
0301 Postage						0.00
0305 Telephone	580.00					580.00
0405 In-state Travel	875.00					875.00
0409 Out-of-State Travel						0.00
0415 Training						0.00
0420 Stipend/Tuition						0.00
0604 Electricity						0.00
0613 Water						0.00
0615 Utilities - Combined						0.00
0701 Gas and Oil						0.00
0703 Insurance & Title						0.00
0705 Vehicle Maintenance & Repair						0.00
0710 Vehicle Replacement						0.00
0801 Advertising						0.00
0803 Client Transportation						0.00
0812 Personnel Investigations						0.00
0816 Language						0.00
0833 Repair & Maintenance						0.00
0834 Photocopy Rental						0.00
0835 Equipment Service						0.00
0838 Software						0.00
0839 Software Maintenance						0.00
0853 Maintenance						0.00
0854 Housekeeping						0.00
0856 Indirect Cost						0.00
0860 Laboratory Services						0.00
0869 Photography (Commercial)						0.00
0873 Printing						0.00
0881 Purchase of Care						0.00
0885 Trash Disposal						0.00
0896 Human Service Contracts						0.00
0899 Special Projects-Client Transport						0.00
0909 Cleaning Supplies						0.00
0919 Educational Supplies						0.00
0924 Food						0.00
0953 Medicine, Drugs & Chemicals	2,114.00					2,114.00
0957 Medical Supplies	1,400.00					1,400.00
0965 Office Supplies						0.00
0986 Other Supplies						0.00
1060 Computer Equipment						0.00
1073 Office Equipment						0.00
1180 Personal Computer Equipment						0.00
1192 Medical Equipment						0.00
1193 Office Equipment						0.00
1331 Dues & Memberships						0.00
1332 Insurance						0.00
1334 Rent						0.00
<b>TOTAL</b>						<b>4,969.00</b>

**PROGRAM BUDGET  
ESTIMATED PERFORMANCE MEASURES**

<b>PROGRAM ADMINISTRATION:</b>	Worcester County Local Behavioral Health Authority	<b>AWARD NUMBER:</b>	BH422SOR
<b>FISCAL YEAR:</b>	2026	<b>CONTRACT PERIOD:</b>	7/1/2025-9/29/2025
<b>ORGANIZATION</b>	Worcester County Jail	<b>SUBMITTED:</b>	
<b>ADDRESS:</b>	5022 Joyner Road, Snow Hill, Maryland	<b>PHONE NUMBER:</b>	410-632-1100
<b>PROGRAM TITLE:</b>	SOR-IV State Opioid Response Grant Program Services	<b>ZIP:</b>	21863

	<b>PERFORMANCE MEASURE</b>	<b>BUDGET YEAR FY 2026</b>
		<b>ESTIMATE</b>
1	Number of individuals entering detention screened for OUD and StimUD	99%
2	Percentage of individuals screened positive for OUD and StimUD are assessed	95%
3	Number of individuals referred for MOUD treatment in the detention center	99%
4		
5		
6		
7		
8		
9		
10		
11		

MDH 432C (2/19)





SCHEDULE OF EQUIPMENT COSTS

			MDH FUNDING	TOTAL PROGRAM BUDGET
<b>LIST OF MISCELLANEOUS EQUIPMENT COSTING UNDER \$500 EACH</b>				
DESCRIPTION	CLIENT or OFFICE	NEW or REPLACEMENT		
				0.00
<b>LIST BELOW EACH EQUIPMENT ITEM COSTING OVER \$500</b>				
DESCRIPTION	CLIENT or OFFICE	NEW or REPLACEMENT		
<b>TOTAL (MUST EQUAL 432B)</b>				0.00

MDH432F (Rev.3/19)



ANTICIPATED SOURCES OF FUNDING

SOURCES	AMOUNT
MDH AWARD	4,969
MDH SUPPLEMENT	
LOCAL GOV'T	
OTHER AWARD - FED, STATE OR PRIVATE AGENCY (SPECIFY)	
FEES	
MDH CLIENT FEE COLLECTIONS	
OTHER CLIENT FEE COLLECTIONS	
MEDICAID PAYMENTS	
MEDICARE PAYMENTS	
INSURANCE/PRIVATE	
SSI	
OTHER - IDENTIFY	
FUNDRAISING/DONATIONS	
UNITED CHARITIES	
INTEREST	
Total Funding (Must Equal Total Costs in Total Program Budget on Budget Face Sheet)	4969.00

IN-KIND CONTRIBUTIONS (IDENTIFY)	VALUE
	0

<b>TOTAL CASH PLUS IN-KIND</b>	<b>4969.00</b>
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MDH432H (Rev. 3/19)



**WORCESTER COUNTY  
LOCAL BEHAVIORAL  
HEALTH AUTHORITY**

*Working together for healthier communities!*

**To:** Nicholas Rice, Procurement Officer  
**From:** Shylia Tingle, Director of the Local Behavioral Health Authority  
**Date:** June 3, 2025  
**Subject:** Request for Proposals - Vendor Selection - Recovery Support for Pregnant/Postpartum/Women with Children Project

The Worcester County Local Behavioral Health Authority (LBHA) invited community organizations to write for the Request for Proposals - Recovery Support for Pregnant/Postpartum/Women with Children Project. The LBHA received one proposal from Community Behavioral Health, LLC.

After receiving their proposal, reviewers independently scored the proposal. Based on the scores, the reviewers recommended that Community Behavioral Health, LLC's proposal be funded in FY 2026.

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

Thank you for your time and support.

Enclosure

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

**MEMORANDUM**

TO: Worcester County Commissioners  
CC: Weston Young CAO; Candace Savage, Deputy CAO  
FROM: Melanie Pursel, Director, Office of Tourism and Economic Development  
DATE: June 6, 2025  
RE: Award of \$2,428.40 Grant / Baywater Seafood LLC- MARBIDCO Grant

-----  
The Maryland Agricultural and Resource-Based Industry Development Corporation has awarded Worcester County Tourism and Economic Development a \$2,428.40 RBI Project Cost Share Grant to Baywater Seafood, LLC. This grant will help further Baywater Seafood in their aquaculture development.

Attached for your review and signature is the Approval Letter and Agreement.

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



Attachment

**MARBIDCO-WORCESTER COUNTY  
 GRANT AGREEMENT**

THIS AGREEMENT ("Agreement") is entered into this \_\_\_\_ day of \_\_\_\_\_, 2025, by and between the Maryland Agricultural and Resource-Based Industry Development Corporation ("Grantor"), and Worcester County Office of Tourism and Economic Development, Worcester County, Maryland. ("Grantee").

***Recitals***

- A. Grantee has requested grant assistance from Maryland Agricultural and Resource-Based Industry Development Corporation (MARBIDCO) in order to supplement a grant from Grantee to Baywater Seafood, LLC ("Recipient") for expansion of their operations to include upgrades to processing and packaging shucked scallop meat to its facility, installing flood mitigation systems to meet licensing requirements set by the Maryland Department of Health.

**THEREFORE**, the Grantor and Grantee agree as follows:

1. *Purpose.* The purpose of the Agreement is to provide a grant in the amount of Two Thousand Four Hundred Twenty-eight Dollars and Forty Cents (\$2,428.40) ("Grant Funds"). The funds will be used to supplement a grant from Grantee to Baywater Seafood, LLC, for upgrades to processing and installing flood mitigation systems.
2. *Terms of Agreement.* Performance under this Agreement continues until agreed upon services are completed, but no later than December 31, 2025. The Grantee may request up to a 30-day extension of the term of this Agreement for good cause shown.
3. *Disbursement of Grant.* Subject to the availability of funds of Grantor and upon the execution of this Agreement, Grantor will disburse all of the Grant Funds to Grantee.
4. *Deliverables.* Certification of matching funds of \$2,428.40 from Grantee. Grantee shall provide valid proof of payment showing a disbursement from the Grantee to the Recipient within 45 days from the disbursement.
5. *Inspection and Retention of Records.* Grantee shall allow any duly authorized representative of the Grantor or the State of Maryland to inspect, at reasonable times, all records and documents of the Grantee relating to this Grant, which records shall be retained by Grantee for at least three years after the termination of this Agreement.
6. *Compliance with Applicable Law.* Grantee agrees to comply with all applicable Federal, State, and local laws, including laws relating to discrimination in employment.

7. Grantees Certifications. As an inducement to Grantor to make the Grant, Grantee hereby certifies and warrants to Grantor that:
  - (a) Grantee has all requisite power and authority to enter into this Agreement.
  - (b) This Agreement has been executed and delivered by Grantee in such a manner and form as to comply with all applicable laws to make this Agreement valid and legally binding act and agreement of Grantee.
  
8. Drug and Alcohol Policy. Grantee certifies that it shall make a good faith effort to eliminate illegal drug use and alcohol and drug abuse from its workplace during the term of this agreement. Specifically, Grantee shall:
  - (a) Prohibit the unlawful manufacture, distribution, dispensation, possession, or use of drugs in its workplace;
  - (b) Prohibit its employees from working under the influence of alcohol or drugs;
  - (c) Not hire or assign to work on an activity funded in whole or part with State funds, anyone whom it knows, or in the exercise of due diligence should know, currently abuses alcohol or drugs and is not actively engaged in a bona fide rehabilitation program;
  - (d) Promptly inform the appropriate law enforcement agency of every drug related crime that occurs in its workplace if it or its employee has observed the violation or otherwise has reliable information that a violation has occurred; and
  - (e) Notify employees that drugs and alcohol abuse are banned in the workplace, impose sanctions on employees who abuse drugs and alcohol in the workplace, and institute steps to maintain a drug and alcohol-free workplace.
  
9. Political Contributions. Grantee shall not use any Grant funds to make contributions:
  - (a) to any persons who hold, or are candidates for, elected office;
  - (b) to any party, organization, or action committee; or
  - (c) in connection with any political campaign or referendum.
  
10. Amendment. This Agreement, or any part, may be amended from time to time only in writing executed by the parties.
  
11. Assignment. Without prior written approval of Grantor, Grantee may neither assign all or any of the benefits of, nor delegate all or any of the duties imposed by this Agreement.
  
12. Default. A default shall consist of any breach of any of Grantee's covenants, agreements, warranties, or certification of this Agreement.
  
13. Remedies Upon Default.

- (a) Upon the occurrence of any default as described in paragraph 12, Grantor shall have the right to terminate this Agreement by written notice to Grantee. In the event of termination, Grantor may require Grantee to repay to Grantor within thirty days of receipt of written notice of default all Grant Funds which have been disbursed to Grantee, and Grantee shall have no right to receive any undisbursed Grant Funds.
  - (b) In addition to the rights and remedies contained in the Agreement, Grantor may at any time proceed to protect and enforce all rights available to Grantor by suit in equity, action at law, or by any other appropriate proceedings, which rights and remedies shall survive termination of the Agreement.
14. Indemnification. Grantee releases Grantor and the State from claims of liability, and agrees that Grantor and the State of Maryland shall not have any liability for, and, subject to available appropriations, agrees to protect, indemnify, and save harmless Grantor and the State from and against any and all liabilities, suits, actions, claims, demands, losses, expenses, and costs of every kind and nature incurred by or asserted or imposed against Grantor or the State as a result of or in connection with the Grant. All the money expended by Grantor or the State as a result of such liabilities, suits, actions, claims, demands, losses, expenses, or costs, together with interest at a rate not to exceed the minimum interest rate permitted by law, shall constitute indebtedness of Grantee and shall be immediately and without notice due and payable by Grantee to Grantor or the State, to the extent of available appropriations.
15. Effective Date. This Agreement shall be accepted and executed by Grantee and forwarded to Grantor. Grantor will then execute this Agreement. The effective date of this Agreement shall be the date first written above.
16. Entire Agreement. This Agreement represents the complete, total, and final understanding of the parties and no other understanding or representations, oral or written, regarding the subject matter of this Agreement, shall be deemed to exist or to bind the parties hereto at the time of execution.

**[SIGNATURE PAGE IMMEDIATELY FOLLOWS]**

MARBIDCO – Local Gov AG/RBI Cost Share Agreement  
Worcester County  
June 10, 2025

**WITNESS** our hands, all as of the date first above written.

**WITNESS:**

**WORCESTER COUNTY OFFICE OF  
TOURISM AND ECONOMIC  
DEVELOPMENT – Commission President**

\_\_\_\_\_  
Name: \_\_\_\_\_

By: \_\_\_\_\_  
Name:  
Title:

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

**WITNESS:**

**MARYLAND AGRICULTURAL AND  
RESOURCE-BASED INDUSTRY  
DEVELOPMENT CORPORATION**

\_\_\_\_\_  
Name: \_\_\_\_\_

By: \_\_\_\_\_  
Stephen R. McHenry  
Executive Director

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



Worcester County Department of Environmental Programs

Worcester County Government Center, 1 West Market Street, Rm 1306 | Snow Hill MD 21863

Tel: (410) 632-1220 | Fax: (410) 632-2012

## Memorandum

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

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

**Subject:** **MDE Delegation Agreement**  
Department of Environmental Programs

**Date:** 6/6/25

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After a period of twenty (20) years, a new Delegation Agreement has been revised for certain duties related to Code of Maryland (COMAR) regulations with respect to water and sewer approvals and subdivisions under delegation from the Maryland Department of the Environment (MDE). This revised agreement format has been reviewed by MDE's counsel and have been sent out to all Maryland counties for signature. As with prior agreements, the Department of Environmental Programs is authorized to perform the responsibilities per the delegation agreement with MDE assisting and providing oversight and guidance.

In 1987, the Worcester County Commissioners expressed their desire to reorganize the delegated duties under this agreement from the Health Department's Environmental Health Division to the Environmental Programs staff under the County's general government. I have attached that initial agreement executed by the County Commissioners and MDE. Since we are not under the supervision of the County Health Officer, as some other Maryland county environmental agencies are, the Delegation Agreement was modified to reflect that control with the County Commissioners, Environmental Programs Director, and County Attorney as signatories.

The Environmental Programs Department is no stranger to performing delegated duties as authorized by state agencies. In addition to the subject delegation, we have various agreements for local supervision and performance of program activities delegated by the Departments of Natural Resources, Health, Agriculture, in addition to other programs under MDE. Regarding the specific delegation agreement attached, I will say we have the most experienced and seasoned staff from top-down on the Shore, and possibly the state, for these program responsibilities.

We would respectfully request approval of this delegation agreement from the County Commissioners and authorization for President Elder and County staff to sign where noted. These signatures will be applied electronically to the Agreement.

Please let me know if you have any questions or concerns regarding this request.

### Attachments

cc: Roscoe Leslie

AGREEMENT BETWEEN  
THE MARYLAND DEPARTMENT OF THE ENVIRONMENT  
AND  
THE COUNTY COMMISSIONERS OF WORCESTER COUNTY

Whereas, the Secretary of the Maryland Department of the Environment (hereinafter referred to as the Secretary) is responsible for carrying out and enforcing the provisions of the State of Maryland Article-Environment and the rules and regulations adopted under this Article; and

Whereas, Subtitle I, Section 4-103 (e) (2) Article-Environment authorizes the Secretary of delegate duties, powers, and functions as provided in this Article to a County Health officer or to a County official empowered to administer and enforce environmental laws; and

Whereas, the County Commissioners of Worcester County (hereinafter referred to as the Commissioners) adopted a resolution transferring certain environmental health programs from the Worcester County Health Department to the Worcester County Office of Environmental Programs and have created the County position of Environmental Programs Administrator, Worcester County Office of Environmental Programs; and

Whereas, the Secretary recognizes the Environmental Programs Administrator of the Worcester County Office of Environmental Programs as the County official qualified to receive delegation under provisions of the Environment Article; and

Whereas, the Secretary and the County Commissioners of Worcester County recognize the need to foster close working relationships between the Worcester County Environmental Programs Section and the Water Management Administration within the Maryland Department of the Environment to ensure efficient delivery of environmental health services to the citizens of Maryland; and

Whereas, the Secretary and the Commissioners agree that conditions of State delegation to the Administrator of the Office of Environmental Programs which govern working relationships of programs jointly administered with the Water Management Administration should be developed; and

Whereas, the Worcester County Office of Environmental Programs also administers programs under authority to the Commissioners; and

Whereas, the Commissioners establish program priorities in addition to priorities established by the Secretary; and

Whereas, the Maryland Department of the Environment and Worcester County priorities for addressing environmental and public health issues should also be coordinated to assure that areas of greatest concern are adequately addressed.

It is, therefore, agreed and understood that:

1. The Secretary will delegate various duties, powers, and functions related to water supply and sewage disposal systems to the Environmental Programs Administrator, Worcester County Office of Environmental Programs subject to various conditions and requirements to be stipulated in the "Delegation of Authority" and the "Sub agreement" entered into by the Water Management Administration and the Environmental Programs Administrator, Worcester County Office of Environmental Programs and the County Commissioners of Worcester County which is to be incorporated and made part of this agreement.

2. Worcester County's Office of Environmental Programs priorities shall consist of the following:

A. Evaluate soils for their acceptability to support an on-site sewage disposal system, as well as issue permits and inspect all new and replacement sewage systems.

B. Review and approve subdivision plats dealing with public and private water and sewage. Sign off on building permits in areas having on-site water and sewer.

C. Approve new well locations and continue present level of sampling for interim Certificates of Potability and other random requests.

D. Provide consultation to consumers relating to the various state and local environmental, zoning, storm water and flood plain regulations governing the use of their property.

E. Continued development and enforcement of Worcester County's groundwater protection report and plan for Worcester County.

F. Respond to environmental problems and emergencies as mandated by Worcester County and State laws.

It is further agreed that changes to these priorities may be required because of un-contemplated or changing environmental, public health, administration or budgetary conditions and, that these agreements may be renegotiated as necessary to address these changes.

The following sub-agreements are also incorporated and made part of this agreement.

1. Sub-agreement #1- Between the Water Management Administration and the Environmental Programs Administrator Worcester County Office of Environmental Programs and the County Commissioners of Worcester County.

Dec. 10, 87  
DATE

11/10/87  
DATE

Martin W. Walsh, Jr.  
MARTIN W. WALSH, JR.  
SECRETARY  
DEPARTMENT OF THE ENVIRONMENT

K. Bennett Bozman  
K. BENNETT BOZMAN  
PRESIDENT  
COUNTY COMMISSIONERS OF WORCESTER COUNTY



**Maryland**  
Department of  
the Environment

**Wes Moore, Governor**  
**Aruna Miller, Lt. Governor**

**Serena McIlwain, Secretary**  
**Suzanne E. Dorsey, Deputy Secretary**  
**Adam Ortiz, Deputy Secretary**

May 30, 2025

Theodore Elder, President  
Worcester County Commissioners

Dear Theodore Elder,

In accordance with the provisions of Environment Article §1-301, I am pleased to transmit the delegation agreement from the Maryland Secretary of the Environment. This agreement designates the Director of Environmental Programs as the “Approving Authority” for Worcester County, granting the authority to enforce the requirements of the following regulations in line with guidance from the Maryland Department of the Environment (MDE):

- COMAR 26.04.02 – *Sewage Disposal and Certain Water Systems for Homes and Other Establishments in the Counties of Maryland Where a Public Sewage System is Not Available*
- COMAR 26.04.03 – *Water Supply and Sewerage Systems in the Subdivision of Land in Maryland*
- COMAR 26.04.04 – *Well Construction Regulations*
- COMAR 26.04.05- *Shared Facilities and*
- COMAR 26.08.09 – *Public Bathing Beaches*

The Secretary of the Environment retains ultimate authority to ensure the effective implementation of these regulations. Through the On-Site Systems Division of the Wastewater Pollution, Prevention and Reclamation Program within the Water and Science Administration, MDE will monitor and evaluate Worcester County's

implementation efforts and provide support as needed.

Regional Consultants from the On-Site Systems Division will be your primary contacts for assistance and oversight. They are also responsible for establishing a schedule for periodic program appraisals.

This agreement supersedes all previous delegation agreements for the aforementioned regulatory areas in Worcester County. It remains effective for successors to the positions of Director of Environmental Programs and the Director of the Water and Science Administration, and it will remain in force until explicitly replaced or rescinded in writing. A finalized version of the agreement will be provided once all signatures have been obtained.

We appreciate your continued partnership in delivering vital Environmental and Public Health programs to the residents of Worcester County. If challenges arise that cannot be resolved through coordination with the Regional Consultants, please contact the Onsite Systems Division Chief or Nony Howell, Program Manager for the Wastewater Pollution, Prevention and Reclamation Program, at (410) 537-3779.

Sincerely,



Lee Currey, Director  
Water and Science Administration

Attachment: Delegation Agreement  
Addendum

**DELEGATION AGREEMENT BETWEEN  
THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND  
AND  
THE MARYLAND DEPARTMENT OF THE ENVIRONMENT, WATER AND SCIENCE ADMINISTRATION,  
WASTEWATER POLLUTION PREVENTION AND RECLAMATION PROGRAM  
REGARDING THE  
ADMINISTRATION OF ENVIRONMENTAL PROGRAMS**

WHEREAS, the Secretary of the Maryland Department of the Environment (hereinafter referred to as the Secretary) is responsible for carrying out and enforcing the provisions of the Environment Article of the Annotated Code of Maryland (hereinafter the Environment Article), and the rules and regulations adopted under this Article; and

WHEREAS, the Secretary delegates authority to enforce these laws, rules and regulations to the Director of the Maryland Department of the Environment Water and Science Administration (hereinafter referred to as WSA); and

WHEREAS, Worcester County is a body politic and corporate and a political subdivision of the State of Maryland with the requisite authority to enter into this Delegation Agreement; and

WHEREAS, the Director of Environmental Programs for Worcester County is an official of Worcester County, Maryland and represents that it is authorized by Code of Public Local Laws of Worcester County, Maryland, Zoning and Subdivision Control Article, § ZS 1-103(b), to administer and enforce environmental laws; and

WHEREAS, the Director of Environmental Programs for Worcester County is appointed by and serves at the discretion of the Chief Administrative Officer of Worcester County, Maryland; and

WHEREAS, the Department of Environmental Programs is an agency of Worcester County, Maryland;  
and

WHEREAS, Section 1-301 of the Environment Article authorizes the Secretary to delegate “duties, powers and functions as provided in this Article to a health officer for a county or to another county official authorized to administer and enforce environmental laws” and further provides that “[i]n those counties where a county official other than the health officer is authorized to administer and enforce State environmental laws under this section, the county shall establish minimum qualifications for that county official that include standards of education and experience related to environmental issues”; and

WHEREAS, the Secretary may designate the Director of Environmental Programs of Worcester County, Maryland, as an Approving Authority for purposes of COMAR 26.04.02, COMAR 26.04.03, COMAR 26.04.04, COMAR 26.04.05, and COMAR 26.08.09; and

WHEREAS, the Secretary has delegated the authority to enter into this Delegation Agreement to the Director of WSA on behalf of the Secretary; and

NOW THEREFORE the Secretary, by the Director of WSA, hereby delegates to the Director of Environmental Programs of Worcester County, Maryland the authority to perform those duties, powers and functions described in this Delegation Agreement, and designates the Director of Environmental Programs of Worcester County, Maryland as the Approving Authority for the regulations as specified herein, each subject to the roles and responsibilities and terms and conditions described herein;

AND FURTHER, the Director of Environmental Programs of Worcester County, Maryland, with the concurrence of the County Commissioners of Worcester County, Maryland, agrees to accept this delegation of authority to perform those duties, powers and functions described in this Delegation Agreement and this designation as the Approving Authority for implementing the regulations as specified below, each subject to the roles and responsibilities and terms and conditions described herein.

## **A. DELEGATION OF PROGRAMS AND DESIGNATION AS APPROVING AUTHORITY:**

The Secretary, by the Director of WSA, hereby delegates to the Director of Environmental Programs of Worcester County, Maryland (hereinafter the “Worcester County Approving Authority”) implementation of the regulations identified in the Addendum attached hereto and incorporated herein by reference (the “Delegated Regulations”), and designates the Department of Environmental Programs as the Worcester County Approving Authority’s department responsible for the Delegated Regulations, except where the Delegated Regulations clearly indicate duties to be performed by or with the Maryland Department of Environment (hereinafter the “Department” or “MDE”).

## **B. TERMS AND CONDITIONS OF DELEGATION AND DESIGNATION:**

1. Changes to Regulations. Changes to regulations relating to these delegated programs initiated by the WSA will be provided to the Worcester County Approving Authority for review prior to final promulgation. On substantive issues that impact programs delegated to the Worcester County Approving Authority, a joint WSA/Local Approving Authority committee may be developed to prepare recommendations for consideration by the Secretary and the Director of the WSA.
  
2. Incorporation of Regulations as Amended and Guidance, Guidelines and Policies. Implementation of delegated programs shall be governed by all applicable regulations, MDE guidance, guidelines and policies, as issued and amended from time to time, and the same are hereby incorporated by reference into this Delegation Agreement. Guidance documents will be posted on the Department's webpage.
  
3. Further Delegation, Assignment and Subcontracting. The Worcester County Approving Authority shall not further delegate any of its duties under this Delegation Agreement to third parties without the knowledge and express written consent of MDE. Any further delegation, assignment, transfer, or subcontracting to third parties, whether in whole or in part, must be reviewed and expressly approved in writing by MDE and supported by Maryland law and regulation. Notwithstanding, the Worcester County Approving Authority, without MDE's express prior written consent, may assign appropriate tasks related to delegated duties and functions to appropriate employees within the Department of Environmental Programs consistent with Standard Operating Procedures (SOPs) and policies, so long as the Worcester County Approving Authority ultimately supervises and remains responsible for those tasks and notifies MDE of the tasks assigned and to whom they are assigned.
  
4. Statistical Reporting. The Worcester County Approving Authority will provide statistical reports to WSA of activities conducted in support of delegated functions and requirements imposed by Section 9-1114 of the Environment Article, on a quarterly basis. The Statistical Reporting Form will be submitted electronically <https://forms.gle/rtBcD1ByofWzSWkV7>. The reports shall be submitted on or before January 15th, April 15th, July 15th and October 15th for each calendar year to the Onsite Systems Division of the Wastewater Pollution Prevention and Reclamation Program within WSA ("Onsite Systems Division"). The data will be formatted for both the local and State agencies to utilize and provide an accurate measurement of services provided by the Worcester County Approving Authority. MDE will present any new or proposed metrics to the County Approving Authority three (3) months in

advance of implementation unless State law or regulations prevents advance notification.

5. Support Services. The Worcester County Approving Authority may provide support services to WSA in other program areas not formally delegated but when requested. These support services usually relate to monitoring activities as related to public health protection. The Worcester County Approving Authority is responsible for providing the following support services under this Agreement:

(a) Water and Sewer Planning. The Worcester County Approving Authority shall work with WSA staff to assist in the process of assuring that water and sewer plans are developed on time and that they have adequately addressed issues of public health concern. Special attention is also to be given to those portions of the county water and sewer plans that describe where on-site water and sewer systems may be used as well as when and where community services are to be extended.

(b) Implementation of Water and/or Sewer Moratoriums. The WSA will consult with the Worcester County Approving Authority in the development of compliance/enforcement strategies to be used in enforcing water and sewer moratoriums. Following engineering determinations by the WSA of facility adequacies/inadequacies, the Worcester County Approving Authority will be advised of proposed compliance action and requested to assist with implementation of moratoriums. Procedures to be followed in implementing moratoriums will be developed on a case-by-case basis.

(c) Special Investigations. Where the WSA conducts special investigations of groundwater or surface waters relating to contamination incidents or drinking water supply problems/concerns in Worcester County, these investigations will be conducted in cooperation with the Worcester County Approving Authority. Examples of special investigations may include but not be limited to groundwater pesticide and nitrate studies, volatile organic chemical studies, sanitary surveys, etc. Coordination of investigations with the Worcester County Approving Authority shall include study design (i.e., monitoring frequency and analysis types), timely sharing of data collected, consultation on data analysis, and disclosure of study results. Additionally, where the Worcester County Approving Authority conducts special investigations pertaining to the safety of private or public water supplies or overall ground water quality, the results of those investigations will be shared with WSA.

(d) Public Information Office. Whenever the WSA uses the MDE Office of Communications for purposes of issuing a press release to announce a major action or event impacting the responsibilities of the Worcester County Approving Authority, the Worcester County Approving Authority will be notified by email in advance.

(e) Reporting Potential Legionella Outbreaks in Public Water Systems. The Worcester County Approving Authority shall notify the Water Supply Program of the WSA ("Water Supply

Program”) within 24 hours when a Legionella investigation potentially identifies a Public Water System as the source of a Legionella outbreak. The Water Supply Program will assist the facility with remediation activities that may result in the installation of permanent water treatment systems.

6. Relationship of State Law to Local Ordinances. In cases where the Worcester County Approving Authority makes decisions based on local codes or ordinances, those matters are outside the scope of this Delegation Agreement. The Department and the Attorney General will neither defend nor support decisions that exceed the boundaries of State law, State regulations, or this Delegation Agreement.

If State or local permits are denied based on requirements in local ordinances or regulations, the denial letters must clearly state that the denial is due to failure to meet specific local criteria.

- **Preempted Areas:** Where State law preempts local control (e.g., well construction), the Worcester County Approving Authority cannot enforce stricter local requirements than those established by State law.
- **Non-Preempted Areas:** Where State law does not preempt local control (e.g., septic systems), the Worcester County Approving Authority may enforce requirements that are equal to or stricter than State law but cannot enforce less stringent requirements.

The implementation of local codes and ordinances remains the sole responsibility of the Worcester County Approving Authority. If there is uncertainty about which legal authority applies or a conflict between legal authorities, the Worcester County Approving Authority should consult the Department's On-Site Regional Consultant for guidance.

However, the Department retains the right to intervene at any time to revise or override decisions by the Worcester County Approving Authority if those decisions, based on local codes or ordinances, conflict with or are inconsistent with Maryland law or regulations.

7. Plat Signatures. The Worcester County Approving Authority in implementing requirements of COMAR 26.04.03, shall sign plats as the Secretary's duly authorized representative. If the Worcester County Approving Authority wishes to designate a specific person within the Department of Environmental Programs of Worcester County, Maryland to sign plats, it must do so in a written document to WSA that will accompany this Delegation Agreement and it is subject to the approval of the Secretary. Plat signatures represent compliance with the subdivision regulations and with legal requirements of Environment Article § 9-512. Plat approvals should be made for subdivisions to be

## ITEM 5

developed using community water and sewerage services as well as those to be developed with private wells and on-site sewage disposal systems (or a combination of the preceding). The Worcester County Approving Authority's approval indicates that adequate water and sewer systems or community services will be available in time to serve the proposed building project. The Worcester County Approving Authority's signature on a plat or plan must state the purpose of and legal authority for the signature above the signature line. MDE agrees to work with the Worcester County Approving Authority on standard language for the purpose and legal authority.

8. Building Permit Sign-Offs. Building permits may not be approved on a prospective basis in anticipation of water and sewer services to be made available in the future. The Worcester County Approving Authority shall sign-off on local building permits so as to assure that building permits are issued only where it has been determined that water and sewer systems are adequate and available. The Worcester County Approving Authority must ensure that building permits are reviewed pursuant to applicable State regulations and the Approving Authority's actions are consistent with the same.

9. Written Complaints. The Worcester County Approving Authority shall issue written complaints or notices of violations of Delegated Regulations consistent with this Delegation Agreement. In those instances where written complaints or violation notices pertaining to this delegation are issued, they shall be issued consistent with the Department's program guidance. Notice shall be provided to the WSA's Onsite Systems Regional Consultant, before issuance of violation notices or written complaints. Nothing in this section precludes the Worcester County Approving Authority from issuing notices or orders under other legal authority as authorized.

10. Variances. The Worcester County Approving Authority shall process applications for variances from or exceptions to portions of Delegated Regulations, but only to the extent those regulations allow for variances and exceptions, and subject to final approval of the variance or exception by the Department. Upon the recommendation and request of the Worcester County Approving Authority, the Department may grant the variance, in writing, provided that public health and the environment are protected. Copies of variance requests and decisions are to be kept with the individual property files permanently, and a separate written or electronic log of such requests and decisions on file for a period of not less than 5 years.

11. Record Retention. Records of any permit and documentation relating to any permit must be retained with the individual property files permanently. Any request for records by the Department must be provided without delay. For additional record retention requirements for variances, please refer to the Variances section of this Delegation Agreement. This provision shall survive the expiration or

termination of this Delegation Agreement.

12. Issuance of Final Decisions / Requests for Contested Case Hearings. Before the Worcester County Approving Authority issues a final decision, the WSA's Onsite Systems Regional Consultant should be notified by the Worcester County Approving Authority, during the review process to offer guidance and second opinions when needed.

On those occasions where the Worcester County Approving Authority denies an application, the Worcester County Approving Authority shall include appeal rights which include the rights for a contested case hearing with any final decision. Requests for contested case hearings must be sent to the Director of WSA for processing. The appeal request will be processed as provided for in the Environment Article and the Maryland Administrative Procedure Act (Maryland Code, State Government Article §10-201 et. seq.). Subject to section 6 (Relationship of State Law to Local Ordinances) of this Delegation Agreement, the Department will provide defense for a final decision issued pursuant to this Delegation Agreement challenged in a contested case hearing at the Office of Administrative Hearings. The Worcester County Approving Authority is required to assist with the defense of any final decision, or investigation, including providing a complete copy of the file and any documents related to the matter promptly. The Department reserves the right to review and resolve any matter where a decision of the Worcester County Approving Authority has been appealed by the applicant/aggrieved party.

13. Notice of Third Party Claims and Duty to Cooperate. The Worcester County Approving Authority shall immediately give notice to the WSA's Wastewater Pollution, Prevention and Reclamation Program Manager of any claim, suit, or action made or filed against the Worcester County Approving Authority, its employees, or agents, regarding any matter resulting from or relating to the Worcester County Approving Authority's work and other obligations under this Delegation Agreement. The Worcester County Approving Authority shall cooperate, assist, and consult with MDE in the defense or investigation of any claim, suit, or action made or filed as a result of or relating to the Worcester County Approving Authority's work or other obligations under this Delegation Agreement.

14. Performance Requirements. The Worcester County Approving Authority shall implement Delegated Regulations and programs and perform all work under this Delegation Agreement in compliance with State law and regulations applicable to this delegation agreement. SOPs shall be provided to the WSA's WPPRP's Onsite Systems Division for review within three (3) months of the execution of this Delegation Agreement. Supplemental policy documents related to this delegated authority, created by the Worcester County Approving Authority shall be submitted to the WSA's WPPRP's Onsite Systems Division for review and approval prior to implementation. The Department will provide feedback and/or

approval of the SOPs within sixty (60) days of receipt.

The Worcester County Approving Authority shall meet performance requirements and provide all documentation referenced in this Delegation Agreement and/or required by State law and regulations. The Worcester County Approving Authority shall be responsible for the supervision of personnel related to performance of duties covered under this Delegation Agreement, licensing compliance of personnel, inspection, technical accuracy, and coordination of all data and work produced by the Worcester County Approving Authority pursuant to this Delegation Agreement.

15. Commitment to Collaborate. The Worcester County Approving Authority and MDE agree to work collaboratively to meet the needs of the citizens of the State. Upon MDE's request, the Worcester County Approving Authority agrees to timely produce any files, work product, and/or reporting information related to this Delegation Agreement and consistent with applicable law and regulation. MDE agrees to provide timely written guidance, training and advice as needed or requested by the Worcester County Approving Authority, consistent with this Delegation Agreement.

16. Program Appraisals. The Department is responsible for oversight and evaluation of this Delegation Agreement and the roles and responsibilities set forth in this Delegation Agreement on at least a triennial basis. The Department's oversight and evaluation will be conducted to ensure that the Worcester County Approving Authority is meeting applicable performance standards, to assure statewide consistency in application of State law and regulations, and to serve as a planning tool in program development, improvement, and maintenance. Oversight and evaluation by the Department will include but not be limited to:

- (a) Site evaluation practices to determine adequacy for on-site sewage disposal systems
- (b) Subdivision Plat review and approval process
- (c) Building Permit review and approval process
- (d) Specification, plan review, permit and inspection procedures relative to construction of on-site sewage disposal systems
- (e) Permit and inspection processes, administrative procedures, and enforcement practices relative to Well Construction Permits and other provisions of COMAR 26.04.04
- (f) Procedures for addressing nuisance complaints, appeals, variances, etc.

Initial appraisal comments will be provided to the Program Manager of the WSA WPPRP for review, and then forwarded, in draft, to the Worcester County Approving Authority for consideration. Any issues of concern will be discussed in a meeting attended by the Program Manager of the WSA

## ITEM 5

WPPRP, the WSA's Onsite Systems Division Regional Consultant, the evaluator assigned by WSA to conduct the program appraisal, and applicable staff of the Worcester County Approving Authority.

WSA final appraisal and recommendations, based on the findings of that meeting, will then be formally sent to the Board of County Commissioners of Worcester County, Maryland and the Worcester County Approving Authority with a request for a final written response including milestones from the Worcester County Approving Authority. The Department and the Worcester County Approving Authority agree to respond within thirty (30) days of receiving responses from the other party.

17. Amendments. This Delegation Agreement may only be amended in writing by mutual consent of the parties. Notwithstanding, this Delegation Agreement is automatically amended as necessary to incorporate changes to the Delegated Regulations and applicable MDE guidance, guidelines, and policies, as further described in Section B.2 and Section B.18 of this Delegation Agreement.

18. Severability. It is understood and agreed by the parties that if any term or provision of this Delegation Agreement is held to be illegal or in conflict with Maryland law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Delegation Agreement did not contain the particular term or provision held to be invalid.

19. Duration of the Agreement. This Delegation Agreement shall take effect upon execution by both parties, and shall continue until it is terminated in accordance with Section B.20 of this Delegation Agreement.

20. Termination. This Delegation Agreement may be terminated at any time by mutual agreement or by either party providing six (6) months' notice in writing to all other parties. The Department may terminate this Delegation Agreement at any time, immediately, upon written notice if the Worcester County Approving Authority is determined to not be implementing or complying with State laws and regulations. The parties may meet and confer prior to termination to discuss concerns related to the implementation of the Delegation Agreement.

21. Notices. Unless otherwise provided herein, service of any notice required by the Delegation Agreement shall be effective upon emailing and mailing of such notice, postage prepaid, to the appropriate representative at the address indicated below:

WSA:

Director of the Water and Science Administration  
Maryland Department of the Environment  
1800 Washington Boulevard  
Baltimore, Maryland 21230

Approving Authority:

Director of Environmental Programs  
Worcester County Government Center  
1 West Market Street  
Snow Hill, Maryland 21863

Each party may change its named representative and address listed above by serving a notice to the other parties of the new information as provided herein.

22. Enforcement of this Agreement. The failure of any party to enforce, at any time, the provisions of this Delegation Agreement, or to exercise any option which is herein provided, or to require at any time performance by any party of any of the provisions hereof, shall in no way be construed to be a waiver of such provisions, nor in any way to affect the validity of this Delegation Agreement or any part thereof, or the right of any party to enforce each and every such provision.

23. Merger. This Delegation Agreement embodies the whole agreement of the parties. There are no promises, terms, conditions, or obligations referring to the subject matter, other than those contained herein or incorporated herein by reference.

24. Maryland Law. Maryland Law governs this Delegation Agreement.

25. No Third Party Beneficiaries. Nothing in this Delegation Agreement shall be construed to:

- (a) provide a benefit to any third party;
- (b) operate, in any way, as a promise, covenant, warranty or other assurance to any third party;
- or
- (c) create any obligation to any third party.

26. Successive Office Holders. This Delegation Agreement shall inure to the benefit of and shall be

binding upon each party and its respective successors and assigns.

27. Concurrent Authority. WSA reserves concurrent authority on all matters delegated to the Worcester County Approving Authority under this Delegation Agreement. At any time, WSA may assume responsibility for the resolution of any matter delegated under this Delegation Agreement. WSA is the governing authority on any matter delegated to the Worcester County Approving Authority under this Delegation Agreement, and, at any time, may overrule a decision of the Worcester County Approving Authority.

**[SIGNATURE PAGE FOLLOWS]**

**C. SIGNATURE AND APPROVAL:**

The signature of the parties below indicates agreement and acceptance by each of all the terms and conditions of this Delegation Agreement.

**MARYLAND DEPARTMENT OF THE ENVIRONMENT,  
WATER AND SCIENCE ADMINISTRATION**

May 30, 2025  
Date



\_\_\_\_\_  
Lee Currey, Director  
MDE Water and Science Administration

**COUNTY COMMISSIONERS OF WORCESTER COUNTY,  
MARYLAND**

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Robert Mitchell  
DIRECTOR OF ENVIRONMENTAL PROGRAMS OF  
WORCESTER COUNTY, MARYLAND

Approved as to form and legal sufficiency for MDE this

\_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Lynn R. Angotti  
Assistant Attorney General  
Deputy Principal Counsel

Approved as to form and legal sufficiency for the Worcester County Approving Authority this

\_\_\_\_\_ day of \_\_\_\_\_, 2025

\_\_\_\_\_  
Roscoe R. Leslie  
Worcester County Attorney

## ADDENDUM TO

### DELEGATION AGREEMENT BETWEEN THE WORCESTER COUNTY GOVERNMENT AND THE MARYLAND DEPARTMENT OF THE ENVIRONMENT, WATER AND SCIENCE ADMINISTRATION, WASTEWATER POLLUTION PREVENTION AND RECLAMATION PROGRAM REGARDING THE ADMINISTRATION OF ENVIRONMENTAL PROGRAMS

The Delegated Regulations are as follows:

- (1) COMAR 26.04.02 “Sewage Disposal and Certain Water Systems for Homes and Other Establishments in the Counties of Maryland Where a Public Sewage System is Not Available.”**
- (2) COMAR 26.04.03 “Water Supply and Sewerage Systems in the Subdivision of Land in Maryland”**
- (3) COMAR 26.04.04 “Well Construction”**
- (4) COMAR 26.04.05 “Shared Facilities,” and**
- (5) COMAR 26.08.09 “Public Bathing Beaches”.**

These regulations govern the planning, locations, design, construction, operation and maintenance of water supply wells and on-site sewage disposal systems (“OSDS”), as well as the permitting of bathing beaches. Principal approval processes include but may not be limited to the signing of subdivision plats consistent with this delegation, the issuance of septic and well construction permits, issuance of certificates of potability and sign-off on building permits. Field inspections, technical evaluations and monitoring activities are also key functions.



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>

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer  
From: Jennifer K. Keener, AICP, Director  
Date: June 9, 2025  
Re: County Commissioners' Report – Consultation with New Leaf Energy - Woodside Solar

.....

Attached please find a draft letter addressing the County Commissioners' vote relative to the above referenced utility scale solar project based upon the pre-application consultation held on June 3, 2025.

Should you have any questions or require additional information, please do not hesitate to contact me.



DEPARTMENT OF  
DEVELOPMENT REVIEW AND PERMITTING

## Worcester County

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

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

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

June 17, 2025

New Leaf Energy  
c/o Drew Funk  
55 Technology Drive, Suite 102  
Lowell, MA 01851

Re: Utility-Scale Solar consultation request – Woodside Solar 1, LLC  
Tax Map 71, Parcel 35, Woodside Lane and US Route 113 (Worcester Highway), Snow Hill

Dear Mr. Funk:

During the pre-application consultation on Tuesday, June 3, 2025, the Worcester County Commissioners made the following findings relative to the local considerations provided for under COMAR 20.79.01.05:

**1. A statement or finding whether the proposed project is consistent with the current comprehensive plan.**

The Worcester County Commissioners have concurred with the staff's findings relative to the 2006 Worcester County Comprehensive Plan ("Plan"), acknowledging that it does not specifically address solar energy systems. However, throughout the Plan, the importance of agriculture as the bedrock to our way of life with a priority focus on "resource conservation and protecting [the county's] rural and coastal character" is highlighted. The project will not impact the existing forested areas but will occupy land currently under agricultural production.

The property is in the Agricultural Land Use category. This category includes "farming, forestry and related industries with minimal residential and other incompatible uses permitted" (page 18).

Chapter Two, Land Use includes the objectives on pages 12 and 13 as follows:

2. Continue the dominance of agriculture and forestry uses throughout the county's less developed regions.
19. Limit rural development to uses compatible with agriculture and forestry.

Chapter Three, Natural Resources includes the objectives on pages 33 and 34 as follows:

3. Identify and protect environmentally sensitive areas.
8. Conserve resources by reducing unnecessary consumption.
9. Channel development within a particular site to any existing disturbed areas.

The project area will be located on existing tilled agricultural lands, with no impacts proposed to the existing forested areas on the site.

Chapter Six, Public Infrastructure includes objectives on pages 73 and 74 as follows:

1. Work with the private sector to ensure a dependable and adequate supply of electric power and propane.
5. Encourage alternative sources of power.

This property is located within a Priority Preservation Area (PPA). The Comprehensive Plan has a Priority Preservation Area Element, with the objective of preserving large contiguous farming areas of prime farmland in a state certified agricultural preservation program. The Plan states that 195,332 acres are in the PPA. Under the Renewable Energy Certainty Act, the total number of combined solar energy generating stations that may be approved for construction in a PPA is limited to 5% of the total acreage of the PPA. A viewshed analysis will be required as stipulated in Md. Public Utility Companies Code Ann. § 7-218(f)(2)(vi).

Overall, the Worcester County Commissioners concurred with the staff's findings that this project as presented is generally consistent with the 2006 Comprehensive Plan and Land Use Map, provided a viewshed analysis is provided and any visual impacts are mitigated pursuant to Md. Public Utility Companies Code Ann. § 7-218(f)(2)(vi).

**2. A statement or finding whether the proposed project is consistent with the current zoning ordinance.**

The Worcester County Commissioners have concurred with the staff's findings relative to the zoning ordinance. Following the Land Use Designations in the Comprehensive Plan, the zoning for the parcels is A-1 Agricultural District. Under § ZS 1-344, Alternative energy facilities, utility-scale solar projects are permitted by right in this zoning district. This project has also been reviewed under the Renewable Energy Certainty Act siting standards, which are generally more restrictive than the local zoning regulations for utility scale solar systems.

Under § ZS 1-344, Alternative energy facilities, the A-1 District allows utility-scale solar projects by right, subject to a two-step site plan review and approval process.

Overall, the Worcester County Commissioners concurred with the staff's findings that this project is consistent with the current zoning ordinance. In order to obtain compliance with the siting standards under the Reliable Energy Certainty Act, the following corrections shall be made:

- Compliance with the 100' setback for the solar energy generating station to the property lines pursuant to § 7-218(f)(2)(ii).
- Compliance with the 50' setback for fencing from the edge of the public right-of-way pursuant to § 7-218(f)(2)(iii)1.D.

- Provide a landscape plan that is consistent with the Worcester County Zoning Code § ZS 1-322 and Md. Public Utility Companies Code Ann. § 7-218(f)(2)(iv) and § 7-218(f)(4).

**3. Suggestions for improving or modifying the application prior to submission of the application with the Commission.**

- Amend Appendix A/ Concept Plan to reflect the most current panel layout and setbacks for the panels and fencing.
- This property is located within a Priority Preservation Area. Therefore, a viewshed analysis is required as stipulated in Md. Public Utility Companies Code Ann. § 7-218(f)(2)(vi), and any visual impacts shall be mitigated.
- Provide a landscape plan that meets or exceeds the landscape requirements for Worcester County pursuant to § ZS 1-322 and the Renewable Energy Certainty Act.

Should you have any questions or require additional information, please do not hesitate to contact me at (410) 632-1200, extension 1123 or via email at [jkkeener@ worcestermd.gov](mailto:jkkeener@worcestermd.gov).

Sincerely,

Jennifer K. Keener, AICP  
Director



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>

ADMINISTRATIVE DIVISION  
CUSTOMER SERVICE DIVISION  
TECHNICAL SERVICES DIVISION

ZONING DIVISION  
BUILDING DIVISION  
DATA RESEARCH DIVISION

MEMORANDUM

To: Weston S. Young, Chief Administrative Officer  
From: Jennifer K. Keener, AICP, Director  
Date: June 9, 2025  
Re: Rezoning Case No. 447 – Maryland Medical Owners II, LLC and Maryland Medical Owners III, LLC, applicants, Hugh Cropper, IV, Esquire attorney for the applicant

.....

I am requesting that the Worcester County Commissioners schedule the required public hearing associated with Rezoning Case No. 447. A draft public hearing notice is attached.

Mr. Cropper, on behalf of his client, has filed Rezoning Case No. 447, seeking to rezone approximately 22.86 acres of land located on the easterly side of MD Route 589 (Racetrack Road), opposite Taylorville Lane, from C-2 General Commercial District to R-3 Multi-family Residential District. The case was reviewed by the Planning Commission at its meeting on June 5, 2025, and was given a favorable recommendation with the condition that a connection from MD Route 589 to Ocean Pines and Triple Crown Estates be denied through the petitioned areas. The Planning Commission’s written Findings of Fact and Recommendation are being prepared and will be forwarded for public hearing.

Please advise our department at your earliest convenience as to the public hearing date so that our department can ensure that the mandatory public notice of 15 days is met via posting on the site and mailings to adjoining property owners.

Thank you for your attention to this matter. Should you have any questions or require additional information, please do not hesitate to contact me.

NOTICE  
OF  
PROPOSED CHANGE IN ZONING

EAST SIDE OF RACETRACK ROAD  
AT TAYLORVILLE LANE, BERLIN  
THIRD TAX DISTRICT  
WORCESTER COUNTY, MARYLAND

Pursuant to Section 1-113 of the Worcester County Zoning Ordinance, Rezoning Case No. 447 has been filed by Hugh Cropper on behalf of Maryland Medical Owners II, LLC and Maryland Medical Owners III, LLC, property owners, for an amendment to the Official Zoning Maps to change approximately 22.86 acres of land located on the east side of MD Route 589 (Racetrack Road) at Taylorville Lane, Berlin, in the Third Tax District of Worcester County, Maryland, from C-2 General Commercial District to R-3 Multi-family Residential District. The Planning Commission has given a favorable recommendation with condition to the rezoning application.

Pursuant to Sections 1-113 and 1-114 of the Worcester County Zoning Ordinance, the County Commissioners will hold a

**PUBLIC HEARING**

on

**TUESDAY, \_\_\_\_\_**

**AT \_\_\_\_\_**

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

At said public hearing the County Commissioners will consider the rezoning application, the staff file on Rezoning Case No. 447 and the recommendation of the Planning Commission, any proposed restrictions on the rezoning, other appropriate restrictions, conditions or limitations as may be deemed by them to be appropriate to preserve, improve, or protect the general character and design of the lands and improvements being zoned or rezoned or of the surrounding or adjacent lands and improvements, and the advisability of reserving the power and authority to approve or disapprove the design of buildings, construction, landscaping or other improvements, alterations and changes made or to be made on the subject land or lands to assure conformity with the intent and purpose of applicable State laws and regulations and the County Zoning Ordinance.

Maps of the petitioned area, the staff file on Rezoning Case No. 447 and the Planning Commission's recommendation, which will be entered into record at the public hearing, are on file and available to view electronically by contacting the Department of Development, Review and Permitting, Worcester County Government Center, One West Market Street, Room 1201, Snow Hill, Maryland 21863 Monday through Friday from 8:00 A.M. and 4:30 P.M. (except holidays), at (410) 632-1200 as well as at [www.co.worcester.md.us](http://www.co.worcester.md.us).

THE WORCESTER COUNTY COMMISSIONERS



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

AGRICULTURAL PRESERVATION  
CONSERVATION PROGRAM  
WATER & SEWER PLANNING  
SHORELINE CONSTRUCTION

WELL & SEPTIC  
NATURAL RESOURCES  
PLUMBING & GAS  
COMMUNITY HYGIENE

## Memorandum

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**TO:** Candace Savage, Deputy Chief Administrative Officer  
**FROM:** Katherine Munson, Planning Manager *Km*  
**SUBJECT:** Dividing Creek Rural Legacy Area—Shockley - Tax Map55, Parcel 49 - Agreement of Sale  
**DATE:** June 9, 2025

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This project is to be funded by FY24 Dividing Creek Rural Legacy Area grant. An aerial map of the property and a map of the property location within the RLA are attached.

This 78.11 +/- acre property is a productive farm that contains prime agricultural soils and has full subdivision rights. The deed of easement will extinguish all subdivision rights and limit impervious surface in perpetuity.

Attached please find an agreement of sale (reviewed by Roscoe Leslie) signed by the landowners and the summary sheets from the two appraisals:

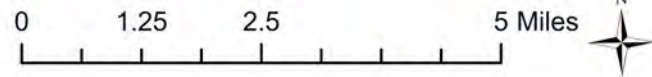
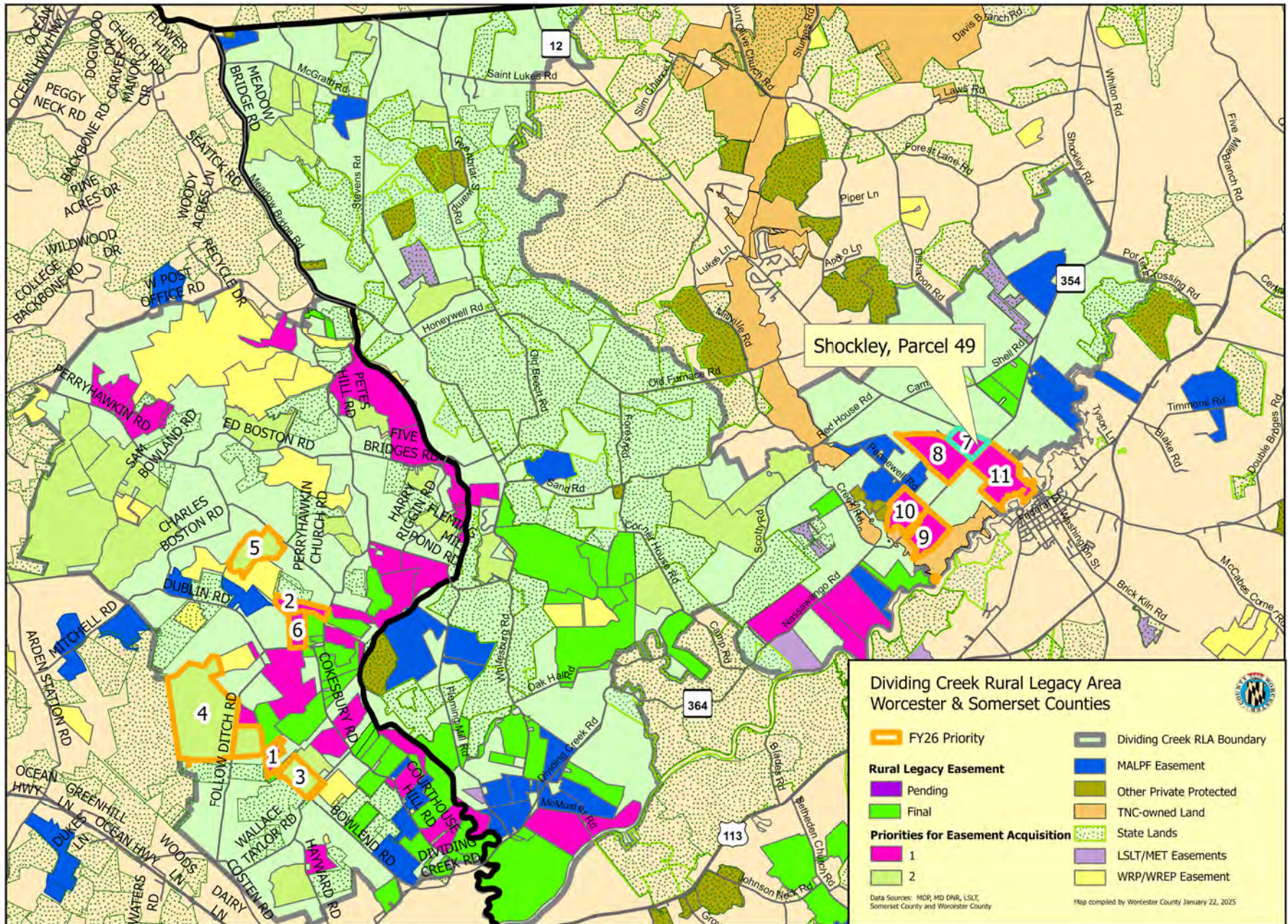
William McCain: \$313,000;/\$4,007/acre

Associated Appraisers: \$297,000;\$3,802/acre

The landowner has agreed to the average of the two appraised values, \$3,904/acre. A survey is already available (Exhibit A).

I have indicated on the contract where signature is required. Please let me know of any questions you have.

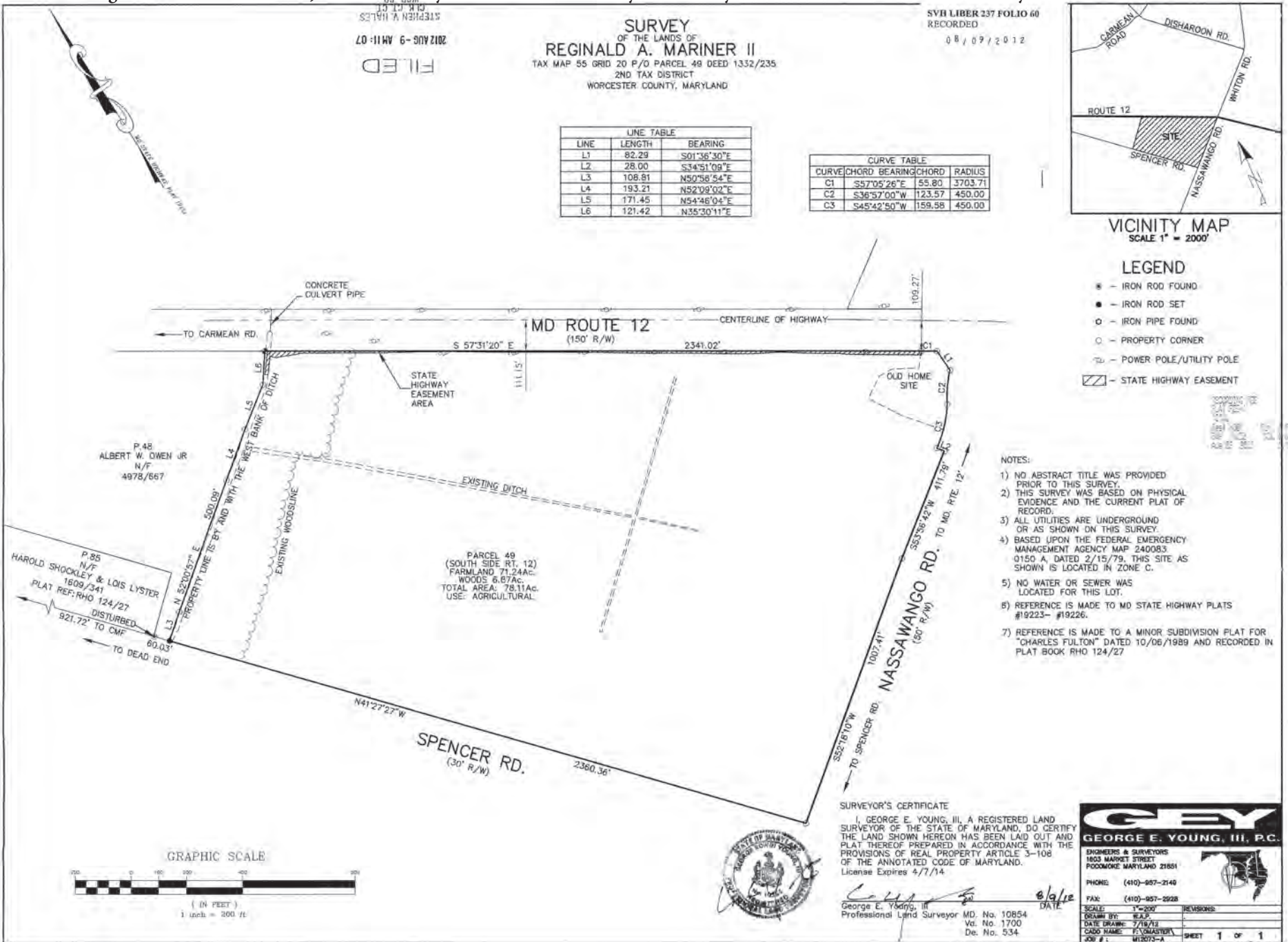
cc: Robert Mitchell, Director, Environmental Programs; Roscoe Leslie, County Attorney  
Attachments



Shockley, TM 55, Parcel 49; 78.11 Acres



## Exhibit A: Agreement of Sale between John H. Shockley and Barbara L. Shockley and County Commissioners of Worcester County



p 195043 MSA CM 267 8818

Exhibit B: Agreement of Sale between John H. Shockley and Barbara L. Shockley and County Commissioners of Worcester County

Tax Account ID(s) as of date of recordation of this Deed: 02-005336

**This document is exempt from recordation tax and transfer tax pursuant to Maryland Code Ann., Tax Property Art., §§ 12-108(a) and 13-207(a)(1).**

**NOTICE: THIS DEED OF CONSERVATION EASEMENT CONTAINS COVENANTS THAT INCLUDE RESTRICTIONS ON USE, SUBDIVISION, AND SALE OF LAND IN PERPETUITY AND REQUIRES SPECIFIC REFERENCE IN A SEPARATE PARAGRAPH OF ANY SUBSEQUENT DEED OR OTHER LEGAL INSTRUMENT BY WHICH ANY INTEREST IN THE PROPERTY IS CONVEYED.**

**DEED OF CONSERVATION EASEMENT**

THIS DEED OF CONSERVATION EASEMENT (“Conservation Easement”) made this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between BARBARA L. SHOCKLEY and JOHN H. SHOCKLEY, having an address at 7055 Whiton Road, Snow Hill, Maryland 21863 (collectively, “Grantors”) and THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND a county government having an address at 1 West Market Street, Room 1103, Snow Hill, Maryland 21863 (“Grantee”).

WHEREAS, this Conservation Easement is based upon a form that assumes there are multiple Grantors and multiple Grantees. If this assumption is wrong for this Conservation Easement, then, as appropriate, any Provision assuming multiple Grantors or Grantees shall be interpreted to mean only one Grantor or Grantee, as the case may be.

WHEREAS, the Department of Natural Resources is a principal department of the government of the State of Maryland created pursuant to Md. Code Ann., Natural Resources § 1-101(a) (2023 Repl. Vol., as amended from time to time) for the purpose generally of preserving and maintaining the natural resources of the State;

WHEREAS, Worcester County, Maryland is a local government with a Rural Legacy Plan approved under the Rural Legacy Program administered by DNR through which it is entitled to hold easement interests with DNR as a co-grantee;

WHEREAS, the Rural Legacy Board, established in the Department, has been authorized under Md. Code Ann., Nat. Res. § 5-9A-01 et seq., to administer the Rural Legacy Program and to provide grants to Sponsors of Rural Legacy Areas to acquire conservation easements in designated Rural Legacy Areas.

Exhibit B: Agreement of Sale between John H. Shockley and Barbara L. Shockley and County Commissioners of Worcester County

WHEREAS, the Grantors own in fee simple \_\_\_\_ acres, more or less, of certain real property in \_\_\_\_\_ County, Maryland, and more particularly described in Exhibit A attached hereto, which was conveyed to the Grantors by \_\_\_\_\_ by Deed dated \_\_\_\_\_ and recorded among the Land Records of \_\_\_\_\_ County, Maryland in Liber \_\_\_\_, Folio \_\_\_\_ (the "Property"). The address of the Property is \_\_\_\_\_. The Property is identified on tax map \_\_\_\_, parcel \_\_\_\_;

WHEREAS, the Property consists of \_\_\_\_ acres of [*agricultural land, woodlands, open fields, etc...*]; a portion of the [*stream or river*]; shoreline on the [*Chesapeake Bay, Deep Creek Lake, etc...*]; relatively natural habitat for [*significant flora or fauna*]; scenic value of significant public benefit [*along road, street, highway, or navigable waterway*];

WHEREAS, in recognition of the Conservation Attributes defined below, Grantors intend hereby to grant a perpetual Conservation Easement over the Property, thereby restricting and limiting the use of the Property as provided in this Conservation Easement for the Conservation Purposes set forth below.

These Recitals are incorporated into this Deed as if set forth below.

ARTICLE I. CONSIDERATION, GRANT AND DURATION OF EASEMENT

A. The Rural Legacy Board has agreed, with the approval of the Maryland Board of Public Works, to pay the sum of \_\_\_\_\_ Dollars (\$\_\_\_\_\_) to Grantors as full monetary consideration for granting this Conservation Easement.

B. In consideration of \_\_\_\_\_ Dollars (\$\_\_\_\_\_), the facts stated in the recitals and the covenants, terms, conditions and restrictions (the "Terms") hereinafter set forth, the receipt and sufficiency of which are hereby acknowledged by the parties, Grantors, for themselves, their personal representatives, successors, and assigns, unconditionally and irrevocably hereby grant and convey unto Grantees, their successors and assigns, forever and in perpetuity a Conservation Easement of the nature and character and to the extent hereinafter set forth, in, on, and over the Property, for the purpose of ensuring the perpetual preservation and conservation of the Property by restricting and limiting the use and development of the Property in perpetuity.

C. This Conservation Easement shall be perpetual. It is an easement in gross and as such it is inheritable and assignable in accordance with Article XII, runs with the land as an incorporeal interest in the Property, and is enforceable with respect to the Property by Grantees and by the State of Maryland, acting by and through the Rural Legacy Board ("RLB") against Grantors and their personal representatives, heirs, successors, assigns and all future owners of the Property. Grantor and Grantee acknowledge and agree that the RLB is a primary party of

interest under this Conservation Easement and an intended third-party beneficiary hereunder. The Parties agree that the State of Maryland, acting by and through the RLB may initiate legal action to enforce the terms of the Conservation Easement acquired with Rural Legacy funds.

ARTICLE II. CONSERVATION ATTRIBUTES AND CONSERVATION PURPOSE

The conservation of the Property will protect the following Conservation Attributes, as further set forth in Exhibit B and which include: certain natural, agricultural, forestry, environmental, scenic, cultural, rural, woodland and wetland characteristics of the Property, and which seek to maintain viable resource-based land use and proper management of tillable and wooded areas of the Property, and, to the extent hereinafter provided, prevent the use or development of the Property for any purpose or in any manner that would conflict with the maintenance of the Property in its open-space condition, for the following Conservation Purposes: (1) the preservation of land areas for outdoor recreation by or the education of the general public; (2) the protection of relatively natural habitat of fish, wildlife or plants, or similar ecosystems; (3) the preservation of open space for the scenic enjoyment of the general public and which yields a significant public benefit, or pursuant to a clearly delineated Federal, State, or local governmental conservation policy and which yields a significant public benefit; and (4) the preservation of historically important land areas or certified historic structures (“Conservation Purpose”). [Note to drafter: remove items 1-4 as applicable].

The intention of the Grantors and Grantees is for this Conservation Easement to preserve and protect in perpetuity the Conservation Attributes of the Property identified above and further described in Exhibit B, and to prevent the use or further development of the Property in any manner that would conflict with these Conservation Purposes. The Conservation Attributes are not likely to be adversely affected to any substantial extent by the continued use of the Property as authorized herein or by the use, maintenance, or construction of those Structures (as defined below) that exist on the Property or are allowed herein.

ARTICLE III. DEFINITIONS

A. “Agriculture” or “Agricultural” means production and/or management of products such as livestock, poultry, crops, trees, shrubs, plants and other vegetation, and aquaculture, but not surface, sub-surface, or spring water. This includes, by way of example and not limitation, the related activities of: tillage, fertilization, application of pesticides, herbicides and other chemicals, harvesting and mowing, irrigation, and the feeding, housing, breeding, raising, boarding, training and maintaining of animals such as horses, ponies, cattle, sheep, goats, hogs, and poultry.

B. “Buffer” means a naturally vegetated area consisting of warm or cool season grasses, shrubs and or trees/forest, or an area established in vegetation of native warm or cool season

Exhibit B: Agreement of Sale between John H. Shockley and Barbara L. Shockley and County Commissioners of Worcester County

grasses, shrubs, and or trees/forest that is maintained to protect the adjacent aquatic resources, shoreline/streambank, and the area of habitat along shoreline/stream from manmade disturbances, sediment, excess nutrients, and potentially harmful substances in stormwater runoff. Buffer does not mean a vegetated area composed of turf grass or lawn. Provisions for the Buffer on the Property are in Article IV.K. of this Conservation Easement.

C. “Building” means any Structure which is designed, built, or occupied as a shelter for persons, animals, or personal property.

*[Option to Drafter: If the grant is a bargain sale and the landowner is being compensated only for a portion of the easement with an intent to seek a charitable contribution tax deduction, then the easement must include defined Building Areas and an Exhibit G showing those areas. However, the landowner may also choose to utilize this "Building Area" option even when it's not a bargain sale if the landowner desires to reserve the right to engage in uses of the Property that require definition of a Building Area.]*

D. “Commercial” means any use or activity conducted by Grantors or a third party for the purpose of generating revenue or other benefit to Grantor, their designees, or such third party from the exchange of goods or services by sale, barter, or trade, as well as any activity generally recognized as commercial by zoning authorities in this State. “Commercial” specifically includes, by way of example and not limitation, any industrial, warehouse, office, and/or marina use or activity.

E. “Conservation Attributes” are those specific features of the Property listed and described further in Exhibit B that are worthy of perpetual protection by this Conservation Easement.

F. “Conservation Purposes” means purposes of this Conservation Easement as set forth in Article II.

G. “Dwelling Unit” means a Building that contains one or more rooms arranged for independent living facilities for at least one person including provisions for (i) sanitation; (ii) cooking; (iii) sleeping; and (iv) other activities routinely associated with habitation; and also means any Building used or occupied as a dwelling, that does not have a foundation or footer, for example a mobile home or a trailer.

H. “Ecosystems Services” are those services allowed pursuant to, and in accordance with, Nat. Res. § 5-9A-05, if such services are approved by DNR, for the protection, management, maintenance, or improvement of (i) climate resilience, (ii) carbon sequestration, (iii) the provision of wildlife habitat, (iv) contribution to forest health, or (v) the protection or

restoration of wetlands.

I. “FIDS” means forest interior dwelling bird species.

J. “FIDS Guidelines” means the FIDS/Forestry Task Force Chesapeake Bay Critical Area Timber Harvest Plan Guidelines published June 2, 1999 by the Maryland Department of Natural Resources, or comparable guidelines, regulations or other requirements which may replace the June 2, 1999 FIDS Guidelines in the future.

K. “Forest Areas” means a biological community dominated by trees and other woody plants covering a land area of one acre or greater, or a land area of one acre or greater which formerly had such a biological community and is not currently developed, cleared for Agricultural use, or otherwise converted. The Property contains approximately \_\_\_\_\_ acres of contiguous Forest Area described as a Conservation Attribute in Exhibit B and as identified on Exhibit E. *[Note to Drafter: remove this definition from Article IV if a Forest Stewardship Plan is not required]*

L. “Forest Stewardship Plan” has the same meaning as that which is contained in Nat. Res. § 5-101(f).

M. “Grantee(s)” means the County Commissioners of Worcester County, Maryland, and any successor or assign.

N. “Grantor(s)” means the current fee simple owner(s) of the Property, their successors, personal representatives, heirs, and assigns, and all future owners of the Property.

O. “Gross Floor Area” means the area of a Building calculated by first multiplying the exterior footprint of the portions of the Structure with multiple stories by the number of stories with windows and then adding the exterior footprint of any portions of the Structure with one story, including, but not limited to, porches and garages but excluding basements, attics, and unenclosed decks.

P. “Lien” means a mortgage, lien, or other encumbrance securing the payment of money.

Q. “Lienholders” means any person who has a Lien on the Property including but not limited to all mortgagees, all beneficiaries and/or trustees of deeds of trust, and other creditors whose debts are secured by the Property.

R. “Means of Access” means gravel or paved driveways, lanes, farm roads, and parking areas meant to carry vehicular traffic to allowed uses and Structures.

S. “Original Grantor(s)” means the Grantors who signed this Conservation Easement on the date set forth above.

T. “Passive Recreation” or “Passive Recreational” as the context may require, means low-impact activities conducted outdoors, including, by way of example and not by way of limitation, nature study, orienteering, hunting, fishing, hiking, kayaking, canoeing, sailing, boating, horseback riding, camping, and cross-country skiing.

U. “Private” means the intensity of activity that could reasonably be expected in proportion to the number of residents that would typically occupy the allowed Dwelling Unit(s) on the Property.

V. “Provisions” means the covenants, terms, conditions, and restrictions in this Conservation Easement.

W. “Rural Legacy Board” means the Rural Legacy Board established in the Department of Natural Resources under Nat. Res. §5-9A-03, to administer the Rural Legacy Program and to provide grants to Sponsors of Rural Legacy Areas to acquire conservation easements in designated Rural Legacy Areas.

X. “Structure” means anything constructed or erected typically with a fixed location on the ground or attached to something typically having a fixed location on the ground.

Y. “Utilities” means non-Commercial utilities to serve allowed uses and Structures on the Property only and includes, but is not limited to, satellite dishes, electric power lines and facilities, sanitary and storm sewers, septic systems, cisterns, wells, water storage and delivery systems, telephone and communication systems, and renewable energy systems, including, but not limited to: solar energy devices; geothermal heating and cooling systems; wind energy devices; systems based on the use of Agricultural byproducts and waste products from the Property to the extent not prohibited by governmental regulations; and other renewable energy systems not otherwise prohibited by law.

Z. “Vegetation” means trees, shrubs, grasses or other plants.

AA. “Wetlands” means portions of the Property defined by Maryland law or federal law as wetlands at the time of the proposed activity.

#### ARTICLE IV. LAND USE AND STRUCTURES

A. General. This Article sets forth certain specific restrictions, prohibitions, and

allowed activities, uses, and Structures on the Property encumbered by this Conservation Easement. All manner of industrial activities and uses are prohibited. In addition to the specifically enumerated Provisions described below, other uses of the Property that are otherwise consistent with the Conservation Purposes of this Conservation Easement are allowed. If Grantors believe or reasonably should believe that an activity not expressly prohibited by this Conservation Easement may have a significant adverse effect on the Conservation Purpose of this Conservation Easement, Grantors shall notify Grantees in writing before undertaking such activity.

B. Reserved Rights Exercised to Minimize Damage. All rights reserved by Grantors and activities not prohibited by this Conservation Easement shall be exercised so as to prevent or to minimize damage to the Conservation Attributes and Conservation Purposes identified herein, and including: water quality, air quality, land/soil stability and productivity, wildlife habitat, forested areas, wetlands, scenic and cultural values, and the natural topographic and open space character of the Property.

C. Agricultural Uses and Activities. Agricultural uses and activities allowed by local, state, and federal law are allowed on the Property on a Commercial and a non-Commercial basis.

*[If CAFO prohibition Option is used, include reference here (see Article IV.T.)]*

*[Optional if the Property is entirely wooded, meaning there is no tilled, pasture, or other active Agricultural use]:* Agricultural and Forestry Uses and Activities. “Forestry” means the science, art, and practice of creating, managing, using, and conserving forests and associated resources, such as timber, in a sustainable manner. Forestry also includes sustainable cultivation, under the natural forest canopy in the Forest Area (as defined below), of non-timber forest products including, by way of example and not limitation, mushroom, ginseng, berries, and nuts.

Forestry uses and activities are permitted on the Property on a Commercial (as defined below) or non-Commercial basis. Forestry uses are subject to the provisions of Article III.L. below.

“Agriculture,” or “Agricultural” as the context requires, means production and/or management of products such as livestock, poultry, crops, plants and other such non-woody vegetation, and aquaculture, but not surface, sub-surface, or spring water. This includes, by way of example and not limitation, the related activities of tillage, fertilization, application of pesticides, herbicides and other chemicals, harvesting and mowing, and the feeding, housing, breeding, raising, boarding, training and maintaining of animals such as horses, ponies, cattle, sheep, goats, hogs, and poultry. Agricultural uses and activities are not permitted on the Property on a Commercial (as defined below)

or non-Commercial basis.

D. Commercial Uses and Activities. Commercial activities and uses that are allowed shall be limited to those appropriate to the size and location of the Property and shall not materially and adversely affect the Conservation Purposes and Conservation Attributes.

The following Commercial uses and activities are allowed:

- i. Commercial activities conducted within Dwelling Units (as defined below) (for example: ongoing activities such as a professional office, at-home child day care, a bed and breakfast); or occasional activities (such as fundraisers) within allowed Structures or outdoors;
- ii. Commercial activities related to Agriculture inside of Structures or Buildings used for Agriculture (for example: farm machine repair shop or seed and mineral shop);
- iii. seasonal or occasional outdoor Commercial activities that are accessory to the Agricultural uses of the Property such as: hay-rides, corn mazes, farm animal petting zoo, pick your own produce, and sale of Agricultural products produced off of the Property but associated with such seasonal or occasional activities, such as the sale of apple cider at one of the above-referenced activities;
- iv. production, processing, and sale, within an allowed Structure, of Agricultural products and derivatives, which are sourced from the Property or another property owned or leased by Grantors;
- v. Commercial services related to equestrian sports: events, shows, horse boarding, the training of horses/ponies and riders, and the provision of recreational or therapeutic riding opportunities; and
- vi. Commercial Passive Recreational uses and activities are allowed on the Property but shall be limited to those appropriate to the size and location of the Property and shall not materially and adversely affect the Conservation Purposes and impact Conservation Attributes. Structures associated with these uses are only allowed pursuant to Article IV.G.v below.
- vii. Leasing the Property or a portion of the Property for Commercial Passive Recreational hunting in accordance with the provisions of Article IV.E. below.

E. Private Passive Recreational Uses and Activities. Private Passive Recreational uses

and activities are allowed on the Property but shall be limited in scale and intensity to those appropriate to the size and location of the Property and shall not materially and adversely affect the Conservation Purposes and impact Conservation Attributes.

F. Prohibition of Commercial Improvements. Buildings, Structures, and any other improvements used for the following activities or uses are prohibited:

- i. Industrial activities and uses;
- ii. Small-animal kennel operations;
- iii. All Commercial uses and activities not expressly allowed by Article IV.D.;
- iv. Athletic leagues, competitions, or tournaments, and golf; or
- v. motor cross; all-terrain vehicle (“ATV”); off-road vehicle (“ORV”); and off highway vehicle (“OHV”) riding.

This paragraph shall not be construed to prevent the Grantors from traversing the property in an ATV, ORV or OHV in a manner consistent with the Provisions of this easement.

G. Structures, Buildings, Dwelling Units, and Means of Access. Structures, Buildings, Dwelling Units, and Means of Access are prohibited on the Property, unless reserved to the Grantors as stated within this section or included among those listed in Exhibit C:

- i. \_\_\_\_\_ (\_\_\_) single-family detached Dwelling Unit(s). The/An allowed Dwelling Unit may be remodeled, renovated, replaced, or maintained without the prior written approval of Grantees. The location or relocation of the/a Primary Dwelling Unit, or the conversion of any previously non-residential Structure to a Primary Dwelling Unit shall be subject to Grantees’ approval as further set forth in Article VI below.
- ii. Zero (0) Dwelling Unit(s) accessory in nature to a Primary Dwelling Unit. Accessory Dwelling Units are defined as, but are not limited to, the following types: detached guest house, detached caretaker residence, detached farm manager’s or employee’s house, detached pool house or detached boat house if either Structure meets the definition of Dwelling Unit herein, an apartment within a barn, or accessory apartment located within a Primary Dwelling Unit described in paragraph (i) above (“Accessory Dwelling Unit”).
- iii. An apartment within a Structure such as a barn, and an accessory apartment located within a Dwelling Unit shall constitute a Dwelling Unit for purposes of calculating the maximum number of Dwelling Units allowed on the

Property pursuant to this Conservation Easement. The total number of all Dwelling Units on the Property shall never exceed one (1), and the location of any new Structure containing a Dwelling Unit shall be subject to Grantees' approval as further set forth in Article VI below.

- iv. Non-residential accessory Structures designed, constructed, and utilized for the purpose of serving the/a Dwelling Unit(s), for example: a detached garage; a well house; a boat house; a pool house; or a swimming pool;
- v. Non-residential Structures related to allowed Commercial or Private Passive Recreational uses and activities such as hunting, boating, or orienteering, including, but not limited to deer stands or waterfowl blinds, or water-dependent Structures such as piers or docks (such water-dependent structures being subject to Grantees' approval as set forth in Article VI), as long as they do not diminish or negatively impact the Conservation Purposes of the Property;
- vi. Non-residential Structures designed, constructed, and utilized in connection with the Agricultural uses of the Property This Provision shall not be construed to permit what is otherwise defined herein as a Dwelling Unit, even if the structure is designed, constructed, or utilized for dwelling or residential purposes associated or in conjunction with the Agricultural uses of the Property.
- vii. Means of Access serving the Structures set forth above in III.E and other allowed uses; provided, however, that any new Means of Access for an allowed Dwelling Unit or an allowed Commercial use is subject to Grantees' approval in accordance with Article VI below; and
- viii. Fencing, fences, and gates, may be constructed, maintained, improved, removed, or replaced to mark boundaries, to secure the Property, or as needed in carrying out activities allowed by this Conservation Easement as long as they do not diminish or negatively impact the Conservation Purposes of the Property.
- ix. The total Impervious Surface on the Property shall never exceed two percent (2%) of the Property or [ ] square feet. "Impervious Surface" means any surface composed of man-made materials that significantly impedes or prevents natural infiltration of water into the soil, such as rooftops, concrete, and asphalt, excluding however, reasonable means of access to the Dwelling Unit(s), so long as such access does not exceed an average of twenty (20) feet

in width.

H. Utilities. Grantor may repair and replace existing Utilities and may install new Utilities that are sized and designed to serve the Property only but may not do so for the purpose of facilitating development, use, or activities on an adjacent or other property. Cellular communication Structures are prohibited. Solar energy devices or Structures may be installed or maintained on an allowed Building, or with the approval of Grantees pursuant to Article VI, on a Structure that is not a Building. To the extent allowed by law, any net excess generation produced by such renewable energy installation(s) may be credited to the Grantors' utility bill or sold to the utility and shall not constitute an impermissible Commercial activity.

I. Grants to Others Across and Upon the Property. No right-of-way for utilities or roadways shall be granted across the Property in conjunction with any industrial, commercial, or residential use or development of an adjacent or other property not protected by this Conservation Easement without the prior written approval of both Grantees, as per Article VI. Other conservation easements and overlay easements may only be granted to any person or government agency in, on, over, or under the Property with the prior written approval of Grantees per Article VI.

J. Subdivision. The division, partition or subdivision ("Division") of the Property, for any purpose, including the lease of any portion less than one hundred percent (100%) of the Property for a term in excess of twenty (20) years, into more than the \_\_\_\_ ( ) parcels of land that currently constitute the Property is prohibited. The Property may not be consolidated into a larger parcel, and the boundary lines of the Property may not be adjusted.

*[Optional: only included in certain circumstances such as when the Property is divided by a public road]* 2. Grantees, may, however, approve the Subdivision of the Property for reasons which Grantees determine, in their sole discretion, are sufficiently extraordinary to justify an exception to the prohibition.

K. Buffer Requirements. *[option: If no waterbody or shoreline exists on the Property then remove the text and insert "Intentionally Omitted" for Article IV.K. This will preserve all the cross references that follow in the document.]* A one-hundred (100) foot *[forested or vegetative]* buffer along each side of the \_\_\_\_\_ River (Creek, etc...) measured from the mean high water line *[Note to Drafter: as appropriate or if a non-tidal waterbody replace "mean high water line" with "top of the bank"]* is required on the Property. *[Note: Forested buffer is preferable in most circumstances] [Optional language when there are no current perennial streams, but there are ditches: "If, in the future, the existing ditches or agricultural ditches on the Property are restored or maintained as non-tidal intermittent or perennial streams, Grantors shall allow the buffer strip along each side of all restored or maintained streams to naturally revegetate or be planted with native species, and once established, shall*

*retain the fully vegetated buffer. A fifty (50) foot buffer strip shall be required along each side of any such future streams.] Grantors shall maintain such Buffer if it currently exists or allow it to naturally revegetate or plant such Buffer with native species. Once established, Grantors shall not disturb such Buffer, except when reasonably required for: (1) erosion control; (2) Passive Recreational uses which require water access and allowed Structures associated with that use, subject to Grantees' approval, per Article VI; (3) access to the water for irrigation of the Property; (4) control of non-native and invasive species by means of mowing or removal of dead, diseased, or infected trees as provided for in Article III.N below; (5) access to portions of the Property which are accessible only by crossing said water body; (6) livestock stream crossings in accordance with an approved Soil and Water Conservation Plan prepared by the Soil Conservation District; (7) enhancement of Wetlands (as defined below), wildlife habitat or water quality; and (8) the existing \_\_\_\_\_ (Note to Drafter: list existing Structure(s) located within the Buffer), as described in Exhibit C. [Optional if the buffer is not entirely forested which does not mean forested buffers should not be the standard, but for those unique instances when the entire buffer is not forested: Seasonal mowing of portions the Buffer that are native warm or cool season grasses not dominated by woody vegetation as a means of maintaining native warm or cool season grasses does not constitute a prohibited disturbance.] Grantors shall not store manure or compost nor use or deposit pesticides, insecticides, herbicides or fertilizers (except for revegetation or planting of native species, or control of invasive or diseased species) within the Buffer.*

L. Wetlands. The diking, draining, filling, dredging or removal of Wetlands is prohibited. The creation, restoration and maintenance of Wetlands and man-made ponds is allowed with all necessary and appropriate local, state, or federal permits. The maintenance of Agricultural drainage ditches is allowed.

M. Soil Conservation and Water Quality Plan. Within one (1) year of the date of this Conservation Easement, Grantors shall have a Soil Conservation and Water Quality Plan (the "Soil and Water Plan") prepared and approved by the local Soil Conservation District that identifies resource concerns related to soil erosion and water quality problems on the Agricultural areas of the Property and shall include a schedule of implementation of best management practices to address the problems identified. The Soil Conservation and Water Quality Plan shall be updated by Grantors and the local Soil Conservation District upon any change in the Property's land use practices or management, or every ten (10) years. Exceptions may be considered by Grantees on a case-by-case basis. Grantors shall provide a copy of the Soil and Water Plan and any revisions to the Soil and Water Plan to Grantees.

N. Forest Management. [*Where contiguous (Drafter - **Please note, contiguity is not considered "broken" by things such as a utility line or a fireline.- Use a reasonableness standard**) Forest Area consists of **less than 25 acres**]: Management and harvesting of all forests on the Property shall be consistent with the *Soil Erosion and Sediment Control Guidelines* for*

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*Forest Harvest Operations in Maryland*, prepared by the Maryland Department of Environment (the “Guidelines”), or comparable provisions of any guidelines or regulations which may replace the Guidelines in the future and as they may be amended from time to time.

**[Where contiguous Forest Area consists of more than 25 acres a Forest Stewardship Plan is required.]** The Grantor shall implement a Forest Stewardship Plan (“the Plan”) in the Forest Areas prepared by a licensed, registered forester and approved by the Maryland Department of Natural Resources, in accordance with the Management Practice Schedule of the Plan, within three (3) years of the date of this Conservation Easement, or prior to any timber harvest, whichever occurs first. Revisions to the Plan, including the schedule of implementation, may be made by Grantors and a licensed, registered forester, as land use practices or management changes, however, Grantors shall be in full compliance with the Plan within six (6) years of the date of this Conservation Easement. Exceptions may be considered by Grantees on a case-by-case basis. Grantors shall provide a copy of the Plan and any revisions to the Plan to Grantees.

At a minimum, the Plan shall include:

- i. an inventory of any physical and natural features of the land (including wetlands, streams, water bodies, roads, trails, public use areas, special plant and wildlife habitats, rare or unique species and communities, and other environmentally sensitive features) including any features identified in this Conservation Easement;
- ii. a vegetation map, a soils map and a topographic map;
- iii. an access plan for the Property, including all areas to be commercially managed;
- iv. erosion control measures, specifically addressing water bodies and wetland areas; and
- v. management strategies for sensitive habitats such as riparian areas (including the need to leave cover over streams and water bodies), endangered or threatened species habitat, steep slopes, and the features identified in the inventory described in (1) above;
- vi. [Optional: strategies to minimize the effects of structures in the Forest Area.]

*[Drafter – Select one of Options (1, 2, or 3) listed below]*

**Option #1**

*In the Forest Areas, there shall be no burning, mowing, cutting, removal, grazing,*

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*livestock access, plowing, tilling or destruction of trees, shrubs, grasses or other vegetation (collectively, "Vegetation") unless: (i) Grantor and said activity are in full compliance with the Plan; (ii) said activity is in compliance with the Soil Erosion and Sediment Control Guidelines for Forest Harvest Operations in Maryland, prepared by the Maryland Department of Environment, as they may be amended from time to time (the "Guidelines"), or comparable provisions of any guidelines, regulations or other requirements which may replace the Guidelines in the future.*

*In no event is conversion of a Forest Area to non-Forest permitted in the Forest Areas.*

*[Optional: Notwithstanding this prohibition [1-2 acres for a permitted residence or other limited clearing as appropriate]*

*Note to drafters: It is recommended that structures or means of access should be avoided in the Forest Areas. Nonetheless, if there are structures or means of access that are currently in the Forest Areas or that may be constructed in the Forest Areas, then the drafter should add another exception for "Trees within \_\_\_\_ feet of the structure or means of access." If structures or means of access are not to be allowed in the Forest Areas or are to be limited in their number or size, then the Easement will need to provide for that by designating a Building Area in Art.IV.*

*Clear-cutting may be permitted in order to regenerate a forest pursuant to the Forest Stewardship Plan.*

**Option #2 (to be used when Rare, Threatened, or Endangered Species are present)**

*In the Forest Areas , there shall be no burning, mowing, cutting, removal, grazing, livestock access, plowing, tilling or destruction of trees, shrubs, grasses or other vegetation except for (1) trees that are non-native, invasive, diseased or insect infected; and (2) trees, in full compliance with a management plan prepared by the Maryland Department of Natural Resources to protect the long term ecological health of the Forest Areas or to protect species listed by Maryland or the federal government as endangered or threatened.*

*In no event is conversion of a Forest Area to non-Forest permitted in the Forest Areas.*

*[Optional: Notwithstanding this prohibition [1-2 acres for a permitted residence or other limited clearing as appropriate]*

*Note to drafters: It is recommended that structures or means of access should be avoided in the Forest Areas. Nonetheless, if there are structures or means of access that are currently in the Forest Areas or that may be constructed in the Forest Areas, then the drafter should add*

another exception for “Trees within \_\_\_\_feet of the structure or means of access.” If structures or means of access are not to be allowed in the Forest Areas or are to be limited in their number or size, then the Easement will need to provide for that by designating a Building Area in Art.IV.

Clear-cutting may be permitted in order to regenerate a forest pursuant to the Forest Stewardship Plan.

**Option #3 (to be used when Forest Interior Dwelling Species are present)**

In the Forest Areas (as defined below), Grantor shall be in compliance with (i) the FIDS/Forestry Task Force Chesapeake Bay Critical Area Timber Harvest Plan Guidelines (the “FIDS Guidelines”) and (ii) a Plan whose objective is establishment and maintenance of a forest ecosystem for species of birds (FIDS) that require relatively large blocks of undisturbed forest land to successfully nest. At a minimum, the Plan shall include:

- i. an inventory of any physical and natural features of the land (including wetlands, streams, water bodies, roads, trails, public use areas, special plant and wildlife habitats, rare or unique species and communities, and other environmentally sensitive features) including any features identified in this Conservation Easement;
- ii. a vegetation map, a soils map and a topographic map;
- iii. an access plan for the Property, including all areas to be commercially managed;
- iv. erosion control measures, specifically addressing water bodies and wetland areas; and
- v. management strategies for sensitive habitats such as riparian areas (including the need to leave cover over streams and water bodies), endangered or threatened species habitat, steep slopes, and the features identified in the inventory described in (1) above;
- vi. [Optional: strategies to minimize the effects of structures in the Forest Areas.]

In the Forest Areas, there shall be no burning, mowing, cutting, removal, grazing, livestock access, plowing, tilling or destruction (collectively, “Destruction”) of trees, shrubs, grasses or other vegetation (collectively, “Vegetation”) unless: (i) Grantor and said activity are in compliance with the Plan and the FIDS Guidelines and (ii) said activity is in compliance with the Soil Erosion and Sediment Control Guidelines for Forest Harvest Operations in Maryland

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*(the “Guidelines”) prepared by the Maryland Department of Environment, as they may be amended from time to time, or comparable provisions of any guidelines, regulations or other requirements which may replace the Guidelines in the future. Notwithstanding the Terms of this Article \_\_\_\_\_, Destruction of Vegetation is prohibited during the April to July breeding season except by approval of Grantees.*

*In no event is conversion of a Forest to non-Forest permitted in the Forest Areas.*

*[Optional: Notwithstanding this prohibition [1-2 acres for a permitted residence or other limited clearing as appropriate]*

*Note to drafters: It is recommended that structures or means of access should be avoided in the Forest Areas. Nonetheless, if there are structures or means of access that are currently in the Forest Areas or that may be constructed in the Forest Areas then the drafter should add the sixth item in italics to the list above. If structures or means of access are not to be allowed in the Woodland Areas or are to be limited in their number or size, then the Easement will need to provide for that by designating a Building Area in Art.IV*

*Clear-cutting may be permitted in order to regenerate a forest pursuant to the Forest Stewardship Plan.*

O. Dumping. Dumping or placing of soil or other substance or material as landfill, or dumping or placing of trash, ashes, garbage, waste, abandoned vehicles, appliances, machinery, hazardous or toxic substances, dredge spoils, industrial and commercial byproducts, effluent and other materials on the Property is prohibited, whether by Grantors or third parties. Soil, rock, other earth materials, vegetative matter, or compost may not be placed except when reasonably required for: (1) Agriculture or other permitted uses on the Property; or (2) the construction and/or maintenance of Structures, Buildings, Dwelling Units, and Means of Access permitted under this Conservation Easement. This Conservation Easement does not permit or require Grantees to become an operator or to control any use of the Property that may result in the treatment, storage, disposal, or release of hazardous materials within the meaning of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended.

P. Excavation; Surface and Sub-surface Extraction. Excavation, dredging, or removal of loam, peat, gravel, soil, rock, sand, surface or sub-surface water or other material substance in a manner as to affect the surface or otherwise alter the topography of the Property is prohibited, whether by Grantors or third parties, except for: (1) the purpose of combating erosion or flooding, (2) Agriculture or other allowed uses on the Property, (3) Wetlands or stream bank restoration, or (4) the construction and/or maintenance of allowed Structures and associated Utilities, Means of Access, man-made ponds and wildlife habitat. Grantors shall not sell,

transfer, lease, or otherwise separate any mineral rights, currently owned or later acquired, from the surface of the Property. Surface and sub-surface mining is prohibited.

Q. Signage. Display of billboards, signs or advertisements is prohibited on or over the Property, except to: (1) state solely the name and/or address of the Property and/or the owners; (2) advertise the sale or lease of the Property; (3) advertise the Agricultural uses of the Property; (4) advertise the goods or services sold or produced in accordance with permitted Commercial uses of the Property; (5) commemorate the history of the Property, its recognition under local, state or federal historical registers, or its protection under this Conservation Easement or federal, state or local environmental or game laws; (6) provide directions to permitted uses and Structures on the Property; and/or (7) address recreation, hunting, fishing, or trespassing (including signs or blazes on trees, the latter of which may be unlimited in number, for the purpose of delineating trails, or Property boundaries to assist in preventing encroachments). No billboard, sign, or advertisement on or over the Property shall exceed sixteen (16) square feet in area. Multiple signs shall be limited to a reasonable number, shall be placed at least five hundred (500) feet apart, and shall be placed in accordance with applicable local regulations, except that signs permitted under exceptions (5) and (7) may be placed the lesser of one hundred (100) feet apart or the distance required by law.

R. Ecosystem Services. Notwithstanding any other Provisions in this Conservation Easement, and pursuant to Section 5.9A.05 of the Natural Resources Article, Grantors may realize an economic return from the protection, management, maintenance, or improvement of Ecosystem Services, as defined in Section 5-9A-05(p)(1), provided by the Property, so long as the Department of Natural Resources determines that those uses affirmatively increase the Conservation Attributes of the Property beyond the requirements of this Conservation Easement, and any credits created in accordance with this paragraph are used only: (1) to mitigate offsite environmental damage in a Priority Funding Area, as defined in Section 5-7B-02 of the State Finance and Procurement Article, or (2) in a manner the Department of Natural Resources determines to be consistent with the applicable local comprehensive plan and State and Local objective for land protection. [*Note to drafter if NAWCA match is used, then add "Further, in no event shall Grantor develop and/or market environmental or ecological goods and services that would be used as mitigation requiring a Federal permit, license or other approval under the Fish and Wildlife Coordination Act (16 U.S.C. § 661-666(e) and/or or the Water Resources Development Act (90 Stat. 2921)."*]

S. Chesapeake Bay Water Quality and Concentrated Animal Feeding Operations (CAFOs). CAFOs are prohibited on the Property. For purposes of this paragraph, a CAFO is defined as any operation that either: (1) meets the regulatory definition of a CAFO (pursuant to State or Federal regulations) or (2) the permitting authority (the Maryland Department of the Environment or the U.S. Environmental Protection Agency) has designated as a CAFO.

T.Authorization. Grantors authorize the Soil Conservation District and any other entities or government agencies to release to Grantees information contained in Grantors Soil Conservation and Water Quality Plan, Forest Stewardship Plan, Forest Management Plan or any other information applicable to the Terms of this Conservation Easement.

ARTICLE V. GRANT OF UNRESERVED PROPERTY RIGHTS

Grantors remain owners of their fee simple interest in the Property and therefore retain the right to sell, devise, transfer, lease, mortgage or otherwise encumber the Property subject to the Provisions of this Conservation Easement. Grantors retain the right to sell, trade, or exchange credits allocated to Agricultural products produced on the Property.

Grantors hereby grant to Grantees all rights, except as specifically reserved herein, that are now or hereafter allocated to, implied, reserved or inherent in the Property, and the parties agree that such rights are terminated and extinguished and may not be used or transferred to any other property adjacent or otherwise, and may not be used for the purpose of calculating permissible lot yield of the Property or any other property. Grantors further agree that the Property shall not be used to provide required open space for the development or subdivision of another property, nor shall it be used in determining any other permissible residential, commercial or agricultural uses of another property.

ARTICLE VI. GRANTEE APPROVAL PROCESS

A. Grantee Approval for Contingent Reserved Rights. As described in this Conservation Easement, Grantors must give written notice to Grantees before taking certain actions on the Property or exercising certain reserved rights. In specific circumstances described herein, Grantees must first give their approval upon their sole determination that such action(s) will not adversely affect the perpetual duration of the Conservation Purposes and Conservation Attributes of the Property. These specific circumstances include, but are not limited to:

- i. location of any new Structure containing a Dwelling Unit, as per Article IV.G.i. and ii.;
- ii. location of any replacement Dwelling Unit if different from the location of the replaced Dwelling Unit, as per Article IV.G.i. and ii.;
- iii. conversion of any previously non-residential Structure to be or include a Dwelling Unit, as per Article IV.G.i. and ii.;

- iv. location, type, size and height of an Agricultural Structure outside of a Building Area, as per Article IV.G.”;
- v. location, configuration, and dimensions of any new or relocated Means of Access, as per Article IV.G.vii.;
- vi. size of a parking area and Means of Access for a small-scale seasonal or occasional outdoor Commercial use or activity accessory to Agriculture, as per Article IV.D.iii.;
- vii. access across the Property for utilities or roadways serving another property, or for any overlay easement, as per Article IV.I;
- viii. Subdivision of the Property, as per Article III.J;
- ix. location and siting of solar facility on a Structure that is not in a Building as per Article IV.H. ;
- x. use of the Property for Ecosystems Services, as per Article IV.R.;
- xi. water dependent Structures, such as piers and docks and boathouses, associated with Passive Recreational water uses, located within the 100-foot Buffer strip, as per Article IV.G.v.

B. Requirements for Grantors’ Request for Approval. Whenever the Provisions of this Conservation Easement require the permission, consent or approval of Grantees, Grantors shall submit to Grantees a written and visual description of the request for which approval is sought, accompanied by such plats, maps, Subdivision plans, drawings, photographs, written specifications, or other materials as Grantees may need to consider the request. Said materials shall be submitted prior to any start of construction and in advance of, or concurrent with, application for permits from federal, state, or local governments. Grantees shall evaluate the submission for completion and may require of Grantors additional information necessary for a complete submission. When Grantees deem the submission complete (“Request”), Grantees shall act on the Request within the timeframe provided for in Article VI.C below.

In evaluating the Request, each Grantee shall consider the specific Provision of this Conservation Easement requiring the approval and said approval shall be granted or denied based on such Grantee’s sole discretion as to whether the Request conforms to the Conservation Attributes listed in Article II and Exhibit B of this Conservation Easement and the Conservation Purpose of this Conservation Easement. Approval is required by both Grantees.

If Grantors, with the support of a state or local government, are seeking approval of

access across the Property for utilities or roadways as referenced in Article IV.I, Grantees shall consider, in addition to the Conservation Attributes listed in Article II and Exhibit B of this Conservation Easement and the Conservation Purpose of this Conservation Easement, the following:

- i. Does the project serve a valid public purpose, promote the public interest, or provide a public benefit;
- ii. Can the project be located in an alternative site without significant expense to a public agency;
- iii. Has the project received the written support of a state or local government;
- iv. Does the project maximize the use of concealment methods, if applicable;
- v. Is the location of the project acceptable to Grantees;
- vi. Will the project provide a private benefit to Grantors;
- vii. Will the party making the Request compensate Grantees for Grantees' actual administrative costs and/or attorneys' fees (including but not limited to outside counsel fees) related to its review of the Request (whether or not such Request is approved), and, if approved, inspection of installation of the project, monitoring for violations and enforcement related to the project;
- viii. Has the party making the Request proffered acceptable mitigation, on or off the Property, to address the adverse impacts of the project and provide a net gain in Conservation Attributes, if feasible (for example, additional plantings, the grant of additional land, or a monetary payment).

If Grantors are seeking location approval for a permitted Dwelling Unit or are seeking approval of a reserved Subdivision right, all Grantors who have a real property interest in the portion of the Property at issue must join in the submission before it will be deemed a Request. If Grantors are seeking location approval for a permitted Dwelling Unit and the requested Dwelling Unit is to be situated on a newly Subdivided lot, Grantors shall submit a Request for such Subdivision at the same time.

C. Grantees shall each provide to Grantors a written decision regarding the Request within ninety (90) days after receipt of the Request, unless the time for consideration is extended by mutual agreement of the parties. If any Grantee does not respond to the request within ninety days of submission, such non-response shall be deemed a constructive denial by such Grantee. A constructive denial is not a decision by Grantees on the merits of Grantors' request, it is not final

or binding on Grantees, and Grantors may resubmit the same or a similar request for approval.

D. If an expert within the Maryland Department of Natural Resources advises Grantees of an occurrence of a rare, threatened, or endangered species that was not previously recognized on the Property, and that the habitat, survivability, or fitness for such species could be enhanced by a practice or activity which would otherwise result in a violation of a Provision of this Conservation Easement, Grantees, in their sole discretion, may approve of such a practice or activity.

#### ARTICLE VII.

#### GRANTEES' AND RLB'S RIGHTS AND DUTIES REGARDING STEWARDSHIP AND ENFORCEMENT OF THE CONSERVATION EASEMENT

A. Right of Inspection of Property. Grantees, and/or the RLB, their employees and agents, shall have the right to enter the Property at reasonable times for the purpose of inspecting and surveying the Property to determine whether Grantors are complying with the Provisions of this Conservation Easement. Grantees and/or the RLB shall provide prior notice to Grantors at their last known address, unless they determine that immediate entry is required to prevent, terminate, or mitigate a suspected or actual violation of this Conservation Easement which poses a serious or potentially permanent threat to Conservation Attributes, in which latter case prior reasonable notice is not required.

Grantors specifically grant permission to the Grantees, and/or the RLB, to photograph and video-record the Property, Structures, and activities being conducted upon the Property. During such inspection, Grantees and/or the RLB may inspect the interior of Buildings and Structures for the purpose of determining compliance with this Conservation Easement. If a dispute arises between Grantees, and/or the RLB, and Grantors as to whether a Building or Structure is a Dwelling Unit which would not otherwise be allowed by this Conservation Easement, such Building or Structure shall be deemed to contain a Dwelling Unit unless proven otherwise by the Grantors at Grantors' sole expense. Grantees and/or the RLB may also monitor the Property at any time and without notice using aerial imagery obtained in compliance with local, state and federal law.

B. Remedies for Grantees or RLB Upon Violation of Conservation Easement. Upon any violation, or upon notice of imminent violation, of this Conservation Easement, and after notice to Grantors and allowance of time to cure at Grantor's expense, Grantees or the RLB may seek any legal or equitable remedy, together with all associated costs and fees, including, but not limited to:

- i. a lawsuit to seek injunctive relief to specifically enforce the Provisions of this Conservation Easement, to restrain present or future violations, and to compel

restoration of natural resources and Conservation Attributes destroyed or altered as a result of the violation;

- ii. an order that the Property and any natural resources and Conservation Attributes destroyed or altered because of the violation be restored promptly to the condition required by this Conservation Easement at the expense of the Grantors;
- iii. a money judgment together with interest as allowed by applicable law upon a judicial determination that a violation of the Provisions of this Conservation Easement has caused irreparable harm to the Conservation Attributes and/or Purposes.

C. Imminent Harm. No notice or cure period is required if circumstances require prompt action to prevent or mitigate irreparable harm or alteration to a Conservation Attribute or other feature of the Property described and subject to the perpetual protection of this Conservation Easement.

D. Grantees' or RLB's Remedies Are Cumulative. Grantees' remedies shall be cumulative and shall be in addition to any other rights and remedies available to Grantees or the RLB, at law or equity. If a Grantee, and/or the RLB, is the prevailing party in any action against Grantors to enforce or defend this Conservation Easement, Grantors shall reimburse Grantees, and/or the RLB, for any costs or expenses incurred to enforce, enjoin, defend, or cure a breach of the Conservation Easement, including court costs, mediation costs, litigation expenses, including but not limited to survey, appraisal, and expert costs and reasonable attorneys' fees. If Grantors ultimately prevail in a judicial enforcement action and receive a court order that there has been no easement violation, each party shall bear its own costs and expenses and neither party shall seek court orders to pay their own costs or expenses.

E. No Waiver or Estoppel. No failure or delay on the part of Grantees or the RLB to enforce any Provision of this Conservation Easement shall discharge or invalidate such Provision or any other Provision or affect the right of Grantees or the RLB to enforce the same in the event of a subsequent breach or default. The failure or delay of the Grantees or the RLB, for any reason whatsoever, to take any action required or contemplated hereunder or to discover a violation or initiate an action to enforce this Conservation Easement or any other action shall not constitute a waiver, laches, or estoppel.

F. Independent Enforcement Authority. Each Grantee, and/or the RLB, has independent authority to enforce the Provisions of this Conservation Easement. If the Grantees or the RLB do not agree as to whether the Grantors are complying with the Provisions, then Grantee or the RLB may proceed with enforcement actions without the consent of any other Grantee.

G. Right to Interpret the Conservation Easement. The grant of this Conservation Easement to Grantees vests in Grantees or the RLB the right to interpret the Provisions of this Conservation Easement, and at the request of the Grantors, to provide Grantors with an explanation of the application of the Provisions to then-existing or proposed activities on the Property.

ARTICLE VIII. PUBLIC ACCESS

*[Note to Drafter - select option 1 or option 2, depending on whether public access is to be provided ...]*

*[Option 1] Although this Conservation Easement will benefit the public in the ways recited above, the granting of this Conservation Easement does not convey to the public the right to enter the Property for any purpose whatsoever.*

*[Or]*

*[Option 2] Grantor shall provide public access for passive recreation [fill in description of public access].*

*With the approval of Grantees, the Grantor shall have the right, to make rules and regulations for different types of public uses, and to control or limit any such public access, by posting or other means, to assure compliance with the purposes and limitations of this instrument and in order to prevent unreasonable interference with Grantor’s reserved rights hereunder and other lawful uses of the Property. Grantor claims all the rights and immunities against liability for injury to the public to the fullest extent of the law under Maryland Annotated. Code, Natural Resources, Section 5-1101, et seq. (2023 Repl. Vol.).*

ARTICLE IX. BASELINE DOCUMENTATION REPORT

By their signatures to this Conservation Easement, the parties acknowledge that the Baseline Documentation Report attached to this Conservation Easement consisting of Exhibits A – F[G], adequately, accurately, and clearly describes and depicts: (1) the Property; (2) the Conservation Purposes and Conservation Attributes of the Property; and (3) the public benefits gained from the restrictions placed on the Property. This Baseline Documentation Report establishes the conditions of the Property encumbered by this Conservation Easement as of the effective date of this Conservation Easement. Grantors acknowledge the Baseline Documentation Report will be used by Grantees to monitor and enforce the Conservation Easement and to ensure that any changes to the Property or use of the Property are consistent with the Provisions of this Conservation Easement. Grantors acknowledge the Baseline Documentation Report will be recorded in the Land Records of the County in which the

Exhibit B: Agreement of Sale between John H. Shockley and Barbara L. Shockley and County Commissioners of Worcester County

Property is located and that it will thereby become part of the public record. The use of the Baseline Documentation Report does not preclude Grantees from using other evidence to establish existing conditions of the Property in the event of a dispute. All the following Exhibits are incorporated into and made a part of this Deed of Conservation Easement:

- A. Exhibit A: Boundary Description and Property Reference is attached hereto and made a part hereof. Exhibit A consists of \_\_\_\_ (\_\_\_\_) pages.
- B. Exhibit B: Conservation Purposes and Attributes is attached hereto and made a part hereof. Exhibit B consists of \_\_\_\_ (\_\_\_\_) pages.
- C. Exhibit C: Inventory of Existing Structures is attached hereto and made a part hereof. Exhibit C consists of \_\_\_\_ (\_\_\_\_) pages.
- D. Exhibit D: Color Digital Images of the Property are attached hereto and made a part hereof. Exhibit D consists of a list of the image numbers, vantage points, and image descriptions consisting of \_\_\_\_ (\_\_\_\_) pages, a photo point map, and \_\_\_\_ (\_\_\_\_) color digital images.
- E. Exhibit E: Aerial Photograph of the Property are attached hereto and made a part hereof. Exhibit E consists of two (2) pages. Exhibit E consists of one (1) page.
- F. Exhibit F: Tax Map Showing Approximate Location of Property is attached hereto. This is to be used only by Grantees as an aid for locating the Property. It is not a plat or legal description of the Property. Exhibit F consists of one (1) page.
- G. *[Optional Exhibit G: Building Areas or other special exhibits, as negotiated, is attached hereto and made a part hereof. Exhibit G consists of \_\_\_\_ (\_\_\_\_) pages.]*

A complete, color scanned copy of this Baseline Documentation Report as recorded in the land records, as well as the original digital image files of Exhibit D are kept on file at the principal office of the Department and as required by law, at the Maryland State Archives.

#### ARTICLE X. DUTIES AND WARRANTIES OF GRANTORS

A. Continuing Duties of Grantors. For purposes of this Conservation Easement, “Grantors” shall mean only, at any given time, the then current fee simple owner(s) of the Property and shall not include the Original Grantors or other successor owners preceding the current fee simple owner(s) of the Property, except that if any such preceding owners have

violated any term of this Conservation Easement, they shall continue to be liable therefor. Grantors agree that they will protect the Conservation Purposes and Conservation Attributes of the Property and that they will notify Grantees in writing, and obtain Grantees approval, before undertaking an activity on the Property not expressly prohibited by this Conservation Easement that Grantors believe or reasonably should believe may have a significant, adverse effect on the Conservation Purposes or Conservation Attributes. As to violations arising from the acts or omissions of third parties, the Grantors agree that they have a duty and responsibility to take all reasonable actions to prevent or halt third parties from violating this Conservation Easement. Grantors agree they have a duty and responsibility to restore the Property to a condition in compliance with this Conservation Easement. Grantees or the RLB shall have a right to enforce this Conservation Easement directly against the Grantors if Grantors fail to cooperate in all reasonable respects to halt, abate, or remediate a violation resulting from such acts or omissions or fails to promptly report a known or suspected violation to the Grantees.

B. Change of Ownership. Grantors shall provide written notice to Grantees of the names and addresses of any natural person or entity to whom the Property, or any part thereof, is sold or conveyed as required by Maryland Code Ann., Real Property §10-705(f). Grantors, their personal representatives, heirs, successors and assigns further agree to make specific reference to this Deed of Conservation Easement in a separate paragraph of any subsequent deed or other legal instrument by which any interest in the Property is conveyed.

C. Subordination. Grantors warrant to Grantees that the Property, is, as of the effective date of this Deed of Conservation Easement, free and clear of Liens, or if it is not, that Grantors have obtained the legally binding subordination of the Liens affecting the Property as of the effective date of this Conservation Easement. Grantors have provided, or shall provide, a copy of this Conservation Easement to all Lienholders already affecting the Property or which will affect the Property prior to the recording of this Conservation Easement and shall also provide notice to Grantees of all such Liens. Each of the Lienholders has subordinated, or shall subordinate prior to recordation of this Conservation Easement, its Lien to this Conservation Easement either by signing a subordination instrument contained at the end of this Conservation Easement which shall become a part of this Conservation Easement and recorded with it, or by recording a separate subordination agreement pertaining to any such Lien.

D. Real Property Taxes. Except to the extent provided for by federal, state or local law, nothing in this Conservation Easement shall relieve Grantors of the obligation to pay taxes in connection with the ownership or transfer of the Property.

E. Warranties. The Original Grantors who signed this Conservation Easement on the date set forth above are the sole owner(s) of the Property in fee simple and have the right and ability to convey this Conservation Easement to Grantees. The Original Grantors warrant that the Property is free and clear of all rights, restrictions, and encumbrances other than those

subordinated to this Conservation Easement or otherwise specifically agreed to in writing by the Grantees. The Original Grantors warrant that they have no actual knowledge of any use or release of hazardous waste or toxic substances on the Property that is in violation of a federal, state, or local environmental law and will defend, indemnify, and hold Grantees harmless against any claims of contamination from such substances. The Original Grantors warrant that Exhibit C is an exhaustive list of all Structures on the Property.

F. Economic Hardship. Grantors are aware and acknowledge that the activities and uses allowed on the Property once encumbered by this Conservation Easement may be less profitable than prohibited activities and uses. This circumstance shall not be grounds for judicial extinguishment of this Conservation Easement.

#### ARTICLE XI. JUDICIAL EXTINGUISHMENT, CONDEMNATION, PROCEEDS

A. Grantees' Easement Percentage Interest. Grantors and Grantees agree that the grant of this Conservation Easement and the restrictions contained herein gives rise to a property right immediately vested in Grantees that has a fair market value at least equal to the proportionate value that the perpetual conservation restriction on the effective date of this grant bears to the value of the Property as a whole. The Grantees' easement percentage interest remains constant.

B. *[Note to drafters - To be used in full purchase transactions]* Condemnation. By acceptance of this Conservation Easement by Grantees and the Maryland Board of Public Works, the purposes of the Property as restricted for Agricultural, natural and cultural resource preservation are hereby considered to be the highest public use of the Property. Whenever all or part of the Property is taken in the exercise of eminent domain, so as to abrogate, in whole or in part, the restrictions imposed by this Conservation Easement, or this Conservation Easement is extinguished, in whole or in part, by other judicial proceeding, Grantors and Grantees shall be entitled to proceeds payable in connection with the condemnation or other judicial proceedings in an amount equal to the greater of: (i) the percentage arrived by taking the proportionate fair market value of the Conservation Easement as it bears on the value of the Property as a whole at the date of this instrument, or (ii) the proportion that the value of this Conservation Easement at the time of extinguishment bears to the then fair market value of the Property as a whole. *[Note to drafters – If only Rural Legacy Funds were used to purchase this easement, then insert the following: “In the event Grantees did not contribute funds to the purchase of this Conservation Easement, then the Rural Legacy Board shall be entitled to the aforementioned proceeds.”]* *[Note to drafters – In the event that non Rural Legacy funds were used to purchase the easement, Grantees should receive proceeds representing their relative contributions, so add language similar to the following example: “Grantees shall then divide the proceeds as follows: The Rural Legacy Board shall receive \_\_\_\_\_ percent ( %) of the proceeds and \_\_\_\_\_ County shall receive \_\_\_\_\_ percent ( %) of the proceeds.”]* Any costs of a judicial proceeding allocated by a

court to Grantors and Grantees shall be allocated in the same manner as the proceeds are allocated.

*[Note to drafters - To be used in donated or bargain sale transactions]* Condemnation. By acceptance of this Conservation Easement by Grantees and the Maryland Board of Public Works, the purposes of the Property as restricted for Agricultural, natural and cultural resource preservation are hereby considered to be the highest public use of the Property. Whenever all or part of the Property is taken in the exercise of eminent domain, so as to abrogate, in whole or in part, the restrictions imposed by this Conservation Easement, or this Conservation Easement is extinguished, in whole or in part, by other judicial proceeding, Grantors and Grantees shall be entitled to proceeds payable in connection with the condemnation or other judicial proceedings in an amount equal to the greater of: (i) the percentage required pursuant to Treasury Regulation Section 1.170A – 14 (g) (6), or (ii) the proportion that the value of this Conservation Easement at the time of extinguishment bears to the then value of the Property as a whole In the event Grantees did not contribute funds to the purchase of this Conservation Easement, then the Rural Legacy Board shall be entitled to the aforementioned proceeds. Any costs of a judicial proceeding allocated by a court to Grantors and Grantees shall be allocated in the same manner as the proceeds are allocated.

C. *[Note to drafters - To be used if REPI funds are used]* By acceptance of this Conservation Easement by Grantees and the Maryland Board of Public Works, the purposes of the Property as restricted for Agricultural, natural and cultural resource preservation are hereby considered to be the highest public use of the Property. Whenever all or part of the Property is taken in the exercise of eminent domain, so as to abrogate, in whole or in part, the restrictions imposed by this Conservation Easement, or this Conservation Easement is extinguished, in whole or in part, by other judicial proceeding, Grantors and Grantees shall be entitled to proceeds payable in connection with the condemnation or other judicial proceedings in an amount equal to the current fair market value of their relative real estate interests. Grantees shall then divide the Grantees’ portion of the proceeds as follows: The Rural Legacy Board shall receive \_\_\_\_\_ percent ( \_\_\_\_\_ %) of the proceeds, and the Navy shall receive \_\_\_\_\_ percent ( \_\_\_\_\_ %) of the proceeds. Any costs of a judicial proceeding allocated by a court to Grantors and Grantees shall be allocated in the same manner as the proceeds are allocated.

ARTICLE XII. MISCELLANEOUS

A. Assignment. Each Grantee may assign, upon prior written notice to Grantors, its rights under this Conservation Easement to any "qualified organization" within the meaning of I.R.C. § 170(h)(3) or the comparable provision in any subsequent revision of the IRC and only with assurances that the Conservation Purpose will be maintained. Any such successor shall be a "qualified organization" within the meaning of I.R.C. § 170(h)(3) or the comparable provision in

any subsequent revision of the IRC. No assignment may be made by any Grantee of its rights under this Conservation Easement unless Grantee, as a condition of such assignment, requires the assignee to carry out the Conservation Purpose. A land trust may not hold exclusive title to real property interests acquired under the Rural Legacy Program, pursuant to Md. Code Ann., Nat. Res. §.5-9A-01, *et seq.*

B. Amendment. Grantees, and/or the RLB, have no obligation under this Conservation Easement, or otherwise, to (1) agree to any amendment; or (2) negotiate regarding any amendment. Grantees may, however, in their sole discretion agree to amend this Conservation Easement; provided, that:

- i. The amendment must be approved in writing by the Rural Legacy Board, and such approval shall accompany or be recorded with the amendment; and
- ii. The amendment is subject to and dependent upon approval of the Maryland Board of Public Works; and
- iii. No amendment shall be made that would: (i) affect the perpetual duration of this Conservation Easement or the perpetual protection of its Conservation Purposes; (ii) create an impermissible private inurement or private benefit in violation of federal tax law (which terms shall have the same meanings ascribed to them in I.R.C. § 501(c)(3) and associated Treasury Regulations.); (iii) allow development, improvements, or uses prohibited by this Conservation Easement on its effective date unless, in Grantees' sole discretion, such development, improvement, or use, either on its own or in conjunction with other measures required by Grantees, is determined to enhance and have no adverse effect on the Conservation Attributes, is consistent with the Conservation Purposes of this Easement, complies with I.R.C. § 170(h) and any regulations promulgated pursuant to such section, and complies with all applicable federal, state and local laws; (iv) conflict with or be contrary to or inconsistent with the Conservation Purposes of this Conservation Easement; (v) reduce the protection of the Conservation Purposes; or (vi) affect the status of a Grantee as a "qualified organization" or "eligible donee;" and
- iv. Grantees shall not consent to any amendment of this Conservation Easement unless Grantors submit a written request for amendment pursuant to Grantees' existing amendment policy and such amendment otherwise qualifies under Grantees' policy, then in effect, respecting conservation easement amendments; and

- v. The amendment must be recorded among the Land Records in the county or counties where this Conservation Easement is recorded.

Grantors and Grantees may agree to an amendment in lieu of engaging in full condemnation proceedings provided that Grantees determine that the exercise of condemnation would be lawful, the best interest of all parties would be better served by negotiating a settlement with the condemning authority, and the Grantees receive and use compensation as set forth in Art. X. above. In such event, an amendment shall only be required to satisfy Art. XII.B(ii) and (v).

C. Compliance with Other Laws. The Provisions of this Conservation Easement do not replace, abrogate, or otherwise set aside any local, state or federal laws, requirements or restrictions imposing limitations on the use of the Property. The Grantors agree and acknowledge that the Provisions of this Conservation Easement may impose greater restrictions upon the Property than local, state, or federal law.

In the event that any applicable state or federal law imposes affirmative obligations on owners of land which if complied with by Grantors would be a violation of a Provision of this Conservation Easement, Grantors shall: (i) if said law requires a specific act without any discretion on the part of Grantor, comply with said law and give Grantees written notice of Grantors' compliance as soon as reasonably possible, but in no event more than thirty (30) days from the time Grantors begins to comply; or (ii) if said law leaves to Grantors' discretion how to comply with said law, use the method most protective of the Conservation Attributes of the Property listed herein and in Exhibit B and give Grantees written notice of Grantors' compliance as soon as reasonably possible, but in no event more than thirty (30) days from the time Grantors begin to comply.

D. Construction. This Conservation Easement shall be construed to promote the purposes of the statutes creating and governing the Rural Legacy Program, the purposes of Md. Code Ann, Real Property § 2-118, and the Conservation Purpose, including such purposes as are defined in I.R.C. § 170(h)(4)(A). This Conservation Easement shall be interpreted under the laws of the State of Maryland, resolving any ambiguities and questions of the validity of specific provisions in a manner consistent with the Conservation Purpose.

E. Entire Agreement and Severability. This instrument sets forth the entire agreement of the parties with respect to the Conservation Easement and supersedes all prior discussions, negotiations, understandings, or agreements relating to this Conservation Easement. If any Provision is found to be invalid, the remainder of the Provisions of this Conservation Easement, and the application of such Provision to persons or circumstances other than those as to which it is found to be invalid, shall not be affected thereby.

F. No Extinguishment Through Merger. Grantors and Grantees agree that if the

Grantees, or their successors or assigns, come to own all or a portion of the fee interest in the Property, then the Grantees shall have the benefit of and be bound by the terms of the Conservation Easement and the obligations of the Grantors, and that this Conservation Easement shall survive and not be extinguished in whole or in part through the doctrine of merger or unity of title for the purpose of protecting the public interest in the enforcement and perpetual duration of this Conservation Easement. Should Grantees come to own all or any portion of the underlying fee interest in the Property while they hold this Conservation Easement, this Conservation Easement shall remain effective, and Grantees shall be bound by its terms.

G. Joint and Several. If Grantors at any time own the Property in joint tenancy, tenancy by the entireties or tenancy in common, all such tenants shall be jointly and severally liable for all obligations set forth in this Conservation Easement.

H. Recordation and Effective Date. Grantees shall record this instrument in a timely fashion among the Land Records of \_\_\_\_\_ County, Maryland, and may subsequently file a Notice in the land records pursuant to Md. Code Ann., Real Property §3-102.1, as may be amended from time to time. Grantor and Grantee intend that the restrictions arising hereunder take effect on the day and year this Deed of Conservation Easement is recorded.

I. Notice. Any notices by Grantors to Grantees pursuant to any Provision hereof shall be sent by regular mail addressed to:

Maryland Department of Natural Resources  
Land Acquisition and Planning Unit  
580 Taylor Avenue, E-4  
Annapolis, Maryland 21401

Or shall be emailed, which shall include a confirmation by the recipient that the email was received, to the Rural Legacy Program:

[insert DNR email address]

and to

*XYZ Land Trust, Inc.*  
*123 Fake Street*  
*Anytown, Maryland 21658*

Or shall be emailed, which shall include a confirmation by the recipient that the email was received, to:

xxxxxx@xxxx.org

or to such other addresses as Grantees may establish in writing on notification to Grantors, or to such other address as Grantors know to be the actual location(s) of Grantees.

Notice to Grantors shall be satisfied by regular mail to the address of the Grantors, or the Property, or by electronic mail to the Grantors.

J. Counterpart Signatures. The parties may execute this Conservation Easement in two or more counterparts, by any means authorized by state law, which shall, in the aggregate, be signed by all parties; each counterpart shall be deemed an original instrument as against any party who has signed it. In the event of any disparity between the counterparts produced, the recorded counterpart shall be controlling. Signatures, including notary signatures, provided by electronic means including, by way of example and not of limitation, facsimile, Adobe, PDF, and sent by electronic mail, or via an electronic signature program, shall be deemed to be original signatures as long as they are affixed in compliance with state law.

K. Captions. The captions in this Conservation Easement have been inserted solely for convenience of reference and are not a part of this instrument. Accordingly, the captions shall have no effect upon the construction or interpretation of the Provisions of this Conservation Easement.

*[Option if there is a District Agreement recorded and not terminated of record.]:*

L. District Agreement. *In the event of a conflict between this Conservation Easement and any District Agreement with the Maryland Agricultural Land Preservation Foundation or a County, the Terms of this Conservation Easement shall prevail.*

TO HAVE AND TO HOLD unto  
[County] \_\_\_\_\_, their successors and assigns, forever. The covenants agreed to and the terms, conditions, and restrictions imposed as aforesaid shall be binding upon Grantors, their survivors, agents, personal representatives, heirs, assigns and all other successors to them in interest, and shall continue as a servitude running in perpetuity with the Property.

AND Grantors covenant that they have not done or suffered to be done any act, matter or thing whatsoever, to encumber the interest in the Property hereby conveyed; that they will

# ITEM 8

Exhibit B: Agreement of Sale between John H. Shockley and Barbara L. Shockley and County Commissioners of Worcester County

warrant specially the Property granted and that they will execute such further assurances of the same as may be requisite.

**[SIGNATURES ON THE FOLLOWING PAGES]**

Exhibit B: Agreement of Sale between John H. Shockley and Barbara L. Shockley and County Commissioners of Worcester County

IN WITNESS WHEREOF, Grantors and Grantees have hereunto set their hands and seals the day and year above written.

GRANTOR:

\_\_\_\_\_(SEAL)  
NAME

STATE OF MARYLAND, \_\_\_\_\_ of \_\_\_\_\_, TO WIT:

I HEREBY CERTIFY, that on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, before me the subscriber, a Notary Public of the State aforesaid, personally appeared \_\_\_\_\_, known to me (or satisfactorily proven) to be a Grantor of the foregoing Deed of Conservation Easement and acknowledged that he/she/it executed the same for the purposes therein contained and in my presence signed and sealed the same.

WITNESS my hand and Notarial Seal.

\_\_\_\_\_  
Notary Public  
My Commission Expires: \_\_\_\_\_

**SIGNATURES CONTINUE ON THE FOLLOWING PAGES**

Exhibit B: Agreement of Sale between John H. Shockley and Barbara L. Shockley and County Commissioners of Worcester County

ACCEPTED BY GRANTEES:

*[INSERT COUNTY or LAND TRUST  
SIGNATURE]*

\_\_\_\_\_(SEAL)  
*[NAME]*  
*[TITLE]*

**SIGNATURES CONTINUE ON THE FOLLOWING PAGES**

DEPARTMENT OF NATURAL RESOURCES

\_\_\_\_\_(SEAL)  
[NAME]  
[TITLE]

OAG or COUNTY ATTY:

I hereby certify this deed was prepared by or under the supervision of \_\_\_\_\_, an attorney admitted to practice by the Supreme Court of Maryland.

\_\_\_\_\_  
[print name]

Undersigned attorney for the Department of Natural Resources has reviewed this Deed of Conservation Easement as to form and legal sufficiency pursuant to the laws of the State of Maryland, and has approved this instrument for signature by the Department of Natural Resources this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
[print name]  
Assistant Attorney General

The Maryland Board of Public Works approved the acceptance of this Deed of Conservation Easement by the Department of Natural Resources on \_\_\_\_\_. Agenda Item Number: \_\_\_\_ of the Department of Natural Resource – Real Property Supplement.

Exhibit B: Agreement of Sale between John H. Shockley and Barbara L. Shockley and County Commissioners of Worcester County

Deed of Conservation Easement  
\_\_\_\_\_, Grantors  
\_\_\_\_\_ and \_\_\_\_\_, Grantees

**BASELINE DOCUMENTATION REPORT**  
**[MONTH] [DAY], 20\_\_**

A color scanned copy of this Baseline Documentation Report is kept on file at the principal office of the Sponsor.

- EXHIBIT A            Boundary Description and Property Reference
- EXHIBIT B            Conservation Purposes and Attributes
- EXHIBIT C            Inventory of Existing Structures
- EXHIBIT D            Color Digital Images of the Property and Photo Point Map
- EXHIBIT E            Aerial Photograph and Topographic Map of the Property
- EXHIBIT F            Tax Map Showing Approximate Location of Property

*[OPTIONAL EXHIBIT G            Building Areas]*

This Baseline Documentation Report was prepared by \_\_\_\_\_, a \_\_\_\_\_ at [insert] (“Preparer”). The Preparer has been employed at the [insert] for \_\_\_\_\_ years and has been trained to document property specific information necessary to develop this Baseline Documentation Report. *[insert qualifications]*

\_\_\_\_\_  
Signature of Preparer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Grantors

\_\_\_\_\_  
Date

Exhibit B: Agreement of Sale between John H. Shockley and Barbara L. Shockley and County Commissioners of Worcester County

Exhibit A  
Deed of Conservation Easement  
*[John C. Smith and Jane F. Smith]*  
Boundary Description and Property Reference  
Page One of \_\_\_\_\_

*All that piece or parcels of land, being shown on a plat titled “\_\_\_\_\_” prepared by \_\_\_\_\_, dated \_\_\_\_\_, and recorded in the Land Records of \_\_\_\_\_ County in Plat Book\_\_\_\_, page\_\_\_\_; [and if there’s a narrative metes and bounds description, then: said piece or parcel of land being more particularly described as follows:]*

*[Insert survey plat if there is one, or narrative metes and bounds description, or both if available]*

Exhibit B  
Deed of Conservation Easement  
*[John C. Smith and Jane F. Smith]*  
Conservation Purposes and Attributes  
Page One of \_\_\_\_\_

*This Exhibit describes in detail the Conservation Attributes of the Property that are protected pursuant to the Conservation Purposes of this Conservation Easement.*

General Physical Description of the Property

*[insert details according to the property, as appropriate include dominant species in the forest, age and type of forest, wetland type, areas of previous disturbance, etc..]*

Conservation Attributes Listed According to the Conservation Purposes

*[insert detailed information and remove according to the property; include how the conservation easement will protect said attributes and include, as appropriate, the dates of Grantees’ Board approvals.]*

A. Preservation of Open Space

- i. Scenic Enjoyment of the General Public and Will Yield a Significant Public Benefit
- ii. Pursuant to a Clearly Delineated Federal, State, or Local Government Conservation Policy and Will Yield a Significant Public Benefit

B. Protection of a Relatively Natural Habitat of Fish, Wildlife, Plants, or similar Ecosystems

C. Preservation of an Historically Important Land Area or a Certified Historical Structure

D. Preservation of Land Areas for Outdoor Recreation by, or education of, the general public (substantial and regular use)

E. Adjacent to Other Protected Lands

Exhibit C  
Deed of Conservation Easement  
*[John C. Smith and Jane F. Smith]*  
Inventory of Existing Structures  
Page One of One

- A. Dwelling Unit (\_\_\_\_\_ in size; depicted in Image \_\_\_\_ of Exhibit D)  
Allowed by Article IV.G(i)
- B. Non- residential Structure (depicted in Image \_\_\_\_\_ of Exhibit D)  
Allowed by Article IV.G(iv)
- C. Non- residential Structure (depicted in Image \_\_\_\_\_ of Exhibit D)  
Allowed by Article IV.G(v)
- D. Agricultural Structure (depicted in Image \_\_\_\_\_ of Exhibit D)  
Allowed by Article IV.G(vi)

*[Note: Exhibit D should include a photo of all existing Structures listed in Exhibit C].*



Exhibit B: Agreement of Sale between John H. Shockley and Barbara L. Shockley and County Commissioners of Worcester County

**EXHIBIT E**

Deed of Conservation Easement  
*[John C. Smith and Jane F. Smith]*  
Aerial Photograph of Property  
Page One of One

The color Aerial image of the Property is also kept on file at the office of the Maryland Department of Natural Resources Rural Legacy Program and is fully and completely incorporated into this Conservation Easement as though attached hereto and made a part hereof.

*Insert the color Aerial image here*

Exhibit B: Agreement of Sale between John H. Shockley and Barbara L. Shockley and County Commissioners of Worcester County

**EXHIBIT F**

Deed of Conservation Easement

*[John C. Smith and Jane F. Smith]*

Tax Map Showing Approximate Location of Property

Page One of One

This is to be used only by Grantees as an aid for locating the Property. It is not a plat or legal description of the Property.

*Insert the tax map image here*



## Executive Summary

Appraisal Of	Shockley Property "Parcel 49"
Effective Date of Value	March 9, 2025
Date of Inspection	March 9, 2025
Report Type:	Appraisal Report
Owner(s) of Record	John H. Shockley and Barbara L. Shockley
Intended User	The client and intended user is Worcester County and it's contractors and its agents.
Intended Use	The intended use is to provide an opinion of market value of the larger parcel for the placement of a Rural Legacy Conservation Easement on the larger parcel in accordance with the "Before and After Rule."
Property Location	Tax Map 55, Grid 20, Parcel 49 5683 Nassawango Road Snow Hill, Maryland 21863
Tax Identification	24-02-005336
Total Land Area	78.11 +/- Acres
Property Rights Appraised	Fee Simple
Improvements	Irrigation System and Grain Tanks
Highest and Best Use Larger Parcel	Agriculture and passive outdoor recreation and future residential development of five development rights
Highest and Best Use As Encumbered	Agriculture and passive outdoor recreation, future development of one remaining development right
Value	
Before Value	\$ 656,000
After Value	\$ 359,000
Estimated Value of Easement	\$ 297,000
Unit Value per Acre of Acquisition	\$ 3,802



<b><u>SUMMARY OF IMPORTANT DATA AND CONCLUSIONS</u></b>	
<b>REPORT TYPE:</b>	Appraisal Report File No. CC19644
<b>REPORT DATE:</b>	April 2, 2025
<b>LOCATION:</b>	5683 Nassawango Rd Snow Hill, MD 21863 Map 55 Parcel 49
<b>OWNER OF RECORD:</b>	John H. & Barbara L. Shockley
<b>LAND AREA BEFORE/AFTER:</b>	78.11 +/- Acres (tax records)      78.11 +/- Acres records
<b>IMPROVEMENTS:</b>	Not include in value
<b>ZONING:</b>	A-1
<b>CENSUS TRACT:</b>	9512.00
<b>FLOOD MAP STATUS:</b>	Zone AE - The western end of the property is in the flood zone. Panel 24047C0235H, July 16, 2015
<b>FLOOD ZONE COMMENTS</b>	The western end of the property is in the flood zone.
<b>HIGHEST AND BEST USE BEFORE:</b>	Agriculture / Residential
<b>HIGHEST AND BEST USE AFTER:</b>	Agriculture w/ a dwelling
<b>PROPERTY RIGHTS APPRAISED:</b>	Fee Simple
<b>BEFORE VALUE</b>	<b>\$625,000</b>
<b>AFTER VALUE</b>	<b>\$312,000</b>
<b>VALUE OF EASEMENT/DIFFERENCE:</b>	<b>\$313,000</b>
<b>EFFECTIVE DATE</b>	March 27, 2025
<b>APPRAISERS:</b>	F. Lee Gosnell William McCain, MAI, MBA



**AGREEMENT OF SALE**

**THIS AGREEMENT OF SALE** (“Agreement”), dated as of the \_\_\_\_\_ day of \_\_\_\_\_, 2024 is made by and between, John H. Shockley and Barbara L. Shockley (“Sellers”), and the County Commissioners of Worcester County, Maryland (“Buyer”).

1. The Sellers are the owners of that property (“Property”) located in the second tax district of Worcester County, Maryland; which is one (1) parcel, 78.11 acres total, more or less, and located at 5683 Nassawango Road in Snow Hill, Maryland having tax ID number of 02-005336.
2. The Buyer desires to purchase a conservation easement from the Sellers over and across the Property on the terms and conditions set forth in this Agreement.
3. The Sellers are willing to grant to Buyer and/or its assigns for the hereinafter price, a conservation easement in perpetuity, on, over, and across the Property.

**NOW THEREFORE**, for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the parties agree as follows:

**SECTION 1. PURCHASE AND SALE.**

Subject to the terms and conditions set forth in this Agreement, Sellers hereby agree to sell to Buyer and Buyer hereby agrees to purchase from Sellers a Conservation Easement on, over and across the Property: attached is **Exhibit A** which is a description of the property.

**SECTION 2. PURCHASE PRICE AND PAYMENT.**

**2.1.** The Purchase Price to be paid for the Rural Legacy Program Easement (as defined below) shall be Three Thousand, Nine Hundred and Four Dollars and Seventy-Five Cents (\$3,904.75) per acre, of which \$1.00 has been paid upon signing.

**2.2.** At Closing (as defined below), the entire Purchase Price shall be payable by Buyer to Seller by cash or County check.

**2.3.** The payment of the Purchase Price for the Deed of Conservation Easement is complete payment for the status and quality of the title to the Property required to be conveyed under this Agreement.

**SECTION 3. CLOSING.**

The consummation of the transaction contemplated in this Agreement (“Closing”) shall take place on or before October 31, 2025 at a date, time and at a place as set by Buyer, unless extended in writing for an additional 90 days by Buyer in order to obtain the approvals required by the Rural Legacy Board and Board of Public Works.

**SECTION 4. CONVEYANCE OF THE EASEMENT.**

**4.1.** At Closing, Sellers shall convey to Buyer, and/or its assigns the Deed of Conservation Easement (“Easement”) to the Property in the same form and containing those restrictions and conditions set forth in the Easement attached hereto as **Exhibit B**, and made a

part hereof. Title shall be good and marketable and free and clear of any and all encumbrances, exceptions, limitations, leases and liens whatsoever, except that any mortgages shall be subordinate to the Easement at Closing if they are to remain as a lien. Title to the Property shall be insurable at regular rates by Buyer's title insurance company without any exception for mechanic's liens or rights of persons in possession. In the event a lien holder fails to execute a required subordination at or prior to Closing to the satisfaction of the Buyer, the Buyer at its sole option, may terminate this Agreement and the parties shall have no further obligation to each other.

4.2. Sellers shall not mortgage, lease, encumber or otherwise dispose of the Property, or any part thereof, prior to Closing or the termination of this Agreement without first having obtained the prior written consent of the Buyer.

**SECTION 5. CONDITION OF THE PROPERTY AND RISK OF LOSS.**

5.1. If prior to or through Closing, all or a substantial part of the Property is destroyed or damaged, without fault of the Buyer, then this Agreement, at the option of the Buyer, upon written notice to Sellers, shall be null and void and of no further effect and the parties shall have no further obligation to each other, in which event the Deposit and any interest accrued thereon shall be returned to the Buyer.

5.2. Sellers covenant that at Closing, the Property shall be in the following condition:

i) No major alterations or construction that would be inconsistent with the terms of the Easement will be made to the Property from and after the effective date of this Agreement.

5.3. From and after the effective date of this Agreement, Sellers grant permission to the Buyer and its contractors and subcontractors to enter upon the Property for the purpose of making tests, surveys and inspections of the Property and the improvements thereon. Without limiting the generality of the foregoing, Buyer shall have the right to inspect the Property, one or more times prior to Closing, for the purpose of determining whether the Property is in the condition, status and quality required under this Agreement.

5.4. The Sellers are responsible for the removal of dumps of materials including but not limited to soil, rock, other earth materials, trash, ashes, garbage, waste, abandoned vehicles, appliances, machinery or other material on the Property to the satisfaction of the Buyer. Soil, rock, other earth materials and vegetative matter may remain stored on the Property for reasonable agriculture and silviculture purposes or for construction or maintenance of structures or means of access ongoing at the time of this Agreement and permitted under the Easement, as determined by the Buyer.

**SECTION 6. CLOSING COSTS.**

6.1. Buyer shall pay the following costs associated with the consummation of the transaction contemplated in this Agreement:

i) any state or county recordation and transfer taxes or fees or other costs imposed upon the recordation of the Easement.

ii) all expenses for examination of title and the premium for any title insurance obtained by it.

**6.2.** Sellers shall pay the following costs associated with the consummation of the transaction contemplated in this Agreement:

i) all taxes and fees relating to the recordation of any release or subordination of a mortgage, deed of trust, or other lien or encumbrance affecting the Property which is to be released, subordinated or discharged at Closing;

ii) any attorney's fees incurred by the Sellers, and

iii) all real estate taxes and personal property taxes owing for the then current year levied or assessed with respect to the Property. All taxes and other assessments against said property shall be in and remain the exclusive responsibility of the Sellers, including but not limited to the payment of real estate taxes.

## **SECTION 7. SELLER'S REPRESENTATIONS.**

**7.1.** Sellers make the following representations and warranties as of the date of this Agreement and as of Closing.

**7.2.** Sellers represent and warrant that:

i) no hazardous material of any kind, nor storage tanks have been deposited, stored, treated, disposed of, managed, generated, manufactured, produced, released, emitted or discharged on, onto, in, into, from or under the Property by the Sellers, their agents, employees, officers, invitees, contractors, subcontractors, and any person in possession or use of the Property under it, and to the best of its knowledge, information and belief, any other person, which could expose a landowner to liability under federal law,

ii) neither Sellers nor any of their agents, employees, officers, invitees, contractors, subcontractors, and any person in possession or use of the Property under it, and to the best of its knowledge, information and belief, any other person, have brought to the Property as materials or waste materials, or used on the Property or generated therein as a product or by-product of activities on the Property, or otherwise placed, handled, stored or released on the Property any (1) polychlorinated biphenyls ("PCBs"), (2) asbestos, (3) lead paint, (4) petroleum products, distillates, or by-products, (5) radioactive materials, chemicals known to cause cancer or reproductive toxicity, (6) waste, materials, or substances which would qualify as hazardous waste, hazardous substances, hazardous materials, toxic waste, toxic materials or toxic substances under any "Environmental Laws", which shall mean under the following: the Resource Conservation and Recovery Act, the Comprehensive Environmental Response Compensation and Liability Act, the Toxic Substance Control Act, the Superfund Amendments and Reauthorization Act, the Occupational Safety and Health Act, the Consumer Product Safety Act, the Federal Water Pollution Control Act, the Clean Water Act, the Clean Air Act, the National Environmental Policy, or any amendments thereto, or any similar or successor laws, whether federal state or local, or any regulations adopted or incorporated thereunder (Hereinafter referred to collectively as "Environmental Laws"),

iii) as of Closing, the status and condition of the Property or any portion thereof, including by way of example, the soil, paint or tiles, although then not in violation of the Environmental Laws is such that disturbance, removal or relocation thereof shall not create or result in a condition or status which is, or with the passage of time may become, unlawful under the Environmental Laws,

iv) no governmental or private action, suit or proceeding to enforce or impose liability under any Environmental Laws has been instituted or threatened concerning the Property and no lien has been created under any applicable Environmental Laws,

v) Sellers have no notice or knowledge of conditions or circumstances at the Property which pose a risk to the environment or to the health and safety of persons,

vi) no work shall have been done or materials provided for or about any of the Property within one hundred eighty (180) days ending on the day of the Closing or which the person performing the work or providing the materials has not acknowledged in writing that is has been paid in full at or before Closing.

7.3. The Sellers' representations and warranties set forth above shall not merge with or into the Easement and shall survive delivery of the Easement at Closing.

**SECTION 8. OBLIGATIONS OF SELLER AT CLOSING.**

8.1. At Closing, Sellers shall execute and deliver the Easement to the Buyer.

8.2. At Closing, Sellers shall execute and deliver to the Buyer's title insurance company or Buyer such affidavits and writings reasonably requested from a seller in connection with the settlement of like property.

**SECTION 9. OBLIGATIONS OF BUYER AT CLOSING.**

At Closing, Buyer shall deliver the Purchase Price in accordance with the terms and conditions of this Agreement.

**SECTION 10. DEFAULT.**

10.1. In the event that Sellers cannot convey to Buyer the easement on the Property as required under this Agreement, Buyer shall:

i) permit Sellers to take any action necessary to perfect their title and remove any and all legal, equitable and beneficial grounds of objection to or defect of the title, at Sellers' sole cost and expense, and

ii) extend Closing until such action is completed, but not longer than one hundred twenty (120) days from the Sellers' receipt of notice from Buyer of such defect or defects to the title.

In the event that Sellers fail to cure the defect or defects to title within that one hundred twenty (120) day period, then and only then shall Sellers be in default of their obligations to convey the easement on the Property under this Agreement.

10.2. Subject to Section 10.1, in the event that Sellers default in any of the terms, provisions, covenants or agreements to be performed by the Sellers under this Agreement, Buyer shall be entitled, after such default, to:

- i) waive any failure to perform in writing;
- ii) terminate this Agreement, in which event the parties hereto shall thereafter be relieved of any and all further rights, liabilities and obligation under or pertaining to this Agreement, other than those which by the express terms of this Agreement are intended to survive termination, in which event the Deposit and any interest accrued thereon shall be returned to the Buyer provided Seller must then pay to Buyer an amount equal to all Buyer's survey costs and
- iii) exercise any and all rights and seek any and all remedies which Buyer may have or to which Buyer may be entitled at law or in equity, including, without limitation, seeking damages or specific performance.

10.3. In the event Buyer defaults in any of the terms, provisions, covenants or agreement to be performed by Buyer under this Agreement, Seller shall be entitled, after such default, to:

- i) waive any failure of performance in writing,
- ii) terminate this Agreement in entirety, in which event the parties hereto shall thereafter be relieved of any and all further rights, liabilities and obligations, other than those, which by the express terms of this Agreement are intended to survive such termination, or
- iii) institute such actions or proceedings for monetary damages and/or equitable relief as are authorized by applicable law.

**SECTION 11. GENERAL PROVISIONS.**

11.1. This Agreement is the full agreement among the parties on the matters set forth herein. This Agreement can only be amended by written amendment executed by the parties hereto.

11.2 The parties hereto further agree that this Agreement is expressly contingent upon the approval by the Maryland Rural Legacy Board and the Maryland State Board of Public Works. In the event the Maryland Rural Legacy Board or the Board of Public Works fails to approve this Agreement, the Buyer, at its sole option, may terminate this Agreement by written notice to Seller, and the parties shall have no further obligation to each other.

**IN WITNESS WHEREOF**, the parties have caused this Agreement to be duly executed and delivered, the day and year first written above.

**Witness/Attest:**

**SELLERS**

Katherine A. Mason

By: John H. Shockley (Seal)  
John H. Shockley

Katherine B. Mason

By: Barbara L. Shockley (Seal)  
Barbara L. Shockley

**BUYER**  
County Commissioners of Worcester County, Maryland

Weston Young  
Chief Administrative Officer

By: \_\_\_\_\_ (Seal)  
Theodore J. Elder, President

Approved as to legal form and sufficiency.

Roscoe Leslie  
Worcester County Attorney

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



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

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

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

**MEMORANDUM**

**TO:** Weston Young P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer  
**FROM:** Dallas Baker Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** June 9<sup>th</sup>, 2025  
**SUBJECT:** Verizon Reveal Promotion

---

Public Works is requesting Commissioner approval for Public Works to sign the attached service order form with Verizon Reveal. The Roads Division uses Verizon Reveal for GPS purposes on their heavy-duty trucks and funds were approved in the FY26 budget to add 20 light duty pickups to the program. Verizon is offering a promotion which will provide the Road's Division with a 100% discount for 3 months on the new FY26 units, for a savings of \$379/month, \$1,137 total (\$18.99/unit/month).

To take advantage of the promotion, the order form must be signed before June 30, 2025. Installation will likely take place in September 2025 and the first bill likely won't be received until December 2025/January 2026, well into the FY 26 budget cycle.

Please let me know if there are any questions.

Attachment

CC: Roscoe Leslie  
 Nick Rice  
 Chris Clasing  
 Kevin Lynch



Customer Service: 1-844-617-1100  
 Customer Service:  
[www.verizonconnect.com](http://www.verizonconnect.com)

GENERAL INFORMATION				
Order Date: June 3, 2025	Customer Reference Number:		VCF Salesperson Name: Patrick Stewart	Region: VZT
Company Name: Worcester County Public Works		Officer or Owner: Kevin Lynch		Telephone: (410) 632-2244
Address (Mailing or Invoicing Address): 5764 WORCESTER HWY		Officer/Owner Email Address: klynch@co.worcester.md.us		Cell Phone: 4437839731
City: SNOW HILL	State: MD	Zip Code: 21863-2401	Installation Contact if other than Officer/Owner:	Telephone:
<i>Please advise your VCF scheduler if there are multiple shipping or installation addresses</i>			Accounts Payable Contact, if other than Officer/Owner:	Telephone:
			Email:	

SUBSCRIPTION SERVICES:			
QUANTITY	DESCRIPTION	MONTHLY PER UNIT FEE	MONTHLY TOTALS
20	Vehicle Tracking Subscription	18.95 USD	379.00 USD

TOTAL Monthly AMOUNT	379.00 USD
<p>Agreement Length: 12 Months from the Subscription Start Date.            The "Subscription Start Date" is the earlier of (i) the date of installation of any Equipment or (ii) passage of 90 days after the date of shipment. The monthly bundled rate for is invoiced monthly on the first of the month following the month of the Subscription Start Date if Customer elects to be invoiced monthly.            If Customer elects to be invoiced annually, the monthly bundled rate for twelve (12) months is invoiced as a lump sum on the first of the month following the month of the Subscription Start Date. Billing for each ordered subscription shall start at the earlier of (i) the date of installation of the applicable Equipment or (ii) the passage of 90 days after the date of shipment.</p> <p>This promotion is available to new and existing Reveal Sourcewell contract customers. Purchasers of Reveal Vehicle Tracking Subscriptions, or Road-facing AI Dashcam or Dual Channel AI Dashcam and Video Subscriptions may qualify for a 100% discount off the standard monthly rate for 3 months. Application of this promotional discount begins upon the Subscription Start Date and Subscriptions activated any time after the first Verizon Connect billing cycle will only receive the remaining promotional value. Purchasers of both Reveal Vehicle Tracking Subscriptions and Road-facing AI Dashcam or Dual Channel AI Dashcam and Video Subscriptions, or Reveal Powered or Non-Powered Asset Trackers may qualify for a 100% discount off the standard monthly rate for 3 months. Application of this promotional discount begins upon the Subscription Start Date and Subscriptions activated any time after the first Verizon Connect billing cycle will only receive the remaining promotional value. Minimum purchase of 5 units each required to qualify for promotion: 5 Reveal Vehicle Tracking Subscription, and/or 5 of both Reveal Vehicle Tracking Subscriptions and Road-facing AI Dashcam or Dual Channel AI Dashcam and Video Subscriptions. Minimum 12 month subscription. Promo credits end if eligibility requirements are no longer met. We reserve the right to charge the amount of the credit to your account if you cancel service or drop a qualifying service during the credit period. May not be combined with any other offers or promotions; must be purchased from a Verizon Connect representative; subject to credit review and a deposit may be required; excludes unit rewrites. Early cancellation or termination fees and other taxes, fees and terms may apply. In the event of a conflict between the terms of this promotion and the terms in the customer contract, including but not limited to terms regarding minimum purchase obligations, the terms in the customer contract govern. Offer valid through June 30, 2025 or while supplies last. © 2025 Verizon</p>	Excludes Applicable Taxes and Fees

ONE-TIME FEES (per Occurrence):			
QUANTITY	DESCRIPTION	AMOUNT	EXTENDED PRICE
Total One-Time Fees			0.00 USD
COVERT INSTALLATION: Unknown		EXCLUDES APPLICABLE TAXES AND FEES	

5055 North Point Pkwy  
Alpharetta, GA 30022-3074  
Fax: (781) 577-4793

SERVICES ORDER FORM

ITEM 9



Customer Service: 1-844-617-1100  
Customer Service:  
[www.verizonconnect.com](http://www.verizonconnect.com)

ORDER TERMS:

Customer agrees that the purchase and/or licensing of the products and/or services set forth in this order is subject to the terms and conditions in the contract between Verizon Connect NWF Inc. (VCN) (formerly Networkfleet, Inc.) and Sourcewell (formerly NJPA) (Contract #020221-NWF) that are in effect as of the date the order was received by VCN ("Sourcewell Contract"). The Sourcewell Contract terms and conditions are available at <https://www.sourcewell-mn.gov/cooperative-purchasing/020221-nwf>. If, in accordance with the terms of the Sourcewell Contract, Customer and VCN have executed an additional separate written agreement ("Customer Addendum") with respect to the products and/or services set forth in this order, the terms and conditions set forth in the Customer Addendum shall also apply with respect to the products and/or services set forth in this order. Unless otherwise specified, this Order Form is valid for 30 days after the Order Date. Please remit a signed copy of this Order Form to your VCF Salesperson within the validity period.

INSTALLATION NOTES (not valid for changes to billing, payment or other contract terms):

Customer Name:  
Worcester County Public Works

By (signature)

Date:

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



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

DALLAS BAKER JR., P.E.  
DIRECTOR

CHRISTOPHER CLASING, P.E.  
DEPUTY DIRECTOR

**TO:** Weston S. Young P.E., Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer  
**FROM:** Christopher S. Clasing, P.E., Deputy Director *Chs Cf*  
**DATE:** June 9, 2025  
**SUBJECT:** Water & Wastewater Division – Small Project Agreement  
Sunset Marine Park

---

Enclosed for Commissioner review and approval is a Small Project Agreement for the Sunset Marine Park project. This project will extend public water and sewer service via the Mystic Harbour Water and West Ocean City Sewer Service Area to a commercial building.

The design drawings prepared for this project are complete and the project is ready for construction. As with similar small projects, we have required Old Bridge Sunset Holdings, LLC to complete the attached standard agreement to demonstrate compliance with County Code, specifically, PW5-307.

This agreement has been reviewed by the County Attorney and it is now being presented for approval.

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

Attachments

CC: Dallas Baker, Jr., P.E., Director  
Tony Fascelli, Water & Wastewater Superintendent

WORCESTER COUNTY  
SMALL PROJECT  
WASTEWATER AND/OR WATER AGREEMENT  
Reference PW5-307 Code of Public Local Laws of Worcester County

THIS AGREEMENT made this \_\_\_ day of \_\_\_\_\_, 2025, by and between THE COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND, in the capacity of the governing body of West Ocean City, Maryland, hereinafter called "Service Area" and Old Bridge Sunset Holdings LLC, hereinafter called "Developer." The parties hereto do hereby agree as follows:

A. PROJECT Sunset Marine Park hereinafter called "Facilities."

**B. LOCATION PROPERTY**

Properties affected by this agreement are more particularly described as follows:

Deed Reference 08242/00219 Tax Map 027 Parcel 0264 & 632

**C. SERVICE TO BE PROVIDED**

Water: 1765 LF 10" water main; 2 10" valves; 7 fire hydrants

Sewer: 1185 LF 8" sewer main; 6 manholes; 2 dog house MHS

**D. LEGAL REQUIREMENTS AND PROCEDURE**

Developer shall:

1. Upon the execution hereof, deed to Service Area, free and clear of all liens and encumbrances, by special warranty deed: all fee simple parcels and easements required for the operation and construction of Facilities and provide an acceptable title certificate signed by a Maryland attorney.
2. Provide plans as required by Service Area which must be satisfactory to Service Area prior to commencement of construction.
3. In cooperation with Service Area, secure all necessary permits for the benefit of Service Area and transfer the same to the Service Area.
4. Provide any construction bond required by applicable law regulation.
5. Commence construction of Facilities by 6/1/2025 complete construction by 6/1/2027 and Construct Facilities to the satisfaction of Service Area in accordance with all required permits to all applicable standards as established by Service Area.
6. Upon completion of Facilities and final inspection, approval and acceptance by the Service Area transfer all portions of the Facilities not already property of the Service Area free and clear of all liens and encumbrances at which time Service Area shall assume operational control of the Facilities.
7. Post such cash deposits as required by Service Area to provide for operation for not less than one year of operational costs of Facilities.

8. Provide lien releases or evidence of full and final payment to all contractors, engineers and suppliers as required by Service Area.
9. Warrant the construction and performance of Facilities for a period of not less than two years from the date of acceptance by the Service Area.
10. Post a maintenance bond in amounts to guarantee the warranty. Such bond shall be equal to 50% of actual cost of all equipment. Further provide that Service Area may set amounts of such bonds within the parameters hereof.

E. SPECIAL REQUIREMENTS Not Applicable

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F. CONSTRUCTION AGREEMENTS

1. Developer shall construct Facilities at Developer's sole expense subject to the oversight of Service Area.
2. Developer shall make all corrections, additions, and adjustments required by Service Area to complete construction of Facilities according to all permits, plans and specifications.
3. Service Area may reject unsatisfactory work in which case it shall be redone by Developer.

G. CHARGES, COSTS, FEES AND EXPENSES

1. Developer shall pay all costs, fees and expenses of Service Area in performing of this agreement including without limitation, permit fees and costs incurred by Service Area in processing and oversight of the construction of Facilities. Those fees are costs are estimated to be \$234,400.00.
2. A deposit in escrow for costs, fees and expenses of Service Area in the amount of \$17,580.00 shall be made by Developer upon signing and such account maintained as required by Service Area pending acceptance by Service Area.
3. Upon completion and acceptance of the Facilities and the commencement of operation thereof, Developer shall commence payment of standard charges imposed within the service area in which the service is provided.

H. EXCESS CAPACITY-OWNED BY SERVICE AREA

1. Facilities are designed and intended to serve Commercial And Residential
2. Any excess capacity of Facilities or of any modification or addition thereto shall be the property of Service Area and shall belong to Service Area. There shall be no recoupment of costs of construction, expenses, fees, operation or installation of Facilities by Developer unless as specifically set forth herein or in a separate written agreement between the parties.

I. MISCELLANEOUS PROVISIONS

1. In any action brought in court under this agreement the, jurisdiction venue shall be exclusively the Circuit Court of Worcester County, Maryland.
2. The provisions of this agreement shall be governed and construed according to the laws of the State of Maryland. The parties' performance of obligations hereunder shall comply with all applicable

governmental requirements. Existing and future laws shall supersede this agreement. It is entered into pursuant to Section PW 5-307 of the Code of Public Local Laws of Worcester County.

- 3. The construction of Facilities pursuant hereto shall constitute an offer of dedication to the County Commissioners of Worcester County for the benefit of Service Area.
- 4. This agreement shall constitute an encumbrance on lands described in Paragraph B hereof and shall run with the land.
- 5. Developer and Service Area agree to cooperate in the implementation of this agreement and agree to execute such other and further assurances or additional documents and instruments as it may be reasonably required of or requested by the other party to carry out the provisions hereof.
- 6. The rights, obligations and duties of Service Area hereunder are delegated (subject to revocation) to the Worcester County Department of Public Works.
- 7. The Service Area is a governmental body and shall be entitled to all immunities and nothing herein shall negate any governmental entities.
- 8. All documents executed pursuant hereto shall be subject to the approval of the County Attorney for Worcester County, acting on behalf of Service Area.

SERVICE AREA

Witness

County Commissioners of Worcester County, Maryland

(SEAL)

Weston Young, P.E.  
Chief Administrative Officer

President

Witness:

DEVELOPER

Diana Newman

Old Bridge Sunset Holdings LLC

Diana Newman  
(Print Name)

Alex Cederbaum Project Manager  
Print Name and Capacity

(Signature)  
(SEAL)  
Signature



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

MEMORANDUM

TO: Worcester County Commissioners
FROM: Nicholas W. Rice, Procurement Officer
DATE: June 17, 2025
RE: Request to Award – Recycling Overhead Door Replacement

Please see the attached bid tabulation for the purchase and installation of two new large overhead doors for the recycling building at the Central Site Landfill. Solid Waste is requesting the Commissioner’s review and approval to award the lowest responsive and responsible vendor, Hickman Overhead Door, in the amount of \$86,780. Bids were due and opened on Wednesday, June 4, 2025. Three bids were received.

One of the doors on the recycling building has remained unopened for several years, with some slats displaced from the track and broken wind locks. The other door is constantly open due to significant bending, preventing it from closing properly. Its tracks are severely damaged and have undergone multiple repairs over the years. Despite several maintenance efforts, recurring issues continue to arise.

Funding for this purchase was approved in FY24 assigned funds in the amount of \$180,000 under Recycle OH Doors - Recycle Overhead Door Replacement.

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

Table with 2 columns: Vendor Name, Base Bid. Rows include Garage Doors & More LLC (\$150,000.00), Hickman Overhead Door Co.\* (\$86,780.00), and Evans Builders Inc. (\$123,284.00).

\*apparent low bidder

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





## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

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

### CONTRACT

THIS CONTRACT, made on June 17, 2025, between the County Commissioners of Worcester County, Maryland (“County”); and Hickman Overhead Door Co. (“Successful Vendor”).

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

1. Successful Vendor will commence and complete the RECYCLING OVERHEAD DOOR REPLACEMENT.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of \$86,780 (eighty-six thousand seven hundred eighty dollars and no cents) or as shown in the Form of Bid.
5. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Bid Specifications
  - h. Form of Bid
  - i. References
  - j. Exceptions
  - k. Individual Principal
  - l. Vendor’s Affidavit of Qualification to Bid
  - m. Non-Collusive Affidavit
  - n. Successful Vendor’s Completed Bid Documents
  - o. Notice of Award
  - p. Notice to Proceed

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

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

ATTEST:

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_

\_\_\_\_\_

Theodore J. Elder  
President  
Date:

WITNESS:

**CONTRACTOR:  
HICKMAN OVERHEAD DOOR CO.**

\_\_\_\_\_

\_\_\_\_\_

By:  
Title:  
Date:



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

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Nicholas W. Rice, Procurement Officer  
DATE: June 17, 2025  
RE: Request to Contract – Ocean City Senior Center Flooring Replacement

---

Public Works is requesting Commissioner approval to proceed with the replacement of all carpeted areas at the Ocean City Senior Center in the amount of \$31,541.78. Funding is available within assigned funds designated as Senior Ct Floor - Berlin & OC Senior Center New Flooring.

The existing carpet is believed to be original from 1990 and has sustained damage from two separate sprinkler discharges that resulted in flooding in portions of the building. This project represents a much-needed upgrade to the facility. To help reduce costs, Maintenance staff will assist with moving furniture, pool tables, and exercise equipment.

Value Carpet One has quoted this project through their cooperative contract with Sourcewell. The Sourcewell contract includes a 42% discount on the carpeting in the amount of \$6,339.56.

Sourcewell is a cooperative purchasing organization that competitively awards purchasing contracts on behalf of itself and its participating agencies. Sourcewell follows the competitive contracting law process to solicit, evaluate, and award cooperative purchasing contracts for goods and services.

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



# Value Carpet One

1530 N. Salisbury Blvd., Salisbury, MD 21801 PH. 410-742-5224 Fax 410-548-34767

## SOURCEWELL CONTRACT PROPOSAL

**TO:** Worcester Co Commission on Aging

**DATE:** June 4, 2025

**FROM:** Daniel Brissey

**SUBJECT:** Ocean City Senior Center

**RE:** Contract#061323; Tasrnett Alliance #168119

### Materials

413.54 sy Tarkett Ethos Modular 24x24; style Applause III; color to be selected – 413.54 sy @ \$36.50 = \$15,094.21- Page 2- 42% Discount off list price

720 LF Furnish and install Tarkett 4” Vinyl Cove Base @ \$3.59 = \$2,584.80

**TOTAL MATERIALS \$17,679.01**

### LABOR

325 SY Carpet Removal Direct Glue @ \$5.09 = \$1,654.25 PG 40

325 SY Carpet Disposal @ \$1.33 = \$432.25 PG 40

720 LF Removal/Disposal Cove Base @ \$ .69 = \$496.80 PG 41

2,925 SF Floor Prep 2 COATS @ \$1.22 EA = \$7,137.00 PG 41

413 sy Modular Installation @ \$9.39 = \$3,878.07 PG 40

54 LF Transition Strips w/Labor @ \$4.90 = \$264.60 PG 41

**TOTAL LABOR \$13,862.77**

**TOTAL PROPOSAL \$31,541.78**

**EXCLUSIONS:** Major floor prep, removal of contaminants, moving of furniture, leveling, polishing, waxing, cleaning, and protection.

TODD A. FERRANTE  
President

WILLIAM E. BUCHANAN  
Vice-President

KATIE A. ADDIS

JON M. ANDES, Ed.D.

WILLIAM L. GORDY

ELENA J. MCCOMAS

DONALD C. SMACK, SR.



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

June 17, 2025

Administration

LOUIS H. TAYLOR  
Superintendent of Schools

C. DWAYNE ABT, Ed.D.  
Chief Operations & 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 Safety & Academic Officer, Gr. 9-12

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

Dear President Elder:

On May 20, 2025, the Worcester County Board of Education reviewed and approved the Schematic Design for the Buckingham Elementary Replacement School project. On June, 17, 2025 we will be sharing the Schematic Design with the County Commissioners.

We presented the Buckingham Elementary School Feasibility Study to the Commissioners in March 2023. Because we were unsuccessful in gaining State approval for the Buckingham Elementary project through two Capital Improvement Program (CIP) requests, we convened the Buckingham Elementary Replacement School Workgroup in June 2024. The Workgroup included County Commissioners, Board of Education members, State officials, county government staff and school system leadership and staff. The Workgroup developed a Memorandum of Understanding (MOU) with the State Interagency Commission on School construction (IAC) which secured State funding for both the Buckingham project and a future construction project at Berlin Intermediate School.

Following approval of the MOU by the County Commissioners and the Board of Education, the Buckingham Elementary project Architect began work on the Schematic Design phase for the project. The Schematic Design includes a floor plan, site plan and preliminary building elevations for the replacement school.

We are very excited to share the results of the Buckingham Elementary Schematic Design process and to move forward with this much needed construction project and, as always, we value your continued support of our capital construction program and our school system. I look forward to meeting with you on June 17<sup>th</sup>.

Sincerely,

Louis H. Taylor  
 Superintendent of Schools

LT:jjp

cc: Board of Education Members  
 Mr. Weston Young

BECKER  
MORGAN  
GROUP

ARCHITECTURE  
ENGINEERING



WORCESTER  
COUNTY PUBLIC SCHOOLS

BUCKINGHAM ELEMENTARY SCHOOL

# BUCKINGHAM ELEMENTARY REPLACEMENT SCHOOL

COUNTY COMMISSIONERS MEETING

- Project Schedule
- Conceptual Planning Recap
- Schematic Site & Floor Plans
- Schematic Building Massing
- Schematic Rendering & Animation

## **Schematic Design | January – April 2025**

- May 20: Board of Education Presentation
- June 17: Worcester County Commissioners Presentation
- June 20: State Submission

## **Design Development | May – September 2025**

- September 12: 100% DD
- October 15: State Submission

## **Construction Documents | October 2025 – April 2026**

- April 24: 100% CD
- June 01: State Submission

## **Approvals & Bidding | May 2026 – March 2027**

- August 2026: 100% Bidding Documents (Inclusive AHJ Comments)
- October 2026: Bid Opening
- December 2026: Board of Education Approval
- January 2027: Worcester County Commissioners Approval
- March 2027: IAC / State Contract Approval

## **Construction Phase | May 2027 – August 2029**

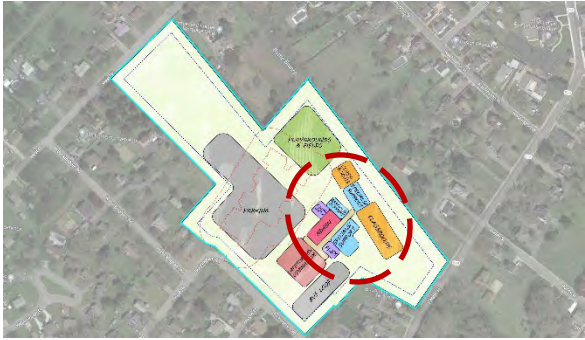
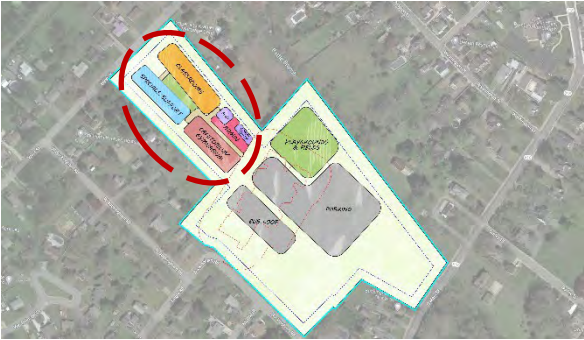


## Conceptual Planning Committee Meetings

- April 12, 2023
- May 4, 2023
- May 16, 2023
- June 8, 2023

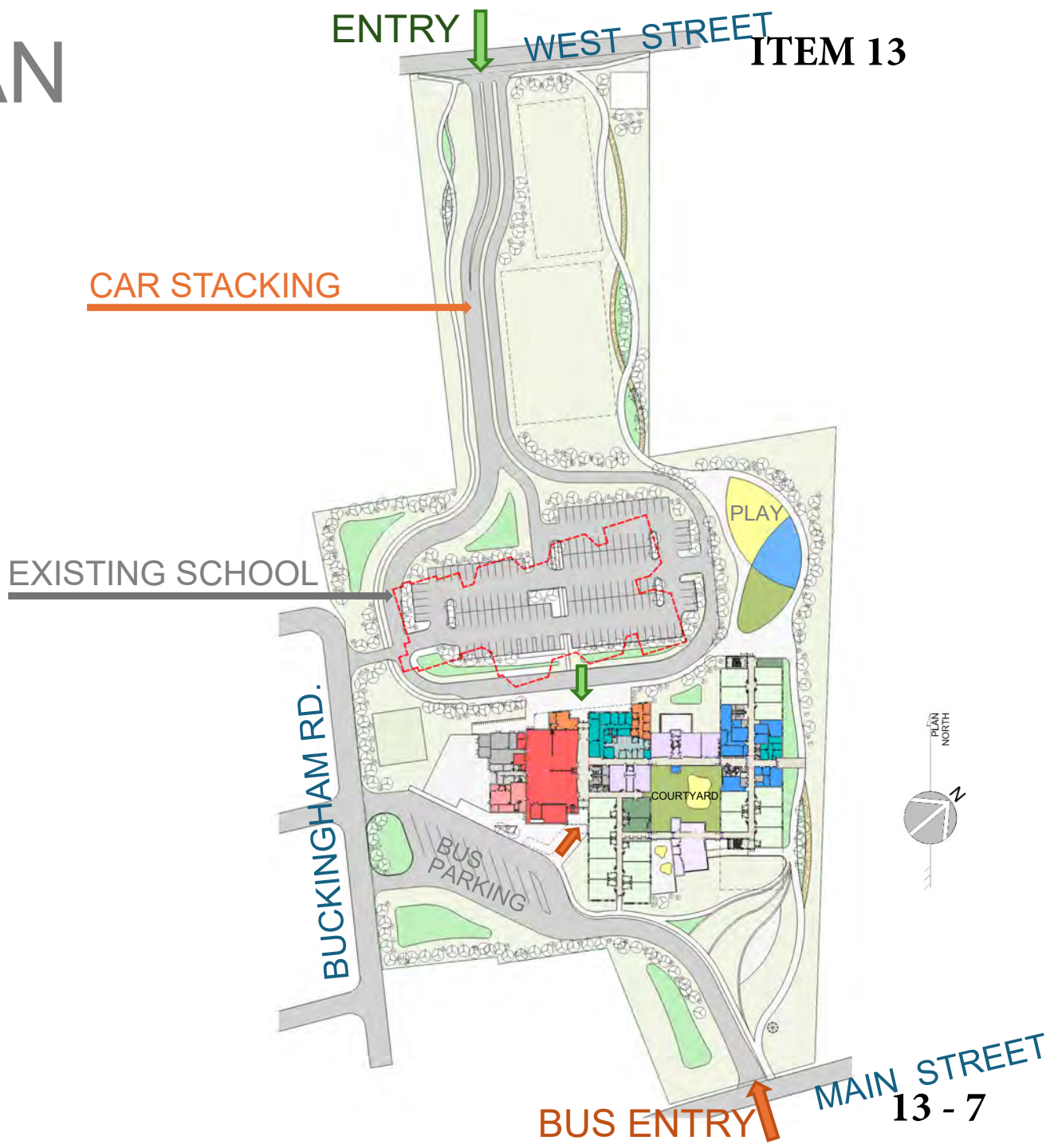


# CONCEPTUAL DESIGN RECAP



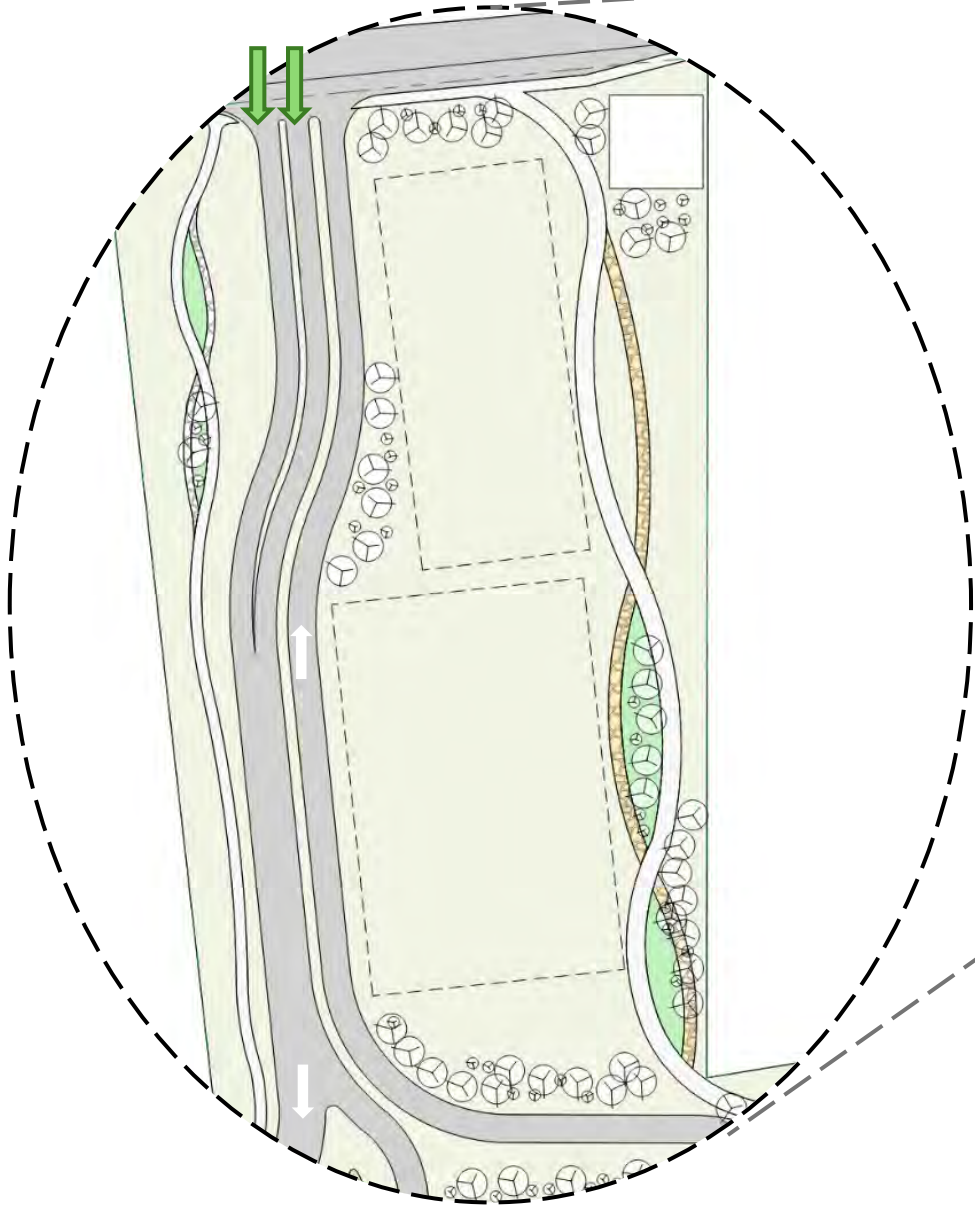
	OPTION 1	OPTION 2	OPTION 3
Separate Bus/ Car loop	✓	✓	✓
Pedestrian Path	✓	✓	✓
Proximity to Neighbors	✗	✗	✓
School Proximity to Fields	✓	✓	✓
Constructability	✗	✓	✓
Temporary Parking/ Drop Off	✓	✓	✓

# SCHEMATIC SITE PLAN



# SCHEMATIC SITE PLAN

ITEM 13



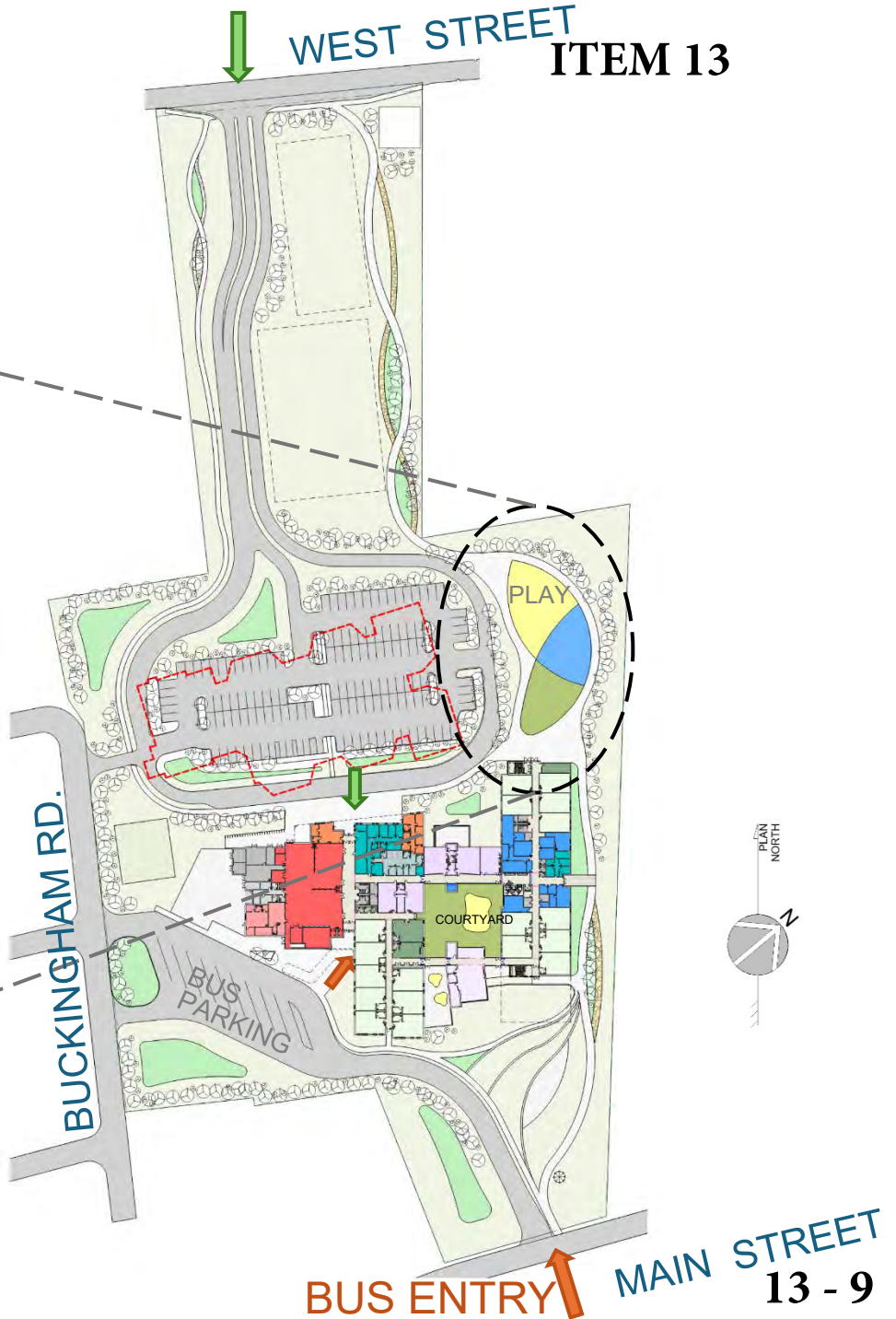
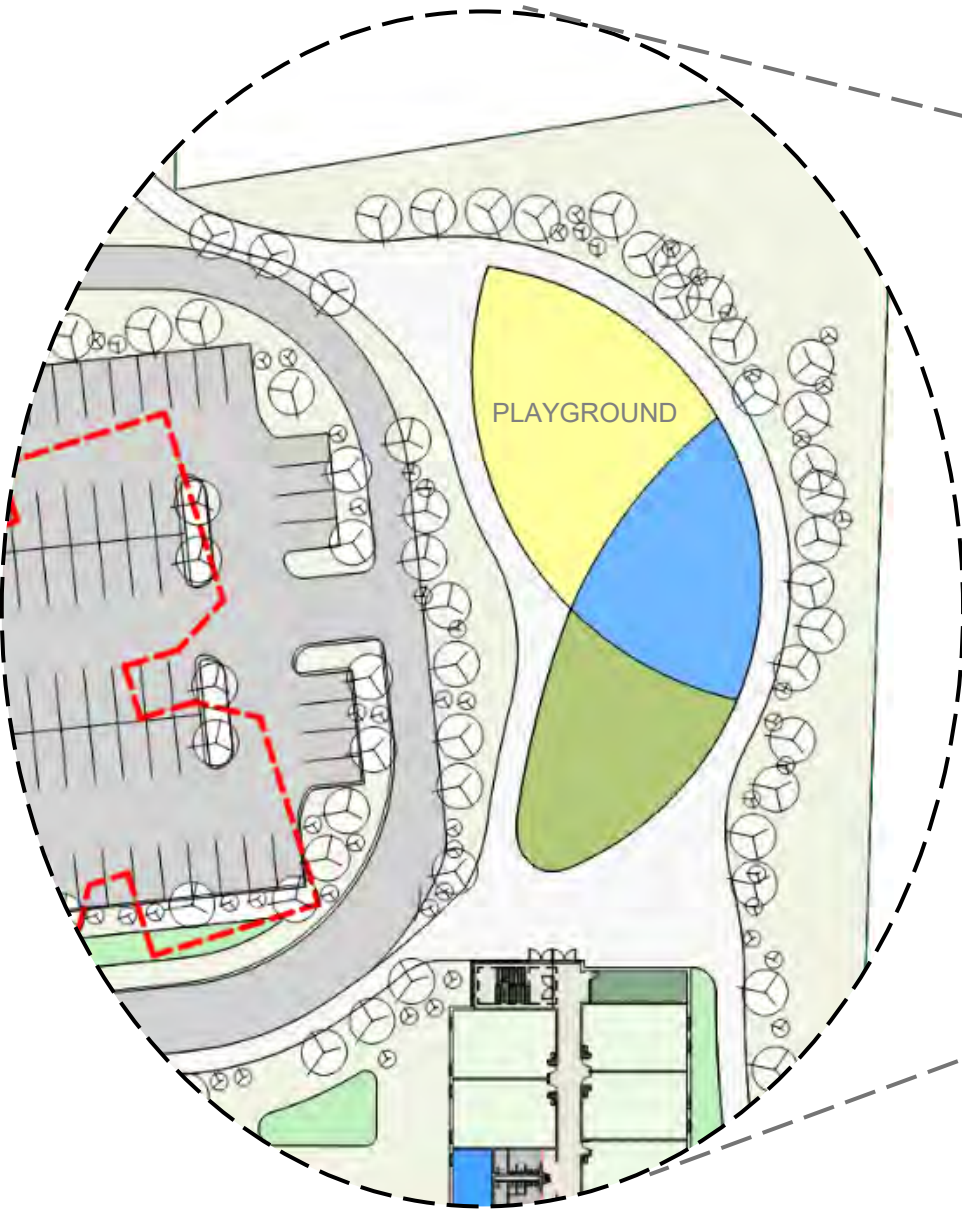
PLAN NORTH



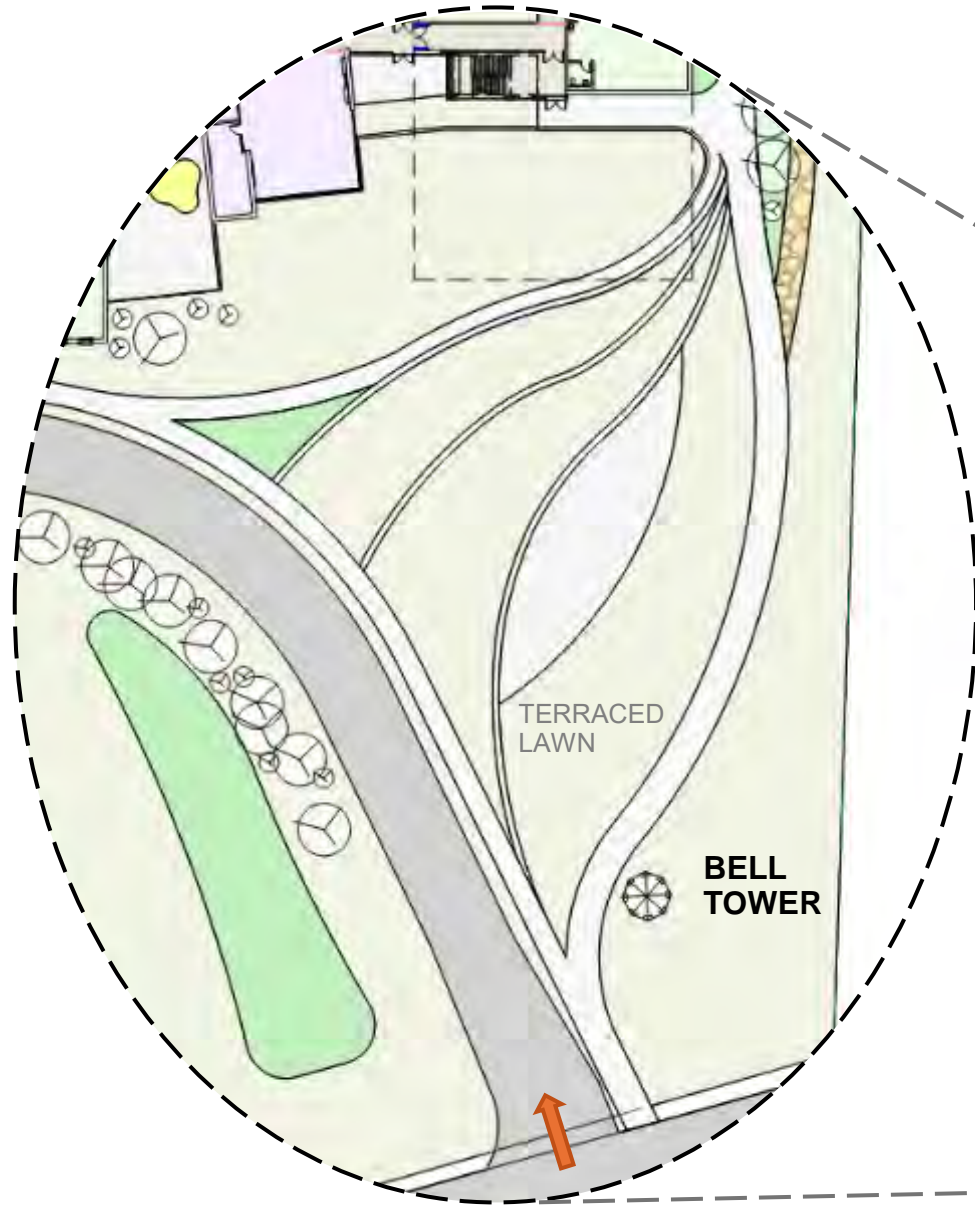
BUS ENTRY MAIN STREET 13 - 8

# SCHEMATIC SITE PLAN

WEST STREET  
ITEM 13



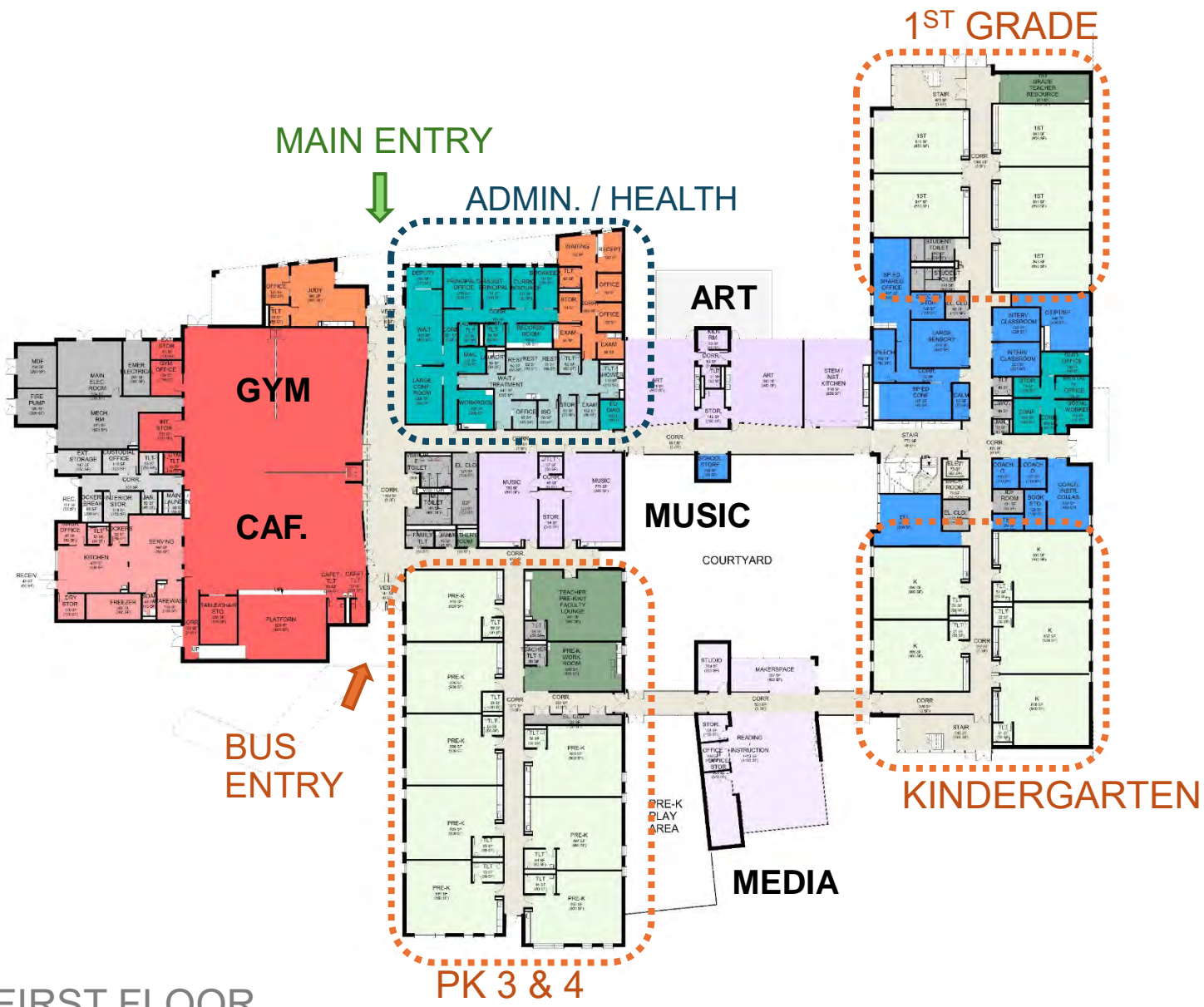
# SCHEMATIC SITE PLAN



# SCHEMATIC FLOOR PLAN

LEGEND **ITEM 13**

- ADMINISTRATION
- BUILDING SUPPORT
- CAFETERIA / AUDITORIUM
- CIRCULATION
- COMMUNITY HEALTH C. / JUDY
- CUSTODIAL
- FOOD SERVICE
- HEALTH OFFICE
- INSTRUCTION
- INSTRUCTION - SPECIALS
- INSTRUCTIONAL SUPPORT
- MEDIA CENTER
- STUDENT SERVICES
- STUDENT SERVICES - OT / PT / SPEC. ED



FIRST FLOOR

**3<sup>RD</sup> GRADE**



SECOND FLOOR

FIRST FLOOR – 69,387 S.F.  
 SECOND FLOOR – 21,364 S.F.  
 TOTAL = 90,751 S.F.

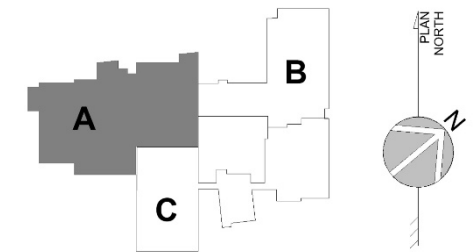
# SCHEMATIC FLOOR PLAN

## LEGEND ITEM 13

- ADMINISTRATION
- BUILDING SUPPORT
- CAFETERIA / AUDITORIUM
- CIRCULATION
- COMMUNITY HEALTH C. / JUDY
- CUSTODIAL
- FOOD SERVICE
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- INSTRUCTION - SPECIALS
- INSTRUCTIONAL SUPPORT
- MEDIA CENTER
- STUDENT SERVICES
- STUDENT SERVICES - OT / PT / SPEC. ED



## KEYPLAN



FIRST FLOOR PLAN – AREA A

# SCHEMATIC FLOOR PLAN

## LEGEND ITEM 13

- ADMINISTRATION
- BUILDING SUPPORT
- CAFETERIA / AUDITORIUM
- CIRCULATION
- COMMUNITY HEALTH C. / JUDY
- CUSTODIAL
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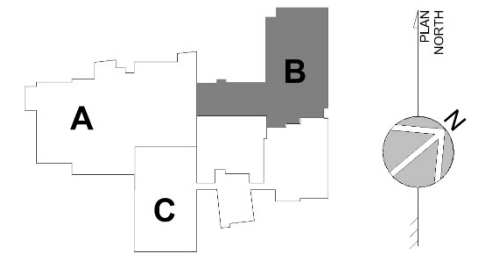


1<sup>ST</sup> GRADE

PLAY

MONUMENTAL STAIR

## KEYPLAN

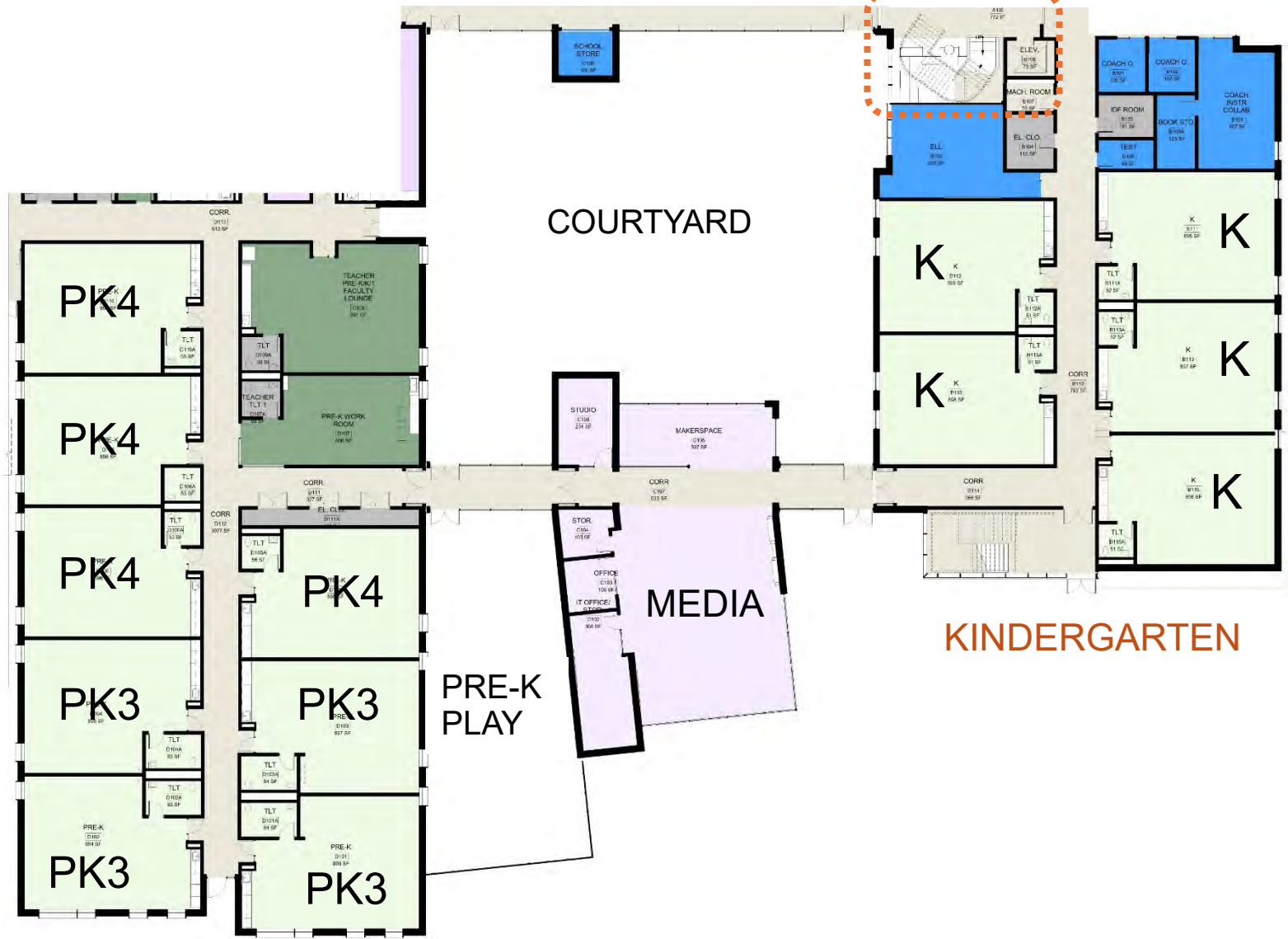


# SCHEMATIC FLOOR PLAN

## LEGEND ITEM 13

- ADMINISTRATION
- BUILDING SUPPORT
- CAFETERIA / AUDITORIUM
- CIRCULATION
- COMMUNITY HEALTH C. / JUDY
- CUSTODIAL
- FOOD SERVICE
- HEALTH OFFICE
- INSTRUCTION
- INSTRUCTION - SPECIALS
- INSTRUCTIONAL SUPPORT
- MEDIA CENTER
- STUDENT SERVICES
- STUDENT SERVICES - OT / PT / SPEC. ED

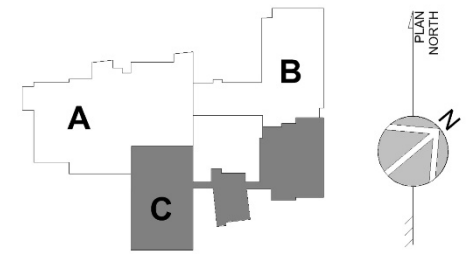
MONUMENTAL STAIR



KINDERGARTEN

PK 3 & 4

## KEYPLAN



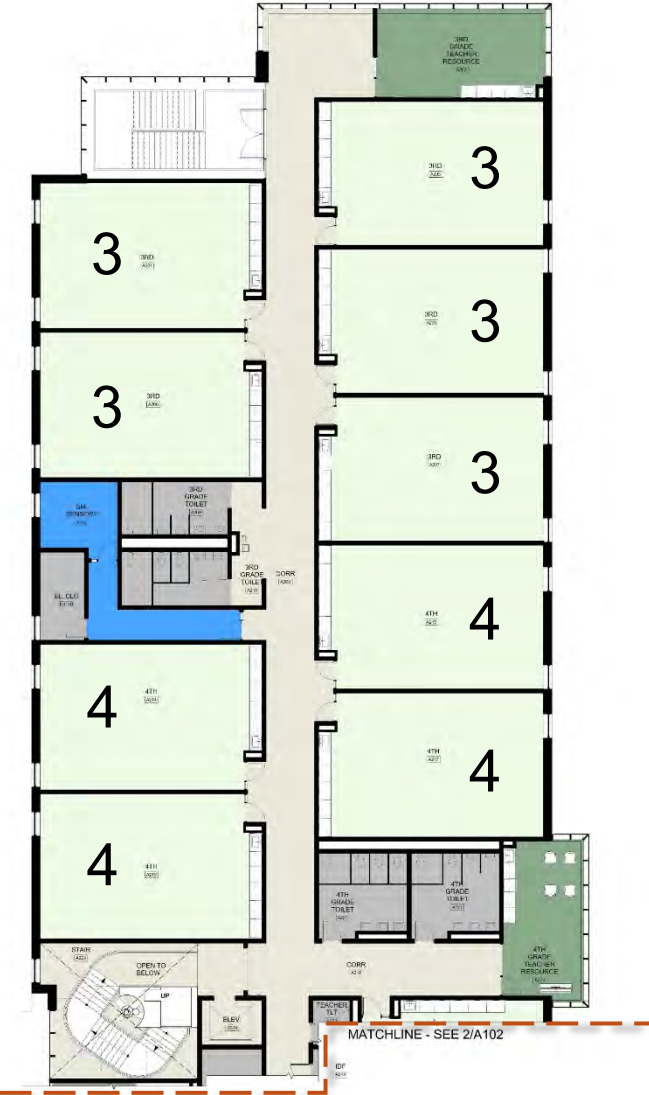
FIRST FLOOR PLAN – AREA C

# SCHEMATIC FLOOR PLAN

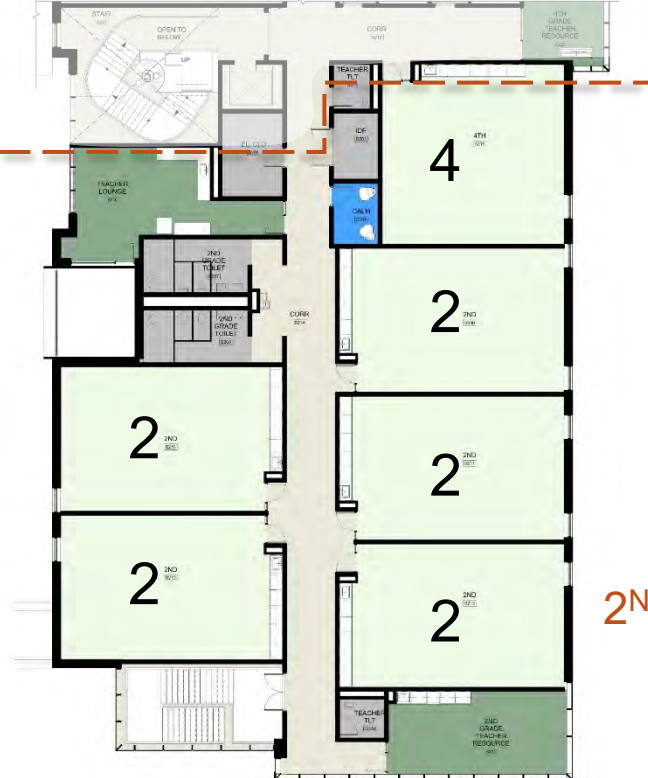
## LEGEND ITEM 13

- ADMINISTRATION
- BUILDING SUPPORT
- CAFETERIA / AUDITORIUM
- CIRCULATION
- COMMUNITY HEALTH C. / JUDY
- CUSTODIAL
- FOOD SERVICE
- HEALTH OFFICE
- INSTRUCTION
- INSTRUCTION - SPECIALS
- INSTRUCTIONAL SUPPORT
- MEDIA CENTER
- STUDENT SERVICES
- STUDENT SERVICES - OT / PT / SPEC. ED

3<sup>RD</sup> GRADE

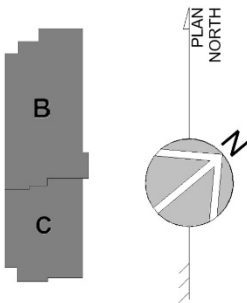


4<sup>TH</sup> GRADE



2<sup>ND</sup> GRADE

## KEYPLAN



SECOND FLOOR PLAN – AREA B

SECOND FLOOR PLAN – AREA C

# BERLIN CONTEXT



# SCHEMATIC MASSING

ITEM 13



13 - 17

# SCHEMATIC MASSING



# SCHEMATIC MASSING

ITEM 13



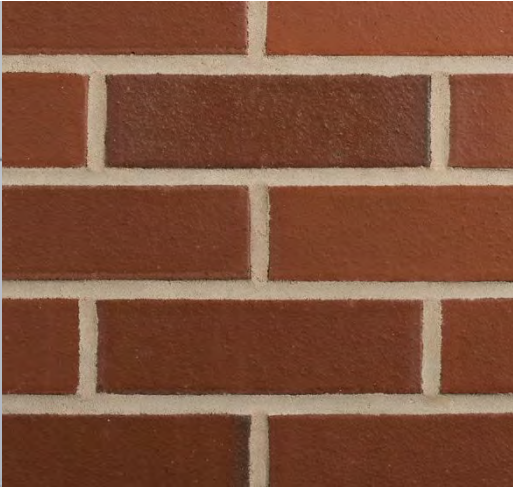
# SCHEMATIC ENTRY VIEW – WEST ST.

ITEM 13



# SCHEMATIC ENTRY VIEW – WEST ST.

ITEM 13



PRECEDENT

# SCHEMATIC ENTRY VIEW



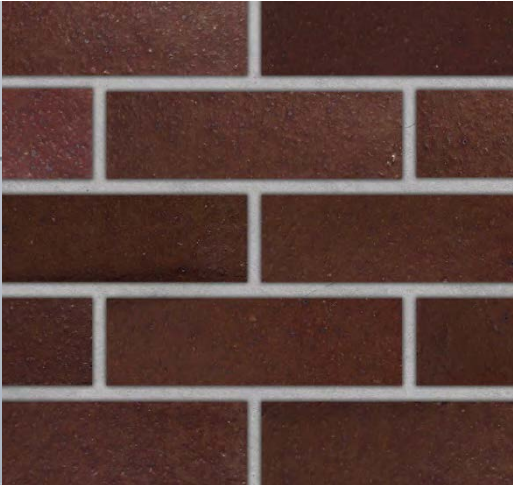
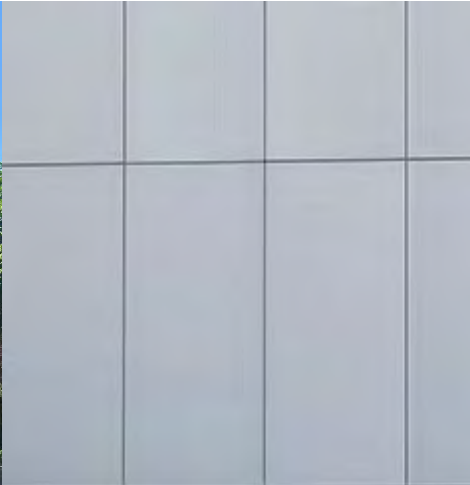
# SCHEMATIC ENTRY VIEW – MAIN ST.

ITEM 13



# SCHEMATIC ENTRY VIEW – WEST ST.

ITEM 13



PRECEDENT

# SCHEMATIC ENTRY VIEW



# SCHEMATIC ENTRY VIEW – WEST ST.

ITEM 13



# SCHEMATIC ENTRY VIEW – WEST ST.

ITEM 13



PRECEDENT

# SCHEMATIC ENTRY VIEW



# SCHEMATIC ENTRY VIEW – WEST ST.

ITEM 13



# CONSTRUCTION COST

## Construction Costs

---

New Construction @ 90,837sf	\$ 51,912,387
Demolition @ 49,000sf	\$ 550,000
Site Development	\$ 8,070,953
Contingency (3%)	\$ 1,816,000

---

**Construction Cost with Escalation: \$ 62,349,340**  
[May 2027 Start]

## Project Costs

---

Total Construction Cost:	\$ 62,349,340
Portable Classroom Relocation	\$ 250,000
Miscellaneous <small>Inspections, Testing, Asbestos, Advertising, Reproductions, etc.</small>	\$ 414,855
Moveable Equipment/Furniture	\$ 1,185,300
Technology	\$ 592,650
Playground Equipment	\$ 640,618
A/E Fees	\$ 3,506,444
Construction Management Fees	\$ 2,427,298

---

**Total Project Cost with Escalation: \$ 71,366,505**

<b>State Funding:</b>	<b>\$ 25,756,000</b>
<b>County Funding:</b>	<b>\$ 45,610,505</b>
	<b>13 - 30</b>



**Administration**

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Superintendent of Schools

**C. DWAYNE ABT, Ed.D.**  
Chief Operations & Human Relations  
Officer

**DENISE R. SHORTS**  
Chief Academic Officer, Gr. PK-8

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President

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6270 Worcester Highway | Newark, Maryland 21841  
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[www.worcesterk12.org](http://www.worcesterk12.org)

June 12, 2025

Mr. Weston Young  
Chief Administrative Officer  
Office of the County Commissioners  
Worcester County Government Center  
One W. Market Street, Room 1103  
Snow Hill, MD 21863-1195

Dear Mr. Young:

Attached are the revised FY26 budget categorical amounts based on the amount of local funding included in the approved FY26 County operating budget. These revisions were approved by our Board at a special meeting on June 12, 2025.

I am also attaching the FY26 Annual Budget Certification form that needs to be signed by President Elder.

Please contact me with any questions regarding this information.

Sincerely,

Louis H. Taylor  
Superintendent of Schools

# ITEM 14

Board of Education of Worcester County  
Requested FY 26 Total Budget Summary by Category and Object of Expenditure

	Salaries and Wages	Contracted Services	Supplies and Materials	Other Charges	Land, Buildings, and Equipment	Transfers	FY 26 Revised		Variance FY25 to FY26
							Total by Category	FY 25 Approved	
<u>01</u> ADMINISTRATION	\$ 1,931,431	\$ 208,892	\$ 45,150	\$ 96,313	\$ 1,100	\$ -	\$ 2,282,886	\$ 1,914,249	\$ 368,637
INSTRUCTIONAL SUPPORT SERVICES/MID-LEVEL									
<u>02</u> ADMINISTRATION	\$ 9,322,298	\$ 86,200	\$ 350,379	\$ 67,550	\$ 5,000	\$ -	\$ 9,831,427	\$ 9,447,630	\$ 383,797
<u>03</u> INSTRUCTIONAL SALARIES & WAGES	\$ 55,710,590	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,710,590	\$ 52,397,601	\$ 3,312,989
<u>04</u> TEXTBOOKS and INSTRUCTIONAL SUPPLIES	\$ -	\$ -	\$ 3,091,214	\$ -	\$ -	\$ -	\$ 3,091,214	\$ 2,372,757	\$ 718,457
<u>05</u> OTHER INSTRUCTIONAL COSTS	\$ -	\$ 573,821	\$ -	\$ 373,120	\$ 114,000	\$ 85,000	\$ 1,145,941	\$ 1,131,659	\$ 14,282
<u>06</u> SPECIAL EDUCATION	\$ 13,490,073	\$ 404,700	\$ 156,400	\$ 88,200	\$ 22,000	\$ 128,000	\$ 14,289,373	\$ 13,665,086	\$ 624,287
<u>07</u> STUDENT PERSONNEL SERVICES	\$ 441,272	\$ 2,250	\$ 3,000	\$ 2,150	\$ -	\$ -	\$ 448,672	\$ 432,394	\$ 16,278
<u>08</u> HEALTH SERVICES	\$ 1,448,937	\$ 6,000	\$ 39,965	\$ 1,250	\$ 1,000	\$ -	\$ 1,497,152	\$ 1,245,474	\$ 251,678
<u>09</u> STUDENT TRANSPORTATION	\$ 414,059	\$ 7,314,968	\$ 37,661	\$ 150,023	\$ -	\$ -	\$ 7,916,711	\$ 7,690,036	\$ 226,675
<u>10</u> OPERATION OF PLANT	\$ 4,387,257	\$ 683,100	\$ 966,500	\$ 3,763,686	\$ 42,300	\$ -	\$ 9,842,843	\$ 9,822,653	\$ 20,190
<u>11</u> MAINTENANCE OF PLANT	\$ 817,777	\$ 341,664	\$ 283,000	\$ 1,650	\$ 19,745	\$ -	\$ 1,463,836	\$ 1,540,781	\$ (76,945)
<u>12</u> FIXED CHARGES	\$ -	\$ -	\$ -	\$ 32,693,411	\$ -	\$ -	\$ 32,693,411	\$ 30,434,465	\$ 2,258,946
<u>13</u> CAPITAL PLANNING	\$ 126,888	\$ 450	\$ 1,552	\$ 306	\$ 100,000	\$ -	\$ 229,196	\$ 240,963	\$ (11,767)
<b>FY 26 Revised Total By Object</b>	<b>\$ 88,090,582</b>	<b>\$ 9,622,045</b>	<b>\$ 4,974,821</b>	<b>\$ 37,237,659</b>	<b>\$ 305,145</b>	<b>\$ 213,000</b>	<b>\$ 140,443,252</b>	<b>\$ 132,335,748</b>	<b>\$ 8,107,504</b>
<b>FY 25 Approved</b>	<b>\$ 83,399,321</b>	<b>\$ 9,367,540</b>	<b>\$ 4,015,366</b>	<b>\$ 35,080,979</b>	<b>\$ 294,542</b>	<b>\$ 178,000</b>	<b>\$ 132,335,748</b>		
<b>Variance FY25 to FY26</b>	<b>\$ 4,691,261</b>	<b>\$ 254,505</b>	<b>\$ 959,455</b>	<b>\$ 2,156,680</b>	<b>\$ 10,603</b>	<b>\$ 35,000</b>	<b>\$ 8,107,504</b>		

\* restated to include \$200,000 Technology Funding Request

\*\* restated to include \$100,000 Capital Outlay Request

**Other Requests**

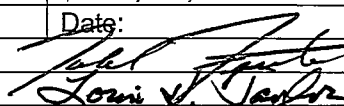
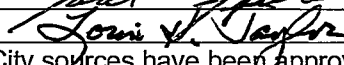
<u>1</u> Feasibility and Ed Spec for BIS	\$ 180,000
<u>2</u> Nonrecurring Software Implementation Cost	\$ 42,098
<u>3</u> Retirement Expenses	\$ 929,955
<u>4</u> County Shift of Teacher Pension	\$ 672,312
<b>TOTAL BUDGET FY26</b>	<b>\$ 142,267,617</b>

Worester County  
**ANNUAL BUDGET**

for the Fiscal Year Ending June 30, 2026

Authorized under §5-101, §5-102, and §5-111 of  
*Education Article of the Annotated Code of Maryland*

Refer to the *Financial Reporting Manual for Maryland Public Schools, Revised 2014*  
 for definitions of accounts to be reported on this budget.

CERTIFICATION STATEMENT	
<p>To the Board of County Commissioners or the County/City Council:                      In accordance with the requirements of the Acts of the General Assembly, and the rules and regulations of the State Board of Education, and on and with the advice of the State Superintendent of Schools, the Board of Education herewith submits the itemized school budget, showing the financial needs and estimated federal, state, local, and other revenue sources of the County/City for Current Expenses, School Construction, and Debt Service.</p>	
<p>Agreeably, thereto you are hereby requested to provide from <b>County/City</b> sources the following appropriation, respectively:</p>	
Current Expense – Recurring Local Appropriation	\$ 111,984,899
Current Expense – Nonrecurring Local Appropriation	\$ 42,098
<b>Total Local Appropriation</b>	<b>\$ 112,026,997</b>
School Construction	\$ 180,000
Debt Service	\$ 7,673,065
Duly submitted by:	Date: <u>6/12/25</u>
 , President  Secretary	
<p>The above appropriations from County/City sources have been approved.</p>   <hr style="width: 50%; margin: auto;"/> <p style="text-align: center;">Signature of President or Chair                      of the County/City Council or County Commissioners</p>	
Preparer: Vincent E. Tolbert, CFO	
Telephone: 410-632-5062	
Date: June 12, 2025	

# FY 26

# REVISED OPERATING BUDGET



WORCESTER COUNTY PUBLIC SCHOOLS  
6270 WORCESTER HIGHWAY  
NEWARK, MD 21841  
[WWW.WORCESTERK12.ORG](http://WWW.WORCESTERK12.ORG)

## Administration

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Superintendent of Schools

C. DWAYNE ABT, Ed.D.  
Chief Operations & Human Relations Officer

DENISE R. SHORTS  
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## Board Members

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President

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Telephone: (410) 632-5000 | Fax: (410) 632-0364  
[www.worcesterk12.org](http://www.worcesterk12.org)

April 23, 2025

Dear County Commissioners,

Worcester County Public Schools (WCPS) remains a vital part of our community, serving as both a source of pride and a safe haven for students. Our schools are more than just buildings—they are places where our young people learn, grow, and prepare for the future. Likewise, our dedicated faculty and staff go beyond their roles as educators, acting as mentors, confidants, and coaches to shape the next generation of Worcester County’s citizens. Their commitment to excellence has fostered a long-standing tradition of success, reflected in the achievements of our students and the positive impact on our county.

The strength of our school system continues to lie in its people. For decades, our mantra, “*Where People Make the Difference*,” has guided our commitment to small class sizes, program equity, and mental health resources, all of which contribute to both student success as well as economic growth. To continue this tradition of excellence, we seek your support for our funding request, which is essential to the students, staff, and families who depend on our schools. Your partnership is key in implementing the Blueprint for Maryland’s Future and ensuring that WCPS remains a pillar of success in our community. Below, we have outlined the budget priorities for fiscal year 2026 necessary to sustain and enhance the quality of education our community expects and deserves.

- **High Quality Employees / Blueprint**— Ensuring highly qualified staff is hired and retained continues to be the top identified budget priority from our School Improvement Advisory Committees. Our proposed FY26 budget includes an increase in employee salaries, which amounts to \$5,336,218. This includes a step increase for all eligible employees, a \$4,000 scale adjustment for certificated employees and a \$2,000 scale adjustment for support staff employees. The State mandates included in the Maryland Blueprint law will continue to drive public education in Maryland for the next ten years. Due to the State’s wealth-based formula used to distribute State aid to local school systems, Worcester County Public Schools will continue to be highly dependent on our County to provide the funding necessary to comply with the Blueprint legislation. The Blueprint mandate requiring beginning teacher salary of \$60,000 by FY27 is currently the mandate with the highest cost to Worcester County. Our current starting teacher salary of \$52,789 is the lowest starting teacher salary in Maryland. The requested \$4,000 scale adjustment increase for FY26 is step one of a two-step process that will allow us to meet this mandate as required by FY27. If the FY26 salary package is funded, a similar salary package will be proposed in FY27. The FY27 salary package is subject to contract negotiations with both our teachers and support staff next year. The increase in fixed charges related to the proposed salary package totals \$408,221.
- **Health Insurance** – Based on current estimates, health insurance rates are projected to increase by 8% next year. Based on these projections, our proposed FY26 budget includes an additional \$1,205,012 request to address this estimated increase in health insurance costs. Final rates will be determined in March.
- **Restoration of FY24 & FY25 Budget Cuts** – In FY24 and FY25, the Board of Education implemented budget cuts and realignments totaling over \$2,700,000. These cuts included items such as a cut to positions, cuts to summer school / after school programs, reductions to materials of instruction, cuts to extra duty pay for sports and

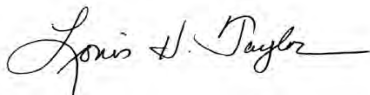
## ITEM 14

extracurricular and reductions in other budget areas. Our FY26 proposed budget includes restoring \$1,940,759 of these cuts. A detailed list of items requested to be restored is provided on page 6 of this budget document. **REDUCED \$200,000 – DONNIE WILLIAMS GRANT SUMMER ACADEMY**

- **Employee Pension and Local Share of Teacher Pension** – Based on the Governor’s proposed budget, the local share of teacher pension will increase \$672,000 in FY26. This amount is subject to change and amounts will not be finalized until the State budget is approved in April. The school system is also estimating a \$111,233 increase in employee pension costs. **REMOVED \$672,000 – CHANGE IN LEGISLATION TO COUNTY LIABILITY**
- **Transportation** – The FY26 budget includes a proposed increase for our bus contractors totaling \$280,000. Meetings with bus contractors are ongoing to decide how this overall increase will be allocated.
- **Pocomoke Middle School After-School Recreational Program** - In FY25, the County approved local grant funding for the after-school recreational program at Pocomoke Middle School. This program has been very successful and our budget request includes \$85,049 in local funding to continue this program in FY26. Beginning in FY26, this revenue and related expenditures will be reported as unrestricted.
- **iPad Lease Renewal** - In February 2020, the County approved funding for the Board to partner with Apple to implement a 1:1 initiative. In FY26, existing iPad devices will be replaced. This will result in an annual increase of \$550,000 in the cost of our annual lease payments. Main factors in the increase are the need to replace all cases and the need for additional iPads due to growing student enrollment.
- **Additional Position** – The budget includes a request of \$70,152 to support one new Registrar/Secretary position. This position will assist our five elementary schools with student registrations from April – October. In the other months, this position would be available to assist the Finance and Human Resources Offices.
- **Other Budget Increases** – The FY26 proposed budget also includes \$512,316 to address rising costs due to inflation, \$303,039 to support full funding of after school and summer school programs and an increase of \$370,472 in OPEB funding.
- **Nonrecurring Item** – The FY26 budget includes \$65,118 to install ZONAR GPS software on all school buses. This includes one-time implementation costs of \$42,098. The Board approved the one-time cost of \$42,098 as nonrecurring for FY26. This nonrecurring request must also be approved by both the County government and the Maryland State Department of Education.
- **One-time funding for capital projects** – The school system is requesting a one-time allocation of resources amounting to \$180,000 in support of the need to continue to upgrade our facilities. Projects to be funded include:
  - Feasibility Study and Educational Specifications (Ed specs) – Berlin Intermediate School - \$180,000

Lastly, we want to reiterate our hope for your partnership as we work to ensure our young people are provided every opportunity to grow into responsible citizens who reach success through their own personalized pathway.

Sincerely,



Louis H. Taylor  
Superintendent of Schools



Todd A. Ferrante  
President, Board of Education

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### **The Budget Process**

Worcester County Public Schools (WCPS) operating budget presents the funding needed to support the mission and priorities of our school system and the approximately 7,000 students we serve. We strive to maintain small class sizes, program equity, and mental health resources, while recruiting and retaining the high-quality teachers and staff that help make WCPS great.

The Food Service Fund follows generally accepted accounting standards in accounting for this proprietary fund as an enterprise fund where fees and federal revenues represent a large portion of the income derived for operations.

### **Budget Timeline**

This basic timeline is followed each year for the preparation and adoption of the Unrestricted Consolidated Current Expense Budget for the Worcester County Board of Education.

- September – Budget request information is sent to each school Principal asking them to work with their individual parent group to identify budget requests for their school.
- November – School budget requests are due to the Finance Office. The Finance office assembles all school budget request and prepares them for the presentation to the Board of Education at the December public budget input meeting.
- December – Public budget input session held to gain input from stakeholders such as parents, teachers, staff, administration,

students and community members. School SIAC members present their budget request to the Board of Education.

- December/January – Review compilation of schools and departmental budget requests is completed by Superintendent, Assistant Superintendents and Chief Financial Officer to establish priority listing for general fund requests
- January – Budget Team, comprised of the Superintendent, Assistant Superintendents and Chief Financial Officer meet with School Principals to review requests and discuss their proposals for the upcoming budget year
- January – Budget Team meets with Transportation, Maintenance and Coordinators to review final budget requests for departments
- January – Contract negotiations are held with both the Worcester County Teachers Associations and the Worcester County Education Support Personnel Association.
- January – Board budget work sessions are held to review, develop and prioritize the general fund budget.
- February – Additional budget work sessions with the Board are held for any additional work.
- End of February – Board must have final adoption of the Proposed FY26 Operating Budget
- March 4 – Submission of Proposed FY26 Operating Budget to Worcester County Commissioners
- April 8<sup>th</sup> – Worcester County Commissioner FY26 Budget

work session with Board of Education.

- May 6<sup>th</sup> – Worcester County Commissioner FY26 Public Budget hearing
- Early June - Worcester County Commissioners notify Board of appropriation for education
- Early June – If full budget funding is not approved, the Board works on revised general fund budget based on actual local appropriation and final proposed consolidated budget compiled
- Mid-Late June – Board adopts the final FY26 Operating Budget

BOARD OF EDUCATION OF WORCESTER COUNTY

REVENUES

REVENUE SOURCE	ACTUAL FY 22	ACTUAL FY 23	ACTUAL FY 24	APPROVED FY 25	REQUESTED FY 26	REVISED FY 26	VARIANCE FY 25 TO FY26
<b>UNRESTRICTED REVENUES</b>							
<b>COUNTY</b>							
R1010	\$ 96,341,968	\$ 100,085,947	\$ 99,706,640	\$ 105,393,692	\$ 114,738,633	\$ 111,984,899	\$ 6,591,207
R1020	\$ -	\$ -	\$ 100,000				
<b>STATE (Thornton Funding) *</b>							
R2160	\$ 7,019,022	\$ 7,989,804	\$ 8,276,124	\$ 8,374,379	\$ 8,864,571	\$ 8,864,571	\$ 490,192
R2050	\$ 1,671,021	\$ 2,166,970	\$ 2,391,661	\$ 2,746,036	\$ 2,972,538	\$ 2,972,538	\$ 226,502
R2030	\$ 3,392,268	\$ 3,697,479	\$ 4,000,397	\$ 4,062,401	\$ 4,210,393	\$ 4,210,393	\$ 147,992
R2010	\$ 7,827,456	\$ 7,980,405	\$ 9,988,240	\$ 10,168,367	\$ 10,627,478	\$ 10,627,478	\$ 459,111
R2130	\$ 409,696	\$ 448,740	\$ 490,866	\$ 598,862	\$ 741,362	\$ 741,362	\$ 142,500
<b>OTHER</b>							
R1100	\$ 106,305	\$ 151,473	\$ 172,629	\$ 130,000	\$ 130,000	\$ 130,000	\$ -
	\$ 567,011	\$ 567,011	\$ 567,011	\$ 567,011	\$ 567,011	\$ 567,011	\$ -
R1210, R1270	\$ 2,087	\$ 133,950	\$ 375,678	\$ 200,000	\$ 200,000	\$ 200,000	\$ -
R120, R1280, R1290		\$ 5,932	\$ 15,958				\$ -
R6030	\$ 98,184	\$ 13,954	\$ 2,111	\$ 70,000	\$ 80,000	\$ 80,000	\$ 10,000
		\$ 15,201	\$ 15,657		\$ 15,000	\$ 15,000	\$ 15,000
		\$ 26,147	\$ -				\$ -
		\$ 11,800	\$ 3,125				\$ -
		\$ 31,831					\$ -
		\$ 25,619	\$ 26,261		\$ 25,000	\$ 25,000	\$ 25,000
		\$ 21,253	\$ 500				\$ -
		\$ 4,287	\$ 962				\$ -
			\$ 24,000				\$ -
			\$ 13,918				\$ -
			\$ 4,157				\$ -
			\$ 26,654				\$ -
			\$ 9,787				\$ -
	\$ 25,629	\$ 30,339	\$ 45,281	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
R6030		\$ 1,348,387	\$ -				\$ -
R6030		\$ 1,528,819	\$ 172,413	\$ 95,000	\$ 145,000	\$ 145,000	\$ -
<b>TOTAL UNRESTRICTED REVENUE</b>	<b>\$ 117,460,647</b>	<b>\$ 124,756,530</b>	<b>\$ 126,257,617</b>	<b>\$ 132,335,748</b>	<b>\$ 143,196,986</b>	<b>\$ 140,443,252</b>	<b>\$ 8,107,504</b>
<b>OTHER REQUESTS - COUNTY</b>							
<b>RECURRING</b>							
^ Appropriation - Technology	\$ 200,000	\$ 200,000	\$ 200,000				
^ Appropriation - Capital Outlay	\$ 100,000	\$ 100,000	\$ 100,000				
<b>NONRECURRING</b>							
+ Appropriation - Technology	\$ -	\$ -	\$ -	\$ -	\$ 42,098	\$ 42,098	\$ 42,098
Appropriation - School Construction	\$ 295,800	\$ 205,000	\$ 815,000	\$ 60,000	\$ 180,000	\$ 180,000	\$ 120,000
<b>OTHER</b>							
Appropriation - Retirement Expenses	\$ 648,942	\$ 689,670	\$ 758,679	\$ 818,722	\$ 929,955	\$ 929,955	\$ 111,233
<b>TOTAL OTHER REQUESTS - COUNTY</b>	<b>\$ 1,244,742</b>	<b>\$ 1,194,670</b>	<b>\$ 1,873,679</b>	<b>\$ 878,722</b>	<b>\$ 1,152,053</b>	<b>\$ 1,152,053</b>	<b>\$ 273,331</b>
Appropriation - County Shift of Teacher Pension					\$ 672,312	\$ 672,312	\$ 672,312
<b>TOTAL COUNTY APPROPRIATION</b>	<b>\$ 97,586,710</b>	<b>\$ 101,280,617</b>	<b>\$ 101,680,319</b>	<b>\$ 106,272,414</b>	<b>\$ 116,562,998</b>	<b>\$ 113,809,264</b>	<b>\$ 7,536,850</b>
<b>TOTAL BUDGET - ALL FUNDS</b>	<b>\$ 118,705,389</b>	<b>\$ 125,951,200</b>	<b>\$ 128,131,296</b>	<b>\$ 133,214,470</b>	<b>\$ 145,021,351</b>	<b>\$ 142,267,617</b>	<b>\$ 9,053,147</b>

County Debt Service

\$ 7,673,065

OPEB

\$ 9,600,000

\* State funding is based upon current law. Subject to final legislative action, these amounts could change.

Any decrease in State funding would result in an increased amount being requested from the County.

^ RESTATED TO INCLUDE RECURRING APPROPRIATIONS IN OPERATING BUDGET (\$200,000 IN TECHNOLOGY and \$100,000 IN CAPITAL OUTLAY)

+ NONRECURRING SOFTWARE IMPLEMENTATION COSTS

# ITEM 14

Board of Education of Worcester County  
Requested FY 26 Total Budget Summary by Category and Object of Expenditure

	Salaries and Wages	Contracted Services	Supplies and Materials	Other Charges	Land, Buildings, and Equipment	Transfers	FY 26 Revised		Variance FY25 to FY26
							Total by Category	FY 25 Approved	
<u>01</u> ADMINISTRATION	\$ 1,931,431	\$ 208,892	\$ 45,150	\$ 96,313	\$ 1,100	\$ -	\$ 2,282,886	\$ 1,914,249	\$ 368,637
INSTRUCTIONAL SUPPORT SERVICES/MID-LEVEL									
<u>02</u> ADMINISTRATION	\$ 9,322,298	\$ 86,200	\$ 350,379	\$ 67,550	\$ 5,000	\$ -	\$ 9,831,427	\$ 9,447,630	\$ 383,797
<u>03</u> INSTRUCTIONAL SALARIES & WAGES	\$ 55,710,590	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,710,590	\$ 52,397,601	\$ 3,312,989
<u>04</u> TEXTBOOKS and INSTRUCTIONAL SUPPLIES	\$ -	\$ -	\$ 3,091,214	\$ -	\$ -	\$ -	\$ 3,091,214	\$ 2,372,757	\$ 718,457
<u>05</u> OTHER INSTRUCTIONAL COSTS	\$ -	\$ 573,821	\$ -	\$ 373,120	\$ 114,000	\$ 85,000	\$ 1,145,941	\$ 1,131,659	\$ 14,282
<u>06</u> SPECIAL EDUCATION	\$ 13,490,073	\$ 404,700	\$ 156,400	\$ 88,200	\$ 22,000	\$ 128,000	\$ 14,289,373	\$ 13,665,086	\$ 624,287
<u>07</u> STUDENT PERSONNEL SERVICES	\$ 441,272	\$ 2,250	\$ 3,000	\$ 2,150	\$ -	\$ -	\$ 448,672	\$ 432,394	\$ 16,278
<u>08</u> HEALTH SERVICES	\$ 1,448,937	\$ 6,000	\$ 39,965	\$ 1,250	\$ 1,000	\$ -	\$ 1,497,152	\$ 1,245,474	\$ 251,678
<u>09</u> STUDENT TRANSPORTATION	\$ 414,059	\$ 7,314,968	\$ 37,661	\$ 150,023	\$ -	\$ -	\$ 7,916,711	\$ 7,690,036	\$ 226,675
<u>10</u> OPERATION OF PLANT	\$ 4,387,257	\$ 683,100	\$ 966,500	\$ 3,763,686	\$ 42,300	\$ -	\$ 9,842,843	\$ 9,822,653	\$ 20,190
<u>11</u> MAINTENANCE OF PLANT	\$ 817,777	\$ 341,664	\$ 283,000	\$ 1,650	\$ 19,745	\$ -	\$ 1,463,836	\$ 1,540,781	\$ (76,945)
<u>12</u> FIXED CHARGES	\$ -	\$ -	\$ -	\$ 32,693,411	\$ -	\$ -	\$ 32,693,411	\$ 30,434,465	\$ 2,258,946
<u>13</u> CAPITAL PLANNING	\$ 126,888	\$ 450	\$ 1,552	\$ 306	\$ 100,000	\$ -	\$ 229,196	\$ 240,963	\$ (11,767)
<b>FY 26 Revised Total By Object</b>	<b>\$ 88,090,582</b>	<b>\$ 9,622,045</b>	<b>\$ 4,974,821</b>	<b>\$ 37,237,659</b>	<b>\$ 305,145</b>	<b>\$ 213,000</b>	<b>\$ 140,443,252</b>	<b>\$ 132,335,748</b>	<b>\$ 8,107,504</b>
<b>FY 25 Approved</b>	<b>\$ 83,399,321</b>	<b>\$ 9,367,540</b>	<b>\$ 4,015,366</b>	<b>\$ 35,080,979</b>	<b>\$ 294,542</b>	<b>\$ 178,000</b>	<b>\$ 132,335,748</b>		
<b>Variance FY25 to FY26</b>	<b>\$ 4,691,261</b>	<b>\$ 254,505</b>	<b>\$ 959,455</b>	<b>\$ 2,156,680</b>	<b>\$ 10,603</b>	<b>\$ 35,000</b>	<b>\$ 8,107,504</b>		

\* restated to include \$200,000 Technology Funding Request

\*\* restated to include \$100,000 Capital Outlay Request

**Other Requests**

<u>1</u> Feasibility and Ed Spec for BIS	\$ 180,000
<u>2</u> Nonrecurring Software Implementation Cost	\$ 42,098
<u>3</u> Retirement Expenses	\$ 929,955
<u>4</u> County Shift of Teacher Pension	\$ 672,312
<b>TOTAL BUDGET FY26</b>	<b>\$ 142,267,617</b>

Board of Education of Worcester County

Overview of FY26 Budget Request

	18-Feb-25	3-Jun-25	Reduction in Requested Operating Budget
	Proposed	Revised	
FY25 Approved Operating Budget	\$ 132,335,748	\$ 132,335,748	
FY26 Proposed Operating Budget	\$ 143,196,986	\$ 140,443,252	
Increase/(Decrease) in Operating Budget Request	\$ 10,861,239	\$ 8,107,504	\$ (2,753,734)
<b>Breakdown of Additional Funding Request for FY26 over FY25</b>			
		Revised	
1-to-1 Initiative - iPad renewal	\$ 550,000	\$ 550,000	\$ -
Projected Health Insurance Increase (8%)	\$ 1,205,012	\$ 1,205,012	\$ -
Projected increase in local share of teacher pension			
<b>REMOVED \$672,000 - CHANGE IN LEGISLATION TO COUNTY LIABILITY</b>			
Increase for OPEB Liability	\$ 370,472	\$ 370,472	\$ -
Request for new Position for Registrar/Administrative Asst. (Salary, FICA, & Insurance)	\$ 70,152	\$ 70,152	\$ -
Restore Cuts			
Reinstate cut positions in Instructional & SPED with fixed charges (FICA & insurance)	\$ 892,984	\$ -	\$ (892,984)
Reinstate cut Positions in Instructional Support for Grants & Policy	\$ 33,000	\$ -	\$ (33,000)
Restore cut to Summer & Afterschool Salaries	\$ 315,000	\$ 315,000	\$ -
<b>Donnie Williams Grant for Summer Academy</b>	<b>\$ (200,000)</b>	<b>\$ (200,000)</b>	<b>\$ -</b>
Administration Office Supplies	\$ 7,500	\$ -	\$ (7,500)
Administration Meetings	\$ 1,553	\$ -	\$ (1,553)
Administration Dues & Subscriptions	\$ 8,750	\$ -	\$ (8,750)
Instructional Support Office Supplies	\$ 26,309	\$ -	\$ (26,309)
Instructional Support Postage	\$ 18,096	\$ -	\$ (18,096)
Instructional Support Meeting & In-Service (partial-total cut was \$13,000)	\$ 9,000	\$ -	\$ (9,000)
Textbooks & MOI - Arts	\$ 20,000	\$ -	\$ (20,000)
Textbooks & MOI - General	\$ 300,000	\$ -	\$ (300,000)
Textbooks & MOI - Reading	\$ 155,373	\$ -	\$ (155,373)
Textbooks & MOI - WTHS	\$ 4,560	\$ -	\$ (4,560)
Textbooks & MOI - Testing Supplies (AP, PSAT, SAT)	\$ 15,000	\$ -	\$ (15,000)
Other Instructional - Consultants	\$ 7,550	\$ -	\$ (7,550)
SPED MOI	\$ 33,600	\$ -	\$ (33,600)
Student Transportation - Field trips	\$ 56,361	\$ -	\$ (56,361)
Student Transportation - Summer & After School	\$ 36,123	\$ 36,123	\$ -
<b>TOTAL RESTORE CUTS</b>	<b>\$ 1,740,759</b>	<b>\$ 151,123</b>	<b>\$ (1,589,636)</b>
Request for Additional Funding for Negotiated Salary Agreements (Salaries + FICA)	\$ 5,744,439	\$ 4,685,341	\$ (1,059,098)
Request for Summer & Afterschool Salaries for full program	\$ 303,039	\$ 303,039	\$ -
Request for Additional Funding for Negotiated Bus Contracts	\$ 280,000	\$ 175,000	\$ (105,000)
Request for Additional Funding due to increase of costs	\$ 512,316	\$ 512,316	\$ -
PMS Afterschool Warrior Program	\$ 85,049	\$ 85,049	\$ -
<b>Total of Additional Operating Budget Increases</b>	<b>\$ 10,861,239</b>	<b>\$ 8,107,504</b>	<b>\$ (2,753,734)</b>

**Board of Education of Worcester County  
FTEs FY25 to FY26**

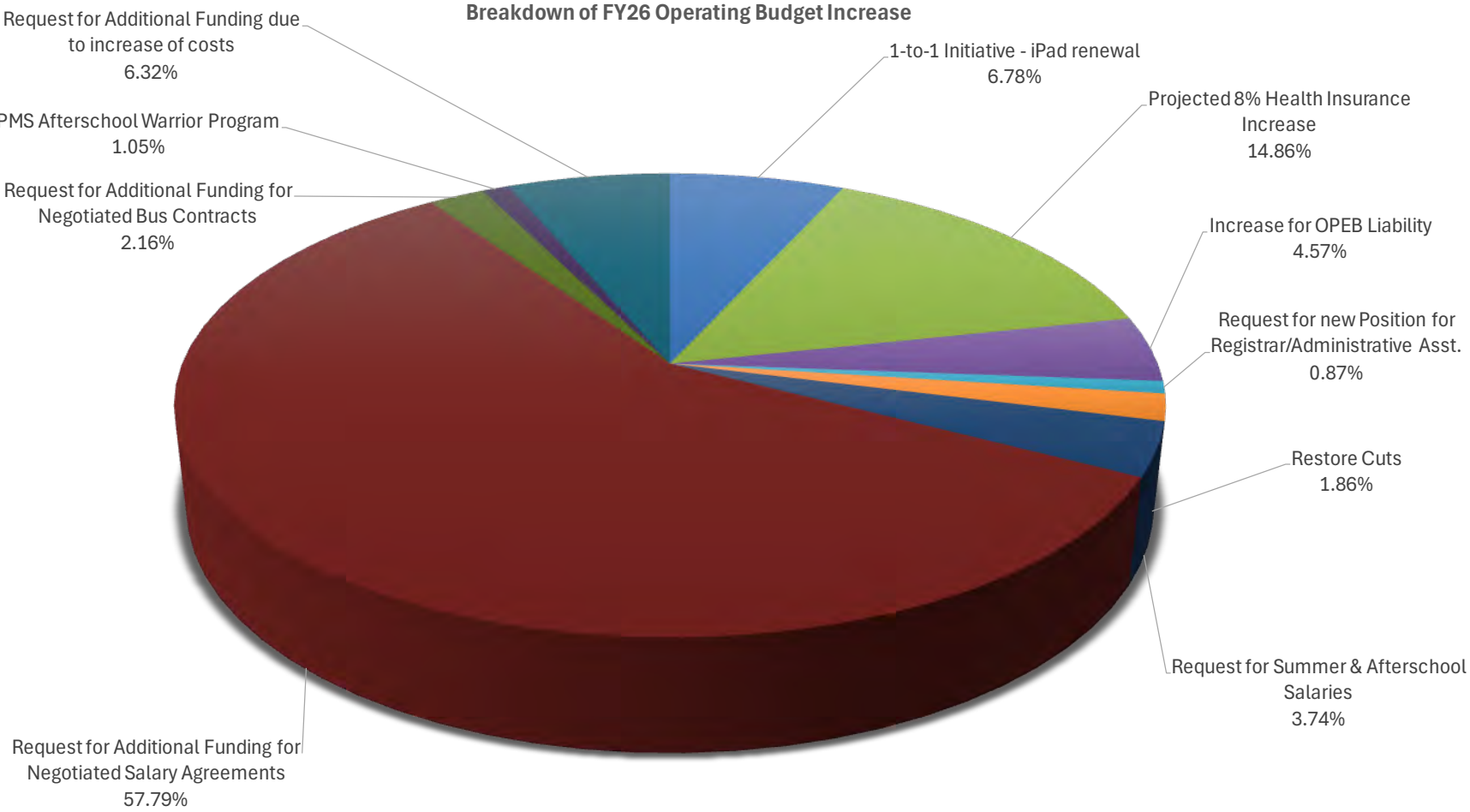
FTEs	PROPOSED		REVISED	
	FY25	FY26	FY26	
ADMINISTRATION	22.4	23.4	23.4	contractual vendor hired as FTE
INSTRUCTIONAL SUPPORT SERVICES	104	105	105	New Registrar Position
INSTRUCTIONAL SALARIES & WAGES <i>Includes PMS After School Warrior Program</i>	661.5	667.25	663.25	Rehire 4 certificated positions; Vocational Teacher increase due to student needs;
				Moved from Restricted local grant to operating budget per county request
SPECIAL EDUCATION	212.2	225.2	223.2	Restore 2 certificated positions; increase EAs to accommodate IEPs
STUDENT PERSONNEL SERVICES	4.4	4.4	4.4	
HEALTH SERVICES	21.3	21.3	21.3	
STUDENT TRANSPORTATION	11	11	11	
OPERATION OF PLANT	86.25	86.25	86.25	
MAINTENANCE OF PLANT	10.8	10.8	10.8	
CAPITAL PLANNING	1.25	1.25	1.25	
<b>TOTAL</b>	<b>1135.1</b>	<b>1155.85</b>	<b>1149.85</b>	
FOOD SERVICES	53	54.75	54.75	shift of employment from long-term substitute to FTE
RESTRICTED	83	77.73	77.73	
<b>GRAND TOTAL</b>	<b>1271.1</b>	<b>1288.33</b>	<b>1282.33</b>	

Board of Education of Worcester County  
FY26

Utilization of FY24 Unassigned Fund Balance

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Allocated for FY25 After School Programs	\$	228,907
Avoid Additional Reductions in Student Programs & Services	\$	567,011
<hr/>		
TOTAL	\$	795,918



**Maryland Blueprint**

**Pillar 1: Early Childhood Education**

Significantly expand publicly-funded full-day pre-K for all 4-year-olds and low-income 3-year-olds through a public-private delivery system

Increase number of high-quality early childhood education providers and educators

Expand supports for young children and their families

Fully fund the Maryland Infants and Toddlers Program

Improve student readiness for kindergarten

**Pillar 2: High Quality and Diverse Teachers and School Leaders**

Improve educator compensation and working conditions

Institute new recruitment and professional development efforts to create a more diverse educator workforce

Establish new statewide educator career ladder to continually improve professional practice and student performance

Implement more comprehensive in-service educator training and development

**Pillar 3: College and Career Readiness**

Develop an aligned instructional system with resources and supports necessary to keep students on track to be CCR

Provide students with resources necessary to achieve reading proficiency by end of grade 3

Create a statewide framework for rigorous CTE programs and skills standards

Establish pathways for CCR and non-CCR students in grades 11 and 12

**Pillar 4: More Resources to Ensure all Students are Successful**

Provide new Concentration of Poverty grants directly to eligible schools to support community schools and enhance wraparound services

Coordinate community supports to meet student behavioral health needs and provide technical assistance to school systems

**Pillar 5: Governance and Accountability**

Develop state and local Blueprint implementation plans

Create expert review teams to visit schools and make recommendations for improving student achievement

Require school systems to demonstrate that at least 75% of per-student formula funding follows students to their schools

## Operating budget comparison FY25 &amp; FY26

	Salaries and Wages		
	FY25	FY26	FY25 to FY26
ADMINISTRATION	\$ 1,677,616	\$ 1,931,431	\$ 253,815
INSTRUCTIONAL SUPPORT SERVICES/MID-LEVEL ADMINISTRATION	\$ 9,016,035	\$ 9,322,298	\$ 306,263
INSTRUCTIONAL SALARIES & WAGES	\$ 52,397,602	\$ 55,710,590	\$ 3,312,988
TEXTBOOKS and INSTRUCTIONAL SUPPLIES	\$ -	\$ -	\$ -
OTHER INSTRUCTIONAL COSTS	\$ -	\$ -	\$ -
SPECIAL EDUCATION	\$ 12,920,676	\$ 13,490,073	\$ 569,397
STUDENT PERSONNEL SERVICES	\$ 429,471	\$ 441,272	\$ 11,801
HEALTH SERVICES	\$ 1,235,354	\$ 1,448,937	\$ 213,583
STUDENT TRANSPORTATION	\$ 407,809	\$ 414,059	\$ 6,250
OPERATION OF PLANT	\$ 4,297,705	\$ 4,387,257	\$ 89,552
MAINTENANCE OF PLANT	\$ 878,398	\$ 817,777	\$ (60,621)
FIXED CHARGES	\$ -	\$ -	\$ -
CAPITAL PLANNING	\$ 138,655	\$ 126,888	\$ (11,767)
TOTAL	\$ 83,399,321	\$ 88,090,582	\$ 4,691,261

## Operating budget comparison FY25

	Contracted Services		
	FY25	FY26	FY25 to FY26
ADMINISTRATION	\$ 177,242	\$ 208,892	\$ 31,650
INSTRUCTIONAL SUPPORT SERVICES/MID-LEVEL ADMINISTRATION	\$ 85,263	\$ 86,200	\$ 937
INSTRUCTIONAL SALARIES & WAGES	\$ -	\$ -	\$ -
TEXTBOOKS and INSTRUCTIONAL SUPPLIES	\$ -	\$ -	\$ -
OTHER INSTRUCTIONAL COSTS	\$ 584,389	\$ 573,821	\$ (10,568)
SPECIAL EDUCATION	\$ 403,000	\$ 404,700	\$ 1,700
STUDENT PERSONNEL SERVICES	\$ 750	\$ 2,250	\$ 1,500
HEALTH SERVICES	\$ 252	\$ 6,000	\$ 5,748
STUDENT TRANSPORTATION	\$ 7,138,507	\$ 7,314,968	\$ 176,461
OPERATION OF PLANT	\$ 673,200	\$ 683,100	\$ 9,900
MAINTENANCE OF PLANT	\$ 304,488	\$ 341,664	\$ 37,176
FIXED CHARGES	\$ -	\$ -	\$ -
CAPITAL PLANNING	\$ 450	\$ 450	\$ -
TOTAL	\$ 9,367,541	\$ 9,622,045	\$ 254,504

## Operating budget comparison FY25

	Supplies and Materials		
	FY25	FY26	FY25 to FY26
ADMINISTRATION	\$ 22,882	\$ 45,150	\$ 22,268
INSTRUCTIONAL SUPPORT SERVICES/MID-LEVEL ADMINISTRATION	\$ 280,132	\$ 350,379	\$ 70,247
INSTRUCTIONAL SALARIES & WAGES	\$ -	\$ -	\$ -
TEXTBOOKS and INSTRUCTIONAL SUPPLIES	\$ 2,372,757	\$ 3,091,214	\$ 718,457
OTHER INSTRUCTIONAL COSTS		\$ -	\$ -
SPECIAL EDUCATION	\$ 151,400	\$ 156,400	\$ 5,000
STUDENT PERSONNEL SERVICES	\$ 1,890	\$ 3,000	\$ 1,110
HEALTH SERVICES	\$ 8,118	\$ 39,965	\$ 31,847
STUDENT TRANSPORTATION	\$ 9,636	\$ 37,661	\$ 28,025
OPERATION OF PLANT	\$ 847,500	\$ 966,500	\$ 119,000
MAINTENANCE OF PLANT	\$ 319,500	\$ 283,000	\$ (36,500)
FIXED CHARGES	\$ -	\$ -	\$ -
CAPITAL PLANNING	\$ 1,552	\$ 1,552	\$ -
TOTAL	\$ 4,015,367	\$ 4,974,821	\$ 959,454

## Operating budget comparison FY25

	Other Charges		
	FY25	FY26	FY25 to FY26
ADMINISTRATION	\$ 35,407	\$ 96,313	\$ 60,906
INSTRUCTIONAL SUPPORT SERVICES/MID-LEVEL ADMINISTRATION	\$ 61,200	\$ 67,550	\$ 6,350
INSTRUCTIONAL SALARIES & WAGES	\$ -	\$ -	\$ -
TEXTBOOKS and INSTRUCTIONAL SUPPLIES	\$ -	\$ -	\$ -
OTHER INSTRUCTIONAL COSTS	\$ 411,875	\$ 373,120	\$ (38,755)
SPECIAL EDUCATION	\$ 40,011	\$ 88,200	\$ 48,189
STUDENT PERSONNEL SERVICES	\$ 283	\$ 2,150	\$ 1,867
HEALTH SERVICES	\$ 750	\$ 1,250	\$ 500
STUDENT TRANSPORTATION	\$ 134,084	\$ 150,023	\$ 15,939
OPERATION OF PLANT	\$ 3,961,948	\$ 3,763,686	\$ (198,262)
MAINTENANCE OF PLANT	\$ 650	\$ 1,650	\$ 1,000
FIXED CHARGES	\$ 30,434,465	\$ 32,693,411	\$ 2,258,946
CAPITAL PLANNING	\$ 306	\$ 306	\$ -
TOTAL	\$ 35,080,979	\$ 37,237,659	\$ 2,156,680

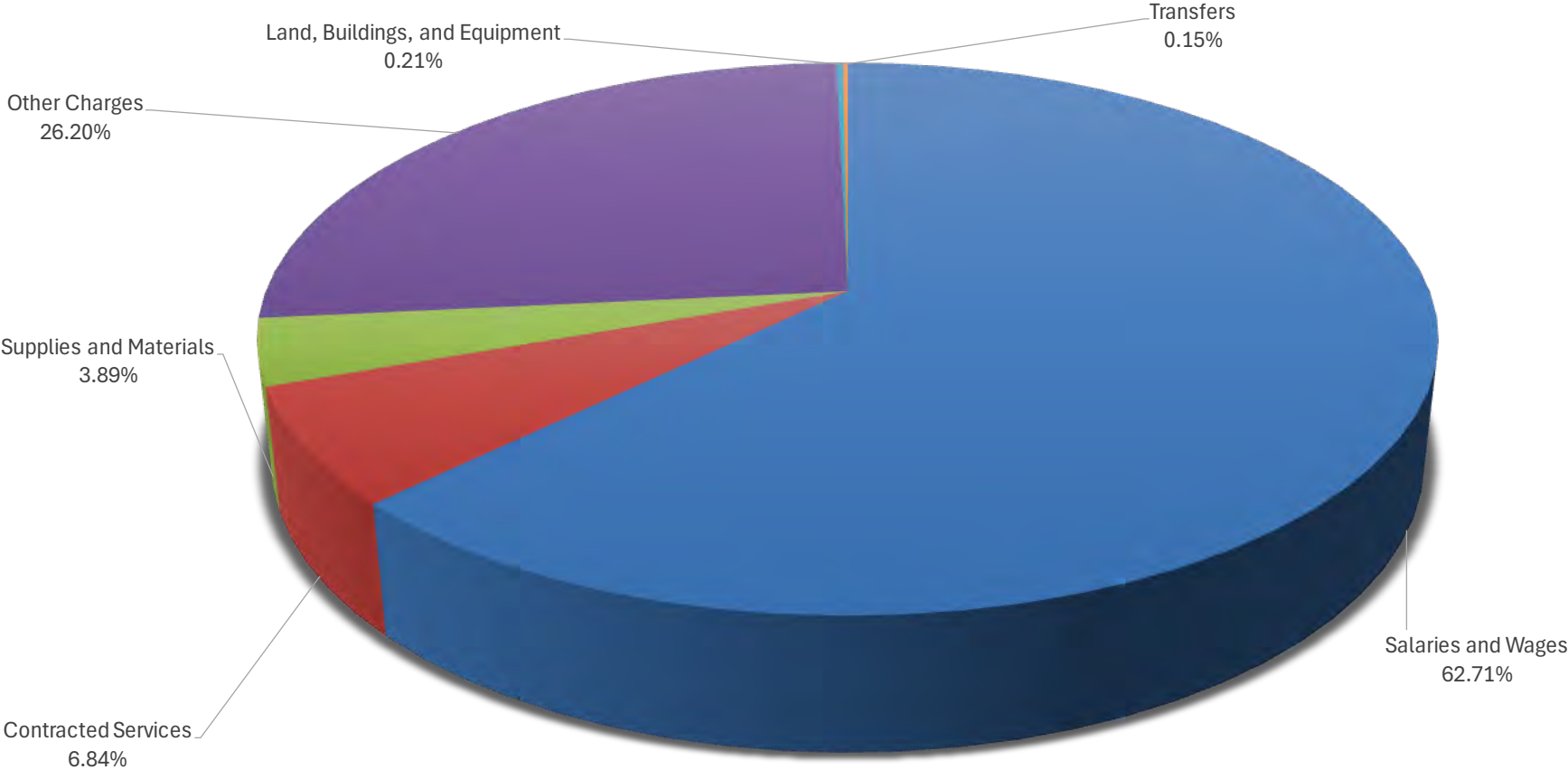
## Operating budget comparison FY25

	Land, Buildings, and Equipment		
	FY25	FY26	FY25 to FY26
ADMINISTRATION	\$ 1,102	\$ 1,100	\$ (2)
INSTRUCTIONAL SUPPORT SERVICES/MID-LEVEL ADMINISTRATION	\$ 5,000	\$ 5,000	\$ -
INSTRUCTIONAL SALARIES & WAGES	\$ -	\$ -	\$ -
TEXTBOOKS and INSTRUCTIONAL SUPPLIES	\$ -	\$ -	\$ -
OTHER INSTRUCTIONAL COSTS	\$ 85,395	\$ 114,000	\$ 28,605
SPECIAL EDUCATION	\$ 22,000	\$ 22,000	\$ -
STUDENT PERSONNEL SERVICES	\$ -	\$ -	\$ -
HEALTH SERVICES	\$ 1,000	\$ 1,000	\$ -
STUDENT TRANSPORTATION	\$ -	\$ -	\$ -
OPERATION OF PLANT	\$ 42,300	\$ 42,300	\$ -
MAINTENANCE OF PLANT	\$ 37,745	\$ 19,745	\$ (18,000)
FIXED CHARGES	\$ -	\$ -	\$ -
CAPITAL PLANNING	\$ 100,000	\$ 100,000	\$ -
TOTAL	\$ 294,542	\$ 305,145	\$ 10,603

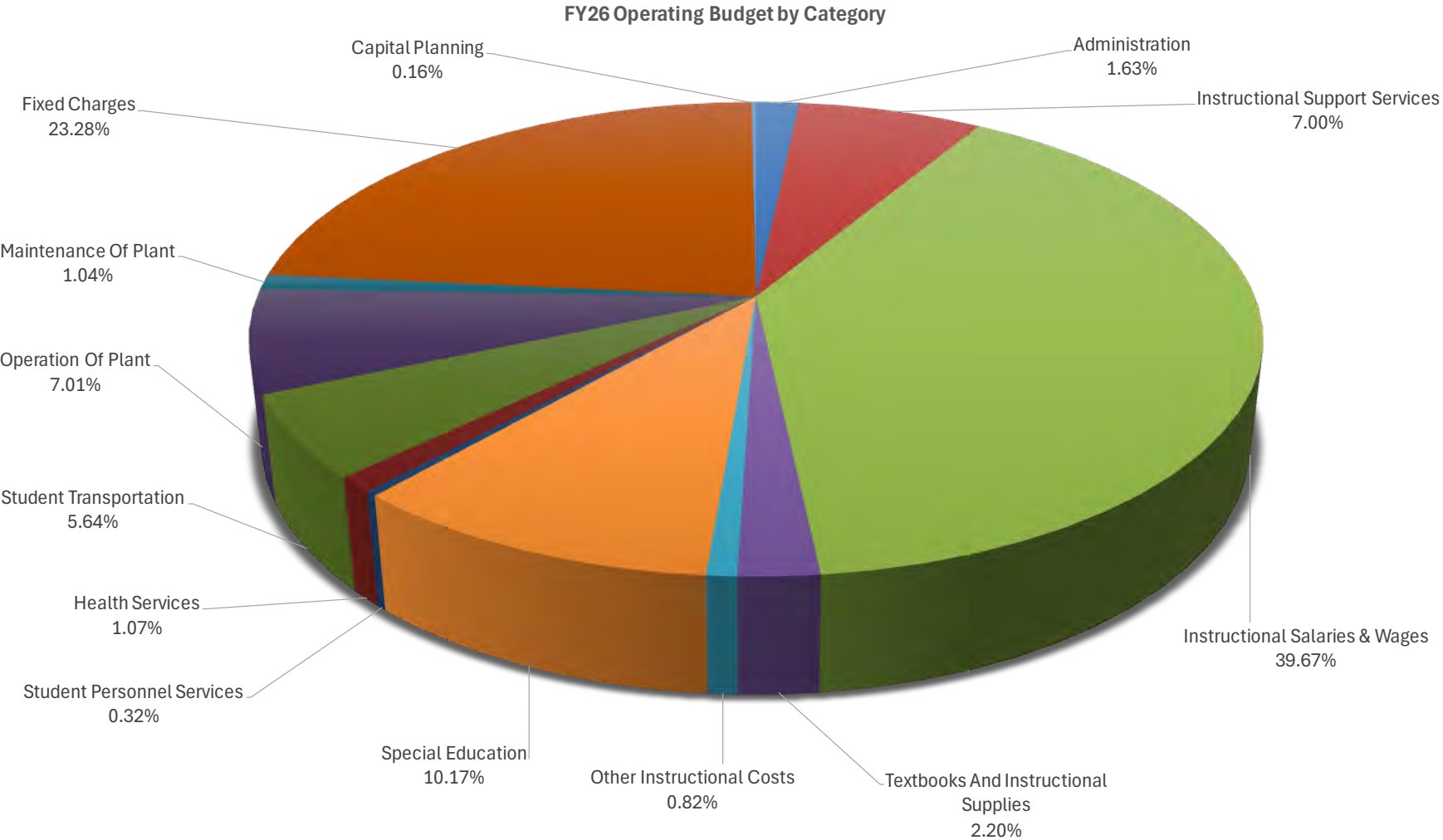
## Operating budget comparison FY25

	Transfers		
	FY25	FY26	FY25 to FY26
ADMINISTRATION	\$ -	\$ -	\$ -
INSTRUCTIONAL SUPPORT SERVICES/MID-LEVEL ADMINISTRATION	\$ -	\$ -	\$ -
INSTRUCTIONAL SALARIES & WAGES	\$ -	\$ -	\$ -
TEXTBOOKS and INSTRUCTIONAL SUPPLIES	\$ -	\$ -	\$ -
OTHER INSTRUCTIONAL COSTS	\$ 50,000	\$ 85,000	\$ 35,000
SPECIAL EDUCATION	\$ 128,000	\$ 128,000	\$ -
STUDENT PERSONNEL SERVICES	\$ -	\$ -	\$ -
HEALTH SERVICES	\$ -	\$ -	\$ -
STUDENT TRANSPORTATION	\$ -	\$ -	\$ -
OPERATION OF PLANT	\$ -	\$ -	\$ -
MAINTENANCE OF PLANT	\$ -	\$ -	\$ -
FIXED CHARGES	\$ -	\$ -	\$ -
CAPITAL PLANNING	\$ -	\$ -	\$ -
TOTAL	\$ 178,000	\$ 213,000	\$ 35,000

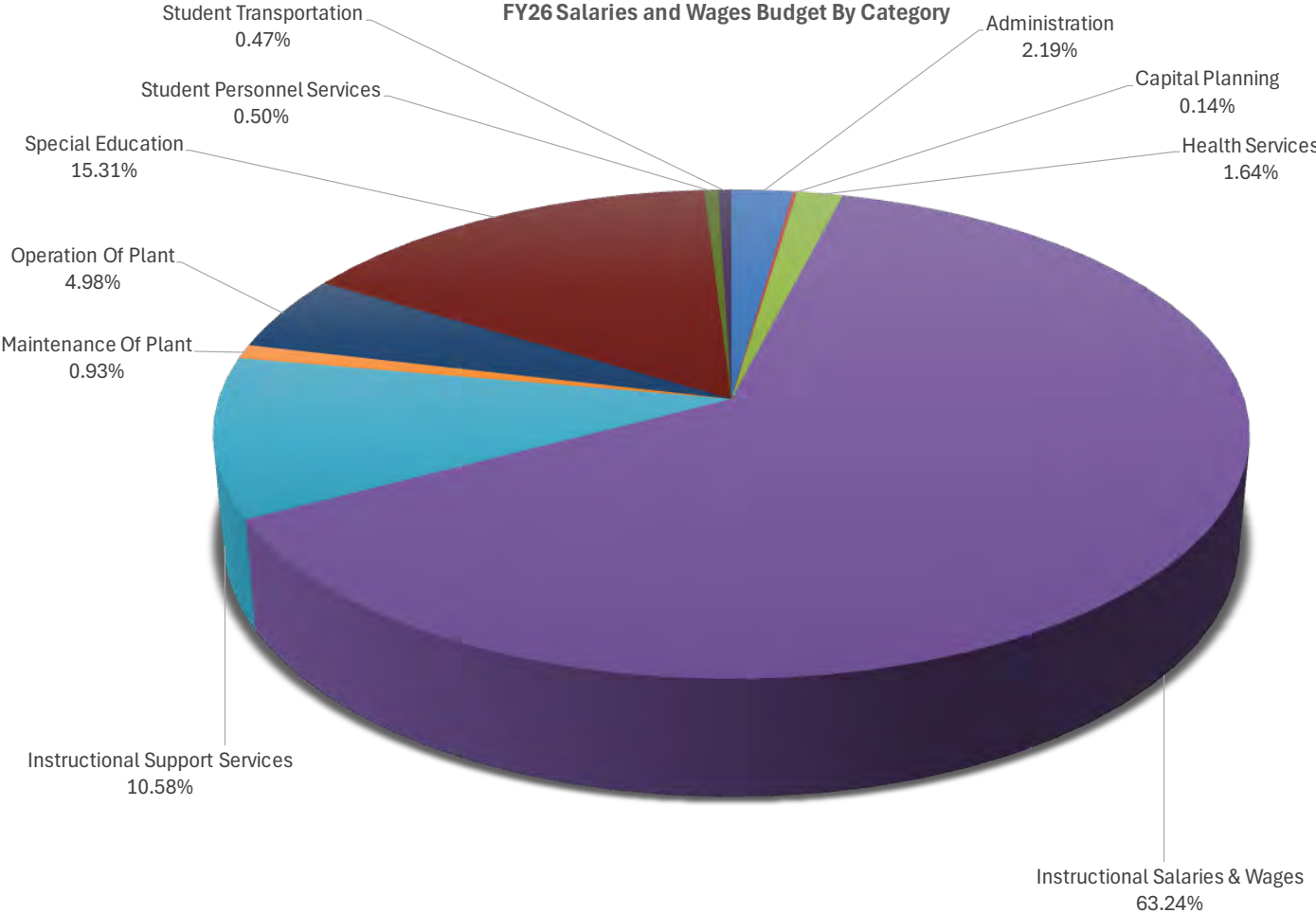
FY26 Operating Budget by Object



FY26 Operating budget totals \$140,443,252  
This chart shows how those budgeted funds are dispersed across the objects.  
Of the total budget, Salaries and Fixed Charges total 86.19%  
Fixed Charges are included in "Other Charges" object and are equal to 23.47%



FY26 Operating budget totals \$ 140,443,252  
This chart shows how those budgeted funds are dispersed across the categories.  
Of the total budget, Instructional Salaries and Fixed Charges total 62.95%



FY26 Salaries and Wages are budgeted to be \$ 88,090,582  
This chart shows how those salaries are dispersed across the categories.  
Administration Salaries are 2.19% of the total FY26 Budget  
Instructional Salaries are 63.24% of the total FY26 Budget  
Special Education salaries are 15.31% of the total FY26 Budget

Blueprint  
Pillar

	EXPENDED FY22	EXPENDED FY23	EXPENDED FY24	APPROVED FY25	REQUESTED FY26	REVISED FY26	Variance FY25 to FY26
<b>SUMMARY</b>							
Salaries & Wages	\$ 1,495,746	\$ 1,486,691	\$ 1,675,606	\$ 1,677,616	\$ 1,945,850	\$ 1,931,431	\$ 253,815
Contracted Services	\$ 161,971	\$ 219,692	\$ 227,313	\$ 177,242	\$ 208,892	\$ 208,892	\$ 31,650
Supplies and Materials	\$ 79,912	\$ 101,844	\$ 43,606	\$ 22,882	\$ 52,650	\$ 45,150	\$ 22,268
Other Charges	\$ 70,975	\$ 75,801	\$ 86,103	\$ 35,407	\$ 106,616	\$ 96,313	\$ 60,906
Equipment	\$ 5,332	\$ 302	\$ -	\$ 1,102	\$ 1,100	\$ 1,100	\$ (2)
<b>TOTAL ADMINISTRATION</b>	<b>\$ 1,813,936</b>	<b>\$ 1,884,330</b>	<b>\$ 2,032,628</b>	<b>\$ 1,914,249</b>	<b>\$ 2,315,108</b>	<b>\$ 2,282,886</b>	<b>\$ 368,637</b>

	FY22	FY23	FY24	FY25	FY26	FY26
<b>POSITIONS</b>						
Board Members	7	7	7	7	7	7
Superintendent	1	1	1	1	1	1
Chief Operating Officer/ Chief Financial Officer/ Chief Safety Officer	2.7	2.7	2.7	2.7	0	0
Chief Safety Officer/Chief Academic Officer					0.7	0.7
Chief Financial Officer					1	1
Chief Operating Officer/Human Resource Officer					1	1
Coordinator (previously titled Supervisor/Coordinator)	0.2	0.2	0.2	0.2	0.2	0.2
Staff Accountants & HR Specialist	4	4	4	4	6	6
Secretaries	8	8	8	7.5	6.5	6.5
	<b>22.9</b>	<b>22.9</b>	<b>22.9</b>	<b>22.4</b>	<b>23.4</b>	<b>23.4</b>

**SALARIES & WAGES**

10110102	<b>BOARD MEMBERS</b>	\$ 41,417	\$ 49,500	\$ 49,500	\$ 49,500	\$ 49,500	\$ 49,500	\$ -
	SUPERINTENDENT, COO, CFO, CSO, STAFF ACCOUNTANTS							
11020102	SUPERINTENDENT			\$ 231,105	\$ 242,260	\$ 246,760	\$ 245,760	\$ 3,500
11030102	ASSISTANT SUPERINTENDENT(Chief Safety Officer/Chief Academic Officer)			\$ 160,392	\$ 119,009	\$ 121,879	\$ 121,179	\$ 2,170
11050102	SUPERVISOR/CFO			\$ 278,586	\$ 173,212	\$ 177,612	\$ 176,612	\$ 3,400
11060102	COORDINATOR			\$ 24,354	\$ 27,589	\$ 28,834	\$ 28,565	\$ 976
11360102	ACCOUNTANT			\$ 359,168	\$ 441,333	\$ 623,310	\$ 616,110	\$ 174,777
11490102	HUMAN RESOURCE SPECIALIST(Chief Operating Officer/Human Resource Officer)			\$ 105,862	\$ 168,412	\$ 172,412	\$ 171,412	\$ 3,000
	<b>TOTAL SUPERINTENDENT, COO, CFO, CSO, STAFF ACCOUNTANTS</b>	<b>\$ 1,002,212</b>	<b>\$ 993,418</b>	<b>\$ 1,159,467</b>	<b>\$ 1,171,815</b>	<b>\$ 1,370,807</b>	<b>\$ 1,359,638</b>	<b>\$ 187,823</b>
11210102	<b>SECRETARIES</b>	\$ 423,684	\$ 443,773	\$ 416,923	\$ 400,555	\$ 469,797	\$ 466,547	\$ 65,992
10060102	<b>PART-TIME HOURLY</b>	\$ 28,433	\$ -	\$ 49,715	\$ 55,746	\$ 55,746	\$ 55,746	\$ -
		<b>\$ 1,495,746</b>	<b>\$ 1,486,691</b>	<b>\$ 1,675,606</b>	<b>\$ 1,677,616</b>	<b>\$ 1,945,850</b>	<b>\$ 1,931,431</b>	<b>\$ 253,815</b>

Blueprint  
Pillar

	EXPENDED FY22	EXPENDED FY23	EXPENDED FY24	APPROVED FY25	REQUESTED FY26	REVISED FY26	Variance FY25 to FY26
<b>CONTRACTED SERVICES</b>							
22000207 <b>AUDITING</b> (Costs related to annual independent audit)	\$ 48,050	\$ 48,500	\$ 48,500	\$ 48,750	\$ 48,750	\$ 48,750	\$ -
22010209 <b>LEGAL</b> (Costs of the Board's legal representation)	\$ 16,956	\$ 40,441	\$ 86,285	\$ 22,000	\$ 52,000	\$ 52,000	\$ 30,000
22030209 <b>DATA PROCESSING</b> (Services to operate Finance, Payroll, H/R systems)	\$ 67,384	\$ 95,120	\$ 77,033	\$ 89,352	\$ 89,352	\$ 89,352	\$ -
22050209 <b>PRINTING AND PROCESSING</b> (Costs related to printing any required forms)	\$ 181	\$ 72	\$ 1,300	\$ 200	\$ 200	\$ 200	\$ -
<b>COPYING EQUIPMENT CONTRACTS</b> (Includes copier contract costs for equipment used in system admin.)							
22910209 Copier Lease			\$ 1,431	\$ 12,500	\$ 14,150	\$ 14,150	\$ 1,650
22570209 Equipment Rental			\$ 12,601	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COPYING EQUIPMENT CONTRACTS</b>	\$ 14,913	\$ 12,719	\$ 14,032	\$ 12,500	\$ 14,150	\$ 14,150	\$ 1,650
<b>MISC CONTRACTED SERVICES</b>							
22990209 Other			\$ 114	\$ -	\$ -	\$ -	\$ -
22670209 Vehicle Repairs			\$ 48	\$ -	\$ -	\$ -	\$ -
22970209 Misc Contracted Services			\$ -	\$ 4,440	\$ 4,440	\$ 4,440	\$ -
<b>TOTAL MISC CONTRACTED SERVICES</b>	\$ 14,487	\$ 22,839	\$ 162	\$ 4,440	\$ 4,440	\$ 4,440	\$ -
	<b>\$ 161,971</b>	<b>\$ 219,692</b>	<b>\$ 227,313</b>	<b>\$ 177,242</b>	<b>\$ 208,892</b>	<b>\$ 208,892</b>	<b>\$ 31,650</b>
<b>SUPPLIES AND MATERIALS</b>							
33000329 <b>OFFICE SUPPLIES</b> (Paper and other consumables used in Administration area.)	\$ 19,944	\$ 29,427	\$ 9,137	\$ 5,000	\$ 18,900	\$ 11,400	\$ 6,400
33010329 <b>POSTAGE</b>	\$ 7,002	\$ 8,988	\$ 7,553	\$ 6,000	\$ 8,000	\$ 8,000	\$ 2,000
33030329 <b>ADVERTISING</b> (Advertising for bids, public notices, etc)	\$-	\$ 4,000	\$ -	\$ 300	\$ 300	\$ 300	\$ -
33050329 <b>PRINTING AND PUBLISHING</b> (Supply cost related to printing any required forms.)	\$ 9,745	\$ 7,610	\$ 4,110	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
33100322 <b>PROFESSIONAL LIBRARY</b>	\$ 787	\$ 1,139	\$ 877	\$ 500	\$ 950	\$ 950	\$ 450
<b>IN-SERVICE, WORKSHOP, MEETING SUPPLIES</b> (Costs related to supplies for meetings)							
33320329 In-Service & Workshop			\$ 325	\$ -	\$ 500	\$ 500	\$ 500
34320329 Meeting Supplies Food (includes retired teacher, tenured teacher luncheons)			\$ 12,155	\$ 2,082	\$ 10,000	\$ 10,000	\$ 7,918
<b>TOTAL IN-SERVICE, WORKSHOP, MEETING SUPPLIES</b>	\$ 29,301	\$ 36,253	\$ 12,480	\$ 2,082	\$ 10,500	\$ 10,500	\$ 8,418
<b>COMPUTER SUPPLIES</b>							
33570329 Computer Software			\$ 909	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
33700329 Micro-Computer Supplies			\$ 4,949	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
34700329 Computer Minor Equipment			\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
<b>TOTAL COMPUTER SUPPLIES</b>	\$ 9,074	\$ 8,158	\$ 5,858	\$ 1,000	\$ 7,000	\$ 7,000	\$ 6,000
34070329 <b>SUBSCRIPTIONS AND DUES</b>	\$ 2,025	\$ 4,242	\$ 1,544	\$ 1,000	\$ -	\$ -	\$ (1,000)
<b>OTHER MISC SUPPLIES</b>							
33990329 Other			\$ 2,036	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
33430329 Fuel-All Vehicles			\$ 11	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OTHER MISC SUPPLIES</b>	\$ 2,033	\$ 2,027	\$ 2,047	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
	<b>\$ 79,912</b>	<b>\$ 101,844</b>	<b>\$ 43,606</b>	<b>\$ 22,882</b>	<b>\$ 52,650</b>	<b>\$ 45,150</b>	<b>\$ 22,268</b>

Blueprint  
Pillar

		EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
		FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>OTHER CHARGES</b>								
<b>MEETINGS &amp; CONFERENCES</b>								
(Costs related to Staff travel and attendance at State & local meetings)								
45000408	Travel-Superintendent			\$ -	\$ 1,257	\$ 3,000	\$ 3,000	\$ 1,743
	per contract							
45010408	Travel-Staff			\$ 810	\$ -	\$ -	\$ -	\$ -
45040408	Travel-Principal&Teachers			\$ 407	\$ -	\$ -	\$ -	\$ -
45070499	Professional Meetings & Conferences (includes MD Negotiation Service, ASBO, MLK Banquet, etc)			\$ 7,433	\$ -	\$ 6,750	\$ 6,750	\$ 6,750
45460408	Travel Out Of County			\$ 1,630	\$ -	\$ 1,700	\$ 1,700	\$ 1,700
45470499	Prof. Meetings & Conf Out of County (includes MABE Conf., MD Assoc., PSSAM Luncheon, MSDE meetings, AS			\$ 2,505	\$ 1,724	\$ 5,000	\$ 5,000	\$ 3,276
45490499	Prof. Meetings & Conf Out of State			\$ -	\$ 1,676	\$ 1,700	\$ 1,700	\$ 24
45990499	Other			\$ 71	\$ -	\$ 1,553	\$ -	\$ -
	<b>TOTAL MEETINGS &amp; CONFERENCES</b>	\$ 18,950	\$ 21,607	\$ 12,856	\$ 4,657	\$ 19,703	\$ 18,150	\$ 13,493
2	45080499 <b>RECRUITING FEES &amp; CHARGES</b>	\$ 3,028	\$ 3,542	\$ 233	\$ 4,500	\$ 4,500	\$ 4,500	\$ -
	(Costs related to locating and hiring highly qualified staff)							
45060499	<b>SUBSCRIPTIONS AND DUES</b>							
	(MABE, PSSAM, ESMEC, MACPA, etc.)							
	MABE LEGAL SERVICES		\$ 4,650	\$ 9,700		9,700	9,700	
	ESMEC		\$ 12,600	\$ 13,000		13,000	13,000	
	ASCD		\$ 178	\$ 178		200	200	
	MASSP		\$ 370	\$ 390		400	400	
	MABE		\$ 19,312	\$ 35,878		36,000	36,000	
	MSET		\$ 25	\$ -				
	PSSAM (dues increased)		\$ 5,775	\$ 5,775		11,550	11,550	
	AMERICAN ASSOCIATION OF SCHOOL ADMINISTRATORS		\$ 208	\$ 208		208	208	
	OCEAN CITY CHAMBER		\$ 495	\$ 495		495	495	
	HBR		\$ 180	\$ 195		200	200	
	EDWEEK		\$ 97	\$ 97		100	100	
	POCOMOKE CHAMBER		\$ 50	\$ 50		50	50	
	ASBO		\$ 1,280			1,300	1,300	
	NASSP			\$ 390		400	400	
	OCEAN PINES CHAMBER		\$ 279	\$ 300		300	300	
	PHI DELTA KAPPA		\$ 100	\$ 100		100	100	
	BERLIN CHAMBER OF COMMERCE			\$ 110		110	110	
	MACPA & CPA LICENSING DUES		\$ 2,219	\$ 1,173		2,500	2,500	
	SNOW HILL CHAMBER		\$ 100			100	100	
	ESEA			\$ 1,758		1,800	1,800	
	BALTIMORE SUN		\$ 211	\$ 896		900	900	
	MD NEGOTIATION		\$ 500	\$ 500		500	500	
	OTHER		\$ 2,023	\$ 1,822		2,500	(6,250)	
45060499	<b>TOTAL SUBSCRIPTIONS AND DUES</b>	\$ 48,996	\$ 50,652	\$ 73,014	\$ 26,250	\$ 82,413	\$ 73,663	\$ 47,413
		<b>\$ 70,975</b>	<b>\$ 75,801</b>	<b>\$ 86,103</b>	<b>\$ 35,407</b>	<b>\$ 106,616</b>	<b>\$ 96,313</b>	<b>\$ 60,906</b>
<b>EQUIPMENT</b>								
<b>OFFICE EQUIPMENT</b>								
57000554	Replacement Equipment			\$ -	\$ 1,102	\$ 1,100	\$ 1,100	\$ (2)
	<b>TOTAL OFFICE EQUIPMENT</b>			\$ -	\$ 1,102	\$ 1,100	\$ 1,100	\$ (2)
		<b>\$ 5,332</b>	<b>\$ 302</b>	<b>\$ -</b>	<b>\$ 1,102</b>	<b>\$ 1,100</b>	<b>\$ 1,100</b>	<b>\$ (2)</b>
<b>TOTAL ADMINISTRATION</b>		<b>\$ 1,813,935</b>	<b>\$ 1,884,329</b>	<b>\$ 2,032,628</b>	<b>\$ 1,914,249</b>	<b>\$ 2,315,108</b>	<b>\$ 2,282,886</b>	<b>\$ 368,637</b>

Blueprint  
Pillar

ACCOUNT DESCRIPTION	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SUMMARY</b>							
Salaries and Wages	\$ 7,775,156	\$ 8,301,013	\$ 8,468,214	\$ 9,016,035	\$ 9,445,852	\$ 9,322,298	\$ 429,817
Contracted Services	\$ 124,618	\$ 95,574	\$ 84,872	\$ 85,263	\$ 86,200	\$ 86,200	\$ 937
Supplies and Materials	\$ 444,167	\$ 334,617	\$ 312,696	\$ 280,132	\$ 403,784	\$ 350,379	\$ 123,652
Other Charges	\$ 124,502	\$ 125,280	\$ 52,722	\$ 61,200	\$ 67,550	\$ 67,550	\$ 6,350
Equipment	\$ 4,947	\$ 6,742	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
<b>TOTAL INSTRUCTIONAL SUPPORT SERVICES</b>	<b>\$ 8,473,390</b>	<b>\$ 8,863,226</b>	<b>\$ 8,918,504</b>	<b>\$ 9,447,630</b>	<b>\$ 10,008,386</b>	<b>\$ 9,831,427</b>	<b>\$ 560,756</b>
<b>POSITIONS</b>							
Chief Academic Officer	1	1	1	1	1	1	0
Supervisors/Instructional Coordinators CO	12.8	12.4	13.8	13.8	13.8	13.8	0
Principals	13	13	13	13	13	13	0
Assistant Principals	21.8	21	21	21	16	16	-5
Registrar/Administrative Assistant					1	1	1
Program Administrators					5	5	5
Instructional Coordinators Secretaries CO	6	7	7	7	7	7	0
School Secretaries	40	44	44	44	44	44	0
Software Specialist	1.6	1.6	1.6	1.6	1.6	1.6	0
Grants Writer	2	2	2	2	2	2	0
Project Director	0.6	0.6	0.6	0.6	0.6	0.6	0
	<b>98.8</b>	<b>102.6</b>	<b>104</b>	<b>104</b>	<b>105</b>	<b>105</b>	<b>1</b>
<b>SALARIES &amp; WAGES</b>							
11030102 CHIEF ACADEMIC OFFICER	\$ 158,081	\$ 197,131	\$ 166,792	\$ 174,586	\$ 179,212	\$ 178,212	\$ 4,626
11070102 PRINCIPALS	\$ 1,607,430	\$ 1,698,843	\$ 1,729,254	\$ 1,896,592	\$ 1,900,500	\$ 1,881,780	\$ 3,908
11080102 ASSISTANT PRINCIPALS	\$ 1,878,346	\$ 1,861,524	\$ 1,862,319	\$ 2,135,132	\$ 2,003,219	\$ 1,982,099	\$ (131,913)
11110102 PROGRAM ADMINISTRATOR	\$ 429,349	\$ 515,697	\$ 566,463	\$ 596,507	\$ 590,376	\$ 583,776	\$ (6,131)
<b>SECRETARIAL AND CLERICAL - SCHOOLS</b>							
11220102 Secretarial And Clerical - Schools	\$ 1,478,159	\$ 1,714,169	\$ 1,708,939	\$ 1,857,267	\$ 2,011,596	\$ 1,996,250	\$ 154,329
10060102 Part Time			\$ 39,704	\$ 7,154	\$ 7,154	\$ 7,154	\$ -
<b>TOTAL SECRETARIAL AND CLERICAL - SCHOOLS</b>	<b>\$ 1,478,159</b>	<b>\$ 1,714,169</b>	<b>\$ 1,748,643</b>	<b>\$ 1,864,421</b>	<b>\$ 2,018,750</b>	<b>\$ 2,003,404</b>	<b>\$ 154,329</b>
11090102 PROJECT DIRECTOR	\$ 66,924	\$ 69,781	\$ 70,549	\$ 74,076	\$ 80,497	\$ 77,540	\$ 6,421
11060102 CENTRAL OFFICE INSTRUCTIONAL STAFF	\$ 1,505,842	\$ 1,588,212	\$ 1,703,306	\$ 1,562,633	\$ 1,868,735	\$ 1,850,188	\$ 306,102
11210102 SECRETARIAL AND CLERICAL - CENTRAL STAFF	\$ 297,952	\$ 327,027	\$ 303,081	\$ 373,565	\$ 387,662	\$ 351,662	\$ 14,097
<i>Add Registrar/Administrative Assistant</i>					\$ 52,162	\$ 52,162	
<b>SUBSTITUTES</b>							
10040101 Teacher-Substitute			\$ 1,091	\$ -	\$ -	\$ -	\$ -
11420101 Secretary Substitute			\$ 7,421	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SUBSTITUTES</b>	<b>\$ 54,811</b>	<b>\$ 40,591</b>	<b>\$ 8,512</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
11370102 GRANTS WRITER	\$ 165,058	\$ 140,894	\$ 154,293	\$ 175,047	\$ 194,268	\$ 192,924	\$ 19,221
11510102 SOFTWARE SPECIALIST	\$ 133,202	\$ 147,144	\$ 155,001	\$ 163,476	\$ 170,471	\$ 168,551	\$ 6,995
	<b>\$ 7,775,154</b>	<b>\$ 8,301,013</b>	<b>\$ 8,468,214</b>	<b>\$ 9,016,035</b>	<b>\$ 9,445,852</b>	<b>\$ 9,322,298</b>	<b>\$ 429,817</b>

Blueprint  
Pillar

	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
ACCOUNT DESCRIPTION	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>CONTRACTED SERVICES</b>							
<b>CONSULTANTS</b>							
(To provide quality professional development to Principals, Coordinators)							
22370209 Consultants			\$ 93	\$ -	\$ -	\$ -	\$ -
22630209 Computer Consultant			\$ -	\$ 1,200	\$ 1,200	\$ 1,200	\$ -
<b>TOTAL CONSULTANTS</b>	\$ 247	\$ 1,200	\$ 93	\$ 1,200	\$ 1,200	\$ 1,200	\$ -
<b>COPYING EQUIPMENT CONTRACTS</b>							
(Includes copier contract costs for equipment used in CO instructional support areas)							
22370209 Copier Maintenance			\$ 83,530	\$ 84,063	\$ 85,000	\$ 85,000	\$ 937
22410209 Copier Rental			\$ 889	\$ -	\$ -	\$ -	\$ -
22910209 Copier Lease			\$ 360	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COPYING EQUIPMENT CONTRACTS</b>	\$ 124,371	\$ 94,374	\$ 84,779	\$ 84,063	\$ 85,000	\$ 85,000	\$ 937
	<b>\$ 124,618</b>	<b>\$ 95,574</b>	<b>\$ 84,872</b>	<b>\$ 85,263</b>	<b>\$ 86,200</b>	<b>\$ 86,200</b>	<b>\$ 937</b>
<b>SUPPLIES &amp; MATERIALS</b>							
<b>SCHOOL OFFICE SUPPLIES</b>							
(Paper and other consumables used by Schools, CO Coordinators)							
33000329 Office Supplies			\$ 58,747	\$ 48,767	\$ 75,076	\$ 48,767	\$ 26,309
33100322 Professional Library			\$ 905	\$ -	\$ -	\$ -	\$ -
33300329 Guidance Supplies			\$ 59	\$ -	\$ -	\$ -	\$ -
34070329 Subscriptions			\$ 244	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SCHOOL OFFICE SUPPLIES</b>	\$ 77,658	\$ 73,019	\$ 59,955	\$ 48,767	\$ 75,076	\$ 48,767	\$ 26,309
33010329 <b>SCHOOL POSTAGE</b>	\$ 21,758	\$ 21,861	\$ 21,503	\$ 6,904	\$ 25,000	\$ 6,904	\$ 18,096
<b>COMPUTER &amp; SOFTWARE EXPENSES</b>							
33570329 Computer Software*							
QBO			\$ 16,951		\$ 20,000	\$ 20,000	
Schoolinks			\$ 42,575		\$ 43,000	\$ 43,000	
Apptegy			\$ 43,100		\$ 21,500	\$ 21,500	
Frontline Technologies			\$ 16,669		\$ 17,000	\$ 17,000	
Bell Techlogix			\$ 2,437		\$ 2,608	\$ 2,608	
Schoolstatus LLC (covered by E-rate funding reallocation in 2024)			\$ -		\$ 63,100	\$ 63,100	
Powerschool Group			\$ 74,771		\$ 85,000	\$ 85,000	
Others			\$ 10,773		\$ 11,000	\$ 11,000	
33570329 <b>TOTAL COMPUTER SOFTWARE</b>			\$ 207,276	\$ 211,924 *	\$ 263,208	\$ 263,208	\$ 51,284
33700329 Micro-Computer Supplies			\$ 5,436	\$ -	\$ 5,500	\$ 5,500	\$ 5,500
34700329 Computer Minor Equipment			\$ 539	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
<b>TOTAL COMPUTER &amp; SOFTWARE EXPENSES</b>	\$ 330,960	\$ 217,750	\$ 213,252	\$ 211,924 *	\$ 269,708	\$ 269,708	\$ 57,784
33910329 <b>WeXL SCHOLASTIC RECOGNITION</b>	\$ 6,560	\$ 13,373	\$ 12,537	\$ 12,537	\$ 25,000	\$ 25,000	\$ 12,463
(Annual student achievement recognition banquets held by our high schools)							
<b>MEETING &amp; IN-SERVICE SUPPLIES</b>							
(Costs related to leadership meetings)							
33320329 In-Service & Workshop			\$ -	\$ -	\$ -	\$ -	\$ -
34610329 Public Relations Materials			\$ -	\$ -	\$ -	\$ -	\$ -
34320329 Meeting Supplies - Food			\$ 5,449	\$ -	\$ 9,000	\$ -	\$ 9,000
<b>TOTAL MEETING &amp; IN-SERVICE SUPPLIES**</b>	\$ 7,232	\$ 8,614	\$ 5,449	\$ -	\$ 9,000	\$ -	\$ 9,000
	<b>\$ 444,167</b>	<b>\$ 334,617</b>	<b>\$ 312,696</b>	<b>\$ 280,132</b>	<b>\$ 403,784</b>	<b>\$ 350,379</b>	<b>\$ 123,652</b>

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Blueprint Pillar	ACCOUNT DESCRIPTION	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
		FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
	<b>OTHER CHARGES</b>							
2	<b>MEETINGS &amp; CONFERENCES</b>							
	(Costs related to Instructional Leadership Staff travel and attendance at State & local meetings)							
45010408	Travel-Staff			\$ 11,034	\$ -	\$ 11,000	\$ 11,000	\$ 11,000
45040408	Travel-Principal&Teachers			\$ 465	\$ 18,154	\$ 500	\$ 500	\$ (17,654)
45460408	Travel Out Of County			\$ 2,570	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
45470499	Prof. Meetings & Conf Out of County			\$ (23)	\$ 4,846	\$ 4,750	\$ 4,750	\$ (96)
45480408	Travel Out Of State			\$ 28	\$ -	\$ 500	\$ 500	\$ 500
45490499	Prof. Meetings & Conf Out of State			\$ 7,332	\$ -	\$ 7,500	\$ 7,500	\$ 7,500
	<b>TOTAL MEETINGS &amp; CONFERENCES</b>	\$ 12,661	\$ 19,153	\$ 21,406	\$ 23,000	\$ 26,750	\$ 26,750	\$ 3,750
45060499	<b>SUBSCRIPTIONS &amp; MEMBERSHIPS</b>							
	(Dues for professional organizations for Instructional staff)							
	Dropbox			\$ 2,218		\$ 2,300	\$ 2,300	
	Univ. of MD			\$ 1,000		\$ 1,000	\$ 1,000	
	Consortium for School			\$ 908		\$ 1,000	\$ 1,000	
	SurveyMonkey			\$ 496		\$ 500	\$ 500	
	Others			\$ 1,281		\$ 1,200	\$ 1,200	
45060499	<b>TOTAL SUBSCRIPTIONS &amp; MEMBERSHIPS</b>	\$ 6,833	\$ 7,300	\$ 5,903	\$ 3,700	\$ 6,000	\$ 6,000	\$ 2,300
45100499	<b>COMMENCEMENT EXPENSES</b>							
	(Costs of graduations- gowns, diplomas, stages, tables, linens, setup, photos, videos, etc. based on enrollment size)							
	Pocomoke High School					\$ 4,500	\$ 4,500	
	Snow Hill High School					\$ 4,500	\$ 4,500	
	Stephen Decatur High School					\$ 8,800	\$ 8,800	
45100499	<b>TOTAL COMMENCEMENT EXPENSES</b>	\$ 105,009	\$ 98,827	\$ 25,413	\$ 17,800	\$ 17,800	\$ 17,800	\$ -
2	45110499 <b>LEADERSHIP TRAINING</b>	\$ -	\$ -	\$ -	\$ 16,700	\$ 17,000	\$ 17,000	\$ 300
	(Funding is used for the school improvement process)							
		<b>\$ 124,502</b>	<b>\$ 125,280</b>	<b>\$ 52,722</b>	<b>\$ 61,200</b>	<b>\$ 67,550</b>	<b>\$ 67,550</b>	<b>\$ 6,350</b>
	<b>EQUIPMENT</b>							
5605054	<b>MICRO-COMPUTER EQUIPMENT</b>	\$ 2,239	\$ 1,010	\$ -	\$ -	\$ -	\$ -	\$ -
	<b>REPLACEMENT EQUIPMENT</b>							
	(Funding is used to purchase replacement equipment)							
5700054	Replacement Equipment			\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
5707054	Replacement Furniture			\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL REPLACEMENT EQUIPMENT</b>	\$ 2,708	\$ 5,732	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
		<b>\$ 4,947</b>	<b>\$ 6,742</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>
	<b>TOTAL INSTRUCTIONAL SUPPORT SERVICES</b>	<b>\$ 8,473,390</b>	<b>\$ 8,863,226</b>	<b>\$ 8,918,504</b>	<b>\$ 9,447,630</b>	<b>\$ 10,008,386</b>	<b>\$ 9,831,427</b>	<b>\$ 560,756</b>

\* restated to include \$200,000 Technology Program Funding

Blueprint  
Pillar

ACCOUNT DESCRIPTION	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SUMMARY</b>							
Salaries and Wages	\$46,210,418	\$48,555,205	\$50,135,914	\$52,397,602	\$56,912,505	\$55,710,590	\$4,514,903
<b>TOTAL INSTRUCTIONAL SALARIES AND WAGES</b>	<b>\$46,210,418</b>	<b>\$48,555,205</b>	<b>\$50,135,914</b>	<b>\$52,397,602</b>	<b>\$56,912,505</b>	<b>\$55,710,590</b>	<b>\$4,514,903</b>
<b>POSITIONS</b>							
Teacher	505.2	467.55	475.75	470.75	472.75	470.75	2
PMS After School Warrior Program					1	1	1
Teacher - Vocational		23.25	23.25	23.25	25	25	1.75
Teacher - ELL		12	12	11	12	11	1
Counselors	24	24	25	25	25	25	0
Psychologist	4	4	4	4	4	4	0
Curriculum Resource Teacher	14.6	14	14	14	14	14	0
Media Specialist	12	12	12	12	12	12	0
ROTC Instructor	6	6	6	6	6	6	0
Athletic Trainer	3	3	3	3	3	3	0
Educational Assistant	72	75	80	80	80	80	0
Tech Coach	11	12	12	11	12	11	1
Coordinator	0.5	0.5	0.5	0.5	0.5	0.5	0
Secretary	1	1	1	1	0	0	-1
	<b>653.3</b>	<b>654.3</b>	<b>668.5</b>	<b>661.5</b>	<b>667.25</b>	<b>663.25</b>	<b>5.75</b>

Blueprint Pillar	ACCOUNT DESCRIPTION	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
		FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SALARIES AND WAGES</b>								
2	TEACHERS - FULL TIME AND PART TIME							
4	10050102 Summer			\$ 170,566	\$ -	\$ 339,806	\$ 339,806	\$ 339,806
4	10080102 Afterschool			\$ 10,006	\$ -	\$ 257,623	\$ 257,623	\$ 257,623
	PMS After School Warrior Program					\$ 67,806	\$ 67,806	
	Donnie Williams Summer Academy Grant					\$ (185,787)	\$ (185,787)	
	10060102 Part Time			\$ 187,872	\$ -	\$ 182,108	\$ 182,108	\$ 182,108
	10070102 Extra Duty			\$ 677,250	\$ -	\$ 871,436	\$ 702,954	\$ 871,436
	10120102 Severance-Annual Leave			\$ 107,118	\$ -	\$ 107,558	\$ 107,558	\$ 107,558
	10130102 Night School Duty			\$ 2,400	\$ -	\$ -	\$ -	\$ -
	10220102 Severance - Sick			\$ 105,180	\$ -	\$ -	\$ -	\$ -
	10320102 Early retirement			\$ 397,617	\$ -	\$ 500,000	\$ 500,000	\$ 500,000
	11120103 Teacher- Day School			\$ 37,556,290	\$ 41,838,007	\$ 42,945,402	\$ 42,090,366	\$ 1,107,395
	National Board Certification					\$ 324,000	\$ 324,000	
	11990102 Bonus/Incentive/OT			\$ 3,546	\$ -	\$ -	\$ -	\$ -
	11400102 Interpreter			\$ 100	\$ -	\$ -	\$ -	\$ -
4	11310103 Teacher-ESOL			\$ 920,176	\$ 996,237	\$ 955,043	\$ 945,043	\$ (41,194)
	<b>TOTAL TEACHERS - FULL TIME AND PART TIME</b>	\$ 37,207,064	\$ 38,987,914	\$ 40,138,119	\$ 42,834,244	\$ 46,364,996	\$ 45,331,477	\$ 3,530,752
3,4	11130102 <b>COUNSELORS</b>	\$ 2,019,437	\$ 2,195,907	\$ 2,184,004	\$ 2,360,380	\$ 2,478,777	\$ 2,454,777	\$ 118,397
	11190102 <b>PSYCHOLOGIST</b>	\$ 321,985	\$ 342,823	\$ 359,297	\$ 381,360	\$ 414,262	\$ 410,262	\$ 32,902
4	11150103 <b>CURRICULUM RESOURCE TEACHER</b>	\$ 1,158,147	\$ 1,208,359	\$ 1,173,782	\$ 1,253,155	\$ 1,317,492	\$ 1,303,492	\$ 64,337
4	11140102 <b>MEDIA SPECIALIST</b>	\$ 994,003	\$ 1,022,326	\$ 1,043,765	\$ 1,113,351	\$ 1,178,356	\$ 1,166,356	\$ 65,005
4	11320102 <b>ROTC INSTRUCTOR</b>	\$ 427,278	\$ 446,093	\$ 460,512	\$ 633,319	\$ 633,319	\$ 628,319	\$ -
4	10620102 <b>ATHLETIC TRAINER</b>	\$ 217,780	\$ 228,562	\$ 232,117	\$ 245,166	\$ 260,522	\$ 257,522	\$ 15,356
2	11060102 <b>COORDINATOR</b>	\$ 56,358	\$ 59,472	\$ 60,083	\$ 62,239	\$ 65,097	\$ 64,597	\$ 2,858
	11220102 <b>SECRETARIES AND CLERICAL - SCHOOLS</b>	\$ 33,256	\$ 34,831	\$ 35,326	\$ 39,719	\$ -	\$ -	\$ (39,719)
	11280102 <b>STUDENT WORKER</b>	\$ 7,206	\$ 3,196	\$ 17,016	\$ 5,000	\$ 5,325	\$ 5,325	\$ 325
	<b>EDUCATIONAL ASSISTANTS</b>							
1,4	11170104 Aide			\$ 1,940,845	\$ 2,139,944	\$ 2,227,644	\$ 2,191,144	\$ 87,700
4	10170102 Educational Asst - Summer			\$ 27,489	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
4	10180102 Educational Asst-After School			\$ 26,841	\$ -	\$ 30,000	\$ 30,000	\$ 30,000
	<b>TOTAL EDUCATIONAL ASSISTANTS</b>	\$ 1,627,510	\$ 1,840,479	\$ 1,995,175	\$ 2,139,944	\$ 2,287,644	\$ 2,251,144	\$ 147,700
4	11520102 <b>TECHNOLOGY COACHES</b>	\$ 518,624	\$ 603,865	\$ 649,375	\$ 602,857	\$ 716,451	\$ 710,451	\$ 113,594
	<b>SUBSTITUTES</b>							
	10040101 Teacher-Substitute			\$ 1,012,909	\$ 550,000	\$ 950,000	\$ 950,000	\$ 400,000
	10140101 Long Term Substitute			\$ 563,669	\$ -	\$ -	\$ -	\$ -
	11430101 Aide Substitute	\$ 80,170	\$ 62,959	\$ 94,528	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL SUBSTITUTES</b>	\$ 1,169,616	\$ 1,238,326	\$ 1,576,579	\$ 550,000	\$ 950,000	\$ 950,000	\$ 400,000
2	10160102 <b>IN-SERVICE PAY</b>	\$ 371,984	\$ 280,094	\$ 116,236	\$ 176,868	\$ 240,264	\$ 176,868	\$ 63,396
	<b>TOTAL INSTRUCTIONAL SALARIES AND WAGES</b>	<b>\$ 46,210,418</b>	<b>\$ 48,555,206</b>	<b>\$ 50,135,914</b>	<b>\$ 52,397,602</b>	<b>\$ 56,912,505</b>	<b>\$ 55,710,590</b>	<b>\$ 4,514,903</b>

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Pillar

		EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
ACCOUNT DESCRIPTION		FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SUMMARY</b>								
<b>Supplies and Materials</b>		\$ 2,909,323	\$ 4,018,859	\$ 2,495,331	\$ 2,372,757	\$ 3,586,147	\$ 3,091,214	\$ 1,213,390
<b>TOTAL TEXTBOOKS AND INSTRUCTIONAL MATERIALS</b>		\$ 2,909,323	\$ 4,018,859	\$ 2,495,331	\$ 2,372,757	\$ 3,586,147	\$ 3,091,214	\$ 1,213,390
<b>SUPPLIES AND MATERIALS</b>								
<b>TEXTBOOKS</b>								
33040321	Textbooks			\$ 49,298	\$ 596,087	\$ 50,000	\$ 50,000	\$ (546,087)
33170321	Consumable Textbook Materials			\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TEXTBOOKS</b>		\$ 153,268	\$ 95,903	\$ 49,298	\$ 596,087	\$ 50,000	\$ 50,000	\$ (546,087)
<b>LIBRARY BOOKS, MEDIA MATERIALS &amp; SUPPLIES</b>								
4	33060322 Library Books	\$ 29,930	\$ 29,291	\$ 37,472	\$ 30,000	\$ 37,500	\$ 37,500	\$ 7,500
	33070329 Magazines and Periodicals	\$ 3,358	\$ 1,057	\$ 1,104	\$ 3,700	\$ 2,423	\$ 2,423	\$ (1,277)
	33080329 Library Supplies	\$ 21,370	\$ 40,424	\$ 4,344	\$ 25,000	\$ 23,625	\$ 23,625	\$ (1,375)
	33090322 Library - Audio Visual	\$ 25,868	\$ 8,831	\$ 11,885	\$ 24,569	\$ 24,569	\$ 24,569	\$ -
	33100322 Professional Library	\$ 2,408	\$ 548	\$ 156	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
<b>TOTAL LIBRARY BOOKS, MEDIA MATERIALS &amp; SUPPLIES</b>		\$ 82,933	\$ 80,152	\$ 54,961	\$ 85,769	\$ 90,617	\$ 90,617	\$ 4,848
2,3,4	<b>MATERIALS OF INSTRUCTION - CLASSROOMS</b>							
4	33120329 Band and Music	\$ 25,610	\$ 29,631	\$ 22,344	\$ 5,332	\$ 22,000	\$ 22,000	\$ 16,668
	33130329 Paper	\$ 50,514	\$ 91,587	\$ 72,448	\$ 39,499	\$ 75,000	\$ 75,000	\$ 35,501
	33140329 Art	\$ 26,089	\$ 29,687	\$ 20,285	\$ 29,257	\$ 50,000	\$ 30,000	\$ 20,743
	33150329 Business Ed	\$ 480	\$ 3,517	\$ 172	\$ 4,676	\$ 5,000	\$ 5,000	\$ 324
	33160329 General	\$ 386,057	\$ 348,949	\$ 135,859	\$ 98,846	\$ 398,846	\$ 98,846	\$ 300,000
	33180329 Home Economics	\$ 5,812	\$ 4,005	\$ 5,920	\$ 5,738	\$ 6,000	\$ 6,000	\$ 262
	33210329 Math	\$ 120,988	\$ 76,281	\$ 120,367	\$ 75,000	\$ 135,000	\$ 135,000	\$ 60,000
3	33220329 Reading	\$ 188,662	\$ 317,857	\$ 97,772	\$ 125,000	\$ 280,373	\$ 125,000	\$ 155,373
	33230329 Social Studies	\$ 162,208	\$ 140,164	\$ 80,502	\$ 50,000	\$ 90,000	\$ 90,000	\$ 40,000
	33190329 Arts Immersion	\$ 36,922	\$ 30,439	\$ 24,719	\$ -	\$ -	\$ -	\$ -
	33200329 Maps & Globes	\$ 1,768	\$ 1,180	\$ 988	\$ 2,874	\$ -	\$ -	\$ (2,874)
	33240329 Physical Education	\$ 11,890	\$ 20,367	\$ 13,645	\$ 12,132	\$ 20,000	\$ 20,000	\$ 7,868
	33250329 Science	\$ 90,628	\$ 122,283	\$ 91,295	\$ 27,281	\$ 90,000	\$ 90,000	\$ 62,719
	33110329 Adult Education	\$ 348	\$ 3,327	\$ 427	\$ -	\$ 500	\$ 500	\$ 500
	33820329 Tech Education	\$ 19,018	\$ 21,770	\$ 9,733	\$ 16,506	\$ 17,000	\$ 17,000	\$ 494
4	33560329 MLL Materials			\$ -	\$ -	\$ -	\$ -	\$ -
1	33600329 Pre K Supplies			\$ 3,567	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
4	33690329 Gifted & Talented	\$ 2,449	\$ 3,023	\$ 2,923	\$ 8,732	\$ 10,000	\$ 10,000	\$ 1,268
	33570329 Computer Software	\$ 457,389	\$ 193,291	\$ 363,543	\$ 45,294	\$ 400,000	\$ 400,000	\$ 354,706
				iReady		\$ 183,441	\$ 185,000	\$ 185,000
				Apex Learning		\$ 10,500	\$ 11,000	\$ 11,000
				Bell Techlogix		\$ 10,300	\$ 11,000	\$ 11,000
				Microsoft		\$ 103,666	\$ 120,000	\$ 120,000
				Others		\$ 55,636	\$ 73,000	\$ 73,000
2	33290329 Worcester Technical High School - MOI	\$ 87,924	\$ 81,772	\$ 53,550	\$ 109,657	\$ 114,217	\$ 109,657	\$ 4,560
<b>TOTAL MATERIALS OF INSTRUCTION - CLASSROOMS</b>		\$ 1,674,756	\$ 1,519,130	\$ 1,120,058	\$ 655,824	\$ 1,717,936	\$ 1,238,003	\$ 1,062,112

Blueprint Pillar	ACCOUNT DESCRIPTION	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
		FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
2	34700329 <b>TECHNOLOGY - One to One Initiative</b>	\$ 865,793	\$ 2,219,927	\$ 969,701	\$ 968,949	\$ 1,518,949	\$ 1,518,949	\$ 550,000
3	33310329 <b>TESTING SUPPLIES -PSAT, AP, ETC</b>	\$ 58,968	\$ 12,557	\$ 59,860	\$ 15,508	\$ 70,508	\$ 55,508	\$ 55,000
2	<b>INSERVICE AND TEACHER SUPPLIES</b>							
	33300329 Guidance Supplies			\$ 6,304	\$ -	\$ -	\$ -	\$ -
	33320329 In-Service & Workshop			\$ 221	\$ 10,737	\$ 10,737	\$ 10,737	\$ -
	34320329 Meeting Supplies Food			\$ 28,047	\$ -	\$ -	\$ -	\$ -
	33000329 Office Supplies			\$ 463	\$ -	\$ 500	\$ 500	\$ 500
	33010329 Postage			\$ 2,008	\$ -	\$ 2,100	\$ 2,100	\$ 2,100
	33050329 Printing & Publishing			\$ 4,331	\$ -	\$ 4,500	\$ 4,500	\$ 4,500
	<b>TOTAL INSERVICE AND TEACHER SUPPLIES</b>	\$ 11,478	\$ 13,016	\$ 41,375	\$ 10,737	\$ 17,837	\$ 17,837	\$ 7,100
4	<b>SUPPLIES - STUDENT BODY ACTIVITIES</b>							
	33370329 Drama Allotment	\$ 3,065	\$ 4,207	\$ 3,000	\$ 3,779	\$ 3,779	\$ 3,779	\$ -
	33380329 Newspaper Allotment	\$ 54	\$ 85	\$ 348	\$ 2,943	\$ 2,943	\$ 2,943	\$ -
	33390329 Supplies:Sports	\$ 36,002	\$ 54,188	\$ 37,937	\$ 18,278	\$ 40,000	\$ 40,000	\$ 21,722
	33410329 Medical Supplies/Sports	\$ 2,006	\$ 8,193	\$ 8,904	\$ 3,383	\$ 10,000	\$ 10,000	\$ 6,617
	33550329 SkillsUSA:WTHS	\$ 21,000	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ 11,500	\$ -
	33700329 Micro-computer Supplies			\$ 103,082	\$ -	\$ 45,000	\$ 45,000	\$ 45,000
	33270329 Minor Supplies			\$ 1,101	\$ -	\$ -	\$ -	\$ -
	33970329 Miscellaneous			\$ 10,316	\$ -	\$ -	\$ -	\$ -
	33990329 Other			\$ 11,596	\$ -	\$ -	\$ -	\$ -
	34120329 Music Minor Equipment			\$ 9,255	\$ -	\$ -	\$ -	\$ -
	34600329 After School/Summer Program Materials			\$ 3,040	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
	34330329 Minor Furniture/Equipment			\$ -	\$ -	\$ -	\$ -	\$ -
	<b>PMS After School Warrior Program</b>					\$ 3,078	\$ 3,078	\$ 3,078
	<b>TOTAL SUPPLIES - STUDENT BODY ACTIVITIES</b>	\$ 62,127	\$ 78,172	\$ 200,079	\$ 39,883	\$ 120,300	\$ 120,300	\$ 80,417
	<b>TOTAL TEXTBOOKS AND INSTRUCTIONAL MATERIALS</b>	\$ 2,909,323	\$ 4,018,859	\$ 2,495,331	\$ 2,372,757	\$ 3,586,147	\$ 3,091,214	\$ 1,213,390

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ACCOUNT DESCRIPTION	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SUMMARY</b>							
Contracted Services	\$ 421,996	\$ 536,104	\$ 524,661	\$ 584,389	\$ 581,371	\$ 573,821	\$ (3,018)
Other Charges	\$ 451,805	\$ 247,615	\$ 393,036	\$ 411,875	\$ 373,120	\$ 373,120	\$ (38,755)
Equipment	\$ 90,815	\$ 87,817	\$ 76,716	\$ 85,395	\$ 114,000	\$ 114,000	\$ 28,605
Tuition - Out of County Placement	\$ 120,068	\$ 88,446	\$ 63,006	\$ 50,000	\$ 85,000	\$ 85,000	\$ 35,000
<b>TOTAL OTHER INSTRUCTIONAL COSTS</b>	<b>\$ 1,084,684</b>	<b>\$ 959,983</b>	<b>\$ 1,057,418</b>	<b>\$ 1,131,659</b>	<b>\$ 1,153,491</b>	<b>\$ 1,145,941</b>	<b>\$ 21,832</b>
<b>CONTRACTED SERVICES</b>							
22020209 CONSULTANTS (For Professional development, tutoring and student services for hospital/treatment based students)	\$ 215,551	\$ 206,859	\$ 173,349	\$ 197,471	\$ 205,021	\$ 197,471	\$ 7,550
22040209 TEST SCORING (Costs for scoring tests)	\$-	\$-	\$ -	\$ 4,000	\$ -	\$ -	\$ (4,000)
22050209 PRINTING AND PUBLISHING (Student handbooks, manuals, etc.)	\$ 13,466	\$ 2,545	\$ 2,770	\$ 17,050	\$ 3,000	\$ 3,000	\$ (14,050)
<b>MEDICAL FEES AND ATHLETIC SERVICES</b> (Officials fees, medical fees, etc)							
22210209 Officials Fees, Pool Usage			\$ 86,698	\$ 55,518	\$ 70,000	\$ 70,000	\$ 14,482
22580209 Cleaning/Reconditiong			\$ 7,569	\$ 10,350	\$ 10,350	\$ 10,350	\$ -
22990209 Other- Water Safety Program			\$ 5,324	\$ -	\$ 8,000	\$ 8,000	\$ 8,000
22970209 Misc Contracted Services			\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MEDICAL FEES AND ATHLETIC SERVICES</b>	<b>\$ 83,222</b>	<b>\$ 84,659</b>	<b>\$ 99,591</b>	<b>\$ 65,868</b>	<b>\$ 88,350</b>	<b>\$ 88,350</b>	<b>\$ 22,482</b>
<b>COPYING EQUIPMENT CONTRACTS</b> (Costs of school copiers)							
22370209 Copier Maintenance			\$ 40,000	\$ 300,000	\$ -	\$ -	\$ (300,000)
22430209 Copier Overage			\$ 40,000	\$ -	\$ -	\$ -	\$ -
22910209 Copier Lease			\$ 168,375	\$ -	\$ 285,000	\$ 285,000	\$ 285,000
22350209 Repair Of Equipment			\$ 575	\$ -	\$ -	\$ -	\$ -
<b>TOTAL COPYING EQUIPMENT CONTRACTS</b>	<b>\$ 109,757</b>	<b>\$ 242,041</b>	<b>\$ 248,950</b>	<b>\$ 300,000</b>	<b>\$ 285,000</b>	<b>\$ 285,000</b>	<b>\$ (15,000)</b>
<b>TOTAL CONTRACTED SERVICES</b>	<b>\$ 421,996</b>	<b>\$ 536,104</b>	<b>\$ 524,661</b>	<b>\$ 584,389</b>	<b>\$ 581,371</b>	<b>\$ 573,821</b>	<b>\$ (3,018)</b>

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		EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
		FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
ACCOUNT DESCRIPTION								
<b>OTHER CHARGES</b>								
<b>MEETINGS &amp; CONFERENCES</b>								
(Costs related to Teacher travel and attendance at State & local meetings)								
45010408	Travel-Staff			\$ 4,922	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
45040408	Travel-Principal&Teeachers			\$ 12,754	\$ 19,005	\$ 12,500	\$ 12,500	\$ (6,505)
45070499	Professional Meetings & Conferences			\$ 7,958		\$ -	\$ -	\$ -
45460408	Travel Out Of County			\$ 6,156	\$ 6,531	\$ 6,531	\$ 6,531	\$ -
45470499	Prof. Meetings & Conf Out of County			\$ 7,288		\$ 7,000	\$ 7,000	\$ 7,000
45480408	Travel Out Of State			\$ 155	\$ -	\$ -	\$ -	\$ -
45490499	Prof. Meetings & Conf Out of State			\$ 4,397	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
45570408	Travel-Car Rental			\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MEETINGS &amp; CONFERENCES</b>		<b>\$ 27,841</b>	<b>\$ 42,191</b>	<b>\$ 43,629</b>	<b>\$ 25,536</b>	<b>\$ 35,031</b>	<b>\$ 35,031</b>	<b>\$ 9,495</b>
3	45650499 <b>TUITION - DUAL ENROLLMENT</b> (Dual Enrollment fees -mandated by BluePrint)	\$ 933	\$ 235	\$ 116,387	\$ 106,500	\$ 121,500	\$ 121,500	\$ 15,000
<b>INSURANCE - ATHLETICS</b>								
(Student athlete accident insurance)								
45310414	INSURANCE-WORKMENS COMP			\$ 13	\$ -	\$ -	\$ -	\$ -
45400499	INSURANCE-STUDENT			\$ 5,572	\$ 5,309	\$ 5,600	\$ 5,600	\$ 291
<b>TOTAL INSURANCE - ATHLETICS</b>		<b>\$ 4,726</b>	<b>\$ 5,572</b>	<b>\$ 5,585</b>	<b>\$ 5,309</b>	<b>\$ 5,600</b>	<b>\$ 5,600</b>	<b>\$ 291</b>
4	45410499 <b>CULTURAL ARTS AND ENRICHMENT ACTIVITIES</b> (Costs to present school plays, shows, etc)	\$-	\$-	\$ -	\$ 4,050	\$ 4,050	\$ 4,050	\$ -
45170408	<b>INTERNET SERVICES - CLASSROOMS</b> (Costs to provide internet access)	\$ 402,222	\$ 188,061	\$ 188,820	\$ 246,336	\$ 190,000	\$ 190,000	\$ (56,336)
4	45890499 <b>BAND UNIFORM REPLACEMENT FUND</b> (Provided to each high school)	\$ 6,000	\$ 6,000	\$ 6,000	\$ 6,435	\$ 6,435	\$ 6,435	\$ -
	PHS					\$ 2,145	\$ 2,145	
	SDHS					\$ 2,145	\$ 2,145	
	SHHS					\$ 2,145	\$ 2,145	
4	<b>DUES, OTHER COSTS</b>							
(Membership in Bayside Conference,MD Career & Tech Admin., subscriptions for programs, movie licenses, etc)								
45060499	SUBSCRIPTIONS/MEMBERSHIPS			\$ 5,170	\$ 7,504	\$ 7,504	\$ 7,504	\$ -
45990499	OTHER			\$ 27,445	\$ 10,205	\$ 3,000	\$ 3,000	\$ (7,205)
<b>TOTAL DUES, OTHER COSTS</b>		<b>\$ 10,082</b>	<b>\$ 5,556</b>	<b>\$ 32,615</b>	<b>\$ 17,709</b>	<b>\$ 10,504</b>	<b>\$ 10,504</b>	<b>\$ (7,205)</b>
<b>TOTAL OTHER CHARGES</b>		<b>\$ 451,805</b>	<b>\$ 247,615</b>	<b>\$ 393,036</b>	<b>\$ 411,875</b>	<b>\$ 373,120</b>	<b>\$ 373,120</b>	<b>\$ (38,755)</b>
<b>EQUIPMENT</b>								
56000554	<b>CLASSROOM INSTRUCTIONAL EQUIPMENT</b>	\$-	\$-	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
3	56040554 <b>WTHS - INSTRUCTIONAL EQUIPMENT</b>	\$-	\$-	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
<b>SCHOOL FURNITURE</b>								
57070554	Replacement Furniture			\$ -	\$ 34,200	\$ 30,000	\$ 30,000	\$ (4,200)
<b>TOTAL SCHOOL FURNITURE</b>		<b>\$ 27,207</b>	<b>\$ 9,823</b>	<b>\$ -</b>	<b>\$ 34,200</b>	<b>\$ 30,000</b>	<b>\$ 30,000</b>	<b>\$ (4,200)</b>
57060554	<b>BAND/MUSIC EQUIPMENT</b>	\$ 13,590	\$ 30,540	\$ 16,971	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
<b>ATHLETIC/STUDENT ACTIVITIES - EQUIPMENT</b>								
57020554	Replacement Equipment-Athletic			\$ 50,641	\$ 21,195	\$ 50,000	\$ 50,000	\$ 28,805
56020554	Additional Equipment-Athletic			\$ 9,104	\$ -	\$ 4,000	\$ 4,000	\$ 4,000
<b>TOTAL ATHLETIC/STUDENT ACTIVITIES - EQUIPMENT</b>		<b>\$ 50,018</b>	<b>\$ 47,454</b>	<b>\$ 59,745</b>	<b>\$ 21,195</b>	<b>\$ 54,000</b>	<b>\$ 54,000</b>	<b>\$ 32,805</b>
<b>TOTAL EQUIPMENT</b>		<b>\$ 90,815</b>	<b>\$ 87,817</b>	<b>\$ 76,716</b>	<b>\$ 85,395</b>	<b>\$ 114,000</b>	<b>\$ 114,000</b>	<b>\$ 28,605</b>
<b>TUITION - OUT OF COUNTY PLACEMENT</b>								
88100881	<b>TUITION - OUT OF COUNTY PLACEMENT</b>	\$ 120,068	\$ 88,446	\$ 63,006	\$ 50,000	\$ 85,000	\$ 85,000	\$ 35,000
<b>TOTAL TUITION - OUT OF COUNTY PLACEMENT</b>		<b>\$ 120,068</b>	<b>\$ 88,446</b>	<b>\$ 63,006</b>	<b>\$ 50,000</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 35,000</b>
<b>TOTAL OTHER INSTRUCTIONAL COSTS</b>		<b>\$ 1,084,684</b>	<b>\$ 959,983</b>	<b>\$ 1,057,418</b>	<b>\$ 1,131,659</b>	<b>\$ 1,153,491</b>	<b>\$ 1,145,941</b>	<b>\$ 21,832</b>

ACCOUNT DESCRIPTION	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SUMMARY</b>							
Salaries and Wages	\$ 10,666,179	\$ 11,826,169	\$ 12,021,612	\$ 12,920,676	\$ 13,794,998	\$ 13,490,073	\$ 874,322
Contracted Services	\$ 293,299	\$ 370,360	\$ 419,509	\$ 403,000	\$ 404,700	\$ 404,700	\$ 1,700
Supplies and Materials	\$ 336,153	\$ 167,168	\$ 166,418	\$ 151,400	\$ 190,000	\$ 156,400	\$ 38,600
Other Charges	\$ 71,897	\$ 63,671	\$ 78,895	\$ 40,011	\$ 88,200	\$ 88,200	\$ 48,189
Equipment	\$ 18,819	\$ 3,245	\$ 11,336	\$ 22,000	\$ 22,000	\$ 22,000	\$ -
Transfers	\$ 24,470	\$ 86,797	\$ 21,649	\$ 128,000	\$ 128,000	\$ 128,000	\$ -
<b>TOTAL SPECIAL EDUCATION</b>	<b>\$ 11,410,817</b>	<b>\$ 12,517,411</b>	<b>\$ 12,719,419</b>	<b>\$ 13,665,087</b>	<b>\$ 14,627,898</b>	<b>\$ 14,289,373</b>	<b>\$ 962,811</b>

<b>POSITIONS</b>							
Supervisor/Coordinator	1.2	2.2	2.2	2.2	2.2	2.2	0
Principal	1	1	1	1	1	1	0
Teacher	87.8	89	86	86	86	86	0
Curriculum Resource Teacher	1	1	1	1	1	1	0
Teacher - Social Worker	0	0	6	6	8	6	2
Disability Teacher	1	1	1	1	1	1	0
Occupational Therapist	2	4	4	4	4	4	0
Speech/Physical Therapist	10.75	10.75	12	12	12	12	0
Behavior Health Specialist	2	2	3	3	3	3	0
Interpreter	3	3	3	3	3	3	0
Nurse	1	1	1	1	1	1	0
Educational Assistant	93	93	89	89	100	100	11
Secretary	2	2	2	2	2	2	0
Tech Support	1	1	1	1	1	1	0
	<b>206.8</b>	<b>210.95</b>	<b>212.2</b>	<b>212.2</b>	<b>225.2</b>	<b>223.2</b>	<b>13</b>

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	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SALARIES AND WAGES</b>							
<b>SCHOOL BASED STAFF</b>							
<b>TEACHERS</b>							
10030103			\$ 89,264	\$ -	\$ -	\$ -	\$ -
10060102			\$ 171,748	\$ -	\$ -	\$ -	\$ -
10080102			\$ 5,136	\$ -	\$ -	\$ -	\$ -
10160102			\$ 1,536	\$ -	\$ -	\$ -	\$ -
11160103			\$ 6,192,982	\$ 7,591,923	\$ 7,391,339	\$ 7,303,839	\$ (200,584)
11390103			\$ 447,956	\$ -	\$ 699,325	\$ 560,713	\$ 699,325
<b>TOTAL TEACHERS</b>	<b>\$ 6,181,466</b>	<b>\$ 6,781,556</b>	<b>\$ 6,908,622</b>	<b>\$ 7,591,923</b>	<b>\$ 8,090,664</b>	<b>\$ 7,864,552</b>	<b>\$ 498,741</b>
<b>EDUCATIONAL ASSISTANTS</b>							
10180102			\$ 1,800	\$ -	\$ -	\$ -	\$ -
11170104			\$ 2,219,611	\$ 2,548,516	\$ 2,877,014	\$ 2,827,014	\$ 328,498
<b>TOTAL EDUCATIONAL ASSISTANTS</b>	<b>\$ 1,841,789</b>	<b>\$ 2,139,343</b>	<b>\$ 2,221,411</b>	<b>\$ 2,548,516</b>	<b>\$ 2,877,014</b>	<b>\$ 2,827,014</b>	<b>\$ 328,498</b>
11070102	\$ 123,567	\$ 128,834	\$ 131,834	\$ 136,406	\$ 144,246	\$ 141,486	\$ 7,840
11180102	\$ 726,763	\$ 713,190	\$ 736,164	\$ 782,237	\$ 832,221	\$ 822,221	\$ 49,984
11350102	\$ 255,754	\$ 273,886	\$ 284,214	\$ 308,136	\$ 269,949	\$ 266,949	\$ (38,187)
				\$ 94,115	\$ 99,814	\$ 98,814	\$ 5,699
11220102	\$ 51,223	\$ 55,208	\$ 56,118	\$ 59,558	\$ 61,037	\$ 60,537	\$ 1,479
11200102	\$ 64,158	\$ 59,453	\$ 60,296	\$ 64,215	\$ 74,112	\$ 73,612	\$ 9,897
11400102			\$ 178,474	\$ 189,460	\$ 210,169	\$ 207,169	\$ 20,709
11150103	\$ 58,118	\$ 93,310	\$ 94,433	\$ 98,915	\$ 102,915	\$ 101,915	\$ 4,000
11550102	\$ -	\$ 78,063	\$ 113,132	\$ 132,217	\$ 90,164	\$ 89,164	\$ (42,053)
11290102	\$ 169,113	\$ 183,552	\$ 192,138	\$ 201,585	\$ 209,585	\$ 207,585	\$ 8,000
<b>CENTRAL OFFICE STAFF</b>							
11050102	\$ 127,767	\$ 127,334	\$ 128,634	\$ 134,986	\$ 143,203	\$ 141,763	\$ 8,217
11060102	\$ 36,723	\$ 147,549	\$ 153,225	\$ 149,315	\$ 155,786	\$ 154,173	\$ 6,471
11210102	\$ 53,283	\$ 57,292	\$ 58,274	\$ 61,815	\$ 63,570	\$ 63,070	\$ 1,755
11230102	\$ 72,687	\$ 76,203	\$ 77,548	\$ 82,277	\$ 85,549	\$ 85,049	\$ 3,272
						0	
10040101			\$ 172,053	\$ 285,000	\$ 285,000	\$ 285,000	\$ -
10140101			\$ 60,149	\$ -	\$ -	\$ -	\$ -
11430101			\$ 100,598	\$ -	\$ -	\$ -	\$ -
<b>TOTAL TEACHER - SUBSTITUTE</b>	<b>\$ 627,219</b>	<b>\$ 581,799</b>	<b>\$ 332,800</b>	<b>\$ 285,000</b>	<b>\$ 285,000</b>	<b>\$ 285,000</b>	<b>\$ -</b>
<b>SPECIAL EDUCATION SUMMER SERVICES</b>							
10170102			\$ 36,975	\$ -	\$ -	\$ -	\$ -
10050102			\$ 257,320	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SPECIAL EDUCATION SUMMER SERVICES</b>	<b>\$ 87,459</b>	<b>\$ 134,671</b>	<b>\$ 294,295</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 10,666,179</b>	<b>\$ 11,826,169</b>	<b>\$ 12,021,612</b>	<b>\$ 12,920,676</b>	<b>\$ 13,794,998</b>	<b>\$ 13,490,073</b>	<b>\$ 874,322</b>
<b>CONTRACTED SERVICES</b>							
22010209	\$ 21,354	\$ 45,119	\$ 2,183	\$ 30,000	\$ 30,000	\$ 30,000	\$ -
22020209	\$ 264,064	\$ 322,038	\$ 412,657	\$ 370,000	\$ 370,000	\$ 370,000	\$ -
<b>COPIER CONTRACTS/PRINTING</b>							
22050209			\$ -	\$ 1,500	\$ -	\$ -	\$ (1,500)
22350209			\$ 1,466	\$ -	\$ -	\$ -	\$ -
22410209			\$ 3,203	\$ 1,500	\$ 4,700	\$ 4,700	\$ 3,200
<b>TOTAL COPIER CONTRACTS/PRINTING</b>	<b>\$ 7,881</b>	<b>\$ 3,203</b>	<b>\$ 4,669</b>	<b>\$ 3,000</b>	<b>\$ 4,700</b>	<b>\$ 4,700</b>	<b>\$ 1,700</b>
<b>TOTAL CONTRACTED SERVICES</b>	<b>\$ 293,299</b>	<b>\$ 370,360</b>	<b>\$ 419,509</b>	<b>\$ 403,000</b>	<b>\$ 404,700</b>	<b>\$ 404,700</b>	<b>\$ 1,700</b>

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	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SUPPLIES &amp; MATERIALS</b>							
OFFICE SUPPLIES (Paper and other consumables used in Special Ed)							
33000329			\$ 4,530	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
	\$ 3,037	\$ 5,953	\$ 4,530	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
33010329	\$ 210	\$ 400	\$ 624	\$ 500	\$ 500	\$ 500	\$ -
MOI - SPECIAL EDUCATION** (For SpEd classrooms & CCSS)							
33070329			\$ 135	\$ -	\$ -	\$ -	\$ -
33360329			\$ 133,461	\$ 121,400	\$ 152,000	\$ 118,400	\$ 30,600
34340329			\$ 3,026	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
34360329						\$ -	\$ -
	\$ 298,158	\$ 137,543	\$ 136,623	\$ 121,400	\$ 155,000	\$ 121,400	\$ 33,600
COMPUTER SUPPLIES							
33570329			\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
33700329			\$ 6,150	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
	\$ 22,532	\$ 4,842	\$ 11,150	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
MINOR EQUIPMENT							
34330329			\$ 955	\$ 5,000	\$ -	\$ -	\$ (5,000)
34700329			\$ 1,453	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
	\$ 2,722	\$ 5,306	\$ 2,408	\$ 9,000	\$ 4,000	\$ 4,000	\$ (5,000)
34360329	\$ 6,396	\$ 8,871	\$ 6,584	\$ 12,300	\$ 12,300	\$ 12,300	\$ -
33990329							
34420329	\$ 1,558	\$ 4,056	\$ 4,374	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
PROFESSIONAL DEVELOPMENT SUPPLIES							
33320329			\$ -	\$ 200	\$ 200	\$ 200	\$ -
33100322			\$ 10	\$ -	\$ -	\$ -	\$ -
34320329			\$ 116	\$ -	\$ -	\$ -	\$ -
	\$ 1,541	\$ 198	\$ 126	\$ 200	\$ 200	\$ 200	\$ -
<b>TOTAL SUPPLIES &amp; MATERIALS</b>							
	<b>\$ 336,153</b>	<b>\$ 167,168</b>	<b>\$ 166,418</b>	<b>\$ 151,400</b>	<b>\$ 190,000</b>	<b>\$ 156,400</b>	<b>\$ 38,600</b>

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<b>OTHER CHARGES</b>							
MEETINGS & CONFERENCES (Costs related to Staff travel and attendance at State & local meetings)							
45010408			\$ 28,712	\$ -	\$ 29,000	\$ 29,000	\$ 29,000
45040408			\$ 25,563	\$ 35,000	\$ 26,000	\$ 26,000	\$ (9,000)
45050408			\$ 9,577	\$ -	\$ 9,600	\$ 9,600	\$ 9,600
45070499			\$ 45	\$ -	\$ -	\$ -	\$ -
45460408			\$ 56	\$ -	\$ 100	\$ 100	\$ 100
45470499			\$ 36	\$ -	\$ -	\$ -	\$ -
45480408			\$ 1,018	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
	\$ 49,634	\$ 61,832	\$ 65,007	\$ 35,000	\$ 65,700	\$ 65,700	\$ 30,700
45060499	\$ 9,653	\$ 369	\$ 610	\$ 2,011	\$ 1,000	\$ 1,000	\$ (1,011)
MISCELLANEOUS							
45310414			\$ 4	\$ -	\$ -	\$ -	\$ -
OTHER							
45990499			\$ 12,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000
45990499			\$ 1,274	\$ 3,000	\$ 1,500	\$ 1,500	\$ (1,500)
45990499			\$ 13,274	\$ 3,000	\$ 21,500	\$ 21,500	\$ 18,500
	\$ 12,610	\$ 1,470	\$ 13,278	\$ 3,000	\$ 21,500	\$ 21,500	\$ 18,500
<b>TOTAL OTHER CHARGES</b>							
	<b>\$ 71,897</b>	<b>\$ 63,671</b>	<b>\$ 78,895</b>	<b>\$ 40,011</b>	<b>\$ 88,200</b>	<b>\$ 88,200</b>	<b>\$ 48,189</b>

Blueprint  
Pillar

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	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
ACCOUNT DESCRIPTION	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>EQUIPMENT</b>							
SPECIAL EDUCATION EQUIPMENT (Equipment for blind, deaf and other SpEd students including CCSS)							
56000554 Additional Equipment		\$ 4,656	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ -
56050554 Add Equip-Micro Computers		\$ 6,680	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EQUIPMENT</b>	<b>\$ 18,819</b>	<b>\$ 3,245</b>	<b>\$ 11,336</b>	<b>\$ 22,000</b>	<b>\$ 22,000</b>	<b>\$ 22,000</b>	<b>\$ -</b>
<b>TRANSFERS</b>							
88100881 NON-PUBLIC PLACEMENTS	\$ 24,470	\$ 86,797	\$ 21,649	\$ 128,000	\$ 128,000	\$ 128,000	\$ -
<b>TOTAL TRANSFERS</b>	<b>\$ 24,470</b>	<b>\$ 86,797</b>	<b>\$ 21,649</b>	<b>\$ 128,000</b>	<b>\$ 128,000</b>	<b>\$ 128,000</b>	<b>\$ -</b>
<b>TOTAL SPECIAL EDUCATION</b>	<b>\$11,410,817</b>	<b>\$12,517,411</b>	<b>\$12,719,419</b>	<b>\$13,665,087</b>	<b>\$14,627,898</b>	<b>\$14,289,373</b>	<b>\$ 962,811</b>

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ACCOUNT DESCRIPTION	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SUMMARY</b>							
Salaries and Wages	\$ 362,505	\$ 384,192	\$ 394,169	\$ 429,471	\$ 446,082	\$ 441,272	\$ 16,611
Contracted Services	\$ 4,945	\$ 1,400	\$ 2,115	\$ 750	\$ 2,250	\$ 2,250	\$ 1,500
Supplies and Materials	\$ 4,019	\$ 4,877	\$ 2,980	\$ 1,890	\$ 3,000	\$ 3,000	\$ 1,110
Other Charges	\$ 452	\$ 739	\$ 1,577	\$ 283	\$ 2,150	\$ 2,150	\$ 1,867
<b>TOTAL STUDENT PERSONNEL SERVICES</b>	<b>\$ 371,922</b>	<b>\$ 391,208</b>	<b>\$ 400,840</b>	<b>\$ 432,394</b>	<b>\$ 453,482</b>	<b>\$ 448,672</b>	<b>\$ 21,088</b>

<b>POSITIONS</b>							
Coordinators/Supervisor	0.1	0.1	0.1	0.1	0.1	0.1	0
Pupil Personnel Workers - All Schools	2.4	2.4	2.4	2.4	2.4	2.4	0
Pupil Personnel Workers - Pocomoke	1	1	1	1	1	1	0
Secretaries	0.4	0.9	0.9	0.9	0.9	0.9	0
	<b>3.9</b>	<b>4.4</b>	<b>4.4</b>	<b>4.4</b>	<b>4.4</b>	<b>4.4</b>	<b>0</b>

**SALARIES & WAGES**

<b>4</b>	<b>COORDINATOR</b>						
11050102	Supervisor		\$ -	\$ 12,680	\$ 12,109	\$ 11,974	\$ (571)
11060102	Coordinator		\$ 22,040	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL COORDINATOR</b>	<b>\$ 9,361</b>	<b>\$ 21,831</b>	<b>\$ 22,040</b>	<b>\$ 12,680</b>	<b>\$ 11,974</b>	<b>\$ (571)</b>
11210102	SECRETARY	\$ 33,830	\$ 47,643	\$ 48,516	\$ 51,561	\$ 53,789	\$ 2,678
<b>4</b>	<b>PUPIL PERSONNEL WORKER - ALL SCHOOLS</b>	<b>\$ 256,422</b>	<b>\$ 246,134</b>	<b>\$ 251,324</b>	<b>\$ 287,431</b>	<b>\$ 283,148</b>	<b>\$ (1,058)</b>
<b>4</b>	<b>PUPIL PERSONNEL WORKER - POCOMOKE</b>	<b>\$ 62,892</b>	<b>\$ 68,584</b>	<b>\$ 72,289</b>	<b>\$ 77,799</b>	<b>\$ 92,361</b>	<b>\$ 15,562</b>
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ 362,505</b>	<b>\$ 384,192</b>	<b>\$ 394,169</b>	<b>\$ 429,471</b>	<b>\$ 441,272</b>	<b>\$ 16,611</b>

Blueprint  
Pillar

ACCOUNT DESCRIPTION	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>CONTRACTED SERVICES</b>							
22410209 <b>COPIER CONTRACTS</b> (Includes copier contract costs for equipment used in Student Personnel)	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ -
<b>CONSULTANTS/CONTRACTED SERVICES</b>							
22260209 Student Transport-Private			\$ 1,365	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
<b>TOTAL CONSULTANTS/CONTRACTED SERVICES</b>	\$ 4,195	\$ 650	\$ 1,365	\$ -	\$ 1,500	\$ 1,500	\$ 1,500
<b>TOTAL CONTRACTED SERVICES</b>	\$ 4,945	\$ 1,400	\$ 2,115	\$ 750	\$ 2,250	\$ 2,250	\$ 1,500
<b>SUPPLIES &amp; MATERIALS</b>							
33000329 <b>OFFICE SUPPLIES</b> (Paper and other consumables used in Pupil Personnel)	\$ 2,316	\$ 4,618	\$ 2,373	\$ 1,890	\$ 2,000	\$ 2,000	\$ 110
<b>COMPUTER SUPPLIES</b>							
33700329 Micro-Computer Supplies			\$ 607	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
<b>TOTAL COMPUTER SUPPLIES</b>	\$ 1,703	\$ 259	\$ 607	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	\$ 4,019	\$ 4,877	\$ 2,980	\$ 1,890	\$ 3,000	\$ 3,000	\$ 1,110
<b>OTHER CHARGES</b>							
<b>MEETINGS &amp; CONFERENCES</b> (Costs related to Staff travel and attendance at various meetings)							
45070499 Professional Meetings & Conferences			\$ 656	\$ -	\$ 700	\$ 700	\$ 700
45460408 Travel Out Of County			\$ 12	\$ -	\$ -	\$ -	\$ -
45470499 Prof. Meetings & Conf Out of County			\$ 6	\$ 283	\$ 250	\$ 250	\$ (33)
<b>TOTAL MEETINGS &amp; CONFERENCES</b>	\$ 452	\$ 739	\$ 674	\$ 283	\$ 950	\$ 950	\$ 667
45060499 <b>SUBSCRIPTIONS/MEMBERSHIPS</b> (License Renewals)			\$ 903	\$ -	\$ 1,200	\$ 1,200	\$ 1,200
<b>TOTAL OTHER CHARGES</b>	\$ 452	\$ 739	\$ 1,577	\$ 283	\$ 2,150	\$ 2,150	\$ 1,867
<b>TOTAL STUDENT PERSONNEL SERVICES</b>	\$ 371,922	\$ 391,208	\$ 400,840	\$ 432,394	\$ 453,482	\$ 448,672	\$ 21,088

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ACCOUNT DESCRIPTION	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SUMMARY</b>							
SALARIES & WAGES	\$ 994,272	\$ 1,088,844	\$ 1,117,090	\$ 1,235,354	\$ 1,460,056	\$ 1,448,937	\$ 224,702
CONTRACTED SERVICES	\$ 3,768	\$ 2,368	\$ 5,688	\$ 252	\$ 6,000	\$ 6,000	\$ 5,748
SUPPLIES & MATERIALS	\$ 21,384	\$ 38,395	\$ 38,535	\$ 8,118	\$ 39,965	\$ 39,965	\$ 31,847
OTHER CHARGES	\$ 1,190	\$ 2,107	\$ 463	\$ 750	\$ 1,250	\$ 1,250	\$ 500
EQUIPMENT	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
<b>TOTAL STUDENT HEALTH SERVICES</b>	<b>\$ 1,020,614</b>	<b>\$ 1,131,714</b>	<b>\$ 1,161,776</b>	<b>\$ 1,245,474</b>	<b>\$ 1,508,271</b>	<b>\$ 1,497,152</b>	<b>\$ 262,797</b>

<b>POSITIONS</b>							
Coordinator - Central Office	0.2	0.2	0.2	0.2	0.2	0.2	0
Program Manager				1	1	1	0
Nurses	16	19.5	19.5	19.5	19.5	19.5	0
Secretaries	0.1	0.6	0.6	0.6	0.6	0.6	0
	<b>16.3</b>	<b>20.3</b>	<b>20.3</b>	<b>21.3</b>	<b>21.3</b>	<b>21.3</b>	<b>0</b>

**SALARIES & WAGES**

<b>SCHOOL NURSES</b>							
10040101	Teacher-Substitute		\$ 6,045	\$ -	\$ -	\$ -	\$ -
10050102	Teacher-Summer		\$ 41,014	\$ -	\$ 26,676	\$ 26,676	\$ 26,676
10060102	Part Time		\$ 840	\$ -	\$ -	\$ -	\$ -
11200102	Nurses (Coordinator)		\$ 929,545	\$ 1,179,144	\$ 1,279,084	\$ 1,269,534	\$ 99,940
11500102	Program Manager		\$ 87,353	\$ -	\$ 95,721	\$ 94,721	\$ 95,721
	<b>TOTAL SCHOOL NURSES</b>	<b>\$ 958,364</b>	<b>\$ 1,014,654</b>	<b>\$ 1,064,797</b>	<b>\$ 1,179,144</b>	<b>\$ 1,401,481</b>	<b>\$ 1,390,931</b>
11060102	<b>COORDINATOR - CENTRAL OFFICE</b>	<b>\$ 18,723</b>	<b>\$ 44,004</b>	<b>\$ 22,040</b>	<b>\$ 23,142</b>	<b>\$ 23,948</b>	<b>\$ 1,075</b>
11210102	<b>SECRETARY - CENTRAL OFFICE</b>	<b>\$ 17,185</b>	<b>\$ 30,186</b>	<b>\$ 30,254</b>	<b>\$ 33,068</b>	<b>\$ 34,358</b>	<b>\$ 1,290</b>
	<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ 994,272</b>	<b>\$ 1,088,844</b>	<b>\$ 1,117,090</b>	<b>\$ 1,235,354</b>	<b>\$ 1,460,056</b>	<b>\$ 1,448,937</b>

**CONTRACTED SERVICES**

4	22020209	<b>CONSULTANTS</b>	\$ 1,991	\$ 919	\$ 4,210	\$ -	\$ 4,500	\$ 4,500	\$ 4,500
	22050209	<b>PRINTING &amp; PUBLISHING</b> (To produce health forms, emergency info cards, etc)	\$ 412	\$ 330	\$ 330	\$ 252	\$ 300	\$ 300	\$ 48
	22350209	<b>EQUIPMENT REPAIR</b>	\$ 1,365	\$ 1,120	\$ 1,148	\$ -	\$ 1,200	\$ 1,200	\$ 1,200
		<b>TOTAL CONTRACTED SERVICES</b>	<b>\$ 3,768</b>	<b>\$ 2,368</b>	<b>\$ 5,688</b>	<b>\$ 252</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ 5,748</b>

Blueprint  
Pillar

	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
ACCOUNT DESCRIPTION	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SUPPLIES &amp; MATERIALS</b>							
MATERIALS OF INSTRUCTION (Materials including drug and alcohol education)							
33160329 MOI-General			\$ -	\$ 965	\$ 965	\$ 965	\$ -
<b>TOTAL MATERIALS OF INSTRUCTION</b>	\$ (7)	\$ 706	\$ -	\$ 965	\$ 965	\$ 965	\$ -
MEDICAL SUPPLIES (First aid and other medical supplies for health rooms)							
33410329 Medical Supplies (EPI pens, etc)			\$ 38,535	\$ 7,153	\$ 39,000	\$ 39,000	\$ 31,847
<b>TOTAL MEDICAL SUPPLIES</b>	\$ 21,392	\$ 37,689	\$ 38,535	\$ 7,153	\$ 39,000	\$ 39,000	\$ 31,847
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	\$ 21,384	\$ 38,395	\$ 38,535	\$ 8,118	\$ 39,965	\$ 39,965	\$ 31,847
<b>OTHER CHARGES</b>							
MEETINGS & CONFERENCES							
45010408 Meetings & Conferences Staff			\$ 322	\$ -	\$ 350	\$ 350	\$ 350
45460408 Travel Out Of County			\$ 6	\$ -	\$ -	\$ -	\$ -
45070499 Professional Meetings & Conferences			\$ 135	\$ -	\$ 150	\$ 150	\$ 150
45470499 Prof. Meetings & Conf Out of County			\$ -	\$ 250	\$ 250	\$ 250	\$ -
<b>TOTAL MEETINGS &amp; CONFERENCES</b>	\$ 759	\$ 2,107	\$ 463	\$ 250	\$ 750	\$ 750	\$ 500
45060499 SUBSCRIPTIONS/MEMBERSHIPS	\$ 431	\$ -	\$ -	\$ 500	\$ 500	\$ 500	\$ -
<b>TOTAL OTHER CHARGES</b>	\$ 1,190	\$ 2,107	\$ 463	\$ 750	\$ 1,250	\$ 1,250	\$ 500
<b>EQUIPMENT</b>							
57000554 HEALTH ROOM EQUIPMENT	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
<b>TOTAL EQUIPMENT</b>	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
<b>TOTAL STUDENT HEALTH SERVICES</b>	\$ 1,020,615	\$ 1,131,714	\$ 1,123,241	\$ 1,245,474	\$ 1,508,271	\$ 1,497,152	\$ 262,797

Blueprint  
Pillar

ACCOUNT DESCRIPTION	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SUMMARY</b>							
SALARIES & WAGES	\$ 380,190	\$ 449,026	\$ 405,283	\$ 407,809	\$ 417,934	\$ 414,059	\$ 10,125
CONTRACTED SERVICES	\$ 6,908,127	\$ 7,211,022	\$ 7,254,715	\$ 7,138,507	\$ 7,476,329	\$ 7,314,968	\$ 337,822
SUPPLIES & MATERIALS	\$ 3,440	\$ 16,951	\$ 13,566	\$ 9,636	\$ 37,661	\$ 37,661	\$ 28,025
OTHER CHARGES	\$ 129,038	\$ 138,369	\$ 144,129	\$ 134,084	\$ 150,023	\$ 150,023	\$ 15,939
EQUIPMENT	\$ 3,673	\$ (300)	\$ 36,249	\$ -	\$ -	\$ -	\$ -
<b>TOTAL STUDENT TRANSPORTATION SERVICES</b>	<b>\$ 7,424,468</b>	<b>\$ 7,815,068</b>	<b>\$ 7,853,942</b>	<b>\$ 7,690,036</b>	<b>\$ 8,081,947</b>	<b>\$ 7,916,711</b>	<b>\$ 391,911</b>
<b>POSITIONS</b>							
Office Manager	1	1	1	1	1	1	0
Driver Trainer	1	1	1	1	1	1	0
Secretaries	1	1	1	1	1	1	0
Bus Assistants (Full Time)	8	6	8	8	8	8	0
	<b>11</b>	<b>9</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>0</b>
<b>SALARIES &amp; WAGES</b>							
11500102 CENTRAL OFFICE STAFF MANAGER	\$ 87,244	\$ 92,528	\$ 93,753	\$ 97,998	\$ 102,521	\$ 101,521	\$ 4,523
11270102 BUS DRIVER TRAINER	\$ 49,347	\$ 51,733	\$ 53,407	\$ 55,291	\$ 59,262	\$ 58,762	\$ 3,971
11210102 SECRETARY Secretary & Clerical -Central			\$ 49,443	\$ 52,091	\$ 57,562	\$ 57,062	\$ 5,471
<b>TOTAL SECRETARY</b>	\$ 48,989	\$ 48,976	\$ 49,443	\$ 52,091	\$ 57,562	\$ 57,062	\$ 5,471
11380102 VAN DRIVERS	\$ 42,013	\$ 71,833	\$ 91,878	\$ -	\$ -	\$ -	\$ -
11170104 BUS ASSISTANTS Aide			\$ -	\$ 202,429	\$ 198,589	\$ 196,714	\$ (3,840)
11470104 Bus Aides			\$ 116,802	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BUS ASSISTANTS</b>	\$ 152,598	\$ 183,956	\$ 116,802	\$ 202,429	\$ 198,589	\$ 196,714	\$ (3,840)
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ 380,190</b>	<b>\$ 449,026</b>	<b>\$ 405,283</b>	<b>\$ 407,809</b>	<b>\$ 417,934</b>	<b>\$ 414,059</b>	<b>\$ 10,125</b>

Blueprint Pillar	ACCOUNT DESCRIPTION	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
		FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
	<b>CONTRACTED SERVICES</b>							
	22000207 AUDITING/LEGAL FEES	\$-	\$-	\$ -	\$ 475	\$ 475	\$ 475	\$ -
	22030209 DATA PROCESSING (fees related to maintaining our Transportation software)	\$-	\$-	\$ -	\$ 1,379	\$ 1,379	\$ 1,379	\$ -
	22050209 COPIER CONTRACTS/PRINTING (Includes copying costs for Transportation)	\$ 475	\$ 475	\$ 1,006	\$ 115	\$ 1,100	\$ 1,100	\$ 985
	22070209 MEDICAL FEES (Physical exams, federal drug testing)	\$ 5,030	\$ 6,713	\$ 6,465	\$ 3,604	\$ 6,500	\$ 6,500	\$ 2,896
	BUS CONTRACTS							
	22080209 Fuel Adjustment			\$ 12,078	\$ -	\$ -	\$ -	\$ -
	22090209 Bus Contracts			\$ 6,404,974	\$ 6,638,671	\$ 6,918,671	\$ 6,813,671	\$ 280,000
	22400209 Admin Fee-Bus Contracts			\$ 241,500	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL BUS CONTRACTS</b>	\$ 6,323,328	\$ 6,540,442	\$ 6,658,552	\$ 6,638,671	\$ 6,918,671	\$ 6,813,671	\$ 280,000
	22100209 BUS INSPECTIONS	\$ 3,554	\$ 4,924	\$ 2,962	\$ 3,867	\$ 3,400	\$ 3,400	\$ (467)
4	<b>FIELD TRIPS</b>							
4	22110209 Regular	\$ 111,388	\$ 129,805	\$ 85,264	\$ 48,338	\$ 104,699	\$ 48,338	\$ 56,361
4	Football - SDHS				\$ 5,597	\$ 5,597	\$ 5,597	
4	Football SHHS				\$ 5,597	\$ 5,597	\$ 5,597	
	22130209 Total Football	\$ 111,194	\$ 11,194	\$ 11,194	\$ 11,194	\$ 11,194	\$ 11,194	\$ -
4	Other Athletics - SDHS		\$ 74,054	\$ 74,054	\$ 65,279	\$ 65,279	\$ 65,279	
4	Other Athletics - SHHS		\$ 62,672	\$ 62,672	\$ 53,897	\$ 53,897	\$ 53,897	
4	Other Athletics - PHS		\$ 56,981	\$ 56,987	\$ 48,206	\$ 48,206	\$ 48,206	
	22120209 Total Other Athletics	\$ 193,712	\$ 193,707	\$ 193,713	\$ 167,382	\$ 167,382	\$ 167,382	\$ -
4	ROTC - SDHS				\$ 8,775	\$ 8,775	\$ 8,775	
4	ROTC - SHHS				\$ 8,775	\$ 8,775	\$ 8,775	
4	ROTC - PHS				\$ 8,775	\$ 8,775	\$ 8,775	
	22120209 Total ROTC	\$-			\$ 26,325	\$ 26,325	\$ 26,325	\$ -
	22110209 Blueprint - Career Counselors	\$-	\$-		\$ 12,000	\$ 12,000	\$ 12,000	\$ -
4	Band - SDHS				\$ 9,134	\$ 9,134	\$ 9,134	
4	Band - SHHS				\$ 9,134	\$ 9,134	\$ 9,134	
4	Band - PHS				\$ 9,134	\$ 9,134	\$ 9,134	
	22140209 Total Band	\$ 27,402	\$ 27,402	\$ 27,402	\$ 27,403	\$ 27,403	\$ 27,403	\$ -
4	22640209 Summer & After School	\$ 136,321	\$ 167,230	\$ 217,990	\$ 40,702	\$ 76,825	\$ 76,825	\$ 36,123
	<b>TOTAL FIELD TRIPS</b>	\$ 480,017	\$ 723,045	\$ 729,276	\$ 333,344	\$ 425,828	\$ 369,467	\$ 92,484
	REPAIRS							
	22150209 Repair-Vehicles			\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
	22380209 Vehicle Repairs-Lg8			\$ 2,615	\$ -	\$ -	\$ -	\$ -
	22390209 Vehicle Repairs-Lg9			\$ 2,723	\$ -	\$ -	\$ -	\$ -
	22770209 Vehicle Repairs-Lg9			\$ -	\$ 1,159	\$ -	\$ -	\$ (1,159)
	22780209 Vehicle Repairs-Lg8			\$ 807	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL REPAIRS</b>	\$ 4,283	\$ 2,914	\$ 6,145	\$ 1,159	\$ 3,000	\$ 3,000	\$ 1,841
	INDIVIDUAL HANDICAPPED/FIT TRANSPORTATION (Costs related to transporting Families in Transition(FIT) students							
	22160209 Handicapped Transportation - Private			\$ 34,034	\$ 133,393	\$ 100,000	\$ 100,000	\$ (33,393)
	22260209 Student Trans-Private			\$ -	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL INDIVIDUAL HANDICAPPED/FIT TRANSPORTATION</b>	\$ 80,036	\$ 116,730	\$ 34,034	\$ 133,393	\$ 100,000	\$ 100,000	\$ (33,393)
	22915205 LEASED VEHICLES Chev Traverse Manager of Transportation					\$ 5,976	\$ 5,976	
	22915205 <b>TOTAL LEASED VEHICLES</b>	\$ 5,966	\$ 5,966	\$ 6,003	\$ 5,966	\$ 5,976	\$ 5,976	\$ 10
	BUS SAFETY (Maintenance on cameras, DVRs on our buses)							
	22500209 Electrical			\$ 3,985	\$ 16,534	\$ 10,000	\$ 10,000	\$ (6,534)
	<b>TOTAL BUS SAFETY</b>	\$ 5,439	\$ 3,520	\$ 3,985	\$ 16,534	\$ 10,000	\$ 10,000	\$ (6,534)
	<b>TOTAL CONTRACTED SERVICES</b>	\$ 6,908,127	\$ 7,211,022	\$ 7,254,715	\$ 7,138,507	\$ 7,476,329	\$ 7,314,968	\$ 337,822

Blueprint  
Pillar

		EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
ACCOUNT DESCRIPTION		FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SUPPLIES &amp; MATERIALS</b>								
OFFICE SUPPLIES								
33570329	Computer Software		Zonar - first year implementation put into non-recurring requ	\$ -	\$ -	\$ 23,020	\$ 23,020	\$ 23,020
33700329	Micro-Computer Supplies			\$ 127	\$ -	\$ 150	\$ 150	\$ 150
34000329	Office-Minor Equipment			\$ 60	\$ -	\$ -	\$ -	\$ -
34320329	Meeting Supplies Food			\$ 2,442	\$ -	\$ 2,500	\$ 2,500	\$ 2,500
33000329	Office Supplies			\$ 1,921	\$ 2,301	\$ 2,000	\$ 2,000	\$ (301)
33100322	Professional Library			\$ 94	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL OFFICE SUPPLIES</b>	\$ 1,583	\$ 4,402	\$ 4,644	\$ 2,301	\$ 27,670	\$ 27,670	\$ 25,369
VEHICLES SUPPLIES								
33350329	Repair Of Equipment			\$ 137	\$ -	\$ 150	\$ 150	\$ 150
33430329	Fuel-All Vehicles			\$ 189	\$ -	\$ 200	\$ 200	\$ 200
33770329	Vehicle Supplies			\$ 165	\$ 72	\$ 175	\$ 175	\$ 103
	<b>TOTAL VEHICLES SUPPLIES</b>	\$ 216	\$ 1,023	\$ 491	\$ 72	\$ 525	\$ 525	\$ 453
MATERIALS OF INSTRUCTION - BUS SAFETY K-3 (Materials to educate Pre-k - 3rd Gr students on bus safety)								
34420329	Safety Supplies			\$ 140	\$ -	\$ 150	\$ 150	\$ 150
33160329	MOI-General			\$ 7,138	\$ 7,263	\$ 7,113	\$ 7,113	\$ (150)
	<b>TOTAL MATERIALS OF INSTRUCTION - BUS SAFETY K-3</b>	\$-	\$ 7,821	\$ 7,278	\$ 7,263	\$ 7,263	\$ 7,263	\$ -
33320329	<b>INSERVICE SUPPLIES</b>	\$ 1,640	\$ 3,705	\$ 947	\$ -	\$ 1,953	\$ 1,953	\$ 1,953
OTHER								
33270329	Upkeep Of Grounds			\$ 205	\$ -	\$ 250	\$ 250	\$ 250
	<b>TOTAL OTHER</b>			\$ 205	\$ -	\$ 250	\$ 250	\$ 250
	<b>TOTAL SUPPLIES &amp; MATERIALS</b>	\$ 3,440	\$ 16,951	\$ 13,566	\$ 9,636	\$ 37,661	\$ 37,661	\$ 28,025
<b>OTHER CHARGES</b>								
45060499	<b>SUBSCRIPTIONS AND DUES</b> National Safety Council	\$ 855	\$ 25	\$ -	\$ 373	\$ 373	\$ 373	\$ -
<b>MEETINGS &amp; CONFERENCES</b> (Semi-annual State Transportation conference)								
45070499	Professional Meetings & Conferences			\$ 896	\$ 211	\$ 400	\$ 400	\$ 189
45460408	Travel Out Of County			\$ -	\$ -	\$ 150	\$ 150	\$ 150
45470499	Prof. Meetings & Conf Out of County			\$ 259	\$ -	\$ 600	\$ 600	\$ 600
	<b>TOTAL MEETINGS &amp; CONFERENCES</b>	\$ 1,554	\$ 1,512	\$ 1,155	\$ 211	\$ 1,150	\$ 1,150	\$ 939
45120408	<b>TELEPHONE-CELLULAR</b>	\$ 360	\$ 240	\$ 330	\$ 240	\$ 240	\$ 240	\$ -
<b>INSURANCE</b>								
45130408	<b>BUS INSURANCE - LIABILITY</b>	\$ 115,643	\$ 123,414	\$ 128,898	\$ 125,000	\$ 135,000	\$ 135,000	\$ 10,000
45320499	<b>VEHICLE INSURANCE</b>	\$ 3,354	\$ 4,149	\$ 4,699	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
45310414	<b>WORKMEN'S INSURANCE</b>			\$ (18)	\$ -	\$ -	\$ -	\$ -
45140499	<b>SAFETY/TRAINING/COMMUNICATIONS</b>	\$ 7,272	\$ 9,029	\$ 8,993	\$ 8,260	\$ 8,260	\$ 8,260	\$ -
45990499	<b>OTHER</b>			\$ 72	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL OTHER CHARGES</b>	\$ 129,038	\$ 138,369	\$ 144,129	\$ 134,084	\$ 150,023	\$ 150,023	\$ 15,939
<b>EQUIPMENT</b>								
56570554	<b>SECURITY EQUIPMENT</b>	\$ 3,673	\$ (300)	\$ -	\$ -	\$ -	\$ -	\$ -
56030554	<b>ADDITIONAL VEHICLES</b>			\$ 36,249	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL EQUIPMENT</b>	\$ 3,673	\$ (300)	\$ 36,249	\$ -	\$ -	\$ -	\$ -
	<b>TOTAL STUDENT TRANSPORTATION SERVICES</b>	\$ 7,424,468	\$ 7,815,068	\$ 7,853,942	\$ 7,690,036	\$ 8,081,947	\$ 7,916,711	\$ 391,911

ACCOUNT DESCRIPTION	EXPENDED FY22	EXPENDED FY23	EXPENDED FY24	APPROVED FY25	REQUESTED FY26	REVISED FY26	Variance FY25 to FY26
<b>SUMMARY</b>							
SALARIES & WAGES	\$ 3,871,835	\$ 4,068,088	\$ 4,165,449	\$ 4,297,705	\$ 4,431,107	\$ 4,387,257	\$ 133,402
CONTRACTED SERVICES	\$ 653,559	\$ 540,869	\$ 613,076	\$ 673,200	\$ 683,100	\$ 683,100	\$ 9,900
SUPPLIES & MATERIALS	\$ 832,952	\$ 880,639	\$ 917,333	\$ 847,500	\$ 966,500	\$ 966,500	\$ 119,000
OTHER CHARGES	\$ 3,190,358	\$ 3,699,822	\$ 3,645,113	\$ 3,961,948	\$ 3,763,686	\$ 3,763,686	\$ (198,262)
EQUIPMENT	\$ 202,137	\$ 238,426	\$ 165,198	\$ 42,300	\$ 42,300	\$ 42,300	\$ -
<b>TOTAL OPERATION OF PLANT</b>	<b>\$ 8,750,841</b>	<b>\$ 9,427,844</b>	<b>\$ 9,506,168</b>	<b>\$ 9,822,653</b>	<b>\$ 9,886,693</b>	<b>\$ 9,886,693</b>	<b>\$ 64,040</b>
<b>POSITIONS</b>							
Maintenance Manager	0.5	0.5	0.5	0.5	0.5	0.5	0
Chief Safety Officer	0.3	0.3	0.3	0.3	0.3	0.3	0
Safety Coordinator	0.5	1	1	1	1	1	0
Facilities Planner	0.2	0.15	0.15	0.15	0.15	0.15	0
Secretaries	0.3	0.3	0.3	0.3	0.3	0.3	0
Crew Leader					1	1	1
Custodians/Crew Leader	77	79	79	76	74	74	-2
Computer Repair Technicians	6	6	6	6	6	6	0
Warehouse					1	1	1
Groundskeeper	2	2	2	2	2	2	0
	<b>86.8</b>	<b>89.25</b>	<b>89.25</b>	<b>86.25</b>	<b>86.25</b>	<b>86.25</b>	<b>0</b>

ACCOUNT DESCRIPTION	EXPENDED FY22	EXPENDED FY23	EXPENDED FY24	APPROVED FY25	REQUESTED FY26	REVISED FY26	Variance FY25 to FY26
<b>SALARIES &amp; WAGES</b>							
<b>CENTRAL OFFICE STAFF</b>							
11210102 SECRETARY	\$ 15,224	\$ 11,921	\$ 12,693	\$ 13,998	\$ 15,334	\$ 15,184	\$ 1,336
11050102 CHIEF SAFETY OFFICER	\$ 117,252	\$ 56,977	\$ 48,598	\$ 55,600	\$ 52,234	\$ 51,934	\$ (3,366)
11060102 SAFETY COORDINATOR/MAINTENANCE MANAGER		\$ 67,623	\$ -	\$ 74,201	\$ 85,930	\$ 84,930	\$ 11,729
11480102 FACILITIES PLANNER	\$ 16,338	\$ 17,042	\$ 17,243	\$ 18,285	\$ 18,969	\$ 18,819	\$ 684
11530102 MAINTENANCE MANAGER/CREW LEADER			\$ 117,110	\$ 58,106	\$ 58,831	\$ 58,581	\$ 1,276
<b>CUSTODIANS</b>							
11240102 Custodian			\$ 3,217,388	\$ 3,181,835	\$ 3,401,869	\$ 3,365,369	\$ 220,034
11440102 Substitute Custodian			\$ 95,045	\$ 55,642	\$ 45,834	\$ 45,834	\$ (9,808)
10040101 Teacher-Substitute			\$ 800	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CUSTODIANS</b>	<b>\$ 3,101,260</b>	<b>\$ 3,247,542</b>	<b>\$ 3,313,233</b>	<b>\$ 3,237,477</b>	<b>\$ 3,447,703</b>	<b>\$ 3,411,203</b>	<b>\$ 210,226</b>
11500102 MAINTENANCE MANAGER & CREW LEADER	\$ 110,760	\$ 115,700	\$ 72,389	\$ 66,170	\$ 67,446	\$ 66,946	
11450102 STUDENT SWEEPERS	\$ 12,723	\$ 19,445	\$ 20,377	\$ 13,243	\$ 13,243	\$ 13,243	\$ -
<b>CENTRALIZED MAINTENANCE OFFICE &amp; SUPPORT STAFF</b>							
11230102 COMPUTER REPAIR TECHNICIANS	\$ 498,277	\$ 531,839	\$ 433,306	\$ 632,799	\$ 485,363	\$ 481,863	\$ (147,436)
<b>MAINTENANCE</b>							
11230102 GROUNDSKEEPER			\$ 60,959	\$ 64,713	\$ 121,418	\$ 120,418	\$ 56,705
11230102 WAREHOUSE WORKER			\$ 59,359	\$ 63,113	\$ 64,636	\$ 64,136	\$ 1,523
11230102 <b>TOTAL MAINTENANCE</b>	<b>\$ 498,277</b>	<b>\$ 531,839</b>	<b>\$ 553,624</b>	<b>\$ 760,625</b>	<b>\$ 671,417</b>	<b>\$ 666,417</b>	
10060102 PART TIME			\$ 10,181	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ 3,871,835</b>	<b>\$ 4,068,088</b>	<b>\$ 4,165,449</b>	<b>\$ 4,297,705</b>	<b>\$ 4,431,107</b>	<b>\$ 4,387,257</b>	<b>\$ 133,402</b>

ACCOUNT DESCRIPTION	EXPENDED FY22	EXPENDED FY23	EXPENDED FY24	APPROVED FY25	REQUESTED FY26	REVISED FY26	Variance FY25 to FY26
<b>CONTRACTED SERVICES</b>							
22180209 REFUSE REMOVAL	\$ 98,522	\$ 100,718	\$ 103,003	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
22190209 SEPTIC SERVICE	\$ 3,510	\$ 320	\$ 1,675	\$ 4,500	\$ 4,500	\$ 4,500	\$ -
22280209 ENVIRONMENTAL SERVICES	\$ 43,866	\$ 46,045	\$ 59,229	\$ 45,000	\$ 46,800	\$ 46,800	\$ 1,800
Maryland Environmental Service - WTHS Water Treatment Plant			\$ 17,047		\$ 15,000	\$ 15,000	
Condor Technologies- Chemical Water Treatment			\$ 8,587		\$ 8,000	\$ 8,000	
Envirosure - AHERA			\$ 10,325		\$ 7,000	\$ 7,000	
Peninsula Water Conditioning - Water Treatment			\$ 1,870		\$ 1,800	\$ 1,800	
Sharp Culligan - water supply			\$ 20,654		\$ 15,000	\$ 15,000	
Biomedical Waste Services, Inc.			\$ 746				
22200209 PEST CONTROL	\$ 12,029	\$ 16,893	\$ 18,597	\$ 18,000	\$ 18,000	\$ 18,000	\$ -
22270209 UPKEEP OF GROUNDS	\$ 19,833	\$ 45,352	\$ 82,987	\$ 25,000	\$ 40,000	\$ 40,000	\$ 15,000
22420209 SNOW REMOVAL/STORM DAMAGE	\$ 42,139	\$-	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
22030209 DATA PROCESSING	\$ 134,768	\$ 30,513	\$ 52,796	\$ 90,000	\$ 90,000	\$ 90,000	\$ -
(Payroll processing, W-2, 1099, MSDE reports, Blueprint reports)							
22370209 COPIER MAINTENANCE/LEASE	\$ 711	\$ 612	\$ 612	\$ 700	\$ 700	\$ 700	\$ -
<b>BUILDING REPAIRS</b>							
22350209 GENERAL REPAIRS	\$ 29,618	\$ 56,039	\$ 4,351	\$ 56,000	\$ 56,000	\$ 56,000	\$ -
22470209 ROOFING	\$-		\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
22490209 HVAC	\$-	\$ 17,587	\$ 36,936	\$ 20,000	\$ 20,000	\$ 20,000	\$ -
22510209 FLOORING	\$ 42,349		\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
22520209 CARPENTRY	\$-	\$ 13,100	\$ 13,510	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
22440209 EXTERIOR PAINTING	\$-	\$ 18,523	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
22610209 MUSIC/BAND	\$ 14,076	\$ 14,550	\$ 21,215	\$ 15,000	\$ 15,000	\$ 15,000	\$ -
22460209 PLUMBING/SEWER/SEPT			\$ 2,350	\$ -	\$ -	\$ -	\$ -
22500209 ELECTRICAL			\$ 500	\$ -	\$ -	\$ -	\$ -
22550209 CLEANING SERVICES - CARPET CLEANING		\$ 985	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
22570209 EQUIPMENT RENTAL	\$ 26,814	\$ 16,902	\$ 5,223	\$ 20,000	\$ 17,000	\$ 17,000	\$ (3,000)
<b>LEASED VEHICLES</b>							
22915205 Chev Tahoe Superintendent					\$ 15,516	\$ 15,516	
Ford Explorer Chief Safety Officer & CAO 9-12					\$ 7,572	\$ 7,572	
Chev Malibu Student Services					\$ 6,012	\$ 6,012	
22915205 TOTAL LEASED VEHICLES	\$ 7,562	\$ 4,089	\$ 47,645	\$ 60,000	\$ 29,100	\$ 29,100	\$ (30,900)
22560209 CLOCKS & BELLS	\$ 30,455	\$ 77,011	\$ 55,401	\$ 78,000	\$ 65,000	\$ 65,000	\$ (13,000)
22230209 ALARM SYSTEMS	\$ 20,776	\$ 21,468	\$ 7,300	\$ 22,000	\$ 20,000	\$ 20,000	\$ (2,000)
<b>OTHER CONTRACTS</b>							
22020209 Consultants			\$ 43,396	\$ -	\$ 17,000	\$ 17,000	\$ 17,000
22150209 Repair-Vehicles			\$ 344	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
22220209 Mower Repairs			\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
22240209 Service Contract-Equipment			\$ 710	\$ -	\$ 17,000	\$ 17,000	\$ 17,000
22360209 Computer Repair			\$ 7,683		\$ 1,000	\$ 1,000	\$ 1,000
22970209 Misc Contracted Services			\$ 38,121	\$ 80,000	\$ 75,000	\$ 75,000	\$ (5,000)
Fire testing (sprinklers, alarms, extinguishers, etc)							
Security Monitoring							
Backflow Inspections							
Kitchen Hood Inspection							
22990209 Other			\$ 9,492	\$ -	\$ 10,000	\$ 10,000	\$ 10,000
<b>TOTAL OTHER CONTRACTS</b>	\$ 126,529	\$ 60,164	\$ 99,746	\$ 80,000	\$ 122,000	\$ 122,000	\$ 42,000
<b>TOTAL CONTRACTED SERVICES</b>	\$ 653,559	\$ 540,869	\$ 613,076	\$ 673,200	\$ 683,100	\$ 683,100	\$ 9,900

ACCOUNT DESCRIPTION	EXPENDED FY22	EXPENDED FY23	EXPENDED FY24	APPROVED FY25	REQUESTED FY26	REVISED FY26	Variance FY25 to FY26
<b>SUPPLIES &amp; MATERIALS</b>							
33000329 OFFICE SUPPLIES			\$ 4,897	\$ -	\$ 5,000	\$ 5,000	\$ 5,000
<b>INSTRUCTIONAL EQUIPMENT/COMPUTER REPAIRS</b>							
33930329 Supply-Computer Rep			\$ 3,100	\$ 30,000	\$ 18,500	\$ 18,500	\$ (11,500)
34700329 Computer Minor Equipment			\$ 984	\$ -	\$ -	\$ -	\$ -
<b>TOTAL INSTRUCTIONAL EQUIPMENT/COMPUTER REI</b>	<b>\$ 42,316</b>	<b>\$ 7,756</b>	<b>\$ 4,084</b>	<b>\$ 30,000</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>	<b>\$ (11,500)</b>
33240329 MOI-PHYS ED			\$ 109	\$ -	\$ 150	\$ 150	\$ 150
<b>REPAIRS - BUILDING &amp; BUILDING SYSTEMS</b>							
33280329 KEY SYSTEMS	\$ 4,562	\$ 1,392	\$ -	\$ 2,700	\$ 2,700	\$ 2,700	\$ -
33520329 CARPENTRY	\$ 6,801	\$ 8,548	\$ 2,556	\$ 6,000	\$ 6,000	\$ 6,000	\$ -
33450329 INTERIOR PAINTING	\$ 7,936	\$ 13,330	\$ 7,470	\$ -	\$ -	\$ -	\$ -
33460329 PLUMBING/SEWER/SEPTIC	\$ 1,527	\$ 1,087	\$ 2,788	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
33470329 ROOFING	\$ 100,538		\$ 9,262	\$ 50,000	\$ 50,000	\$ 50,000	\$ -
33480329 LIGHTING	\$ 715	\$ 14,315	\$ 4,171	\$ 6,400	\$ 6,400	\$ 6,400	\$ -
33490329 HVAC	\$ 56,317	\$ 21,973	\$ 32,365	\$ 34,500	\$ 34,500	\$ 34,500	\$ -
33500329 ELECTRICAL	\$ 3,350	\$ 537	\$ 702	\$ 4,000	\$ 4,000	\$ 4,000	\$ -
33570329 COMPUTER SOFTWARE	\$ 196,279	\$ 159,963	\$ 375,060	\$ 200,000	\$ 300,000	\$ 300,000	\$ 100,000
JAMF			\$ 49,050		\$ 50,000	\$ 50,000	
Zendesk			\$ 33,707		\$ 20,000	\$ 20,000	
Brightly/School Dude			\$ 19,006		\$ 30,000	\$ 30,000	
Powerschool			\$ 119,056		\$ 120,000	\$ 120,000	
Copper River Technology			\$ 135,411		\$ 60,000	\$ 60,000	
HUDL			\$ 8,000		\$ 8,000	\$ 8,000	
Other			\$ 10,831		\$ 12,000	\$ 12,000	
34080329 A/V SUPPLIES	\$ 3,096	\$ 36,418	\$ 400	\$ 10,000	\$ 10,000	\$ 10,000	\$ -
33350329 GENERAL REPAIRS	\$ 819	\$ 2,218	\$ 924	\$ 16,100	\$ 16,100	\$ 16,100	\$ -
33420329 CUSTODIAL SUPPLIES	\$ 209,142	\$ 419,968	\$ 293,389	\$ 300,000	\$ 300,000	\$ 300,000	\$ -
33430329 FUEL - ALL VEHICLES	\$ 135,086	\$ 123,297	\$ 118,555	\$ 125,000	\$ 125,000	\$ 125,000	\$ -
<b>REPAIRS - VEHICLES</b>							
33020329 Vehicle Repair-Part			\$ 330	\$ -	\$ 350	\$ 350	\$ 350
<b>TOTAL REPAIRS - VEHICLES</b>			<b>\$ 330</b>	<b>\$ -</b>	<b>\$ 350</b>	<b>\$ 350</b>	<b>\$ 350</b>
<b>Upkeep of Grounds</b>							
<b>EQUIPMENT REPAIR PARTS</b>							
34220329 MOWER REPAIR PARTS			\$ 149	\$ -	\$ -	\$ -	\$ -
34270329 REPAIR PARTS-REFRIGERATION			\$ 3,715	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EQUIPMENT REPAIR PARTS</b>	<b>\$ 19,022</b>	<b>\$ 4,486</b>	<b>\$ 3,865</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
34430329 TOOLS	\$ 3,748	\$ 1,192	\$ 3,823	\$ 4,200	\$ 4,200	\$ 4,200	\$ -
34420329 SAFETY SUPPLIES	\$ 800	\$ 5,182	\$ 19,831	\$ 3,100	\$ 3,100	\$ 3,100	\$ -
33270329 MULCH, GRAVEL, ETC.	\$ 40,898	\$ 58,978	\$ 25,871	\$ 42,000	\$ 67,000	\$ 67,000	\$ 25,000
<b>OTHER</b>							
33700329 Micro-Computer Supplies			\$ 1,479	\$ -	\$ -	\$ -	\$ -
34320329 Meeting Supplies Food			\$ 4,233	\$ -	\$ -	\$ -	\$ -
33990329 Other			\$ -	\$ 11,000	\$ 11,000	\$ 11,000	\$ -
33970329 Miscellaneous			\$ 1,173	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OTHER</b>			<b>\$ 6,885</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ -</b>
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>\$ 832,952</b>	<b>\$ 880,639</b>	<b>\$ 917,333</b>	<b>\$ 847,500</b>	<b>\$ 966,500</b>	<b>\$ 966,500</b>	<b>\$ 119,000</b>

ACCOUNT DESCRIPTION	EXPENDED FY22	EXPENDED FY23	EXPENDED FY24	APPROVED FY25	REQUESTED FY26	REVISED FY26	Variance FY25 to FY26
<b>OTHER CHARGES</b>							
<b>MEETINGS &amp; CONFERENCES</b>							
(Costs related to Staff training travel and attendance at State & local meetings)							
45010408			\$ 1,418	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
45070499			\$ 2,370	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
45460408			\$ 1,664	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
45470499			\$ 1,082	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
<b>TOTAL MEETINGS &amp; CONFERENCES</b>	\$ 4,262	\$ 16,327	\$ 6,534	\$ 2,500	\$ 5,500	\$ 5,500	\$ 3,000
<b>SUBSCRIPTIONS/DUES</b>							
45060499			\$ 7,090	\$ 7,948	\$ 7,948	\$ 7,948	\$ -
<b>TOTAL SUBSCRIPTIONS/DUES</b>	\$ 7,434	\$ 7,948	\$ 7,090	\$ 7,948	\$ 7,948	\$ 7,948	\$ -
<b>COMMUNICATIONS - TELEPHONE</b>							
45120408	\$ 11,783	\$ 10,352	\$ 13,796	\$ 13,250	\$ 13,250	\$ 13,250	\$ -
45160408	\$ 106,223	\$ 118,442	\$ 137,562	\$ 112,500	\$ 117,000	\$ 117,000	\$ 4,500
45150408	\$ 9,963	\$ 10,914	\$ -	\$ 11,250	\$ 11,250	\$ 11,250	\$ -
45190408			\$ 9,425	\$ -	\$ -	\$ -	\$ -
<b>UTILITIES</b>							
45220424	\$ 1,785,782	\$ 2,157,441	\$ 2,043,901	\$ 2,175,000	\$ 2,175,000	\$ 2,175,000	\$ -
45250424	\$ 672,913	\$ 734,078	\$ 758,623	\$ 750,000	\$ 750,000	\$ 750,000	\$ -
45260424	\$ 150,094	\$ 165,849	\$ 110,387	\$ 172,238	\$ 172,238	\$ 172,238	\$ -
45450499	\$ 13,479	\$ 4,951	\$ 7,220	\$ -	\$ -	\$ -	\$ -
45280424	\$ 192,025	\$ 225,171	\$ 217,144	\$ 225,000	\$ 225,000	\$ 225,000	\$ -
	\$ 7,429	\$ 9,231	\$ 8,181				
<b>INSURANCE</b>							
45300499	\$ 203,759	\$ 220,651	\$ 283,398	\$ 250,000	\$ 250,000	\$ 250,000	\$ -
45320499	\$ 21,605	\$ 14,739	\$ 36,996	\$ 21,000	\$ 24,500	\$ 24,500	\$ 3,500
45340414	\$ 11,035	\$ 12,958	\$ 12,939	\$ 12,000	\$ 12,000	\$ 12,000	\$ -
45310414			\$ 98	\$ -	\$ -	\$ -	\$ -
45990499			\$ -	\$ 209,262	\$ -	\$ -	\$ (209,262)
<b>TOTAL OTHER CHARGES</b>	\$ 3,190,358	\$ 3,699,822	\$ 3,645,113	\$ 3,961,948	\$ 3,763,686	\$ 3,763,686	\$ (198,262)
<b>EQUIPMENT</b>							
<b>OPERATION OF PLANT EQUIPMENT</b>							
56050554	\$ 56,762	\$ 150,072	\$ 150,072	\$ -	\$ -	\$ -	\$ -
56570554	\$ 75	\$ 2,740	\$ 8,637	\$ -	\$ -	\$ -	\$ -
57030554	\$ 79,988	\$ 47,265	\$ 395	\$ -	\$ -	\$ -	\$ -
57070554	\$ 5,072	\$ 5,626	\$ -	\$ -	\$ -	\$ -	\$ -
<b>REPLACE/ADD CUSTODIAL EQUIPMENT</b>							
57640554			\$ 3,649	\$ 42,300	\$ 42,300	\$ 42,300	\$ -
56640554			\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REPLACE/ADD CUSTODIAL EQUIPMENT</b>	\$ 60,239	\$ 32,723	\$ 3,649	\$ 42,300	\$ 42,300	\$ 42,300	\$ -
<b>ADDITIONAL/REPLACE EQUIPMENT</b>							
56000554			\$ 595	\$ -	\$ -	\$ -	\$ -
57000554			\$ 1,849	\$ -	\$ -	\$ -	\$ -
<b>TOTAL ADDITIONAL/REPLACE EQUIPMENT</b>			\$ 2,444	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EQUIPMENT</b>	\$ 202,137	\$ 238,426	\$ 165,198	\$ 42,300	\$ 42,300	\$ 42,300	\$ -
<b>TOTAL OPERATION OF PLANT</b>	\$ 8,750,841	\$ 9,427,844	\$ 9,506,168	\$ 9,822,653	\$ 9,886,693	\$ 9,886,693	\$ 64,040

ACCOUNT DESCRIPTION	EXPENDED FY22	EXPENDED FY23	EXPENDED FY24	APPROVED FY25	REQUESTED FY26	REVISED FY26	Variance FY25 to FY26
<b>SUMMARY</b>							
SALARIES & WAGES	\$ 647,058	\$ 690,131	\$ 707,055	\$ 878,398	\$ 823,177	\$ 817,777	\$ (55,221)
CONTRACTED SERVICES	\$ 302,814	\$ 402,567	\$ 505,831	\$ 304,488	\$ 341,664	\$ 341,664	\$ 37,176
SUPPLIES & MATERIALS	\$ 325,500	\$ 375,156	\$ 398,332	\$ 319,500	\$ 283,000	\$ 283,000	\$ (36,500)
OTHER CHARGES	\$ 1,349	\$ 5,796	\$ 1,389	\$ 650	\$ 1,650	\$ 1,650	\$ 1,000
EQUIPMENT	\$ 725	\$ 22,894	\$ 2,976	\$ 37,745	\$ 19,745	\$ 19,745	\$ (18,000)
<b>TOTAL MAINTENANCE OF PLANT</b>	<b>\$ 1,277,446</b>	<b>\$ 1,496,544</b>	<b>\$ 1,615,583</b>	<b>\$ 1,540,781</b>	<b>\$ 1,469,236</b>	<b>\$ 1,469,236</b>	<b>\$ (71,545)</b>
<b>POSITIONS</b>							
Crew Leader	0.5	0.5	0.5	0.5	0.5	0.5	0
Secretaries	0.3	0.3	0.3	0.3	0.3	0.3	0
Maintenance Workers	10	10	10	10	10	10	0
	<b>10.8</b>	<b>10.8</b>	<b>10.8</b>	<b>10.8</b>	<b>10.8</b>	<b>10.8</b>	<b>0</b>
<b>SALARIES &amp; WAGES</b>							
<b>CENTRAL OFFICE STAFF</b>							
11530102 Crew Leader			\$ 200,888	\$ 58,300	\$ 58,831	\$ 58,581	\$ 531
MAINTENANCE & OPERATIONS MANAGER	\$ 174,050	\$ 191,835	\$ 200,888	\$ 58,300	\$ 58,831	\$ 58,581	\$ 531
<b>SECRETARY</b>							
11210102 Secretary & Clerical-Central			\$ 12,693	\$ 13,998	\$ 15,334	\$ 15,184	\$ 1,336
<b>TOTAL SECRETARY</b>	\$ 15,224	\$ 12,764	\$ 12,693	\$ 13,998	\$ 15,334	\$ 15,184	\$ 1,336
<b>MAINTENANCE WORKERS</b>							
11230102 Maintenance			\$ 493,214	\$ 806,100	\$ 749,012	\$ 744,012	\$ (57,088)
10060102 Part Time			\$ 260	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MAINTENANCE WORKERS</b>	\$ 457,784	\$ 485,532	\$ 493,474	\$ 806,100	\$ 749,012	\$ 744,012	\$ (57,088)
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ 647,058</b>	<b>\$ 690,131</b>	<b>\$ 707,055</b>	<b>\$ 878,398</b>	<b>\$ 823,177</b>	<b>\$ 817,777</b>	<b>\$ (55,221)</b>

ACCOUNT DESCRIPTION	EXPENDED FY22	EXPENDED FY23	EXPENDED FY24	APPROVED FY25	REQUESTED FY26	REVISED FY26	Variance FY25 to FY26
<b>CONTRACTED SERVICES</b>							
22050209 COPIER CONTRACTS/PRINTING	\$ 238	\$ 238	\$ -	\$ 238	\$ 250	\$ 250	\$ 12
<b>REPAIRS - BUILDING</b>							
22440209 EXTERIOR PAINTING	\$ 14,640	\$ -	\$ 16,575	\$ 9,000	\$ 9,000	\$ 9,000	\$ -
22490209 HVAC	\$ 39,978	\$ 133,098	\$ 143,116	\$ 70,000	\$ 70,000	\$ 70,000	\$ -
22470209 ROOFING	\$ 1,000	\$ -	\$ 48,475	\$ 25,000	\$ 25,000	\$ 25,000	\$ -
22460209 PLUMBING/SEWER/SEPTIC	\$ 718	\$ 5,359	\$ 11,165	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
<b>ELECTRICAL</b>							
22500209 Electrical			\$ 4,997	\$ -	\$ -	\$ -	\$ -
22560209 Clocks Sound And Alarms			\$ -	\$ 7,000	\$ 7,000	\$ 7,000	\$ -
<b>TOTAL ELECTRICAL</b>	\$ 4,787	\$ 6,528	\$ 4,997	\$ 7,000	\$ 7,000	\$ 7,000	\$ -
<b>OTHER</b>							
22280209 Environmental Services			\$ 9,915	\$ -	\$ -	\$ -	\$ -
22510209 Flooring			\$ -	\$ -	\$ 31,000	\$ 31,000	\$ 31,000
22520209 Carpentry			\$ 23,545	\$ -	\$ -	\$ -	\$ -
22540209 Glass/Window Repair			\$ 2,785	\$ -	\$ -	\$ -	\$ -
22270209 Upkeep Of Grounds			\$ 11,740	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OTHER</b>	\$ 87,359	\$ 46,451	\$ 47,984	\$ -	\$ 31,000	\$ 31,000	\$ 31,000
<b>REPAIRS- VEHICLES</b>							
22330209 Vehicle Repairs-8Bn			\$ -	\$ -	\$ -	\$ -	\$ -
22340209 Vehicle Repairs-Lg6			\$ 2,842	\$ -	\$ -	\$ -	\$ -
22450209 Vehicle Repairs-Lg6			\$ -	\$ -	\$ -	\$ -	\$ -
22590209 Vehicle Repairs-9Ab			\$ 2,095	\$ -	\$ -	\$ -	\$ -
22600209 Vehicle Repairs-Lg8			\$ 646	\$ -	\$ -	\$ -	\$ -
22620209 Vehicle Repairs-Lg6			\$ 2,860	\$ -	\$ -	\$ -	\$ -
22650209 Vehicle Repairs-Lg9			\$ 415	\$ -	\$ -	\$ -	\$ -
22660209 Vehicle Repairs-Lg9			\$ 4,469	\$ -	\$ -	\$ -	\$ -
22670209 Vehicle Repairs-049			\$ 807	\$ -	\$ -	\$ -	\$ -
22690209 Vehicle Repairs-7Ce			\$ 281	\$ -	\$ -	\$ -	\$ -
22710209 Vehicle Repairs-8As			\$ 2,266	\$ -	\$ -	\$ -	\$ -
22720209 Vehicle Repairs-Lg4			\$ 62	\$ -	\$ -	\$ -	\$ -
22750209 Vehicle Repairs-Lg7			\$ 6,001	\$ -	\$ -	\$ -	\$ -
22770209 Vehicle Repairs-Lg9			\$ 933	\$ -	\$ -	\$ -	\$ -
22780209 Vehicle Repairs-Lg8			\$ 2,489	\$ -	\$ -	\$ -	\$ -
22790209 Vehicle Repairs-Lg9			\$ 1,909	\$ -	\$ -	\$ -	\$ -
22800209 Vehicle Repairs-Lg3			\$ 2,976	\$ -	\$ -	\$ -	\$ -
22850209 Vehicle Repairs-Phs			\$ 361	\$ -	\$ -	\$ -	\$ -
22870209 Vehicle Repairs-Shh			\$ 512	\$ -	\$ -	\$ -	\$ -
22880209 Vehicle Repairs-710			\$ 2,589	\$ -	\$ -	\$ -	\$ -
22920209 Vehicle Repairs-7Ce			\$ 938	\$ -	\$ -	\$ -	\$ -
22960209 Vehicle Repairs-8Cn			\$ 1,419	\$ -	\$ -	\$ -	\$ -
22961209 Vehicle Repairs-8Cn			\$ 498	\$ -	\$ -	\$ -	\$ -
22980209 Vehicle Repairs-Lg6			\$ 3,424	\$ -	\$ -	\$ -	\$ -
22150209 Repair-Vehicles			\$ 12,600	\$ 44,000	\$ 44,000	\$ 44,000	\$ -
<b>TOTAL REPAIRS- VEHICLES</b>	\$ 30,032	\$ 55,508	\$ 53,391	\$ 44,000	\$ 44,000	\$ 44,000	\$ -
<b>REPAIRS - EQUIPMENT</b>							
22220209 Mower Repairs			\$ 3,651	\$ -	\$ -	\$ -	\$ -
22350209 Repair Of Equipment			\$ 158,253	\$ 96,750	\$ 96,750	\$ 96,750	\$ -
22240209 Service Contract-Eq			\$ 520	\$ -	\$ -	\$ -	\$ -
<b>TOTAL REPAIRS - EQUIPMENT</b>	\$ 113,898	\$ 147,220	\$ 162,425	\$ 96,750	\$ 96,750	\$ 96,750	\$ -
22570209 RENTAL - EQUIPMENT/UNIFORMS	\$ 10,166	\$ 8,165	\$ 4,749	\$ 5,000	\$ 5,000	\$ 5,000	\$ -
22020209 ENERGY MANAGEMENT			\$ 238	\$ -	\$ -	\$ -	\$ -
<b>VEHICLE LEASE</b>							
Ford F250		Maintenance Worker			\$ 5,844	\$ 5,844	
Chev Express 2500 Van		Maintenance Worker			\$ 4,908	\$ 4,908	
Chev Express 2500 Van		Maintenance Worker			\$ 4,908	\$ 4,908	
Ford F350		Crew Leader			\$ 10,272	\$ 10,272	
Ford Transit Van		Maintenance Worker			\$ 9,432	\$ 9,432	
22915205 <b>TOTAL VEHICLE LEASE</b>			\$ 12,716	\$ -	\$ 35,364	\$ 35,364	\$ 35,364
<b>OTHER</b>							
22970209 Misc Contracted Services			\$ -	\$ 45,000	\$ 15,800	\$ 15,800	\$ (29,200)
<b>TOTAL OTHER</b>			\$ -	\$ 45,000	\$ 15,800	\$ 15,800	\$ (29,200)
<b>TOTAL CONTRACTED SERVICES</b>	\$ 302,814	\$ 402,567	\$ 505,831	\$ 304,488	\$ 341,664	\$ 341,664	\$ 37,176

ACCOUNT DESCRIPTION	EXPENDED FY22	EXPENDED FY23	EXPENDED FY24	APPROVED FY25	REQUESTED FY26	REVISED FY26	Variance FY25 to FY26
<b>SUPPLIES &amp; MATERIALS</b>							
33000329 OFFICE SUPPLIES	\$ 885	\$ 1,670	\$ 490	\$ 1,000	\$ 1,000	\$ 1,000	\$ -
33570329 COMPUTER SOFTWARE			\$ 60	\$ -	\$ -	\$ -	\$ -
<b>SUPPLIES - VEHICLE REPAIRS</b>							
33020329 Vehicle Repair-Parts			\$ 1,133	\$ 20,000	\$ 16,500	\$ 16,500	\$ (3,500)
<b>TOTAL SUPPLIES - VEHICLE REPAIRS</b>	\$ 14,896	\$ 32,941	\$ 1,133	\$ 20,000	\$ 16,500	\$ 16,500	\$ (3,500)
<b>SUPPLIES - BUILDING REPAIRS</b>							
<b>PAINTING</b>							
33440329 Exterior Painting			\$ 96	\$ 5,400	\$ 5,400	\$ 5,400	\$ -
33450329 Interior Painting			\$ 12,027	\$ 8,100	\$ 8,100	\$ 8,100	\$ -
<b>TOTAL PAINTING</b>	\$ 25,469	\$ 4,461	\$ 12,123	\$ 13,500	\$ 13,500	\$ 13,500	\$ -
33520329 CARPENTRY	\$ 20,470	\$ 50,247	\$ 41,650	\$ 32,000	\$ 32,000	\$ 32,000	\$ -
33490329 HVAC	\$ 118,550	\$ 159,738	\$ 179,241	\$ 130,000	\$ 130,000	\$ 130,000	\$ -
33460329 PLUMBING	\$ 33,347	\$ 45,016	\$ 29,807	\$ 37,000	\$ 36,000	\$ 36,000	\$ (1,000)
33500329 ELECTRICAL	\$ 48,404	\$ 41,737	\$ 25,233	\$ 41,000	\$ 39,000	\$ 39,000	\$ (2,000)
<b>OTHER</b>							
33480329 Lighting			\$ 23,533	\$ -	\$ -	\$ -	\$ -
33270329 Upkeep Of Grounds			\$ 36,431	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OTHER</b>	\$ 63,479	\$ 39,348	\$ 59,964	\$ -	\$ -	\$ -	\$ -
34420329 SAFETY SUPPLIES			\$ 3,003	\$ -	\$ -	\$ -	\$ -
34430329 TOOLS			\$ 5,419	\$ -	\$ -	\$ -	\$ -
33350329 REPAIR OF EQUIPMENT			\$ 26,189	\$ -	\$ -	\$ -	\$ -
33420329 CUSTODIAL SUPPLIES			\$ 188	\$ -	\$ -	\$ -	\$ -
33430329 FUEL-ALL VEHICLES			\$ 3,618	\$ -	\$ -	\$ -	\$ -
33890329 UNIFORMS			\$ 10,104	\$ -	\$ -	\$ -	\$ -
<b>OTHER</b>							
33990329 Other			\$ -	\$ 45,000	\$ 15,000	\$ 15,000	\$ (30,000)
33970329 Miscellaneous			\$ 110	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OTHER</b>			\$ 110	\$ 45,000	\$ 15,000	\$ 15,000	\$ (30,000)
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	\$ 325,500	\$ 375,156	\$ 398,332	\$ 319,500	\$ 283,000	\$ 283,000	\$ (36,500)
<b>OTHER CHARGES</b>							
<b>MEETINGS &amp; CONFERENCES</b> (Costs related to Staff training travel and attendance at State & local meetings)							
45010408 Travel-Staff			\$ -	\$ 650	\$ 650	\$ 650	\$ -
45470499 Prof. Meetings & Conf Out of County			\$ 89	\$ -	\$ -	\$ -	\$ -
45070499 Professional Meetings & Conferences			\$ 90	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MEETINGS &amp; CONFERENCES</b>	\$ 1,349	\$ 5,796	\$ 179	\$ 650	\$ 650	\$ 650	\$ -
45060499 SUBSCRIPTION/MEMBERSHIP			\$ 1,123	\$ -	\$ 1,000	\$ 1,000	\$ 1,000
45140499 SAFETY TRAINING			\$ 87	\$ -	\$ -	\$ -	\$ -
<b>TOTAL OTHER CHARGES</b>	\$ 1,349	\$ 5,796	\$ 1,389	\$ 650	\$ 1,650	\$ 1,650	\$ 1,000
<b>EQUIPMENT</b>							
57000554 REPLACEMENT EQUIPMENT		\$ 10,837	\$ 2,976	\$ 4,745	\$ 4,745	\$ 4,745	\$ -
57030554 REPLACEMENT VEHICLES		\$ -	\$ -	\$ 33,000	\$ 15,000	\$ 15,000	\$ (18,000)
56570554 SECURITY EQUIPMENT	\$ 725	\$ 12,056	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EQUIPMENT</b>	\$ 725	\$ 22,894	\$ 2,976	\$ 37,745	\$ 19,745	\$ 19,745	\$ (18,000)
<b>TOTAL MAINTENANCE OF PLANT</b>	\$ 1,277,446	\$ 1,496,544	\$ 1,615,583	\$ 1,540,781	\$ 1,469,236	\$ 1,463,836	\$ (71,545)

Blueprint  
Pillar

ACCOUNT DESCRIPTION	EXPENDED	EXPENDED	EXPENDED	APPROVED	REQUESTED	REVISED	Variance
	FY22	FY23	FY24	FY25	FY26	FY26	FY25 to FY26
<b>SUMMARY</b>							
<b>OTHER CHARGES</b>	\$ 25,248,463	\$ 26,377,609	\$ 28,540,250	\$ 30,434,465	\$ 32,963,577	\$ 32,693,411	\$ 2,529,112
<b>TOTAL FIXED CHARGES</b>	<b>\$ 25,248,463</b>	<b>\$ 26,377,609</b>	<b>\$ 28,540,250</b>	<b>\$ 30,434,465</b>	<b>\$ 32,963,577</b>	<b>\$ 32,693,577</b>	<b>\$ 2,529,112</b>
<b>OTHER CHARGES</b>							
<b>2 TUITION &amp; RECERTIFICATION EXPENSES</b> (Employee reimbursement per negotiated agreement)							
45510499 Teacher Recertification Expense			\$ 2,260	\$ -	\$ -	\$ -	\$ -
45090499 Summer School & Extra Credits			\$ 595,145	\$ 543,300	\$ 593,000	\$ 593,000	\$ 49,700
<b>TOTAL TUITION &amp; RECERTIFICATION EXPENSES</b>	\$ 546,620	\$ 635,206	\$ 597,405	\$ 543,300	\$ 593,000	\$ 593,000	\$ 49,700
45200499 <b>CRIMINAL BACKGROUND CHECKS</b> (Per State law, fingerprints & background check - new employees)	\$ 6,242	\$ 5,552	\$ 5,747	\$ 6,149	\$ 6,149	\$ 6,149	\$ -
45340414 <b>INSURANCE - BLANKET</b>	\$ 53,146	\$ 57,606	\$ 71,403	\$ 59,904	\$ 69,904	\$ 69,904	\$ 10,000
45310414 <b>INSURANCE - WORKER'S COMPENSATION</b> PMS After School Warrior Program	\$ 392,073	\$ 403,172	\$ 388,085	\$ 441,024	\$ 441,249	\$ 441,249	\$ 225
45330414 <b>INSURANCE - LIFE</b>	\$ 119,611	\$ 126,438	\$ 155,191	\$ 110,211	\$ 135,211	\$ 135,211	\$ 25,000
45380412 <b>RETIREMENT COSTS - LOCAL SHARE</b> PMS After School Warrior Program	\$ 294,350	\$ 284,754	\$ 199,803	\$ 226,480	\$ 269,753	\$ 269,753	\$ 43,273
45350413 <b>SOCIAL SECURITY/FICA</b> Add Registrar/Administrative Assistant charges	\$ 5,400,908	\$ 5,717,755	\$ 5,778,753	\$ 6,197,665	\$ 6,870,121	\$ 6,738,930	\$ 672,456
	\$ 3,990						
	\$ 5,187						
45360414 <b>MEDICAL INSURANCE (projected 8% increase)</b> Add Registrar/Administrative Assistant charges	\$ 13,265,470	\$ 13,254,987	\$ 14,762,406	\$ 15,062,644	\$ 16,420,631	\$ 16,281,656	\$ 1,357,987
	\$ 14,000						
45370414 <b>UNEMPLOYMENT INSURANCE</b>	\$ 8,946	\$ 11,776	\$ 20,977	\$ 15,500	\$ 15,500	\$ 15,500	\$ -
45390499 <b>OTHER POST EMPLOYMENT BENEFITS (OPEB)</b>	\$ 2,868,146	\$ 3,148,262	\$ 3,868,211	\$ 4,455,198	\$ 4,825,670	\$ 4,825,670	\$ 370,472
45520412 <b>LOCAL SHARE OF TEACHER PENSION</b> CHANGE IN LEGISLATION - MOVED \$672,000 TO COUNTY BUDGET	\$ 2,292,951	\$ 2,732,100	\$ 2,682,642	\$ 3,316,390	\$ 3,316,390	\$ 3,316,390	\$ -
45990499 <b>OTHER</b>			\$ 9,628	\$ -	\$ -	\$ -	\$ -
<b>TOTAL FIXED CHARGES</b>	<b>\$ 25,248,463</b>	<b>\$ 26,377,609</b>	<b>\$ 28,540,250</b>	<b>\$ 30,434,465</b>	<b>\$ 32,963,577</b>	<b>\$ 32,693,411</b>	<b>\$ 2,529,112</b>

ACCOUNT DESCRIPTION	EXPENDED FY22	EXPENDED FY23	EXPENDED FY24	APPROVED FY25	REQUESTED FY26	REQUESTED FY26	Variance FY25 to FY26
<b>SUMMARY</b>							
SALARIES & WAGES	\$ 118,314	\$ 112,465	\$ 114,634	\$ 138,655	\$ 127,938	\$ 126,888	\$ (10,717)
CONTRACTED SERVICES	\$ 48,410	\$ 588,861	\$ 52,230	\$ 450	\$ 450	\$ 450	\$ -
SUPPLIES & MATERIALS	\$ 70	\$ 4,602	\$ 8,161	\$ 1,552	\$ 1,552	\$ 1,552	\$ -
OTHER CHARGES	\$ -	\$ -	\$ -	\$ 306	\$ 306	\$ 306	\$ -
EQUIPMENT	\$ 801,251	\$ 518,077	\$ 48,964	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
<b>TOTAL CAPITAL PLANNING</b>	<b>\$ 968,045</b>	<b>\$ 1,224,005</b>	<b>\$ 223,989</b>	<b>\$ 240,963</b>	<b>\$ 230,246</b>	<b>\$ 229,196</b>	<b>\$ (10,717)</b>
<b>POSITIONS</b>							
Facilities Planner		0.9	0.85	0.85	0.85	0.85	0
Secretaries		0.4	0.4	0.4	0.4	0.4	0
		<b>1.3</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>1.25</b>	<b>0</b>
<b>SALARIES &amp; WAGES</b>							
<b>CENTRAL OFFICE STAFF</b>							
11480102 FACILITIES PLANNER	\$ 98,015	\$ 96,570	\$ 97,710	\$ 119,992	\$ 107,492	\$ 106,642	\$ (12,500)
11210102 SECRETARY	\$ 20,299	\$ 15,894	\$ 16,924	\$ 18,663	\$ 20,446	\$ 20,246	\$ 1,783
<b>TOTAL SALARIES &amp; WAGES</b>	<b>\$ 118,314</b>	<b>\$ 112,465</b>	<b>\$ 114,634</b>	<b>\$ 138,655</b>	<b>\$ 127,938</b>	<b>\$ 126,888</b>	<b>\$ (10,717)</b>
<b>CONTRACTED SERVICES</b>							
<b>COPIER CONTRACTS/PRINTING</b>							
22050209 Printing & Publishing			\$ 500	\$ -	\$ -	\$ -	\$ -
22370209 Copier Maintenance			\$ -	\$ 450	\$ 450	\$ 450	\$ -
<b>TOTAL COPIER CONTRACTS/PRINTING</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 500</b>	<b>\$ 450</b>	<b>\$ 450</b>	<b>\$ 450</b>	<b>\$ -</b>
22290209 ARCHITECT/ENGINEERING	\$ 49,900	\$ 796	\$ -	\$ -	\$ -	\$ -	\$ -
<b>CONSTRUCTION MANAGEMENT SERVICES</b>							
22490209 Heating, Ventilation & Air Conditioning			\$ 29,548	\$ -	\$ -	\$ -	\$ -
22500209 Electrical			\$ 1	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CONSTRUCTION MANAGEMENT SERVICES</b>	<b>\$-</b>	<b>\$-</b>	<b>\$ 29,548</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>MISCELLANEOUS CONTRACTED SERVICES</b>							
22230209 Security & Protection			\$ 7,460	\$ -	\$ -	\$ -	\$ -
22350209 Repair Of Equipment			\$ 14,722	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MISCELLANEOUS CONTRACTED SERVICES</b>	<b>\$ (1,990)</b>	<b>\$ 587,565</b>	<b>\$ 22,182</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL CONTRACTED SERVICES</b>	<b>\$ 48,410</b>	<b>\$ 588,861</b>	<b>\$ 52,230</b>	<b>\$ 450</b>	<b>\$ 450</b>	<b>\$ 450</b>	<b>\$ -</b>

ACCOUNT DESCRIPTION	EXPENDED FY22	EXPENDED FY23	EXPENDED FY24	APPROVED FY25	REQUESTED FY26	REQUESTED FY26	Variance FY25 to FY26
<b>SUPPLIES &amp; MATERIALS</b>							
33000329 OFFICE SUPPLIES	\$ 70	\$ 4,602	\$ -	\$ 1,552	\$ 1,552	\$ 1,552	\$ -
33490329 HEATING, VENTILATION & AIR CONDITIONING			\$ 8,161	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SUPPLIES &amp; MATERIALS</b>	<b>\$ 70</b>	<b>\$ 4,602</b>	<b>\$ 8,161</b>	<b>\$ 1,552</b>	<b>\$ 1,552</b>	<b>\$ 1,552</b>	<b>\$ -</b>
<b>OTHER CHARGES</b>							
<b>TRAVEL/PROFESSIONAL MEETING &amp; CONFERENCES</b>							
45010408 Travel-Staff			\$ -	\$ 306	\$ 306	\$ 306	\$ -
<b>TOTAL TRAVEL/PROFESSIONAL MEETING &amp; CONFERENCES</b>	<b>\$-</b>	<b>\$-</b>	<b>\$ -</b>	<b>\$ 306</b>	<b>\$ 306</b>	<b>\$ 306</b>	<b>\$ -</b>
<b>TOTAL OTHER CHARGES</b>	<b>\$-</b>	<b>\$-</b>	<b>\$ -</b>	<b>\$ 306</b>	<b>\$ 306</b>	<b>\$ 306</b>	<b>\$ -</b>
<b>EQUIPMENT</b>							
<b>LAND, BUILDINGS, &amp; EQUIPMENT</b>							
56010554 Additional Equipment:Audio-Visual			\$ -	\$ -	\$ -	\$ -	\$ -
56110551 Site Improvements			\$ -	\$ 100,000	\$ 100,000	\$ 100,000	\$ -
56130551 Paving/Resurfacing			\$ -	\$ -	\$ -	\$ -	\$ -
56220552 Athletic Complex Add/Replace			\$ -	\$ -	\$ -	\$ -	\$ -
56560554 Fire Alarm Equipment			\$ 17,688	\$ -	\$ -	\$ -	\$ -
56570554 Security Equipment			\$ 31,276	\$ -	\$ -	\$ -	\$ -
<b>TOTAL LAND, BUILDINGS, &amp; EQUIPMENT</b>	<b>\$ 801,251</b>	<b>\$ 518,077</b>	<b>\$ 48,964</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>
<b>TOTAL EQUIPMENT</b>	<b>\$ 801,251</b>	<b>\$ 518,077</b>	<b>\$ 48,964</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>
<b>TOTAL CAPITAL PLANNING</b>	<b>\$ 968,045</b>	<b>\$ 1,224,005</b>	<b>\$ 223,989</b>	<b>\$ 240,963</b>	<b>\$ 230,246</b>	<b>\$ 229,196</b>	<b>\$ (10,717)</b>

Board of Education of Worcester County  
FY26

Non-Recurring Expenses

Student Transportation	Proposed FY 26
33570329 Computer Software Zonar - GPS/route software - initial implementation costs first year only	\$ 42,098
<hr/> TOTAL	<hr/> \$ 42,098

Board of Education of Worcester County  
FY26

Supplementary Requests

Retirement Contribution - Employer	Approved FY 25	Proposed FY 26
<b>Retirement Contribution - Employer</b>	\$ 818,722	\$ 929,955
<small>FUNDING OF EMPLOYER PORTION FOR FY25 This includes the cost of the employer's contribution to the State Retirement System for the employees who are members of the Employees' Retirement or Pension System</small>		
<b>TOTAL</b>	\$ 818,722	\$ 929,955

**Board of Education of Worcester County  
FY26**

**School Construction Projects**

	<b>Proposed FY 26</b>
Feasibility Study and Ed Specs - Berlin Intermediate School	\$ 180,000
<b>TOTAL</b>	<b>\$ 180,000</b>

STATEMENT OF REVENUES & EXPENDITURES

REVENUES	73 days YTD		YTD/73 x 180		
	Year to Date 12/31/24	Projected 6/30/25	Budget FY 25	Actual 6/30/24	Projected FY 26
STUDENT PAYMENTS	\$ 93,079	\$ 229,511	\$ 220,744	\$ 215,412	\$ 231,806
ALA CARTE SALES	\$ 89,254	\$ 220,078	\$ 255,055	\$ 233,540	\$ 222,279
FEDERAL FUNDS	\$ 1,343,357	\$ 3,312,387	\$ 2,870,709	\$ 3,082,526	\$ 3,303,881
FEDERAL/STATE-SUMMER SCHOOL	\$ 63,280	\$ 63,280	\$ 66,500	\$ 83,909	\$ 66,500
STATE FUNDS	\$ 33,271	\$ 33,271	\$ 33,250	\$ 44,431	\$ 33,250
AT RISK SUPPER PROGRAM	\$ 53,629	\$ 132,235	\$ 145,000	\$ 150,171	\$ 145,000
AT RISK SNACK PROGRAM	\$ 2,006	\$ 4,947	\$ 6,000	\$ 6,591	\$ 6,000
INTEREST INCOME	\$ 2,369	\$ 12,000	\$ 1,100	\$ 13,941	\$ 12,000
USDA COMM USED		\$ 230,000	\$ 230,000	\$ 199,315	\$ 310,000
USDE REIMB FOR MMFA	\$ 21,565	\$ 53,175	\$ 76,000	\$ 168,795	\$ 176,000
HUMPHREYS FOUNDATION GRANT	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000
STATE SUPPLEMENT REDUCED MEALS	\$ 4,020	\$ 9,913	\$ 22,500	\$ -	\$ 10,000
SCA FY 24			\$ -	\$ -	
SCA FY 23, FY 24			\$ -	\$ 180,791	
FUND BALANCE TRANSFER					\$ 168,477
<b>TOTAL REVENUES</b>	<b>\$ 1,725,832</b>	<b>\$ 4,320,797</b>	<b>\$ 3,946,858</b>	<b>\$ 4,399,423</b>	<b>\$ 4,705,193</b>
<b>EXPENDITURES</b>					
<b>SALARIES AND WAGES:</b>					
<b>PART TIME</b>					
EXTRA HOURS	\$ 126,273	\$ 150,000	\$ 105,000	\$ 144,967	\$ 150,000
COORDINATOR	\$ 49,071	\$ 100,435	\$ 92,594	\$ 87,353	\$ 100,435
SEC/CLERICAL	\$ 75,324	\$ 150,649	\$ 148,382	\$ 149,962	\$ 160,441
MAINTENANCE	\$ 32,723	\$ 65,446	\$ 66,066	\$ 62,034	\$ 69,700
MANAGER	\$ 142,450	\$ 351,248	\$ 351,534	\$ 329,781	\$ 374,079
WORKER	\$ 272,735	\$ 672,497	\$ 689,579	\$ 649,606	\$ 716,210
TRUCK DRIVER	\$ 10,525	\$ 21,051	\$ 18,864	\$ 20,500	\$ 22,419
SUBSTITUTE	\$ 53,716	\$ 132,451	\$ 120,000	\$ 133,042	\$ 133,000
WORKSHOP STIPEND	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL SALARIES AND WAGES</b>	<b>\$ 762,818</b>	<b>\$ 1,643,777</b>	<b>\$ 1,592,019</b>	<b>\$ 1,577,245</b>	<b>\$ 1,726,284</b>
<b>CONTRACTED SERVICES:</b>					
VEHICLE/EQ REPAIR/VEH LEASE	\$ 6,585	\$ 12,382	\$ 37,000	\$ 660	\$ 37,000
OTHER	\$ 19,654	\$ 20,000	\$ 5,000	\$ 36,511	\$ 5,000
<b>TOTAL CONTRACTED SERVICES</b>	<b>\$ 26,239</b>	<b>\$ 32,382</b>	<b>\$ 42,000</b>	<b>\$ 37,171</b>	<b>\$ 42,000</b>
<b>FOOD</b>	<b>\$ 770,688</b>	<b>\$ 1,900,328</b>	<b>\$ 1,537,829</b>	<b>\$ 1,838,666</b>	<b>\$ 1,975,345</b>
FOOD RELATED	\$ 98,956	\$ 244,001	\$ 85,000	\$ 164,709	\$ 165,000
NON-FOOD RELATED	\$ 8,921	\$ 21,996	\$ 10,000	\$ 11,524	\$ 12,000
MICROCOMPUTER SUPPLIES & SOFTWARE	\$ 6,256	\$ 15,426	\$ 14,000	\$ 24,636	\$ 25,000
UNIFORMS	\$ 5,546	\$ 6,000	\$ 5,000	\$ 523	\$ 6,000
TOOLS/REPAIR PARTS	\$ 16,977	\$ 41,862	\$ 33,000	\$ 41,777	\$ 42,000
SMALLWARES	\$ 1,361	\$ 1,500	\$ 100	\$ 513	\$ 1,500
OFFICE SUPP, POSTAGE, PRINT/PUB	\$ 5,339	\$ 6,000	\$ 5,500	\$ 6,053	\$ 6,000
USDA COMMODITIES USED	\$ 34,980	\$ 230,000	\$ 230,000	\$ 242,194	\$ 310,000
OTHER SUPPLIES	\$ 448	\$ 800	\$ 1,300	\$ 1,095	\$ 1,300
<b>OTHER CHARGES</b>					
TRAVEL	\$ 3,833	\$ 4,500	\$ 700	\$ 897	\$ 4,500
USDA COMMODITIES(PROCESSING)					
USDA COMMODITIES(HAND/STOR)	\$ 1,719	\$ 10,000	\$ 31,000	\$ 9,120	\$ 10,000
SUB/DUES, VEHICLE INS, MISC	\$ 268	\$ 500	\$ 500	\$ 683	\$ 500
CELL PHONE	\$ 493	\$ 1,100	\$ 1,100	\$ 977	\$ 1,100
<b>FRINGE BENEFITS</b>					
WORKERS COMP	\$ 18,493	\$ 36,986	\$ 37,727	\$ 37,602	\$ 41,851
LIFE INSURANCE	\$ 445	\$ 890	\$ 1,548	\$ 1,402	\$ 1,007
SOCIAL SECURITY	\$ 56,615	\$ 113,229	\$ 121,789	\$ 116,045	\$ 132,061
HEALTH INSURANCE	\$ 100,872	\$ 201,744	\$ 196,746	\$ 192,063	\$ 201,745
RETIREMENT	\$ 2,431	\$ 4,167	\$ -	\$ -	\$ -
EQUIPMENT	\$ 2,123	\$ 3,000	\$ -	\$ 39,808	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,925,821</b>	<b>\$ 4,520,188</b>	<b>\$ 3,946,858</b>	<b>\$ 4,344,703</b>	<b>\$ 4,705,193</b>
		\$ (199,390)		\$ 54,719	\$ 0

RESTRICTED PROGRAMS - LOCAL, STATE AND FEDERAL

Restricted funds listed below can only be spent as authorized by the administering agency (State and Federal government). The level of funding indicated for each program is an estimate. Projects may be discontinued or reduced in scope depending upon funds allocated by the funding source.

TOTAL ANTICIPATED RESTRICTED FUNDING		\$21,414,090		
	ACTUAL FY 25	ESTIMATED FY 26	ESTIMATED FTEs	
<b>FEDERAL FUNDS</b>				
Title I Educationally Disadvantaged	\$ 2,134,446	\$ 2,134,446	15.4	
Title III Language Acquisition	\$ 20,553	\$ 20,553		
Special Education	\$ 2,100,000	\$ 2,100,000	23.58	
JR ROTC Program	\$ 131,500	\$ 131,500	1.5	
Title IIA, Systems of Support for Excellent Teaching & Leading	\$ 226,745	\$ 226,745	1.25	
Career & Technology Education	\$ 250,000	\$ 250,000		
Adult Education	\$ 79,495	\$ 79,495		
Title IV Student Support and Academic Enrichment	\$ 168,312	\$ 168,312	0.5	
ESSER I	\$ -	\$ -	*	
ESSER II Grant	\$ -	\$ -	*	
ESSER III Grant	\$ 1,984,566		*	
Student Tutoring, Summer School, Trauma/Behavior	\$ 10,000	\$ -		
21st Century After School Elementary (STAR)	\$ 400,000	\$ 400,000	**	
21st Century After School Secondary (STAR)	\$ 400,000	\$ 400,000	**	1
21st Century After School Secondary (STAR-North End)	\$ 400,000	\$ 400,000	**	
Stronger Connections Grant	\$ 849,024	\$ 879,807	***	5
McKinney Vento & Supplemental Grants (not yet renewed - expected to be same)	\$ 36,980	\$ 36,980		
LEADs (ended September 2024)	\$ 1,547,358	\$ -		
MD Rebuilds (ended June 2023)	\$ -	\$ -		
Vocational Rehabilitation - Pre ETS (TBD for FY26)	\$ 71,672	\$ -		
<b>STATE FUNDS</b>				
Judy Hoyer Early Childcare And Education	\$ 990,000	\$ 990,000	10	
Adult Education	\$ 173,137	\$ 173,137		
PreK Expansion	\$ 754,000	\$ -	10	
Blueprint for Maryland's Future				
Pre-Kindergarten	\$ 938,319	\$ 1,318,996		
Concentration of Poverty	\$ 1,730,766	\$ 2,125,184	9.5	
College & Career Ready (CCR)	\$ 65,875	\$ 133,858		
Transitional Supplemental Instruction	\$ 54,774	\$ 35,080		
National Board Certified	\$ 19,267	\$ 65,327		
Blueprint Coordinator	\$ 24,292	\$ 22,500		
Teachers Retirement & Pension	\$ 6,931,771	\$ 8,799,000		
Safety Grants				
SRO	\$ 98,246	\$ 98,246		
SSFG	\$ 25,000	\$ 25,000		
SSGP	\$ 199,924	\$ 199,924		
Hate Crimes	\$ -	\$ -		
Total Safety Grants	\$ 323,170	\$ 323,170		
Ready for Kindergarten (TBD for FY26)	\$ 86,541	\$ -		
<b>LOCAL FUNDS</b>				
Pocomoke Middle School Grant	\$ 85,049	****		
Donnie Williams Grant	\$ 150,000	\$ 200,000		
<b>TOTAL RESTRICTED REVENUE</b>	<b>\$ 23,137,612</b>	<b>\$ 21,414,090</b>	<b>77.73</b>	

\*CARES/ESSER funding was awarded to assist with additional expenses related to the COVID pandemic. Round 1 expired September 30, 2022, Round 2 expired September 30, 2023, and Round 3 expired September 30, 2024.

\*\* The 21st Century grants are approved on a three year cycle, but the amount is not guaranteed to be the same for each year.

\*\*\* This is a 3 year grant that totals \$2,639,421.87.

\*\*\*\* Local funding for Pocomoke Middle School Warrior Program moved to local fund operating budget per county request

**Title I Educationally Disadvantaged**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 1,332,497.80	\$ 1,334,517.80
Contracted Services	\$ 150,516.00	\$ 148,496.00
Supplies	\$ 133,675.68	\$ 133,675.68
Other Charges	\$ 17,345.42	\$ 17,345.42
Equipment		
Fixed Charges	\$ 476,477.10	\$ 476,477.10
Transfers	\$ 2,134.00	\$ 2,134.00
Indirect Costs	\$ 21,800.00	\$ 21,800.00
<b>Total</b>	<b><u>\$ 2,134,446.00</u></b>	<b><u>\$ 2,134,446.00</u></b>

Grant End Date	09/30/25	09/30/26
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**Title III Language Acquisition**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 5,760	\$ 5,933
Contracted Services	\$ 4,240	\$ 4,240
Supplies	\$ 3,198	\$ 3,198
Other Charges	\$ 6,600	\$ 6,413
Equipment		
Fixed Charges	\$ 461	\$ 475
Transfers		
Indirect Costs	\$ 294	\$ 294
<b>Total</b>	<b><u>\$ 20,553</u></b>	<b><u>\$ 20,553</u></b>
Grant End Date	09/30/25	09/30/26

**Special Education**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 1,363,843	\$ 1,445,674
Contracted Services	\$ 212,000	\$ 150,000
Supplies	\$ 98,770	\$ 68,076
Other Charges	\$ 51,566	\$ 40,000
Equipment		
Fixed Charges	\$ 373,821	\$ 396,250
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ 2,100,000</u></b>	<b><u>\$ 2,100,000</u></b>

Grant End Date

LAFF (IDEA Part B)	09/30/25, 09/30/26	09/30/25, 09/30/26
CLIG (Infants & Toddlers)	09/30/25	09/30/26
State Gen (Infants & Toddlers)	06/30/25	06/30/26

JR ROTC Program

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 131,500	\$ 131,500
Contracted Services		
Supplies		
Other Charges		
Equipment		
Fixed Charges		
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ 131,500</u></b>	<b><u>\$ 131,500</u></b>
Grant End Date	06/30/25	06/30/26

**Title IIA, Systems of Support for Excellent Teaching & Leading**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 157,449	\$ 157,449
Contracted Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Charges	\$ -	\$ -
Equipment		
Fixed Charges	\$ 60,880	\$ 60,880
Transfers	\$ 8,416	\$ 8,416
Indirect Costs	\$ -	\$ -
<b>Total</b>	<b><u>\$ 226,745</u></b>	<b><u>\$ 226,745</u></b>
Grant End Date	09/30/25	09/30/26

**Career & Technology Education**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 46,200	\$ 46,200
Contracted Services		
Supplies	\$ 178,951	\$ 178,951
Other Charges	\$ 14,353	\$ 14,353
Equipment	\$ 6,800	\$ 6,800
Fixed Charges	\$ 3,696	\$ 3,696
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ 250,000</u></b>	<b><u>\$ 250,000</u></b>
Grant End Date	06/30/25	06/30/26

**Adult Education Federal Funds**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 64,944	\$ 68,200
Contracted Services		
Supplies	\$ 9,369	\$ 5,839
Other Charges		
Equipment		
Fixed Charges	\$ 5,182	\$ 5,456
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ 79,495</u></b>	<b><u>\$ 79,495</u></b>
Grant End Date	06/30/25	06/30/26

**Title IV Student Support and Academic Enrichment**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 72,352	\$ 72,352
Contracted Services	\$ 35,780	\$ 35,780
Supplies	\$ 4,667	\$ 4,667
Other Charges	\$ 16,449	\$ 16,449
Equipment		
Fixed Charges	\$ 32,815	\$ 32,815
Transfers	\$ 6,249	\$ 6,249
Indirect Costs		
<b>Total</b>	<b><u>\$ 168,312</u></b>	<b><u>\$ 168,312</u></b>
Grant End Date	09/30/25	09/30/26

ESSER II

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ -	\$ -
Contracted Services		
Supplies	\$ -	\$ -
Other Charges	\$ -	\$ -
Equipment		
Fixed Charges	\$ -	\$ -
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ -</u></b>	<b><u>\$ -</u></b>

Grant End Date 09/30/23

ESSER III

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 381,022	\$ -
Contracted Services	\$ 193,765	\$ -
Supplies	\$ 840,133	\$ -
Other Charges	\$ 37,746	\$ -
Equipment	\$ 227,604	
Fixed Charges	\$ 304,296	\$ -
Transfers		\$ -
Indirect Costs		
<b>Total</b>	<b><u>\$ 1,984,566</u></b>	<b><u>\$ -</u></b>

Grant End Date 09/30/24

**Student Tutoring, Summer School, Trauma/Behavior**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 9,200	
Contracted Services		
Supplies		
Other Charges		
Equipment		
Fixed Charges	\$ 800	
Transfers		
Indirect Costs		
<b>Total</b>	<b>\$ 10,000</b>	<b>\$ -</b>

Grant End Date 12/31/24

21st Century After School Elementary (STAR)

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 276,035.00	\$ 289,840.00
Contracted Services	\$ 85,400.00	\$ 74,070.00
Supplies	\$ 4,962.21	\$ 4,900.00
Other Charges	\$ 11,520.00	\$ 8,000.00
Equipment		
Fixed Charges	\$ 22,082.79	\$ 23,190.00
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ 400,000.00</u></b>	<b><u>\$ 400,000.00</u></b>

Grant End Date	08/31/25	08/31/26
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21st Century After School Secondary (STAR)

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 292,763	\$ 307,400
Contracted Services	\$ 68,600	\$ 51,000
Supplies	\$ 6,800	\$ 4,000
Other Charges	\$ 17,000	\$ 13,000
Equipment		
Fixed Charges	\$ 14,837	\$ 24,600
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ 400,000</u></b>	<b><u>\$ 400,000</u></b>
Grant End Date	08/31/25	08/31/26

21st Century After School North-End (STAR)

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 224,453	\$ 235,700
Contracted Services	\$ 137,800	\$ 128,900
Supplies	\$ 13,000	\$ 10,000
Other Charges	\$ 6,500	\$ 6,500
Equipment		
Fixed Charges	\$ 18,247	\$ 18,900
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ 400,000</u></b>	<b><u>\$ 400,000</u></b>
Grant End Date	08/31/25	08/31/26

**Stronger Connections Grant**

	<u>FY 25 Budget</u>		<u>FY 26 Estimated</u>	
Salaries	\$	513,059	\$	543,842
Contracted Services	\$	83,125	\$	63,125
Supplies	\$	23,027	\$	23,027
Other Charges	\$	12,734	\$	12,734
Equipment				
Fixed Charges	\$	207,947	\$	227,947
Transfers	\$	9,132	\$	9,132
Indirect Costs				
Total	<u>\$</u>	<u>849,024</u>	<u>\$</u>	<u>879,807</u>
Grant End Date		09/30/25		09/30/26

**McKinney Vento**

	<u>FY 25 Budget</u>		<u>FY 26 Estimated</u>	
Salaries	\$	13,500	\$	13,500
Contracted Services	\$	12,250	\$	12,250
Supplies	\$	10,150	\$	10,150
Other Charges	\$	-	\$	-
Equipment	\$	-	\$	-
Fixed Charges	\$	1,080	\$	1,080
Transfers	\$	-	\$	-
Indirect Costs				
Total	<u>\$</u>	<u>36,980</u>	<u>\$</u>	<u>36,980</u>

Grant End Date	09/30/25	09/30/26
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**LEADs**

	<u>FY 25 Budget</u>		<u>FY 26 Estimated</u>	
Salaries	\$	366,160	\$	-
Contracted Services	\$	316,503	\$	-
Supplies	\$	509,515	\$	-
Other Charges	\$	271,909	\$	-
Equipment	\$	49,832	\$	-
Fixed Charges	\$	33,439	\$	-
Transfers	\$	-	\$	-
Indirect Costs				
Total	<b>\$</b>	<b>1,547,358</b>	<b>\$</b>	<b>-</b>

Grant End Date                      09/30/24

Vocational Rehabilitation - Pre ETS

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 66,000	\$ -
Contracted Services	\$ -	\$ -
Supplies	\$ -	\$ -
Other Charges	\$ -	\$ -
Equipment	\$ -	\$ -
Fixed Charges	\$ 5,672	\$ -
Transfers	\$ -	\$ -
Indirect Costs		
Total	<u>\$ 71,672</u>	<u>\$ -</u>

Grant End Date 06/30/25

**Judy Hoyer Early Childcare and Education**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 603,917	\$ 634,113
Contracted Services	\$ 91,265	\$ 58,485
Supplies	\$ 62,935	\$ 62,935
Other Charges	\$ 65,149	\$ 65,149
Equipment	\$ 7,000	
Fixed Charges	\$ 159,734	\$ 169,318
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ 990,000</u></b>	<b><u>\$ 990,000</u></b>
Grant End Date	8/31/25	8/31/26

**Adult Education State Funds**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 144,064	\$ 151,265
Contracted Services		\$ -
Supplies	\$ 6,682	\$ 1,877
Other Charges	\$ 3,348	\$ -
Equipment		
Fixed Charges	\$ 19,043	\$ 19,995
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ 173,137</u></b>	<b><u>\$ 173,137</u></b>
Grant End Date	06/30/25	06/30/26

**PreK Expansion**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 459,704	\$ -
Contracted Services	\$ 16,250	\$ -
Supplies	\$ 31,691	\$ -
Other Charges	\$ 18,254	\$ -
Equipment	\$ -	\$ -
Fixed Charges	\$ 216,959	\$ -
Transfers		
Indirect Costs	\$ 11,143	\$ -
<b>Total</b>	<b><u>\$ 754,000</u></b>	<b><u>\$ -</u></b>

Grant End Date 06/30/25

**Blueprint PreK**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 713,122	\$ 923,297
Contracted Services		
Supplies		
Other Charges		
Equipment		
Fixed Charges	\$ 225,197	\$ 395,699
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ 938,319</u></b>	<b><u>\$ 1,318,996</u></b>
Grant End Date	06/30/25	06/30/26

**Blueprint Concentration of Poverty**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 1,022,248	\$ 1,098,431
Contracted Services	\$ 158,545	\$ 185,332
Supplies	\$ 107,574	\$ 185,332
Other Charges	\$ 109,905	\$ 185,332
Equipment		
Fixed Charges	\$ 332,494	\$ 470,756
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ 1,730,766</u></b>	<b><u>\$ 2,125,184</u></b>
Grant End Date	06/30/25	06/30/26

**Blueprint College & Career Ready (CCR)**

	<u>FY 25 Budget</u> <u>FY 26 Estimated</u>	
Salaries		
Contracted Services		
Supplies		
Other Charges	\$      65,875	\$      133,858
Equipment		
Fixed Charges		
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$      65,875</u></b>	<b><u>\$      133,858</u></b>
Grant End Date	06/30/25	06/30/26

**Blueprint Transitional Supplemental Instruction**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries		
Contracted Services		
Supplies	\$ 54,774	\$ 35,080
Other Charges		
Equipment		
Fixed Charges		
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ 54,774</u></b>	<b><u>\$ 35,080</u></b>
Grant End Date	06/30/25	06/30/26

**Blueprint National Board Certified**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	\$ 19,267	\$ 62,627
Contracted Services		
Supplies		
Other Charges		
Equipment		
Fixed Charges		
Transfers		
Indirect Costs		
<b>Total</b>	<b><u>\$ 19,267</u></b>	<b><u>\$ 65,327</u></b>
Grant End Date	06/30/25	06/30/26

**Blueprint Coordinator**

	<u>FY 25 Budget</u>		<u>FY 26 Estimated</u>	
Salaries	\$	24,492	\$	22,500
Contracted Services				
Supplies				
Other Charges				
Equipment				
Fixed Charges				
Transfers				
Indirect Costs				
<b>Total</b>	<b>\$</b>	<b>24,492</b>	<b>\$</b>	<b>22,500</b>
Grant End Date		06/30/24		06/30/25

Safety Grants

	<u>FY 25 Budget</u>		<u>FY 26 Estimated</u>	
Salaries			\$	-
Contracted Services	\$	323,170	\$	323,170
Supplies	\$	-	\$	-
Other Charges	\$	-	\$	-
Equipment	\$	-	\$	-
Fixed Charges	\$	-	\$	-
Transfers	\$	-	\$	-
Indirect Costs				
Total	<u>\$</u>	<u>323,170</u>	<u>\$</u>	<u>323,170</u>

Grant End Date		
School Safety Fund G	12/31/25	12/31/26
SRO	06/30/25	06/30/26
School Safety Grant F	12/31/25	12/31/26

Ready for Kindergarten

	<u>FY 25 Budget</u>		<u>FY 26 Estimated</u>	
Salaries	\$	79,583	\$	-
Contracted Services	\$	-	\$	-
Supplies	\$	-	\$	-
Other Charges	\$	601	\$	-
Equipment	\$	-	\$	-
Fixed Charges	\$	6,357	\$	-
Transfers	\$	-	\$	-
Indirect Costs				
Total	<b>\$</b>	<b>86,541</b>	<b>\$</b>	<b>-</b>

Grant End Date                      06/30/25

**Educational Support Professionals Bonus**

	<u>FY 25 Budget</u>		<u>FY 26 Estimated</u>	
Salaries	\$	-	\$	-
Contracted Services	\$	-	\$	-
Supplies	\$	-	\$	-
Other Charges	\$	-	\$	-
Equipment	\$	-	\$	-
Fixed Charges	\$	-	\$	-
Transfers	\$	-	\$	-
Indirect Costs				
Total	<u>\$</u>	<u>-</u>	<u>\$</u>	<u>-</u>

Grant End Date 06/30/24

**Donnie Williams Grant**

	<u>FY 25 Budget</u>	<u>FY 26 Estimated</u>
Salaries	135,000.00	185,787.27
Contracted Services	10,000.00	
Supplies	5,000.00	
Other Charges		
Equipment		
Fixed Charges		14,212.73
Transfers		
Indirect Costs		
Total	<u>\$ 150,000</u>	<u>\$ 200,000</u>
Grant End Date	09/30/25	09/30/26

## Federal and State Restricted Grants

### *Federal Restricted Grants*

#### **Title I, Educationally Disadvantaged**

Estimated Funding: \$2,134,446

A Title I school is a school that receives financial assistance from the federal government due to the high number of students in households of poverty. This funding is utilized to support high-quality instruction and the achievement of students in core academic subjects. Title I funds are used to provide professional development, highly qualified instructional staff, supplemental learning opportunities, instructional materials and activities that promote parent involvement.

#### **Title III, Language Acquisition**

Estimated Funding: \$20,553

One of the main purposes of Title III (English Language Learner and Immigrant Students) is to help ensure that children who are limited English proficient, including immigrant children and youth, attain English proficiency, develop high levels of academic attainment in English, and meet the same challenging State academic content and student academic achievement standards as all children are expected to meet.

#### **Special Education**

Estimated Funding: \$2,100,000

The Individuals with Disabilities Education Act (IDEA) regulations require a free, appropriate public education be provided to students with disabilities. Funds from the Federal Government are passed through the states to the local school district to provide specialized instruction and related services to access the general education curriculum and narrow the achievement gap. Services are provided from birth through age 21.

#### **JR ROTC Program**

Estimated Funding: \$131,500

Funds are provided by the United States Marine Corp (USMC) to reimburse approximately 50% of the salary cost of three ROTC instructors.

**Title IIA, Systems of Support for Excellent Teaching and Leading**

Estimated Funding: \$226,745

Title IIA provides professional development opportunities for teachers and administrators. It also provides several teacher induction programs including peer mentoring and county mentors. It allows WCPS high-level technology and integration through coaching cycles and trainings by funding A District Instruction Technology & Innovation Coach.

**Career & Technology Education**

Estimated Funding: \$250,000

Funds are used for improvement of secondary and postsecondary career and technical education (CTE) programs. The purpose is to develop more fully the academic, career and technical skills of secondary and postsecondary students who elect to enroll in CTE programs. In FY25, MSDE reconfigured the allocation amounts.

**Adult Education**

Estimated Funding: \$79,495

Adult Education program provides instruction in basic academic skills, workforce preparation and English language acquisition, along with high school diploma options for adult learners of Maryland.

**Title IV, Part A Student Support and Academic Enrichment**

Estimated Funding \$168,312

There are three goals of the Title IV, Part A program. First, is to provide all students with access to a well-rounded education. Second, is to improve school conditions for student learning to ensure that students are safe and healthy. Third, is to improve technology use to increase the academic achievement and digital literacy of all students.

**21<sup>st</sup> Century After School Elementary, Secondary, North End (STAR)**

Estimated Funding \$1,200,000

The allocation of funds from the 21st Century Learning Center Grant is strategically aimed at fostering the development of community learning centers, which serve as vital platforms for offering students enriching academic opportunities that extend beyond the conventional curriculum. This grant funds two 0.5 FTE program administrators. This financial support plays a crucial role in establishing and maintaining after-school and summer school academies, thereby ensuring that students have access to additional educational services.

**Stronger Connections Grant**

Estimated Funding \$879,807

This funding, part of a competitive grant under Title IV, Part A of the Elementary and Secondary Education Act of 1965, facilitates the hiring of essential staff including a health education teacher, a music and movement teacher, pupil personnel workers, and an early childhood education coach, aimed at bolstering health literacy, physical well-being, and early learning. Additionally, it includes sensory integration training for occupational therapists and behavioral analysis services to tackle behavioral challenges. Through these focused efforts, the grant propels WCPS towards creating a safer, more inclusive, and supportive learning environment, ensuring that it meets the needs of its high-need student population and promotes educational excellence for all students.

**McKinney-Vento & Supplemental Grants**

Estimated Funding \$36,980

McKinney-Vento Homeless Assistance Act allocates funding annually to LEAs to support students and families that are homeless or in transition. Worcester allocates these funds to support additional one-on-one tutoring, personal supplies because of being in transition (e.g., clothing, personal hygiene products, etc.), and student transportation to ensure students can attend their school of origin as required in state and federal statutes.

**Vocational Rehabilitation – Pre ETS**

Estimated Funding TBD

This grant provides effective work-based learning experiences aligned with transition services, preemployment services and customized employment. This is for students with disabilities to ensure they are prepared for post-secondary education and employment.

**State Restricted Grants****Judy Hoyer Early Childcare and Education**

Estimated Funding: \$990,000

The Judy Center operates at three sites—Snow Hill Elementary, Pocomoke Elementary, and Buckingham Elementary—offering young children opportunities to enter school fully ready to learn. In FY24, the Center served 1,681 parents through 25 different events, including both one-time and recurring weekly events. Participation by area included 292 parents at Buckingham, 780 in Pocomoke, and 610 in the Snow Hill community. Notably, FY24 marked Buckingham’s first year of programming, which was only a partial year. The Center accomplishes its goals and objectives through strong partnerships with local agencies and community-based organizations.

**Adult Education**

Estimated Funding: \$173,137

Adult Education program provides instruction in basic academic skills, workforce preparation and English language acquisition, along with high school diploma options for adult learners of Maryland.

**PreK Expansion Grant**

Estimated Funding: \$0/TBA

The Maryland PreK Expansion Grant is a state-funded initiative designed to increase access to high-quality prekindergarten education for 3-and-4-year-olds, particularly those from low-income families or in underserved areas. By obtaining this grant funding in FY25, the grant added PreK3 classrooms at Buckingham Elementary, Pocomoke Elementary, and Snow Hill Elementary. Furthermore, this initiative supports early learners by fostering an environment that encourages cognitive, social, and emotional development from a young age which includes summer school programming. WCPS intends on applying for the FY26 Grant when it becomes available.

**Blueprint – Pre-Kindergarten**

Estimated Funding: \$1,318,996

The Blueprint – Pre-Kindergarten funding is being utilized to fund the full day Pre-K programs at Buckingham, Pocomoke and Showell Elementary Schools. This funding items funded include two pre-k teacher and two pre-k educational assistant positions at each of those schools. The funding also pays for the cost of materials of instruction

**Blueprint – Concentration of Poverty**

Estimated Funding: \$2,125,184

The Blueprint – Concentration of Poverty funding must be utilized to fund health professionals and related wrap around services at the qualifying school. Schools qualify for this funding by the level of poverty. In FY25, six WCPS schools (Pocomoke Elementary, Pocomoke Middle, Pocomoke High, Cedar Chapel Special School, Snow Hill Middle, and Buckingham Elementary) were allocated a Personnel Grant via Concentration of Poverty funds. In addition, Cedar Chapel Special School (\$1,769), Pocomoke Elementary (\$23,655), Pocomoke Middle (\$43,642), and Pocomoke High (\$18,870). In FY26, preliminary state allocations show Snow Hill Elementary as qualifying for Concentration of Poverty-Personnel Grant.

**Blueprint – College & Career Ready (CCR)**

Estimated Funding: \$133,858

The Blueprint – College & Career Ready (CCR) funding was allocated based on the number of students identified as college and career ready by 10th grade. WCPS used these funds to offset costs associated with dual enrollment opportunities. In FY24, approximately 400 WCPS students participated in one or more dual enrollment courses. However, the CCR funds allocated through the Blueprint far exceeded the actual expenditures for dual enrollment within WCPS.

**Blueprint – Transitional Supplemental Instruction**

Estimated Funding: \$35,080

The Blueprint – Transitional Supplemental Instructional funding is to be utilized to assist elementary level students who may require additional instructional resources.

**Blueprint – National Board-Certified Teachers**

Estimated Funding: \$65,327

The Blueprint – National Board-Certified (NBC) Teacher funding represents the State's share of the new stipend paid to NBC classroom teachers. Starting in FY23, each classroom teacher with the National Board Certification receives a \$10,000 stipend and their regular salary. NBC classroom teachers working in a low-performing school receive an additional \$7,000 stipend for \$17,000. WCPS does not currently have any school designated as low performing. As of January 2025, WCPS had 28 NBC teachers.

**Blueprint – Blueprint Coordinator**

Estimated Funding: \$22,500

The Blueprint for Maryland's Future legislation provides dedicated funding for each Local Education Agency (LEA) to support the implementation of the Blueprint's ambitious education reform initiatives. The Blueprint Coordinator is essential in developing comprehensive implementation plans, managing progress monitoring, and facilitating communication between the LEA, the Maryland State Department of Education (MSDE), and community stakeholders. .

**Safety Grant: School Resource Officer (SRO)**

Estimated Funding: \$98,246

The School Resource Officer Grant (SRO Grant) is a non-competitive, State-funded grant program designed for local school systems and law enforcement agencies located within the State of Maryland. The main purpose of the School Resource Officer Grant is to provide funding for School Resource Officers and adequate coverage for local school systems. To be assigned as a School Resource Officer, an individual must meet the conditions as set forth in the Safe to Learn Act of 2018.

**Safety Grant: Safe Schools Fund Grant (SSFG)**

Estimated Funding: \$25,000

The Safe Schools Fund grant (SSFG) is a non-competitive, State-funded grant program designed for local school systems located within the State of Maryland. The main purpose of the Safe Schools Fund grant is to provide funding for school safety and security-related matters as described under Md. Code Ann., Educ. Art. §7-1512. The grant funds are to be applied toward the cost of school safety-related projects and services.

**Safety Grant: Safe Safety Grant Program (SSGP)**

Estimated Funding: \$199,924

The School Safety Grant Program (SSGP) is a non-competitive, State-funded capital improvement grant program designed for local school systems located within the State of Maryland. Established by legislation in calendar year 2018 through the enactment of HB 1783, the SSGP provides grants to fund school safety and security improvements projects.

**Safety Grant: Hate Crimes**

Estimated Funding: \$0

Hate Crimes Grant (HCG) is a competitive, state-funded reimbursement grant awarded to eligible local school systems, non-public schools, private schools, and childcare centers determined to be at risk of hate crime incidents. In FY25, WCPS was not awarded this grant.

**Ready for Kindergarten**

Estimated Funding: TBA

The Ready for Kindergarten (R4K) Grant is a program administered by the Division of Early Childhood at the Maryland State Department of Education (MSDE). The Early Childhood Assessment System includes the Ready for Kindergarten assessment system and the Early Learning Assessment (ELA). Worcester utilizes the R4K grant for professional learning initiatives, the Child Development Associate (CDA) credential for Prekindergarten Assistant Teachers, the planning for a coordinated Prekindergarten mixed delivery enrollment process, as well as accreditation in the Maryland EXCELS program. In FY26, it is yet to be determined if this grant will be offered again by MSDE.

**Local Restricted Funds****Donnie Williams Grant**

Estimated Funding: \$200,000

The grant award from the Donnie Williams Foundation will support summer school programming at WCPS' northern schools that were not previously funded through other grants. The funding will support teacher stipends, student transportation, and supplies and materials used during summer school. Through this targeted use of funds, WCPS aims to mitigate summer learning loss through its summer programming. In FY26, WCPS applied for this competitive grant and is waiting for notification of its status.

## WORCESTER COUNTY PUBLIC SCHOOLS PRELIMINARY 2025-26 ENROLLMENT PROJECTIONS \*

Grade	Showell Elementary	Ocean City Elementary	Buckingham Elementary	Snow Hill Elementary	Pocomoke Elementary	Cedar Chapel Special School	Berlin Intermediate	Stephen Decatur Middle	Snow Hill Middle	Pocomoke Middle	Stephen Decatur High	Snow Hill High	Pocomoke High	Total by Grade
PRE-K3	22	22	47	45	52									188
PRE-K4	85	82	83	65	87									402
K	95	80	75	62	78									390
1	105	89	77	66	98									435
2	107	109	84	86	86									472
3	103	84	80	62	82									411
4	111	122	80						83	105				501
5							279		76	92				447
6							314		85	98				497
7								304	96	99				499
8								332	65	85				482
9											364	97	108	569
10											377	97	102	576
11											355	94	106	555
12											359	97	96	552
Sp Ed						51								51
<b>TOTAL</b>	<b>628</b>	<b>588</b>	<b>526</b>	<b>386</b>	<b>483</b>	<b>51</b>	<b>593</b>	<b>636</b>	<b>405</b>	<b>479</b>	<b>1,455</b>	<b>385</b>	<b>412</b>	<b>7,027</b>

\* Preliminary enrollment projections subject to review and revision pending receipt of Maryland Department of Planning birth/grade succession rates.

Total Elementary	3,246
Total Middle	1,478
Total High	2,252
Total Special School	<u>51</u>
Grand Total	7,027

**WORCESTER COUNTY PUBLIC SCHOOLS  
PRELIMINARY PROJECTED ENROLLMENT 2024 - 2034 \***

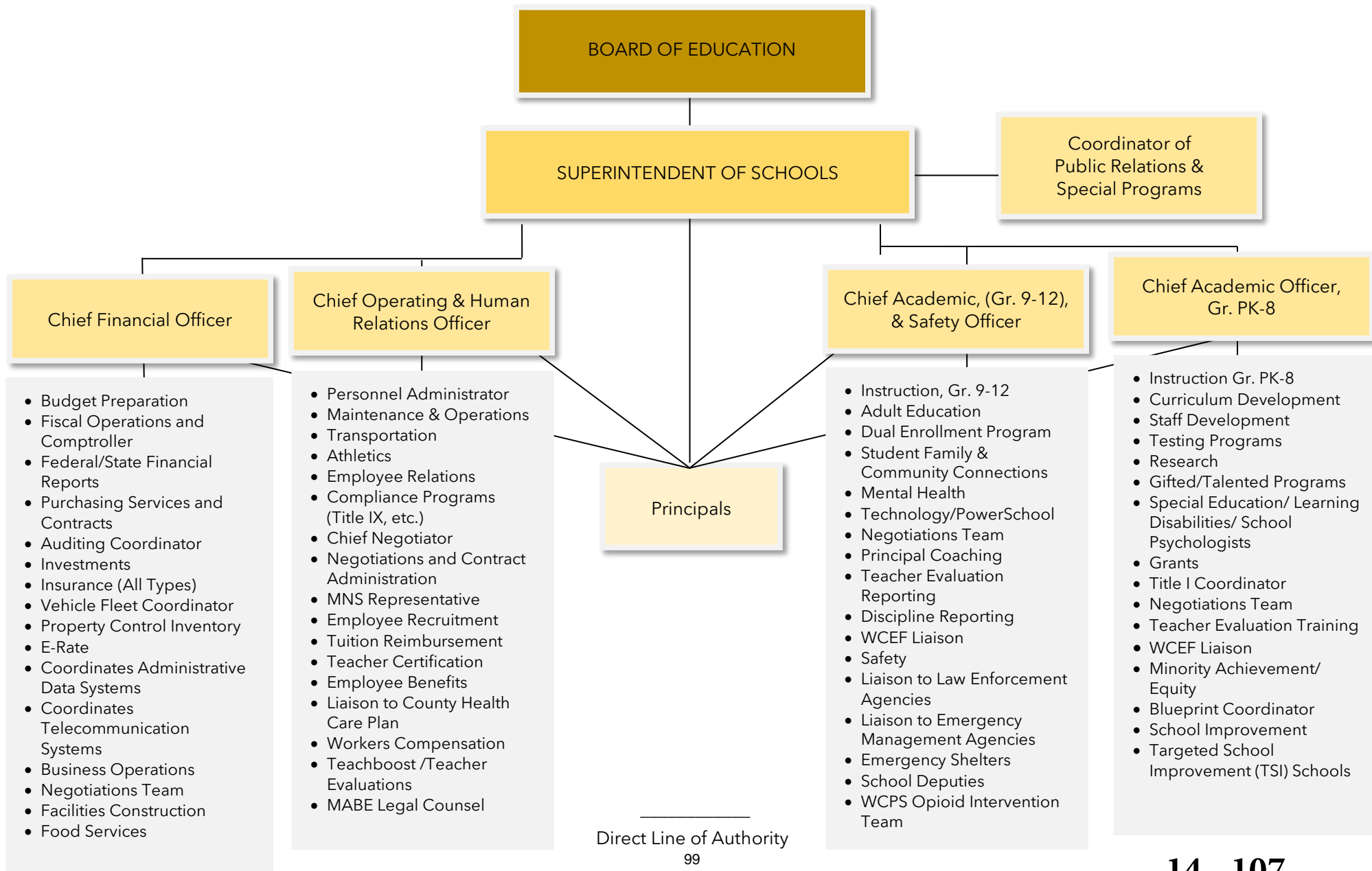
SCHOOL	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Buckingham Elementary	518	526	548	564	575	627	645	646	641	643	643
Ocean City Elementary	566	588	581	603	600	612	632	634	630	632	632
Pocomoke Elementary	491	483	511	526	529	548	549	545	547	547	547
Showell Elementary	638	628	644	665	678	694	710	712	715	718	718
Snow Hill Elementary	387	386	406	402	416	431	432	428	429	429	429
Cedar Chapel Special School	51	51	51	51	51	51	51	51	51	51	51
Berlin Intermediate	613	593	593	593	596	611	571	611	679	677	671
Pocomoke Middle	465	479	490	493	506	505	508	538	552	555	574
Snow Hill Middle	404	405	413	412	402	395	394	418	412	426	441
Stephen Decatur Middle	665	636	630	610	610	610	613	628	588	628	696
Pocomoke High	374	412	411	417	429	429	462	455	455	470	455
Snow Hill High School	368	385	362	375	373	366	394	368	377	371	356
Stephen Decatur High	1462	1455	1452	1432	1405	1356	1350	1330	1333	1348	1311
<b>TOTAL</b>	<b>7002</b>	<b>7027</b>	<b>7092</b>	<b>7143</b>	<b>7170</b>	<b>7235</b>	<b>7311</b>	<b>7364</b>	<b>7409</b>	<b>7495</b>	<b>7524</b>

\* Preliminary enrollment projections subject to review and revision pending receipt of Maryland Department of Planning birth/grade succession rates.

# WORCESTER COUNTY PUBLIC SCHOOLS

## ORGANIZATION CHART

2024-2025



**THE BOARD OF EDUCATION OF WORCESTER COUNTY**

**PROPOSED ADMINISTRATORS' AND SUPERVISORS' SALARY SCALE**

FY 26

**Supervising Principals**

Based on the appropriate teachers' salary scale, exclusive of the longevity factors weighted to number of months worked, multiplied by a responsibility index:

<b><u>School Size</u></b>	<b><u>Responsibility Index</u></b>
49 or less teachers	1.20
50 - 69 teachers	1.22
70 or more teachers	1.24

.05 will be added to the Responsibility Index for high school principals

**Supervisor**

Appropriate teachers' salary scale, exclusive of the longevity factors, weighted to number of months worked, multiplied by 1.20

**Coordinator**

Appropriate teachers' salary scale, exclusive of the longevity factors, weighted to number of months worked, multiplied by 1.12

**Elementary and Middle School Assistant Principal**

Appropriate teachers' salary scale, exclusive of the longevity factors, weighted to number of months worked, multiplied by 1.08

**High School Assistant Principal**

Appropriate teachers' salary scale, exclusive of the longevity factors, weighted to number of months worked, multiplied by 1.12

**Longevity Factors**

Steps 20, 25, 30, 35, and 40 are considered longevity for salary calculations. Ten (10) years of such service must be completed in the Worcester County Public School System. The increase between Step 16 and higher steps will not be included in the calculation of the base pay. For any teacher whose salary is increased by weighting for more than ten (10) months service or responsibility factor, longevity will be added after weighting. See salary calculation example below.

Salary Calculation Example: Appropriate step of proper scale (no higher than step 16) multiplied by 1.2 for twelve months, multiplied by the appropriate Responsibility Index plus longevity factors for those eligible.

Worcester County Public Schools  
Career Ladder  
Level 1 Salary Scales FY26

	Level 1	
4000		
Step	Provisional	Standard Professional Certificate
1	\$ 55,820	\$ 56,789
2	\$ 55,820	\$ 56,789
3	\$ 55,820	\$ 56,789
4	\$ 56,631	\$ 57,324
5	\$ 57,740	\$ 58,374
6	\$ 58,952	\$ 59,538
7	\$ 60,245	\$ 60,774
8	\$ 61,628	\$ 62,182
9	\$ 62,483	\$ 63,036
10	\$ 63,918	\$ 64,497
11		
12		
13		
14		
15		
16		

Level 1- State Certified / Licensed Teacher

**Worcester County Public Schools  
Career Ladder  
Level 2 Salary Scales FY26**

Level 2				
APC w/o, MA w/o APC, Pursuing NBC or MA	SPC or APC with Masters	APC with Master's +30	APC with Master's +60	APC with Doctorate
\$ 58,647	\$ 61,661	\$ 64,685	\$ 66,193	\$ 67,700
\$ 58,647	\$ 61,661	\$ 64,685	\$ 66,193	\$ 67,700
\$ 58,647	\$ 61,661	\$ 64,685	\$ 66,193	\$ 67,700
\$ 59,531	\$ 62,314	\$ 65,089	\$ 66,482	\$ 67,875
\$ 60,475	\$ 63,260	\$ 66,041	\$ 67,431	\$ 68,821
\$ 61,428	\$ 64,204	\$ 66,988	\$ 68,380	\$ 69,772
\$ 62,688	\$ 65,473	\$ 68,251	\$ 69,640	\$ 71,029
\$ 64,131	\$ 66,912	\$ 69,399	\$ 71,088	\$ 72,477
\$ 65,239	\$ 67,993	\$ 70,743	\$ 72,121	\$ 73,498
\$ 67,089	\$ 69,837	\$ 72,595	\$ 73,972	\$ 75,349
\$ 68,419	\$ 71,176	\$ 73,933	\$ 75,309	\$ 76,685
\$ 70,703	\$ 73,782	\$ 76,211	\$ 77,591	\$ 78,970
\$ 73,923	\$ 76,673	\$ 79,426	\$ 80,802	\$ 82,178
\$ 77,082	\$ 79,903	\$ 82,728	\$ 84,138	\$ 85,547
\$ 77,930	\$ 83,848	\$ 86,759	\$ 88,222	\$ 89,685
\$ 90,093	\$ 93,361	\$ 96,629	\$ 98,266	\$ 99,902

**Level 1** - State Licensed Teacher

**Level 2** - State Licensed Teacher pursuing NBCT, a Master's Degree, obtained and APC or 30 credits of a program of study approved by the State Board.

Administrator's Responsibility Index  
(Multiply base salary by appropriate responsibility Factor)

Supervisor	1.20	Principal (Varies)	
Coordinator	1.12	49 or less teachers	1.20
EM/MS AP	1.08	50-69 teachers	1.22
HS AP	1.12	70 or more teachers	1.24

-Longevity Add-on  
\$1,700 will be added to employee's base salary at 20, 25, 30, 35, and 40 years of service; 10 of which must be completed in the Worcester County Public School System.

**Worcester County Public Schools  
Career Ladder  
Level 3 Salary Scales FY 26**

Level 3																			
\$10,000	\$10,000	\$10,000	\$10,000	\$10,000	\$8,000	\$8,000	\$8,000	\$8,000	\$8,000	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
APC, Obtained NBC	APC with Masters +NBC	APC with Master's +30 +NBC	APC with Master's +60+ NBC	APC with Doctorate + NBC	APC, Obtained 1st NBC Maintenance	APC, Masters, Obtained 1st NBC Maintenance	APC, Masters +30 Obtained 1st NBC Maintenance	APC, Masters +60 Obtained 1st NBC Maintenance	APC, Doc Obtained 1st NBC Maintenance	APC, Obtained 2nd NBC Maintenance	APC, Masters, Obtained 2nd NBC Maintenance	APC, Masters +30 Obtained 2nd NBC Maintenance	APC, Masters +60 Obtained 2nd NBC Maintenance	APC, Doc Obtained 2nd NBC Maintenance	APC, Obtained 3rd NBC Maintenance	APC, Masters, Obtained 2nd NBC Maintenance	APC, Masters +30 Obtained 2nd NBC Maintenance	APC, Masters +60 Obtained 2nd NBC Maintenance	APC, Doc Obtained 2nd NBC Maintenance
\$ 72,647	\$ 75,661	\$ 78,685	\$ 80,193	\$ 81,700															
\$ 72,647	\$ 75,661	\$ 78,685	\$ 80,193	\$ 81,700															
\$ 72,647	\$ 75,661	\$ 78,685	\$ 80,193	\$ 81,700															
\$ 73,531	\$ 76,314	\$ 79,089	\$ 80,482	\$ 81,875															
\$ 74,475	\$ 77,260	\$ 80,041	\$ 81,431	\$ 82,821															
\$ 75,428	\$ 78,204	\$ 80,988	\$ 82,380	\$ 83,772	\$ 83,428	\$ 86,204	\$ 88,988	\$ 90,380	\$ 91,772										
\$ 76,688	\$ 79,473	\$ 82,251	\$ 83,640	\$ 85,029	\$ 84,688	\$ 87,473	\$ 90,251	\$ 91,640	\$ 93,029										
\$ 78,131	\$ 80,912	\$ 83,399	\$ 85,088	\$ 86,477	\$ 86,131	\$ 88,912	\$ 91,399	\$ 93,088	\$ 94,477										
\$ 79,239	\$ 81,993	\$ 84,743	\$ 86,121	\$ 87,498	\$ 87,239	\$ 89,993	\$ 92,743	\$ 94,121	\$ 95,498										
\$ 81,089	\$ 83,837	\$ 86,595	\$ 87,972	\$ 89,349	\$ 89,089	\$ 91,837	\$ 94,595	\$ 95,972	\$ 97,349										
\$ 82,419	\$ 85,176	\$ 87,933	\$ 89,309	\$ 90,685	\$ 90,419	\$ 93,176	\$ 95,933	\$ 97,309	\$ 98,685	\$ 97,419	\$ 100,176	\$ 102,933	\$ 104,309	\$ 105,685					
\$ 84,703	\$ 87,782	\$ 90,211	\$ 91,591	\$ 92,970	\$ 92,703	\$ 95,782	\$ 98,211	\$ 99,591	\$ 100,970	\$ 99,703	\$ 102,782	\$ 105,211	\$ 106,591	\$ 107,970					
\$ 87,923	\$ 90,673	\$ 93,426	\$ 94,802	\$ 96,178	\$ 95,923	\$ 98,673	\$ 101,426	\$ 102,802	\$ 104,178	\$ 102,923	\$ 105,673	\$ 108,426	\$ 109,802	\$ 111,178					
\$ 91,082	\$ 93,903	\$ 96,728	\$ 98,138	\$ 99,547	\$ 99,082	\$ 101,903	\$ 104,728	\$ 106,138	\$ 107,547	\$ 106,082	\$ 108,903	\$ 111,728	\$ 113,138	\$ 114,547					
\$ 91,930	\$ 97,848	\$ 100,759	\$ 102,222	\$ 103,685	\$ 99,930	\$ 105,848	\$ 108,759	\$ 110,222	\$ 111,685	\$ 106,930	\$ 112,848	\$ 115,759	\$ 117,222	\$ 118,685					
\$ 104,093	\$ 107,361	\$ 110,629	\$ 112,266	\$ 113,902	\$ 112,093	\$ 115,361	\$ 118,629	\$ 120,266	\$ 121,902	\$ 119,093	\$ 122,361	\$ 125,629	\$ 127,266	\$ 128,902	\$ 125,093	\$ 128,361	\$ 131,629	\$ 133,266	\$ 134,902

**Level 3-** NBCT, Teacher with a master's degree in the teaching subject that is not offered by National Board of Professional Standard.

**Level 4-** NBCT, Teacher with a master's degree in the teaching subject that is not offered by National Board of Professional Standard and meets the qualifications of a Lead or Distinguished NBCT.

-Low performing school – with NBC -add an additional \$7,000 to base salary

**Administrator's Responsibility Index  
(Multiply base salary by appropriate responsibility Factor)**

Supervisor	1.20	Principal (Varies)	
Coordinator	1.12	49 or less teachers	1.20
EM/MS AP	1.08	50-69 teachers	1.22
HS AP	1.12	70 or more teachers	1.24

-Longevity Add-on  
\$1,700 will be added to employee's base salary at 20, 25, 30, 35, and 40 years of service; 10 of which must be completed in the Worcester County Public School System.

**Worcester County Public Schools  
Career Ladder  
Level 4 Salary Scales FY26**

Level 4 – Teacher Leadership		Level 4 – Administrator Track	
Lead Teacher	Distinguished Teacher	Licensed Principal	Distinguished Principal
Add \$5,000 to Level III base salary	Add \$10,000 to Level III base salary	Base salary multiplied by negotiated multipliers in agreement. (See Appendix B)	Add \$15,000 to base salary
-Low performing school – with NBC -add an additional \$7,000 to base salary			
-Longevity Add-on \$1,700 will be added to employee’s base salary at 20, 25, 30, 35, and 40 years of service; 10 of which must be completed in the Worcester County Public School system.			

**BOARD OF EDUCATION OF WORCESTER COUNTY**

**PROPOSED EDUCATIONAL ASSISTANTS' SALARY SCALE**

**FY 26**

<b>STEP</b>	<b>180 DAYS 7 HOURS</b>	<b>188 DAYS 7 HOURS</b>	<b>HOURLY WAGE</b>
1	21,940	22,915	17.41
2	22,272	23,262	17.68
3	22,604	23,609	17.94
4	22,937	23,956	18.20
5	23,276	24,310	18.47
6	24,304	25,384	19.29
7	25,326	26,452	20.10
8	26,346	27,517	20.91
9	27,678	28,908	21.97
10	29,010	30,299	23.02
11	30,007	31,341	23.82
12	32,183	33,613	25.54

\$1,700 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.

\$700 will be added to the appropriate scale for any educational assistant who holds an Associates Degree.

\$1300 will be added to the appropriate scale for any educational assistant who holds a Bachelors Degree or higher.

**BOARD OF EDUCATION OF WORCESTER COUNTY**

**PROPOSED SECRETARIAL SALARY SCALE**

**FY 26**

STEP	GRADE 4		GRADE 5		GRADE 6	GRADE 8
	10 MONTH	12 MONTH	10 MONTH	12 MONTH	12 MONTH	12 MONTH
1	24,155	25,586	24,500	28,995	33,002	39,132
2	24,524	29,029	25,756	30,503	34,871	41,329
3	24,894	29,472	26,800	31,760	36,250	43,108
4	25,263	29,915	27,734	32,879	37,837	44,944
5	25,632	30,358	28,831	34,199	39,421	46,992
6	26,081	30,905	30,047	35,651	41,066	48,903
7	27,078	32,092	31,250	37,098	42,775	51,048
8	28,069	33,286	31,959	37,949	43,890	52,459
9	29,519	35,025	33,456	39,746	46,005	54,977
10	30,970	36,764	34,951	41,542	48,117	57,495
11	32,411	38,500	36,590	43,510	50,414	60,256
12	34,768	41,326	39,269	46,725	54,162	64,773

\$1,700 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.

\$700 will be added to the appropriate scale for any secretary who holds an Associates Degree.

\$1,300 will be added to the appropriate scale for any secretary who holds a Bachelors Degree or higher.

**BOARD OF EDUCATION OF WORCESTER COUNTY**

**PROPOSED SCHOOL NURSES' SALARY SCALE**

**FY 26**

<b>STEP</b>	<b>RN</b>	<b>BACHELOR'S DEGREE</b>	<b>MASTER'S DEGREE</b>
1	40,448	41,707	43,931
2	42,208	43,457	45,658
3	43,691	44,937	47,142
4	45,228	46,476	48,670
5	46,925	48,177	50,375
6	48,515	49,764	51,964
7	50,333	51,580	53,777
8	51,481	52,725	54,925
9	53,778	55,069	57,264
10	56,079	57,412	59,611
11	58,771	60,171	62,425
12	64,075	65,612	68,071

**\$1,700 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.**

**BOARD OF EDUCATION OF WORCESTER COUNTY**

**PROPOSED MAINTENANCE WORKERS' SALARY SCALE**

**FY 26**

<b>STEP</b>	<b>LANE 1</b>	<b>LANE 2</b>	<b>LANE 3</b>	<b>LANE 4</b>
1	29,215	39,988	43,703	44,627
2	29,892	40,561	44,779	46,615
3	30,962	41,626	46,283	49,030
4	32,384	43,050	47,778	51,444
5	33,922	44,592	49,268	53,854
6	35,466	46,130	50,768	56,271
7	37,119	47,783	52,261	58,676
8	39,023	49,691	53,761	61,093
9	41,343	52,380	56,385	63,633
10	43,662	55,082	59,009	68,180
11	45,737	57,726	61,851	72,190
12	49,821	62,936	67,446	78,749

\$1,700 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.

\$700 will be added to the appropriate scale for any maintenance worker who holds an Associates Degree.

\$1300 will be added to the appropriate scale for any maintenance worker who holds a Bachelors Degree or higher.

**BOARD OF EDUCATION OF WORCESTER COUNTY**

**PROPOSED CUSTODIANS' SALARY SCALE**

**FY 26**

<b>STEP</b>	<b>CUSTODIAN 1 8 HOURS</b>	<b>CUSTODIAN 2 8 HOURS</b>	<b>HEAD CUSTODIAN</b>
1	28,648	34,916	35,465
2	28,648	35,465	36,013
3	29,558	36,013	36,562
4	30,471	36,562	36,971
5	31,615	37,110	38,115
6	32,753	37,659	39,251
7	34,122	38,208	40,621
8	35,489	39,074	41,983
9	37,284	41,002	44,010
10	39,084	42,922	46,038
11	40,459	44,450	47,687
12	44,055	48,418	51,955

**\$1,700 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.**

**\$700 will be added to the appropriate scale for any custodian who holds an Associates Degree.**

**\$1300 will be added to the appropriate scale for any custodian who holds a Bachelors Degree or higher.**

**BOARD OF EDUCATION OF WORCESTER COUNTY**

**PROPOSED FOOD SERVICE WORKERS' SALARY SCALE**

**FY 26**

<b>STEP</b>	<b>WORKER 6.5 HOURS</b>	<b>MANAGER 1 7 HOURS</b>	<b>MANAGER 2 7 HOURS</b>
1	20,619	23,434	24,718
2	20,619	23,434	24,718
3	20,619	23,542	24,867
4	20,656	23,691	24,961
5	20,792	23,840	25,123
6	20,929	23,975	25,312
7	21,090	24,137	25,475
8	21,201	24,312	25,596
9	21,685	24,894	26,231
10	22,195	25,447	26,854
11	22,852	26,259	27,731
12	24,081	27,718	29,299

\$1,700 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.

\$700 will be added to the appropriate scale for any food service manager/worker who holds an Associates Degree.

\$1300 will be added to the appropriate scale for any food service manager/worker who holds a Bachelors Degree or higher.

**BOARD OF EDUCATION OF WORCESTER COUNTY**

**PROPOSED TECHNOLOGY STAFF SALARY SCALE**

**FY 26**

<b>STEP</b>	<b>SOFTWARE TRAINER</b>	<b>REPAIR TECHNICIAN</b>
1	43,703	44,627
2	44,779	46,615
3	46,283	49,030
4	47,778	51,444
5	49,268	53,854
6	50,768	56,271
7	52,261	58,676
8	53,761	61,093
9	56,385	63,633
10	59,009	68,180
11	61,851	72,190
12	67,446	78,749

**\$1,700 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.**

**\$700 will be added to the appropriate scale for any technology staff who holds an Associates Degree.**

**\$1300 will be added to the appropriate scale for any technology staff who holds a Bachelors Degree or higher.**

**BOARD OF EDUCATION OF WORCESTER COUNTY**

**PROPOSED SYSTEMS TECHNICIANS SALARY SCALE**

**FY 26**

<b>STEP</b>	<b>SYSTEMS TECHNICIANS</b>
1	45,342
2	45,986
3	47,084
4	48,106
5	49,365
6	50,552
7	51,765
8	53,011
9	54,288
10	55,596
11	56,934
12	61,475

**\$1,700 will be added to the appropriate scale at twenty (20), twenty-five (25), thirty (30), thirty-five (35), and forty (40) years of service; ten (10) of which must be completed in the Worcester County Public School System.**

**\$700 will be added to the appropriate scale for any systems technician who holds an Associates Degree in Technology or related field.**

**\$1,300 will be added to the appropriate scale for any systems technician who holds a Bachelors Degree in Technology or related field or a higher degree.**

Worcester County Public Schools

Summary of Bus Contract Payments

Bus Contractor Rates:	Approved FY25	Proposed FY26
Per vehicle Allotment	\$ 22,385	TBD
Hourly Rate	\$ 25.50	TBD
Mileage/Maintenance	\$ 1,920	TBD
Administrative Fee	\$ 3,500	TBD
Spare Bus	\$ 6,489	TBD
Lift Gate Fee	\$ 1,133	TBD
Air Conditioning	\$ 1,133	TBD

Tri-County Comparison of Bus Contracts

Actual FY25

<u>County</u>	<u>Mileage</u>	<u>Hourly</u>	<u>PVA</u>	<u>Administrative Fee</u>	<u>Total Contract</u>
Somerset	\$28,800	\$23,400	\$20,000	\$1,100	\$73,300
Wicomico	\$30,330	\$25,200	\$24,390	\$1,800	\$81,720
Worcester	\$34,560	\$22,950	\$22,385	\$3,500	\$83,395

Based on 100 miles and 5 hours  
per day plus PVA and administrative fee

**Maintenance of Effort**

**Definition:** *To receive the FY26 amount in State foundation and compensatory aid, a local government must appropriate at least as much funding per pupil to the local board of education as it appropriated in the previous year.*

**Worcester County - Maintenance of Effort Level  
Estimated - FY2026**

<u>Line #</u>		
1	FY 2025 Highest Appropriation	\$105,393,692
2	FTE Enrollment - FY2025:	6,352.17
3	Appropriation per Student - FY 2025:	\$16,591.76
	PLUS	
	Increase to Per Pupil Amount if Applicable	
	Increase in Local Wealth Per Pupil %	0.00% *
4	Additional Per Pupil Amount	\$0.00
5	Adjusted per Pupil Amount	\$16,591.76
6	FTE Enrollment - FY2026	6,405.50 **
	(Actual student enrollment = 7,002 )	
7	FY 2026 Maintenance of Effort Funding Level (Est.):	\$106,278,519
	<b>(6,405.50 FTE X \$16,591.76 FY25 per pupil funding )</b>	
8	County FY25 Maintenance of Effort Funding Level	\$105,393,692
9	Change in FY26 Maintenance of Effort Level (Est.):	\$884,827

\* (In the 2012 legislative session, the State amended the MOE requirements to include an Educational Effort component. The Educational Effort component was removed by the State effective in FY24.)

\*\* (State funding formula excludes pre-kindergarten, part-time, and non-resident students from total FTE counts.)

## Worcester County Public Schools

## Costs Per Pupil by School

2023-2024

<i>School</i>	<i>Enrollment</i>	<i>Total Costs</i>	<i>Costs / Student</i>
<b><u>Elementary Schools</u></b>			
Pocomoke	491	5,415,651	11,030
Snow Hill	387	4,852,014	12,538
Buckingham	518	6,878,248	13,278
Showell	638	8,142,802	12,763
Ocean City	566	7,638,358	13,495
<i>Average Elementary</i>	<i>520</i>	<i>6,585,415</i>	<i>12,621</i>
<b><u>Middle Schools</u></b>			
Snow Hill	404	6,445,997	15,955
Pocomoke	465	6,493,706	13,965
Stephen Decatur	665	8,149,976	12,256
Berlin	613	7,836,839	12,784
<i>Average Middle</i>	<i>537</i>	<i>7,231,630</i>	<i>13,740</i>
<b><u>High Schools</u></b>			
Snow Hill	368	6,432,263	17,479
Pocomoke	374	6,378,422	17,055
Stephen Decatur	1,462	14,282,920	9,769
<i>Average High</i>	<i>735</i>	<i>9,031,202</i>	<i>14,768</i>
<b><u>Centers</u></b>			
Cedar Chapel	51	2,860,901	56,096
Wor.Career / Tech	783	6,273,082	8,012

Worcester County Public Schools

Summary of Free & Reduced Meal Eligible Students

2024-2025

School	Students		% FARM
	Free & Reduced Meal Eligible	Total	
<u>Elementary</u>			
Showell	254	637	39.9%
Ocean City	243	573	42.4%
<u>Intermediate &amp; Middle</u>			
Stephen Decatur	313	665	47.1%
<u>High</u>			
Stephen Decatur	608	1,462	41.6%
<b>Total Worcester</b>	<b>1,418</b>	<b>3,337</b>	<b>42.5%</b>
<b>Total Statewide</b>	<b>Not available</b>	<b>Not Available</b>	<b>Not available</b>

\*\*\*\*\*Totals for the State are not available yet.

Worcester County Public Schools  
 CEP Certified Schools  
 Summary of School's CEP Percentage

2024-2025

School	Students		% CEP
	IS	Total	
<b><u>Elementary</u></b>			
Buckingham Elementary	281	531	84.67%
Snow Hill Elementary	219	402	87.16%
Pocomoke Elementary	325	460	113.04%
<b><u>Intermediate &amp; Middle</u></b>			
Berlin Intermediate	270	611	70.70%
Snow Hill Middle	210	409	82.15%
Pocomoke Middle	322	470	109.62%
<b><u>High</u></b>			
Snow Hill	168	340	79.06%
Pocomoke	217	354	98.08%
Cedar Chapel Special School	41	50	131.20%
<b>Total Worcester</b>	<b>2,053</b>	<b>3,627</b>	<b>90.57%</b>
<b>Total Statewide</b>	<b>Not Available</b>	<b>Not Available</b>	<b>Not available</b>

\*\*\*\*\*Totals for the State are not available yet.

Worcester County Public Schools

Summary Of Disabilities

2024 - 2025

Type of Disability	Worcester (2024a)		Statewide (2023a)	
	Number of Students	%	Number of Students	%
Specific Learning Disab	207	25.94%	30,330	25.46%
Speech/Language	108	13.53%	17,020	14.29%
Intellectual Disability	11	1.38%	5,794	4.86%
Other Health Impairmen	183	22.93%	19,297	16.20%
Multiple Disabilities	84	10.53%	7,848	6.59%
Autism	117	14.66%	18,413	15.45%
Emotional Disturbance	6	0.75%	4,487	3.77%
Deaf + Hearing Impairm	0	0.00%	760	0.64%
Traumatic Brain Injury	3	0.38%	205	0.17%
Orthopedic Impairment	1	0.13%	89	0.07%
Visual Impairment	5	0.63%	13,307	11.17%
Developmental Delay	73	9.15%	1,582	1.33%
Deaf / Blindness	0	0.00%	8	0.01%
<b>Total Population With</b>	<b>798</b>	<b>100.0%</b>	<b>119,140</b>	<b>100.0%</b>

%

<b>Total Student Populat</b>	<b>6,978</b>	<b>890,137</b>
	<b>11.43%</b>	<b>13.30%</b>

Worcester County Public Schools

Summary of Enrollment by Race

2024-2025

Race	Worcester		Statewide	
	Number of Students	%	Number of Students	%
African American	1,294	18.48%	287,889	32.29%
American Indian/ Alaskan Native	7	0.10%	2,332	0.26%
Asian	120	1.71%	60,709	6.81%
Hispanic	643	9.18%	210,961	23.66%
Pacific Islander/Native Hawaiian	0	0.00%	1,164	0.42%
Two or more races	561	8.01%	48,638	5.46%
White	4,377	62.51%	279,860	31.39%
<b>Total Population</b>	<b>7,002</b>	<b>100.00%</b>	<b>891,553</b>	<b>100.29%</b>

Limited English Proficient Students	205	2.93%	0.00%
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Table 3

Cost per Pupil Belonging\* by Category: Maryland Public Schools: 2022-2023

Local Education Agency	Total Cost per Pupil		Adminis tration		Mid level Adminis tration		Instructional Salaries and Wages		Textbooks and Instructional Supplies		Other Instructional Costs	
	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank
<b>Total State</b>	<b>\$ 17,728.08</b>		<b>\$ 492.86</b>		<b>\$ 1,105.54</b>		<b>\$ 6,534.36</b>		<b>\$ 439.77</b>		<b>\$ 628.69</b>	
Allegany	16,979.44	12	358.91	18	1,157.62	7	6,264.01	13	389.96	14	438.94	9
Anne Arundel	16,508.66	14	504.49	9	1,009.55	16	6,482.90	11	608.01	8	339.75	13
Baltimore City	22,266.03	2	730.90	3	1,420.62	3	6,813.66	9	849.65	2	2,857.94	1
Baltimore	17,301.70	11	656.89	5	1,109.40	12	6,119.82	15	275.52	19	706.45	3
Calvert	16,186.24	19	425.55	13	879.73	23	6,044.37	18	239.53	22	266.48	16
Caroline	16,220.72	18	729.00	4	1,005.63	18	6,048.60	17	269.47	20	607.57	5
Carroll	15,380.62	23	231.10	24	1,006.51	17	5,701.43	23	337.98	17	138.71	21
Cecil	15,699.08	22	287.89	21	1,127.75	11	5,923.05	20	249.31	21	387.77	11
Charles	16,047.52	20	570.22	8	1,043.41	15	5,731.34	22	284.27	18	226.91	18
Dorchester	20,367.93	5	485.14	11	1,577.89	2	7,454.48	4	700.54	5	573.90	7
Frederick	15,162.22	24	315.80	19	983.88	20	6,089.00	16	516.27	11	96.39	24
Garrett	18,116.10	8	581.61	6	928.99	21	6,726.59	10	564.29	9	280.11	15
Harford	16,223.50	16	371.87	17	878.20	24	6,024.49	19	353.58	15	134.81	22
Howard	18,120.77	7	261.78	23	1,145.29	8	7,086.12	6	192.72	24	262.75	17
Kent	21,521.16	3	1,285.81	1	1,278.80	5	7,507.36	3	457.22	12	629.96	4
Montgomery	18,016.81	10	445.82	12	1,043.66	14	7,359.96	5	347.33	16	188.70	19
Prince George's	18,539.05	6	576.38	7	1,197.61	6	6,331.71	12	430.23	13	1,009.80	2
Queen Anne's	16,288.15	15	393.68	15	898.76	22	6,819.12	8	519.79	10	298.63	14
St. Mary's	15,816.02	21	262.05	22	1,134.89	9	5,452.77	24	618.04	7	105.03	23
Somerset	23,603.54	1	1,273.23	2	1,773.77	1	7,767.88	2	717.36	3	591.51	6
Talbot	16,223.02	17	403.31	14	1,065.42	13	5,893.72	21	229.04	23	380.45	12
Washington	16,881.27	13	376.64	16	1,001.39	19	6,158.24	14	710.42	4	146.78	20
Wicomico	18,040.85	9	489.66	10	1,132.87	10	6,906.11	7	675.69	6	573.79	8
Worcester	21,296.89	4	306.11	20	1,347.82	4	7,919.85	1	1,030.92	1	389.44	10

\*Half-time prekindergarten pupils are expressed in full-time equivalents in arriving at per pupil costs.  
 NOTE: Excludes expenditures for adult education, equipment, state share of teachers' retirement, interfund transfers, and outgoing transfers, and school/Student activities

Table 3 Continued

Cost per Pupil Belonging\* by Category: Maryland Public Schools: 2022-2023

Local Education Agency	Special Education		Student Personnel Services		Health Services		Student Transportation		Operation of Plant		Maintenance of Plant		Fixed Charges	
	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank	Cost	Rank
<b>Total State</b>	<b>\$ 2,012.49</b>		<b>\$ 186.04</b>		<b>\$ 168.69</b>		<b>\$ 853.42</b>		<b>\$ 1,067.93</b>		<b>\$ 482.66</b>		<b>\$ 3,755.63</b>	
Allegany	2,156.97	6	76.61	21	134.17	18	824.31	16	1,251.59	4	265.80	20	3,660.56	16
Anne Arundel	1,700.40	15	182.78	11	19.03	22	783.95	18	1,089.68	13	452.00	8	3,336.12	22
Baltimore City	2,420.32	3	262.36	7	327.31	3	674.28	20	1,050.12	17	1,111.15	2	3,747.72	13
Baltimore	2,123.82	7	174.65	12	190.02	11	784.44	17	1,071.91	15	511.07	5	3,577.71	18
Calvert	1,959.87	11	163.22	14	116.76	19	1,373.97	4	1,167.35	8	222.85	23	3,326.56	23
Caroline	1,418.53	21	172.62	13	241.17	5	863.20	14	1,078.54	14	184.37	24	3,602.03	17
Carroll	1,643.10	17	76.28	22	165.33	15	1,046.71	11	984.39	21	284.21	19	3,764.86	11
Cecil	2,080.86	9	160.94	16	164.66	16	873.35	13	875.19	22	297.50	17	3,270.80	24
Charles	1,549.49	19	182.98	10	115.29	20	1,369.27	5	1,228.83	5	312.40	16	3,433.10	21
Dorchester	1,616.11	18	850.91	1	206.10	9	1,106.36	10	1,106.66	12	522.02	4	4,167.83	4
Frederick	1,657.06	16	74.20	23	24.18	21	541.71	24	993.14	20	342.31	14	3,528.28	19
Garrett	1,399.27	22	238.07	8	221.57	7	1,475.23	1	1,495.91	3	287.97	18	3,916.48	8
Harford	1,874.37	12	93.81	20	158.39	17	1,136.59	9	872.80	23	408.77	11	3,915.82	9
Howard	2,643.97	1	145.62	17	201.61	10	849.37	15	833.96	24	507.09	6	3,990.51	7
Kent	2,433.37	2	335.51	4	456.39	1	1,274.21	7	1,200.63	7	377.55	12	4,284.35	2
Montgomery	2,212.31	5	130.69	18	16.78	23	766.12	19	1,040.39	18	330.05	15	4,135.01	5
Prince George's	2,009.15	10	296.13	5	385.12	2	911.81	12	1,151.26	10	461.10	7	3,778.74	10
Queen Anne's	858.36	24	112.14	19	174.41	14	1,280.39	6	1,024.20	19	419.24	10	3,489.42	20
St. Mary's	1,383.93	23	162.43	15	187.52	12	1,374.26	3	1,115.17	11	258.02	21	3,761.90	12
Somerset	2,118.21	8	441.12	2	269.29	4	1,403.75	2	1,524.28	2	919.21	3	4,803.92	1
Talbot	1,807.74	13	273.90	6	6.06	24	595.78	22	1,054.30	16	420.13	9	4,093.16	6
Washington	1,439.22	20	186.37	9	226.83	6	573.87	23	1,160.23	9	1,212.45	1	3,688.83	15
Wicomico	1,726.44	14	437.98	3	178.14	13	642.56	21	1,201.70	6	368.21	13	3,707.70	14
Worcester	2,225.37	4	58.29	24	216.56	8	1,233.83	8	2,125.78	1	253.78	22	4,189.15	3

Board of Education of Worcester County

Listing of Audits and Reviews

Audit or Review	Performed by:	Frequency	Submitted to:
Annual Financial Audit	UHY LLP, CPA	Annually	Board of Education, MSDE General Assembly
A-133 Audit of Federal Programs	UHY LLP, CPA	Annually	Board of Education, Federal Government, MSDE
Audit of School Accounts	UHY LLP, CPA	Annually	Board of Education
Audit of State Aid Programs	State Dept. of Education	Bi-Annually	State Supt. Of Schools
Grants – Annual Financial Reports	Staff Accountant – Restricted Programs	Annually	State Dept. of Education
Grants - Budget Amendments	Staff Accountant – Restricted Programs	As Needed	State Dept. of Education
IAC – Construction Funding	IAC Auditors	3 years	Interagency Committee on School Construction
Title One On-Site Review	State Dept. of Education	Annually	State Supt. Of Schools
Title One Comparability (Staffing)	Internal	Annually	State Dept. of Education
Adult Education Monitoring	State Dept. of Education	Variable	State Supt. Of Schools
Special Ed Program Assessment	Internal	Ongoing	Management
Medical Assistance Review	State Dept. of Education	3 years	State Supt. Of Schools Self-review Annually
Grant Program Reviews	Granting Agency	As Requested	Granting Agency
Workforce Investment Act Funds	Lower Shore WIA Agency	Annually	State Dept. of Education
Review of Bridge to Excellence Master Plan	Dept. of Legislative Auditors	Annually	State Dept. of Education
Performance Audit	Dept. of Legislative Auditors	3 years	State Dept. of Education, General Assembly
E-Rate Audit	Universal Service Administration Co.	Variable	Federal Communications Commission

**WORCESTER COUNTY PUBLIC SCHOOLS**

6270 Worcester Highway  
Newark, Maryland 21841

**STUDENT TUITION COSTS**

2024-25

Type of Enrollment	Annual Payment	Semi-annual Payment
<b>In-State Grades K-12</b>		
Regular Ed	\$13,222.00	\$6,611.00
Spec. Ed. Consultative	\$14,544.20	\$7,272.10
1 to 5 hrs/wk	\$19,833.00	\$9,916.50
6 to 15 hrs/wk	\$26,444.00	\$13,222.00
16 to 35 hrs/wk	\$33,055.00	\$16,527.50
Cedar Chapel	\$39,666.00	\$19,833.00
<b>Out-of-State Grades K-12</b>		
Regular Ed	\$14,540.00	\$7,270.00
Spec. Ed. Consultative	\$15,993.60	\$7,996.80
1 to 5 hrs/wk	\$21,810.00	\$10,905.00
6 to 15 hrs/wk	\$29,080.00	\$14,540.00
16 to 35 hrs/wk	\$36,350.00	\$18,175.00
Cedar Chapel	\$43,620.00	\$21,810.00

ALL TUITION PAYMENTS ARE DUE ON THE FIRST DAY OF EACH

September 3, 2024  
January 28, 2025

Please make check payable to: WORCESTER COUNTY BOARD OF EDUCATION

Please remit to: Supervisor of Student Services  
Worcester County Board of Education  
6270 Worcester Highway  
Newark, Maryland 21841

**WORCESTER COUNTY PUBLIC SCHOOLS**

6270 Worcester Highway  
Newark, Maryland 21841

**STUDENT TUITION COSTS  
for Employees  
2024-25**

<b>Type of Enrollment</b>	<b>Annual Payment</b>	<b>Semi-annual Payment</b>
<b>Out-of-County Grades K-12</b>		
Regular Ed	\$1,318.00	\$659.00
Spec. Ed. Consultative	\$1,449.00	\$724.50
1 to 5 hrs/wk	\$1,977.00	\$988.50
6 to 15 hrs/wk	\$2,636.00	\$1,318.00
16 to 35 hrs/wk	\$3,295.00	\$1,647.50
Cedar Chapel	\$3,954.00	\$1,977.00

ALL TUITION PAYMENTS ARE DUE ON THE FIRST DAY OF EACH

September 3, 2024  
January 28, 2025

Please make check payable to: WORCESTER COUNTY BOARD OF EDUCATION

Please remit to: Supervisor of Student Services  
Worcester County Board of Education  
6270 Worcester Highway  
Newark, Maryland 21841

# WCBOE Fleet Assignments

# ITEM 14

YEAR	MODEL	ASSIGNED TO	JOB TITLE	PURCHASE PRICE	MONTHLY LEASE	TAKE HOME	
<b>SUPERVISORY STAFF</b>							
1998	Ford Van	Sills	Canoe trailer	\$ 19,958.00			
2007	Ford Taurus	Cook	Brian	Coordinator of Grants	\$ 12,235.00		
2011	Chev. Impala	Dyda	Ron	Student Services Spec- North End	\$ 20,500.00	X	
2011	Ford Focus	Boyd	Stephen	Student Servies Spec - SH & BES	\$ 13,586.00		
2011	Chev Tahoe	Price	Joseph	Facilities Planner	\$ 29,436.00		
2012	Chev Impala	McInerney	Jessica	Coordinator of SS, JROTC & Service Learning	\$ 17,645.00		
2012	Ford Focus	Wilson	Caleb	Inst Technology & Innov Spec	\$ 13,497.00	X	
2012	Ford Focus	Phillips	Brian	Coordinator of CTE, Etc	\$ 13,497.00	X	
2013	Chev Impala	Gebhardt	Timothy	Coordinator of Student Services	\$ 17,595.00	X	
2014	Ford Focus	Austin	Kennis	Student Serv Spec - Poc	\$ 14,067.00		
2014	Ford Focus	Cropper	Bess	Coordinator of Special Education	\$ 14,067.00	X	
2016	Chev Tahoe	Goddard	Shawn	Coordinator of Safety	\$ 36,995.00	X	
2017	Ford Focus	Underkoffler	Amanda	Nurse Consultant	\$ 15,623.00		
2017	Ford Focus	Williams	Lauren	Coordinator of School Health	\$ 15,623.00	X	
2017	Chev Impala	Phillips	Windy	Supervisor of Special Education	\$ 28,654.00	X	
2017	Chev Impala	Tolbert	Vince	Chief Financial Officer	\$ 28,654.00	X	
2018	Ford Focus Hatchback	Sterrs	Carrie	Coordinator of PR & Spec Prog.	\$ 18,375.00	X	
2018	Ford Focus	Browne	Michael	Coordinator of Equity	\$ 16,067.00	X	
2018	Ford Focus	Sills	Jennifer	Coordinator of Science	\$ 16,067.00	X	
2019	Chev Impala	Shorts	Dee	Chief Academic Officer - K-8	\$ 21,988.00	X	
2020	Chev Impala	Abt	Dwayne	Chief Operating Officer / HR	\$ 25,443.00	X	
2022	Ford Explorer	Wallace	Annette	Chief Safety Officer & CAO 9-12	Leased vehicle	\$ 630.62	X
2022	Toyota Corolla	Shorts	Diane	Coordinator of Early Childhood	\$ 22,999.00	X	
2023	Toyota Corolla	Genovesi	Nicholas	Coach of IT & Innov	\$ 23,766.00	X	
2023	Chev Tahoe	Taylor	Lou	Superintendent	Leased vehicle	\$ 1,292.37	X
2024	Chev Malibu	Sumpter	Tamara	Coordinator of Student Services	Leased vehicle	\$ 500.95	X
<b>WORCESTER ON WHEELS (WOW GRANT)</b>							
2022	Leprechaun RV	Worcester on Wheels	Pocomoke		\$ 137,322.00		
2022	Leprechaun RV	Worcester on Wheels	Snow Hill		\$ 137,322.00		

# WCBOE Fleet Assignments

# ITEM 14

TRANSPORTATION							
2007	Ford Hand. Van	Homeless transp.			\$ 34,600.00		
2017	Chev Traverse	Hudson	Kimberly	Driver Instructor/Trainer	\$ 25,653.00		X
2017	Dodge Van	Homeless transp.			\$ 21,821.00		
2018	Chev Express 2500 Van	Homeless transp.			\$ 36,468.00		
2018	Dodge Grand Caravan	Homeless transp.			\$ 43,520.00		
2018	Chev Express G3	Homeless transp.			\$ 36,248.99		
2021	Chev Traverse	Heiser	Kimberly	Manager of Transportation	Leased vehicle	\$ 497.16	X
2023	Ford T350HD Pass Van	Heiser	Kimberly	Manager of Transportation	\$ 56,238.00		
SCHOOL VANS						497.16	
2017	Chev Express 2500 Van	SHHS		SHHS	\$ 25,506.00		
2017	Chev Express 2500 Van	SDHS		SDHS	\$ 25,506.00		
2017	Chev Express 2500 Van	PHS		PHS	\$ 25,506.00		
2019	Chev Express 2500 Van	WTHS		WTHS	\$ 26,324.00		
2019	Chev Express 2500 Van	CCSS		CCSS	\$ 26,324.00		
2023	Ford Transit 350 Van	The Nest		The Nest	\$ 55,294.00		
2023	Ford Transit 350 Van	The Nest		The Nest	\$ 55,294.00		
FOOD SERVICE							
2003	Ford Van	Floater			\$ 17,125.00		
2008	Chev. Van	Reed	Kim	Food Services	\$ 13,583.00		
2023	Chev. Traverse	Collins	Odtis	Coor of Food Services	Leased vehicle	\$ 789.54	X
2023	Ford CG Van	Verges	Jessy	Maintenance Worker - Food Service	Leased vehicle	\$ 87.64	
2023	Ford CG Van	Milbourne	Curtis	Delivery	Leased vehicle	\$ 88.94	

# WCBOE Fleet Assignments

# ITEM 14

MAINTENANCE VEHICLES					\$	966.12	
2006	Ford Cutaway Van	Floater		Maintenance	\$	31,071.00	
2007	Ford F150 Truck	Floater		Maintenance	\$	14,478.00	
2013	Chev Van regular	Adkins	Alan	Maintenance Worker	\$	16,928.00	
2013	Chev Van 3/4 ton extended	Sides	Steven	Maintenance Worker	\$	19,788.00	
2014	Chev Cargo Van	Elliott	Keith	Maintenance Worker	\$	17,118.00	
2015	Ford Pick up	Parenti	James	Maintenance Worker	\$	27,588.00	X
2017	Ford Van	Heiser	Billy	Maintenance Worker	\$	27,384.00	
2019	Ford	Harmon	Jay	Maintenance Worker	\$	51,946.00	
2020	GMC Van	Sauer	Steven	Maintenance Worker	\$	43,273.00	
2021	Ford F250	Donaway	Kevin	Maintenance Worker	Leased vehicle	\$ 486.61	X
2021	Chev Express 2500 Van	Merritt	Neale	Maintenance Worker	Leased vehicle	\$ 408.99	
2021	Chev Express 2500 Van	Baker	Doug	Maintenance Worker	Leased vehicle	\$ 408.99	
2022	Ford F350	Weigand	Leo	Crew Leader	Leased vehicle	\$ 855.92	X
2022	Ford Transit Van	Johnson	Todd	Maintenance Worker	Leased vehicle	\$ 785.63	
2023	Ford Pickup	Slacum	Sam	Maintenance Supervisor	\$	42,520.00	
2024	Chev Pickup	Mahoney	Jeff	Crew Leader	\$	49,017.00	
TECHNOLOGY					\$	2,946.14	
2004	Chev. Malibu	Hubert	Clancey	Technician	\$	12,244.00	
2007	Ford Explorer	Pursel	Bruce	Technician	\$	23,401.00	X
2012	Chev Impala	Wise	Kenneth	Technician	\$	17,645.00	
TRAILERS							
1999	GENI Trailer w/ boom	Maintenance			\$	11,848.00	
2006	Trailer Homestead	PHS-Band			\$	2,378.00	
2007	Trailer Kruger	Maintenance			\$	6,155.00	
2009	Trailer Premier LE	Maintenance			\$	1,200.00	
2012	Trailer Master Tow	WTHS					
2014	Century Trailer	Maintenance			\$	2,799.00	
2016	Bear Trailer	Maintenance					
2018	JLGI Lift	Maintenance			\$	47,600.00	
2022	PJTM Trailer	Maintenance			\$	4,195.00	
2023	Novar 14K Dump Trailer	Maintenance			\$	11,595.00	
2025	Sure-Trac Utility Trailer	Maintenance			\$	3,895.00	



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

- Administration
- LOUIS H. TAYLOR  
Superintendent of Schools
- C. DWAYNE ABT, Ed.D.  
Chief Operations & 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 Safety & 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

June 12, 2025

Mr. Weston Young  
 Chief Administrative Officer  
 Office of the County Commissioners  
 Worcester County Government Center  
 One W. Market Street, Room 1103  
 Snow Hill, MD 21863-1195

Dear Mr. Young:

Attached please find the proposed County Appropriation Transmittal Schedule for Fiscal Year 2026. The schedule follows the same plan as used in past years, which takes into consideration the months that state aid is received to balance the cash flow needs from the County.

Please contact me should there be any questions or concerns with this schedule.

Sincerely,

Vincent E. Tolbert, CPA  
 Chief Financial Officer

VET/tcs

Attachment

BOARD OF EDUCATION OF WORCESTER COUNTY  
 COUNTY APPROPRIATION TRANSMITTAL SCHEDULE  
 FISCAL YEAR 2026

MONTH	REQUISITION NUMBER	AMOUNT	DATE FUNDS TRANSMITTED
July	1	\$2,296,263	Tuesday, July 15, 2025
	2	2,296,263	Wednesday, July 30, 2025
August	3	3,482,027	Friday, August 15, 2025
	4	3,482,027	Friday, August 29, 2025
September	5	5,853,556	Friday, September 12, 2025
	6	5,853,556	Tuesday, September 30, 2025
October	7	5,853,556	Wednesday, October 15, 2025
	8	5,853,556	Thursday, October 30, 2025
November	9	5,853,556	Friday, November 14, 2025
	10	5,853,556	Tuesday, November 25, 2025
December	11	3,482,027	Wednesday, December 10, 2025
	12	3,482,027	Friday, December 19, 2025
January	13	5,853,556	Friday, January 9, 2026
	14	5,853,556	Thursday, January 29, 2026
February	15	3,482,027	Friday, February 13, 2026
	16	3,482,027	Friday, February 27, 2026
March	17	5,853,556	Friday, March 13, 2026
	18	5,853,556	Friday, March 27, 2026
April	19	3,482,027	Wednesday, April 15, 2026
	20	3,482,027	Thursday, April 30, 2026
May	21	5,853,556	Friday, May 15, 2026
	22	5,853,556	Friday, May 29, 2026
June	23	5,853,556	Thursday, June 11, 2026
	24	3,482,027	Tuesday, June 30, 2026
TOTAL REQUISITIONS		<u>\$112,026,997</u>	
Appropriations:		\$111,984,899 Unrestricted	
		42,098 Nonrecurring -Technology - bus GPS	
		<u>\$112,026,997</u>	



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

**MEMORANDUM**

TO: Weston S. Young, Chief Administrative Officer  
Candace Savage, Deputy Chief Administrative Officer  
FROM: Kelly Rados, Director of Recreation & Parks  
DATE: June 9, 2025  
SUBJECT: FY2026 Program Open Space Annual Program

---

The Worcester County FY2026 Program Open Space Annual Program is attached for your review. Each year, to qualify to receive POS funding, the local governing body must have its Program Open Space Annual Program submitted by July 1 in order to be reviewed by the Department of Planning and reviewed and approved by the Department of Natural Resources.

The enclosed POS Annual Program is a request for fiscal year 2026. The POS Annual Program is not a funding commitment and this plan can be amended. It is a living document and can be added to throughout the year if other projects come up. The state requires that projects which a county desires to complete during the current fiscal year be included in the Program Open Space Annual Program.

Upon your approval, the FY2026 Program Open Space Annual Program will be submitted to our Local Grants Administrator with the Department of Natural Resources. Once approved, individual applications for the projects can be submitted.

cc: Jacob Stephens, Deputy Director of Recreation & Parks  
Darcy Billetdeaux, Parks Superintendent

## PART 1 – INTRODUCTION

The Worcester County Department of Recreation & Parks is designated by the Worcester County Commissioners to administer the Maryland Department of Natural Resources Program Open Space.

The Annual Program is consistent with the goals established in the 2022 Worcester County Land Preservation, Parks and Recreation Plan. All projects were presented and approved by the Worcester County Recreation & Parks Advisory Committee (May 8, 2025). The Annual Program was then presented and approved by Worcester County Administration and Worcester County Commissioners (June 17, 2025).

Worcester County's priorities over the next five years, as determined by the 2022 Worcester County Land Preservation, Parks and Recreation Plan, will be the development of acquired recreational lands in the northern part of the county, as well as an emphasis on the modernization and updating of existing facilities.

The project selection process is based on the following criteria:

- The 2022 Land Preservation Parks and Recreation Plan
- Recreation Facilities and Parks in Growth Areas
- Park User / Citizen needs survey
- Useful life, previous POS project application date
- Recreation & Parks Advisory Board recommendations
- Distribution of available funds to benefit all communities, County-wide
- Recreation & Parks Contributions to Economic Growth

## **PART 2 - 2026 ACQUISITION PROJECTS**

There are no current plans to acquire land in FY26. Worcester County has met its land acquisition goals that are determined by the state of Maryland.

## **PART 3 – 2026 DEVELOPMENT PROJECTS**

### **Showell Park- Parking Area- Showell, Maryland**

This proposed project will include engineering, design, and construction for additional parking needs at Showell Park. Currently, Showell Park has a limited amount of parking that fills up during peak use times, limiting visitors to park on the side of the road, causing safety issues.

#### **2022 LPPRP Goals**

- County Goal # 5 - Increase attention to cleanliness and park upkeep due to influx and increased population of users since the onset of the covid pandemic.
- County Goal # 11- Continue to require new development to provide for its internal passive and recreation needs.

### **Northern Worcester Athletic Complex- Bathroom/Concession Upgrades- Berlin, Maryland**

This proposed project includes a roof replacement for the concession stand and pavilion, bathroom renovations, and concession renovations. The current facility was built in 2004 and has had limited work done to it since. To meet recreational needs and services, the facility must be renovated to continue providing high quality recreational opportunities to the citizens of Worcester County and surrounding areas.

#### **2022 LPPRP Goals**

- County Goal # 5 - Increase attention to cleanliness and park upkeep due to influx and increased population of users since the onset of the covid pandemic.
- County Goal # 6 - Continue to evaluate older playgrounds and park amenities to stay in compliance and replace/enhance where necessary

### **Stockton Park- Pavillion Replacement- Stockton, Maryland**

The proposed project includes the replacement of the pavilion at Stockton Park. The current pavilion is approximately 16' by 30' and in need of replacement to continue serving the public. Replacement pavilion options will be similar in size.

#### **2022 LPPRP Goals**

- County Goal #6 - Continue to evaluate older playgrounds and park amenities to stay in compliance and replace/enhance where necessary

## **John Walter Smith Park- Concession Stand Roof Replacement- Snow Hill, Maryland**

The proposed project includes the replacement of the metal roof at John Walter Smith Park concession stand. The current roof is at the end of its useful life as it is showing significant amounts of rust, and leak repairs are needed more frequently.

### 2022 LPPRP Goals

- County Goal # 6 - Continue to evaluate older playgrounds and park amenities to stay in compliance and replace/enhance where necessary

## **Newtown Park- Concession Stand Roof Replacement- Pocomoke, Maryland**

The proposed project includes the replacement of the metal roof at Newtown Park concession stand. The current roof is at the end of its useful life as it is showing significant amounts of rust, and leak repairs are needed more frequently.

### 2022 LPPRP Goals

- County Goal # 6 - Continue to evaluate older playgrounds and park amenities to stay in compliance and replace/enhance where necessary

## **Northern Worcester Athletic Complex- Parking Lot Light Project- Berlin, Maryland**

The proposed project includes installing LED lighting at NWAC parking lot due to the number of practices, games, tournaments and other recreational activities that commence in the evening hours. When constructed, the parking lot had conduit stubbed into strategic locations for light placement. Lighting will increase the overall safety of the park.

### 2022 LPPRP Goals

- County Goal #11 - Continue to require new development to provide for its internal passive and recreation needs.

## **John Walter Smith Park- Dugout Replacement- Snow Hill, Maryland**

The proposed project includes the replacement of dugouts on Field 5,6, and 7 at John Walter Smith Park. The dugouts that are currently there are original to the park and in need of replacement. New dugouts will provide better aesthetics, functionality, and safety to recreational users.

### 2022 LPPRP Goals

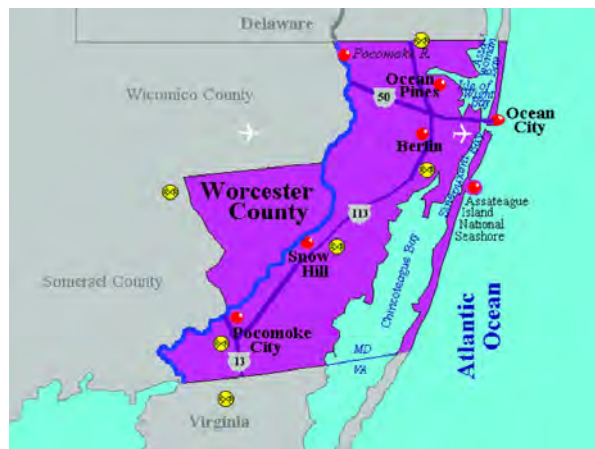
- County Goal # 6 - Continue to evaluate older playgrounds and park amenities to stay in compliance and replace/enhance where necessary.



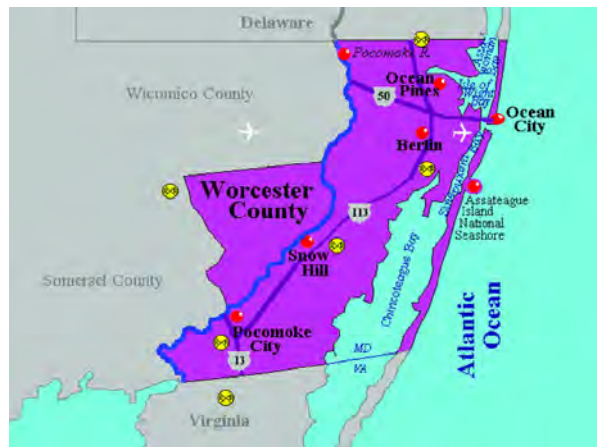
**PROGRAM OPEN SPACE  
ANNUAL PROGRAM FOR DEVELOPMENT  
FISCAL YEAR 2026**

Sponsor	Project Name, Project Description	Acreage			Source of Funds for Annual Program Only			
		Existing	Ultimate	Project	Total	Local	State (POS Local Funds)	Federal
County	Showell Park- Parking Area	21			\$150,000	\$15,000	\$135,000	
County	Northern Worcester Athletic Complex- Bathroom/Concession Upgrades	94			\$150,000	\$15,000	\$135,000	
County	Stockton Park- Pavillion Replacement	3.75			\$50,000	\$5,000	\$45,000	
County	John Walter Smith Park- Concession Stand Roof Replacement	88			\$50,000	\$5,000	\$45,000	
County	Newtown Park- Concession Stand Roof Replacement	58			\$50,000	\$5,000	\$45,000	
County	Northern Worcester Athletic Complex- Parking Lot Lights	94			\$75,000	\$7,500	\$67,500	
County	John Walter Smith- Dugout Replacement				\$125,000	\$12,500	\$112,500	
					\$650,000	\$65,000	\$585,000	

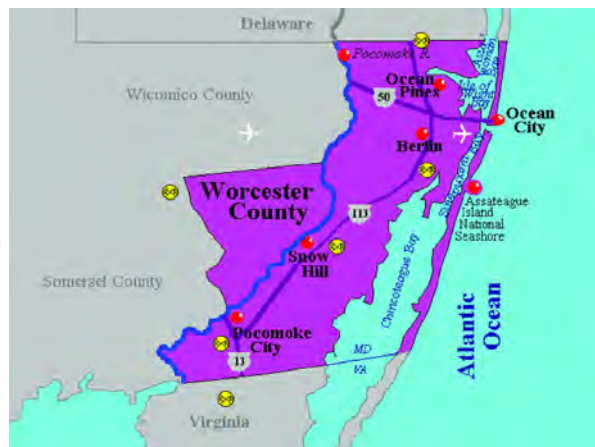
Maryland Department of Natural Resources  
Program Open Space  
Stockton Park



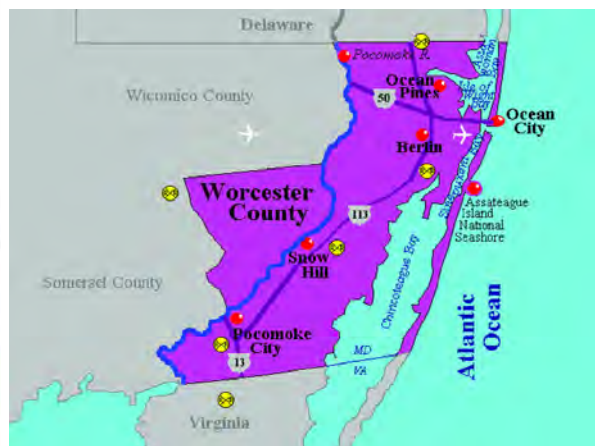
Maryland Department of Natural Resources  
Program Open Space  
Northern Worcester Athletic Complex



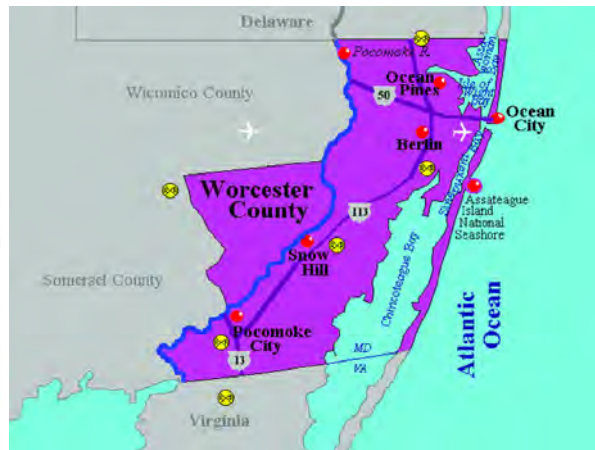
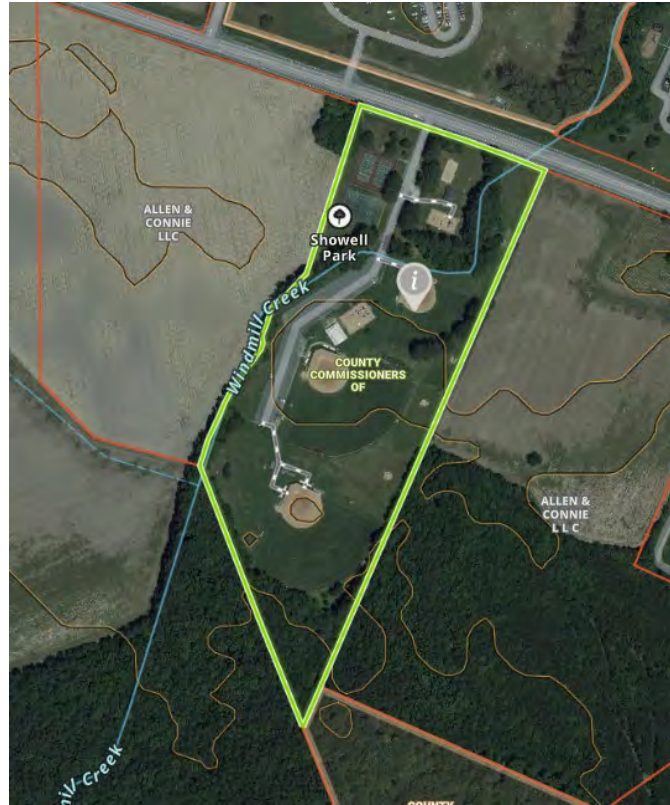
Maryland Department of Natural Resources  
Program Open Space  
John Walter Smith Park



Maryland Department of Natural Resources  
Program Open Space  
Newtown Park



Maryland Department of Natural Resources  
Program Open Space  
Showell Park



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



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

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

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

**MEMORANDUM**

TO: Weston S. Young, P.E. Chief Administrative Officer  
 Candace Savage, CGFM Deputy Chief Administrative Officer  
 FROM: Dallas Baker, Jr., P.E., Director *Dallas Baker Jr*  
 DATE: June 10, 2025  
 SUBJECT: Downs Road Speed Study  
 Department of Public Works – Roads Division

Public Works is requesting Commissioner approval to reduce the speed on Downs Road from 50 mph to 45 mph. Currently, Downs Road is not posted; therefore, a speed limit of 50 mph governs. Several concerned citizens reached out regarding speeding concerns on Downs Road, in response Roads Division conducted a speed study which yielded the following results:

- Number of Vehicles: 1,131
- Average Speed: 37.0 mph
- 85<sup>th</sup> Percentile: 55 mph
- Vehicles 50 mph and greater: 344 or 30.4%

The study was conducted on May 22, 2025 through May 29, 2025. A copy of the study is attached. A nearby repaving project on US 113 caused an increase in vehicular counts on May 28<sup>th</sup>, but does alter the Department's judgement that a speed reduction is warranted.

Although the 85<sup>th</sup> percentile speed is 55mph, after investigating this request and the area involved, Public Works recommends this road be posted at 45 mph given the width of the road, several curved sections, and the lack of shoulders. This posting would allow the Sheriff's Department to provide enforcement of the speed limit sign to control any speeding related issues

Please let me know if there are any questions.

Attachment

cc: Chris Clasing  
 Kevin Lynch

**Worcester County DPW - Roads Division**

**ITEM 17**

5764 Worcester Highway

Snow Hill, MD 21863

410-632-2244

Downs Road (North/South)

Start Date: 5/22/2025  
 End Date: 5/29/2025  
 Downs Road (North/South)  
 Downs Road (North/South)  
 0.000000

Direction: Combined

5/22/2025	0 - 15	> 15 -	> 20 -	> 25 -	> 30 -	> 35 -	> 40 -	> 45 -	> 50 -	> 55 -	> 60 -	> 65 -	> 70	Total
Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	*	*	*	*	*	*	*	*	*	*	*	*	*	0
1:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
2:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
3:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
4:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
5:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
6:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
7:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
8:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
9:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
11:00	0	0	0	0	1	3	2	3	0	0	1	0	0	10
12:00 PM	5	0	1	0	2	0	2	5	4	4	1	0	0	24
1:00	0	0	0	0	0	1	1	3	2	3	1	0	0	11
2:00	0	0	0	0	0	2	3	1	1	4	1	0	0	12
3:00	0	1	1	0	0	2	1	2	1	1	0	0	0	9
4:00	0	0	0	1	0	0	2	1	2	1	0	0	0	7
5:00	0	0	0	0	1	1	2	1	2	0	0	0	0	7
6:00	0	0	0	0	1	0	1	1	0	0	0	0	0	3
7:00	0	0	0	0	1	0	0	0	0	0	0	0	0	1
8:00	0	0	0	0	1	0	0	0	0	0	0	0	0	1
9:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10:00	0	0	0	0	0	0	0	1	0	0	0	0	0	1
11:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Total</b>	<b>5</b>	<b>1</b>	<b>2</b>	<b>1</b>	<b>7</b>	<b>9</b>	<b>14</b>	<b>18</b>	<b>12</b>	<b>13</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>86</b>

**Worcester County DPW - Roads Division**

**ITEM 17**

5764 Worcester Highway

Snow Hill, MD 21863

410-632-2244

Downs Road (North/South)

Start Date: 5/22/2025  
 End Date: 5/29/2025  
 Downs Road (North/South)  
 Downs Road (North/South)  
 0.000000

Direction: Combined

5/23/2025	0 - 15	> 15 -	> 20 -	> 25 -	> 30 -	> 35 -	> 40 -	> 45 -	> 50 -	> 55 -	> 60 -	> 65 -	> 70	Total
Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00	0	0	0	0	1	0	0	0	0	0	0	0	0	1
3:00	0	0	0	0	1	0	1	1	0	0	0	0	0	3
4:00	0	0	0	0	1	0	0	0	0	2	1	0	0	4
5:00	0	0	0	0	0	0	1	0	2	2	0	2	0	7
6:00	0	0	0	0	0	0	2	5	3	4	0	1	0	15
7:00	0	0	0	1	0	1	1	4	3	1	0	0	0	11
8:00	0	0	1	1	0	1	2	2	5	2	0	0	0	14
9:00	0	0	0	1	0	1	1	1	2	1	0	0	0	7
10:00	0	0	1	0	1	3	1	2	1	0	2	0	0	11
11:00	0	0	0	0	2	1	3	2	2	1	1	0	0	12
12:00 PM	0	1	0	2	1	0	7	2	3	1	0	0	0	17
1:00	0	1	0	0	1	0	1	4	1	1	1	0	0	10
2:00	0	0	0	1	2	1	2	5	2	3	2	0	1	19
3:00	0	0	0	0	1	1	2	3	4	1	2	0	0	14
4:00	0	0	0	0	3	2	0	1	3	5	1	0	1	16
5:00	0	0	0	0	1	1	0	0	1	1	0	1	0	5
6:00	0	0	0	0	0	1	0	2	2	0	0	0	0	5
7:00	0	0	0	0	1	1	0	0	1	0	0	0	0	3
8:00	0	0	0	0	0	1	0	1	0	0	0	0	0	2
9:00	0	0	0	0	0	0	0	1	0	0	0	0	0	1
10:00	0	0	0	0	0	1	1	0	0	0	0	0	0	2
11:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	2	2	6	16	16	25	36	35	25	10	4	2	179

**Worcester County DPW - Roads Division**

**ITEM 17**

5764 Worcester Highway

Snow Hill, MD 21863

410-632-2244

Downs Road (North/South)

Start Date: 5/22/2025  
 End Date: 5/29/2025  
 Downs Road (North/South)  
 Downs Road (North/South)  
 0.000000

Direction: Combined

5/24/2025	0 - 15	> 15 -	> 20 -	> 25 -	> 30 -	> 35 -	> 40 -	> 45 -	> 50 -	> 55 -	> 60 -	> 65 -	> 70	Total
Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00	0	0	0	1	0	1	0	0	0	1	0	0	0	3
6:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:00	0	2	0	1	0	0	0	0	0	1	0	0	0	4
8:00	0	0	0	1	1	1	1	2	1	0	0	0	0	7
9:00	0	0	0	0	0	0	2	0	0	3	0	0	1	6
10:00	0	0	0	0	0	0	1	0	1	0	0	1	0	3
11:00	0	0	0	0	1	0	1	1	1	0	2	0	0	6
12:00 PM	0	0	0	0	2	2	0	2	4	0	2	0	0	12
1:00	0	0	0	0	0	1	0	2	2	0	0	0	0	5
2:00	0	0	0	0	0	1	1	3	1	0	1	0	0	7
3:00	1	0	0	0	0	0	2	2	1	3	1	0	0	10
4:00	0	0	0	0	0	0	0	1	2	1	0	0	0	4
5:00	0	0	0	0	1	1	0	0	2	0	1	0	0	5
6:00	0	0	0	2	1	1	2	2	2	0	0	0	0	10
7:00	0	0	0	1	0	1	0	1	0	0	1	1	0	5
8:00	0	0	0	0	0	1	1	1	1	1	1	0	0	6
9:00	0	0	0	0	0	1	1	1	0	0	0	0	0	3
10:00	2	0	0	0	0	0	0	1	0	0	0	0	0	3
11:00	0	0	0	0	0	1	1	0	0	0	0	0	0	2
<b>Total</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>6</b>	<b>6</b>	<b>12</b>	<b>13</b>	<b>19</b>	<b>18</b>	<b>10</b>	<b>9</b>	<b>2</b>	<b>1</b>	<b>101</b>

**Worcester County DPW - Roads Division**

**ITEM 17**

5764 Worcester Highway

Snow Hill, MD 21863

410-632-2244

Downs Road (North/South)

Start Date: 5/22/2025  
 End Date: 5/29/2025  
 Downs Road (North/South)  
 Downs Road (North/South)  
 0.000000

Direction: Combined

5/25/2025	0 - 15	> 15 -	> 20 -	> 25 -	> 30 -	> 35 -	> 40 -	> 45 -	> 50 -	> 55 -	> 60 -	> 65 -	> 70	Total
Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	1
1:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:00	0	0	1	0	0	0	0	1	1	1	0	0	0	4
8:00	0	0	0	0	1	0	0	0	1	1	0	0	0	3
9:00	0	0	1	0	0	3	1	2	0	1	0	0	0	8
10:00	0	0	0	1	0	2	0	0	1	5	1	0	0	10
11:00	0	0	0	0	0	1	0	1	2	2	2	0	0	8
12:00 PM	0	0	0	0	1	0	1	0	1	1	1	0	0	5
1:00	0	0	0	0	0	2	1	2	3	0	1	0	0	9
2:00	0	0	0	0	1	1	1	1	6	0	1	1	0	12
3:00	0	0	0	0	0	1	1	3	2	0	0	0	0	7
4:00	0	0	0	1	0	2	0	1	0	0	0	0	0	4
5:00	0	0	0	0	0	0	5	1	0	1	1	0	0	8
6:00	0	0	0	0	0	0	0	3	2	3	0	0	0	8
7:00	0	0	1	0	1	0	0	1	1	4	0	0	0	8
8:00	0	0	0	0	1	1	0	0	0	0	0	0	0	2
9:00	0	0	1	0	0	0	0	0	0	1	0	0	0	2
10:00	0	0	0	0	0	0	0	2	1	1	0	0	0	4
11:00	0	2	0	0	0	0	0	0	0	0	0	0	0	2
<b>Total</b>	<b>0</b>	<b>2</b>	<b>4</b>	<b>2</b>	<b>5</b>	<b>13</b>	<b>10</b>	<b>18</b>	<b>21</b>	<b>21</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>105</b>

**Worcester County DPW - Roads Division**

**ITEM 17**

5764 Worcester Highway

Snow Hill, MD 21863

410-632-2244

Downs Road (North/South)

Start Date: 5/22/2025  
 End Date: 5/29/2025  
 Downs Road (North/South)  
 Downs Road (North/South)  
 0.000000

Direction: Combined

5/26/2025	0 - 15	> 15 -	> 20 -	> 25 -	> 30 -	> 35 -	> 40 -	> 45 -	> 50 -	> 55 -	> 60 -	> 65 -	> 70	Total
Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00	0	0	0	0	0	0	0	1	0	1	0	0	0	2
6:00	0	0	0	0	0	0	1	1	0	1	0	0	0	3
7:00	0	0	0	0	0	0	1	2	0	0	0	0	0	3
8:00	0	0	0	0	0	2	2	2	0	0	0	0	0	6
9:00	0	0	1	1	0	1	0	1	3	0	0	0	0	7
10:00	0	0	2	0	0	3	2	1	1	2	0	0	0	11
11:00	0	1	0	1	0	3	7	2	2	1	1	0	0	18
12:00 PM	0	0	1	0	1	3	3	1	1	1	0	0	0	11
1:00	0	0	0	0	0	3	0	0	0	0	1	0	0	4
2:00	0	0	0	0	0	1	4	1	0	2	0	1	0	9
3:00	0	1	1	0	0	3	1	3	1	1	0	0	0	11
4:00	0	0	0	0	0	1	2	1	1	1	0	0	0	6
5:00	0	0	0	0	0	1	0	2	2	1	1	0	0	7
6:00	0	0	0	0	1	1	0	2	1	1	1	0	0	7
7:00	0	0	0	0	1	0	0	1	1	0	0	0	0	3
8:00	0	0	0	1	0	0	0	0	1	0	1	0	0	3
9:00	0	0	0	0	0	0	2	0	1	0	0	0	0	3
10:00	0	0	0	0	0	1	1	0	1	0	0	0	0	3
11:00	0	0	0	0	0	1	0	0	0	0	0	0	0	1
Total	0	2	5	3	3	24	26	21	16	12	5	1	0	118

**Worcester County DPW - Roads Division**

**ITEM 17**

5764 Worcester Highway

Snow Hill, MD 21863

410-632-2244

Downs Road (North/South)

Start Date: 5/22/2025  
 End Date: 5/29/2025  
 Downs Road (North/South)  
 Downs Road (North/South)  
 0.000000

Direction: Combined

5/27/2025	0 - 15	> 15 -	> 20 -	> 25 -	> 30 -	> 35 -	> 40 -	> 45 -	> 50 -	> 55 -	> 60 -	> 65 -	> 70	Total
Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	0	0	0	0	0	0	1	0	0	0	0	0	0	1
1:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00	0	0	0	0	0	0	0	0	1	0	0	0	0	1
3:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6:00	0	0	0	0	0	0	1	0	0	0	0	0	0	1
7:00	0	0	0	0	0	0	2	0	0	0	0	0	0	2
8:00	0	0	0	1	1	0	1	0	1	3	0	1	0	8
9:00	1	0	0	1	0	1	1	5	1	3	3	2	0	18
10:00	0	4	1	0	0	1	1	2	1	1	0	0	0	11
11:00	1	1	0	1	0	1	1	1	1	1	1	0	0	9
12:00 PM	0	1	2	1	2	1	2	2	1	0	0	0	0	12
1:00	0	0	0	0	4	5	1	1	1	0	0	0	0	12
2:00	0	0	0	0	0	1	1	1	0	0	0	0	0	3
3:00	0	0	1	0	2	2	1	0	1	0	0	0	0	7
4:00	0	0	0	0	3	4	3	6	6	3	0	0	1	26
5:00	0	1	0	0	0	0	2	3	5	2	0	0	0	13
6:00	0	1	0	0	0	0	0	1	1	1	0	0	0	4
7:00	0	0	0	0	0	0	4	5	4	3	0	0	0	16
8:00	0	1	0	0	0	0	0	1	0	0	0	0	0	2
9:00	0	0	0	0	0	2	1	0	1	2	1	0	0	7
10:00	0	0	0	0	0	1	0	1	1	1	0	0	0	4
11:00	0	0	0	0	0	1	0	1	0	1	0	1	0	4
Total	2	9	4	4	12	22	21	30	26	21	5	4	1	161

**Worcester County DPW - Roads Division**

**ITEM 17**

5764 Worcester Highway

Snow Hill, MD 21863

410-632-2244

Downs Road (North/South)

Start Date: 5/22/2025  
 End Date: 5/29/2025  
 Downs Road (North/South)  
 Downs Road (North/South)  
 0.000000

Direction: Combined

5/28/2025	0 - 15	> 15 -	> 20 -	> 25 -	> 30 -	> 35 -	> 40 -	> 45 -	> 50 -	> 55 -	> 60 -	> 65 -	> 70	Total
Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0
1:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
2:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
4:00	0	0	0	0	0	0	0	1	0	0	0	0	0	1
5:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
6:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7:00	0	0	0	0	0	0	0	0	1	0	0	0	0	1
8:00	0	0	0	0	0	1	0	0	0	0	0	0	0	1
9:00	0	0	1	0	0	0	1	0	2	3	0	0	0	7
10:00	0	0	0	0	0	0	1	0	0	0	2	0	1	4
11:00	1	1	0	0	0	0	2	1	3	0	1	0	0	9
12:00 PM	3	1	0	0	0	0	0	2	2	1	1	0	0	10
1:00	25	9	0	0	1	0	1	0	0	2	0	0	0	38
2:00	43	17	2	0	1	0	0	0	1	1	0	0	0	65
3:00	79	18	0	1	0	0	0	0	0	0	0	0	0	98
4:00	33	2	0	1	1	1	0	4	3	0	0	0	0	45
5:00	14	8	0	1	2	3	5	1	1	0	1	0	0	36
6:00	6	5	0	0	0	1	0	0	2	1	1	0	0	16
7:00	4	0	0	0	0	0	0	3	3	3	0	0	1	14
8:00	0	0	0	0	0	1	0	0	1	2	1	0	0	5
9:00	0	0	0	0	2	1	1	2	4	0	0	0	0	10
10:00	0	0	0	0	1	0	0	1	0	1	0	1	0	4
11:00	0	0	0	1	1	2	1	0	1	2	1	0	0	9
Total	208	61	3	4	9	10	12	15	24	16	8	1	2	373

Worcester County DPW - Roads Division

ITEM 17

5764 Worcester Highway

Snow Hill, MD 21863

410-632-2244

Downs Road (North/South)

Start Date: 5/22/2025  
 End Date: 5/29/2025  
 Downs Road (North/South)  
 Downs Road (North/South)  
 0.000000

Direction: Combined

5/29/2025	0 - 15	> 15 -	> 20 -	> 25 -	> 30 -	> 35 -	> 40 -	> 45 -	> 50 -	> 55 -	> 60 -	> 65 -	> 70	Total
Time	MPH	20 MPH	25 MPH	30 MPH	35 MPH	40 MPH	45 MPH	50 MPH	55 MPH	60 MPH	65 MPH	70 MPH	MPH	
12:00 AM	0	0	0	0	0	0	0	1	0	2	0	0	0	3
1:00	0	0	0	0	0	0	1	0	0	1	0	1	0	3
2:00	0	0	0	0	0	0	0	0	0	0	0	0	0	0
3:00	0	0	0	0	0	0	0	0	0	1	0	0	0	1
4:00	0	0	0	0	0	0	0	0	1	0	0	0	0	1
5:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
6:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
7:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
8:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
9:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
12:00 PM	*	*	*	*	*	*	*	*	*	*	*	*	*	0
1:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
2:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
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4:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
5:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
6:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
7:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
8:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
9:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
10:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
11:00	*	*	*	*	*	*	*	*	*	*	*	*	*	0
Total	0	0	0	0	0	1	0	1	2	3	1	0	0	8
Grand Total	218	79	20	26	58	107	121	158	154	121	49	13	7	1131

Stats	Percentile	15th
	Speed	14
	50th	42
	85th	55
	95th	61
	Mean Speed (Average)	37.0
	10 MPH Pace Speed	44-53
	Number in Pace	316
	Percent in Pace	28.0%
	Number > 50 MPH	344
	Percent > 50 MPH	30.4%

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



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

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

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

**MEMORANDUM**

**TO:** Weston Young P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer  
**FROM:** Dallas Baker Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** June 3, 2025  
**SUBJECT:** Request for Limited On-Street Parking in Landings at Bayside

---

The Landings at Bayside Homeowner's Association is submitting the attached affirmational request for restricted parking within the community, which would limit parking to one side of the roads per the attached sketches. The Commissioners approved the parking restrictions at December 2, 2024, and solicited additional public input at a public hearing on May 6, 2025. After the hearing, the Commissioners requested a letter be submitted from the HOA affirming the request. In addition, the Commissioners requested the plans be resubmitted to the Fire Marshall to confirm adequate turning radii was being provided for emergency response vehicles. The Fire Marshall's office confirmed the turning radii was sufficient but also requested that the area around fire hydrants be marked as No Parking for 15 feet in each direction.

The HOA cites safety and accessibility concerns by residents. Public Works has reviewed the request and has no objections. With the Commissioner's concurrence, Public Works would install the appropriate No Parking & Towing Enforced signs along the areas in question, paint curbing around corners and fire hydrants. Citizens would then be able to call into the Sheriff's Office to report any violations and deputies would coordinate with a towing company to have the vehicle removed.

Please let me know if there are any questions.

Attachments

CC: Charles Crawford, President, Landings at Bayside  
 Sara Gorfinkel, Parking Committee Chair, Landings at Bayside  
 Matt Owens, Fire Marshall  
 Chris Clasing, Public Works Deputy Director  
 Kevin Lynch, Public Works Roads Superintendent

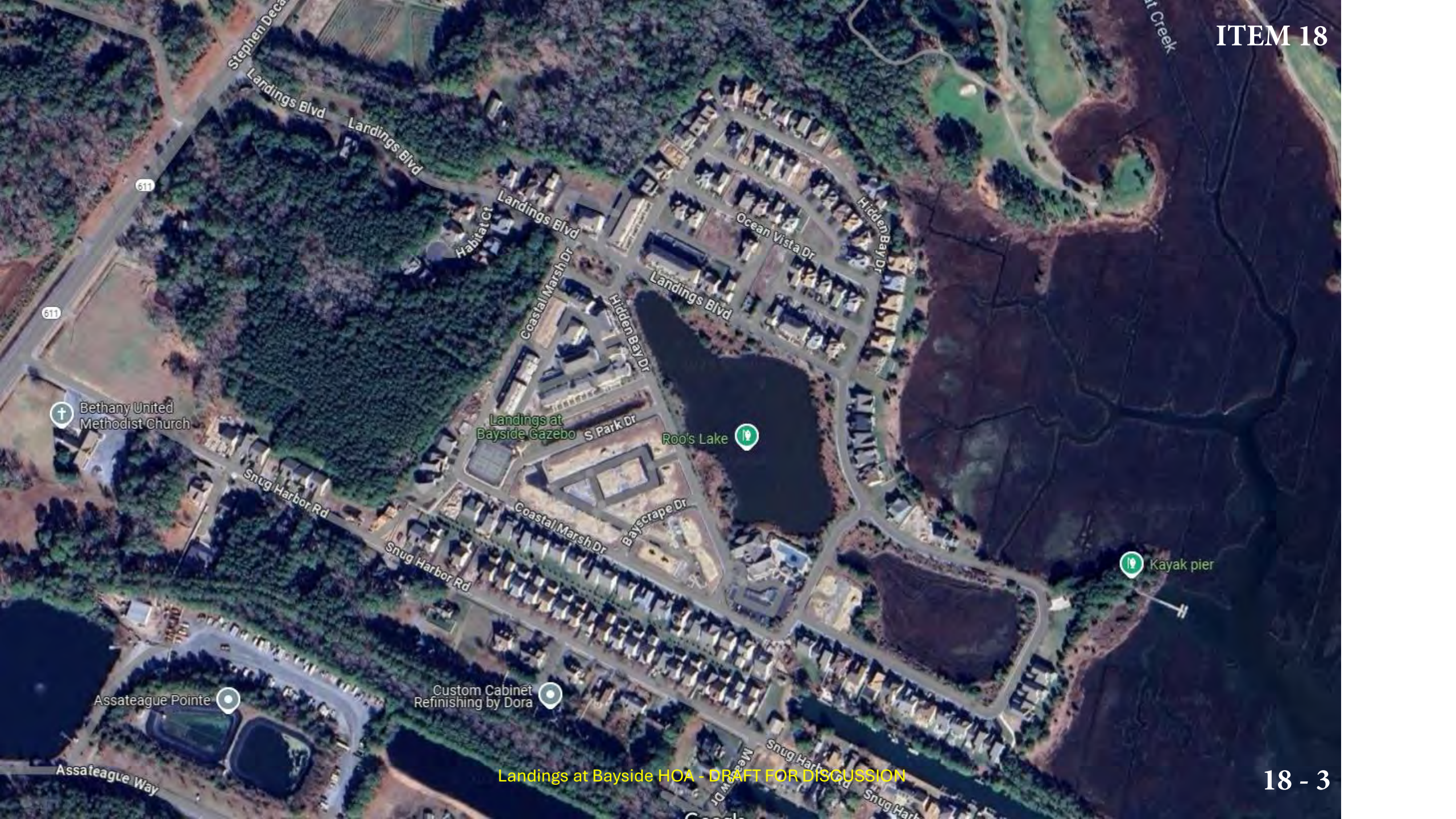
# Landings at Bayside Berlin, MD

ITEM 18



Emergency Vehicle Access and On Street Parking  
Recommendations for HOA

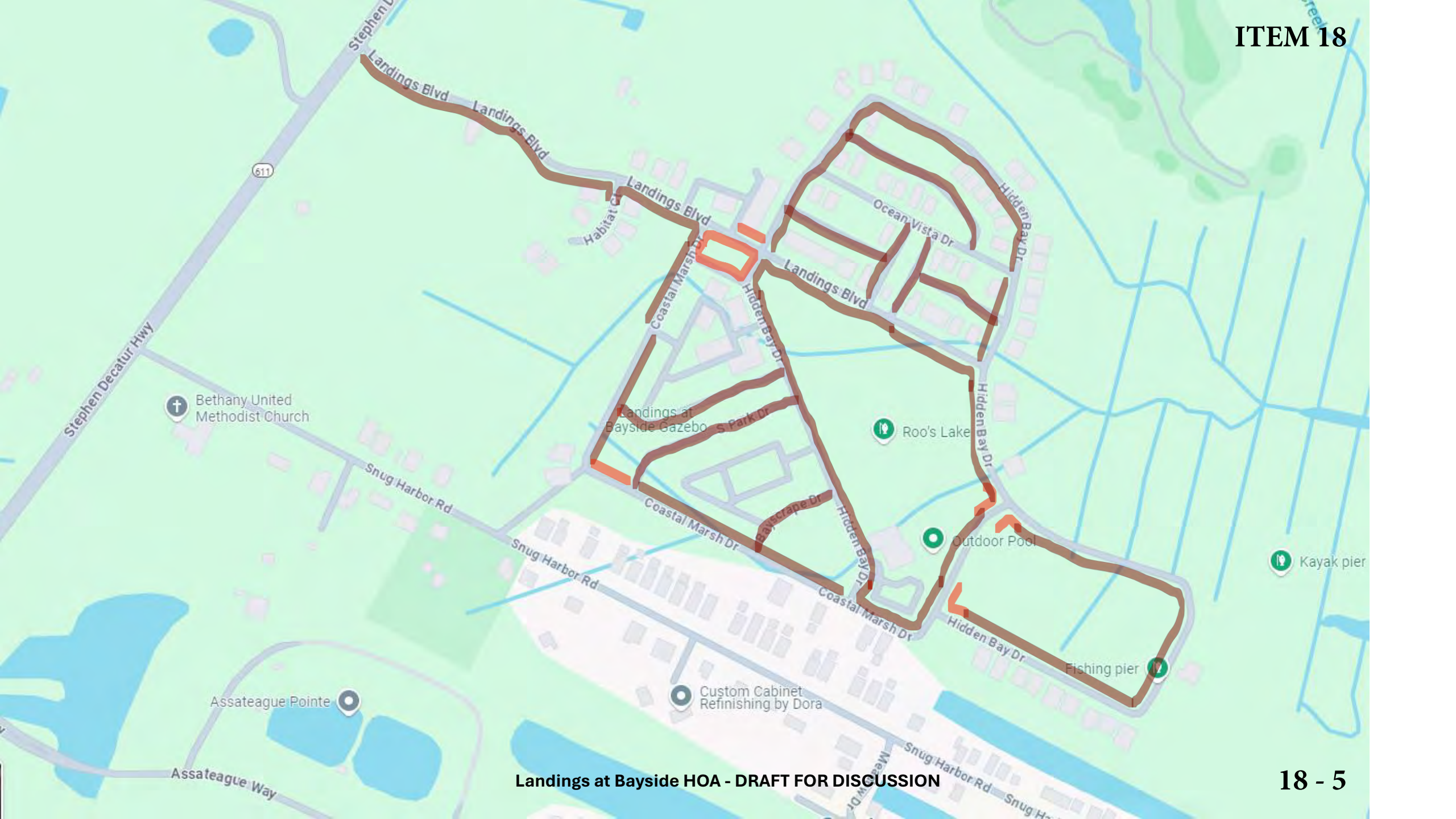
DRAFT Updated: November 2, 2024



Landings at Bayside HOA - DRAFT FOR DISCUSSION

# On Street Parking Guidance

- Parking on one side of road ONLY, where permitted
- Vehicles must be parked in direction of traffic flow
- Driveway & Garage first preference
- Temporary parking, hours, not days
- Vehicles must comply with HOA Bylaws (valid tag, not a trailer, etc.)
- Rental properties – Owner responsible for tenants
- Provide a MINIMUM 12 foot wide open travel lane for emergency vehicle access
- No parking where vehicle will obstruct access to:
  - Emergency vehicles
  - Driveways
  - Fire hydrant
  - Mailboxes
  - Within 25 feet of corner
  - Cross walk for pedestrians
  - Alleys are for access, not parking
- Towing will be enforced, at car owner's expense, for parking violations



Bethany United Methodist Church

Roo's Lake

Outdoor Pool

Kayak pier

Fishing pier

Custom Cabinet Refinishing by Dora

Assateague Pointe



**Landings Blvd No Parking on south side of street (entrance)**





Landings at Bayside HOA - DRAFT FOR DISCUSSION



Landings at Bayside HOA - DRAFT FOR DISCUSSION









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

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Nicholas W. Rice, Procurement Officer  
DATE: June 17, 2025  
RE: Recommendation to Award – Mystic Harbour Pump Station B & C Replacement Design

Public Works is recommending the County award the Mystic Harbour Pump Stations B & C Replacement Design project to EA Engineering. Proposals were due and opened on Wednesday, May 28, 2025. Four proposals were received. I have attached the proposal tabulation and contract to this memo. An evaluation team consisting of three members reviewed each proposal individually prior to an overall group average being established. All three members of the committee agree that EA Engineering represents the best value to Worcester County. The total contract award amount is \$104,000. Due to budget constraints, we are only awarding Items 1-4 on the Form of Proposal.

The objective of this design project is to utilize the existing property at each location to design a replacement station meeting today’s standard. The existing pump stations were built in 1974 and equipment at each of the stations has become obsolete. If awarded, the Successful Vendor will provide existing conditions survey, develop construction plans and specifications, obtain all necessary permits, prepare MDE/USDA construction funding applications, assist in construction contractor solicitation through the competitive sealed bid process, and provide technical bid phase services for the Pump Stations B and C Replacement Design to the Mystic Harbour Service Area.

Funding for the project in the amount of \$130,000 is available in the Mystic Harbour Capital Equipment Construction Projects. \$80,000 was initially budgeted for the Mystic Harbour Pump Stations B & C Replacement Design. We are seeking Commissioner approval to use an additional \$50,000 that is available from the Mystic Harbour Pre-Screening Retrofit Design budgeted capital equipment construction project, which is no longer needed as that work is being performed as part of the Mystic Harbour WWTP Biosolids Upgrade (a State/Federally funded project).

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

<b>Mystic Harbour Pump Stations B &amp; C Replacement Design</b>
<b>Wednesday, May 28, 2025 at 2:30pm</b>
<b>Request for Proposals Tabulation Sheet</b>
<b>Respondent's Name(s):</b>
McCrone Engineering
EA Engineering
KCI Technologies
George, Miles & Buhr



## WORCESTER COUNTY, MARYLAND

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

Weston Young  
 Chief Administrative Officer

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

### CONTRACT

THIS CONTRACT, made on June 17, 2025, between the County Commissioners of Worcester County, Maryland (“County”); and EA Engineering, Science, and Technology, Inc. (“Successful Vendor”).

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

1. Successful Vendor will commence and complete Items 1, 2, 3 and 4 listed on the Form of Proposal for the MYSTIC HARBOUR PUMP STATIONS B AND C REPLACEMENT DESIGN.
2. Successful Vendor will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Proposal Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of \$104,000 (one hundred four thousand dollars and no cents). The contract amount reflects the costs listed on the Form of Proposal for Items 1, 2, 3 and 4.
5. The term ‘Contract Documents’ means and includes the following:
  - a. This Contract
  - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
  - c. Advertisement
  - d. Section I: Introduction
  - e. Section II: General Information
  - f. Section III: General Conditions
  - g. Section IV: Proposal Specifications
  - h. Section V: Evaluation and Selection Process
  - i. Form of Proposal
  - j. References
  - k. Exceptions
  - l. Individual Principal
  - m. Vendor’s Affidavit of Qualification to Bid
  - n. Non-Collusive Affidavit

- o. Addendums 1 & 2
  - p. Successful Vendor's Completed Proposal Documents
  - q. Notice of Award
  - r. Notice to Proceed
6. Any inconsistency or conflict between the Contract Documents shall be resolved in their order listed above.
  7. The County will pay the Successful Vendor in the manner and at such times as set forth in the Bid Documents.
  8. This Contract will be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.

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

ATTEST:

**COUNTY COMMISSIONERS OF  
WORCESTER COUNTY, MARYLAND**

\_\_\_\_\_

\_\_\_\_\_  
Theodore J. Elder  
President  
Date:

WITNESS:

**CONTRACTOR:**  
EA ENGINEERING, SCIENCE, AND  
TECHNOLOGY, INC.

\_\_\_\_\_

\_\_\_\_\_  
By:  
Title:  
Date:

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



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

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

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

**MEMORANDUM**

**TO:** Weston Young P.E., Chief Administrative Officer  
 Candace Savage, CGFM, Deputy Chief Administrative Officer  
**FROM:** Dallas Baker Jr., P.E., Director *Dallas Baker Jr*  
**DATE:** June 12, 2025  
**SUBJECT:** Riddle Farm WWTP Update

---

Public Works is pleased to report the repairs and upgrades to the Riddle Farm Wastewater Treatment Plant are ahead of schedule. The project timeline has been moved up from a December 2025 completion date to an early Fall 2025 completion date. Final completion is dependent upon the delivery and installation of the new membrane control system by the manufacturer. To date, the following items have been completed:

- At the Water Treatment Plant, the area around the new backwash settling tank has been cleared and graded, the pilings for the tank foundation are complete.
- The concrete backwash pump station has been installed, the interior piping, guiderails, pumps, and appurtenances are installed.
- The overflow manhole has been installed.
- The new waste valve vault has been completed.
- The backwash force main has been installed.
- Concrete pads for the new blowers at the wastewater plant have been set.

Currently, the contractor, equipment manufacturer, design engineer, and County personnel are coordinating the delivery and set up of the temporary membrane filtration system. The temporary membranes are a stand-alone treatment unit that will allow the plant to continue processing wastewater while the permanent tanks are modified to accept the new membranes.

A detailed project schedule is attached (current as of 5/20/25) and recent job site pictures are below. In terms of the budget, \$1,313,900 (out of \$3,611,024.94) has been spent on labor and materials to-date. Please let me know if there are any questions.

Attachments

CC: Chris Clasing  
 Tony Fascelli

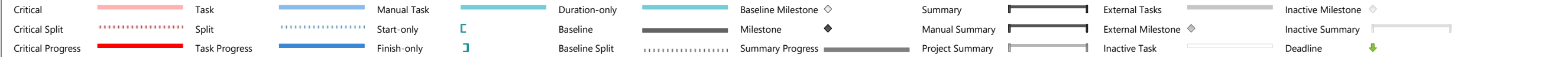
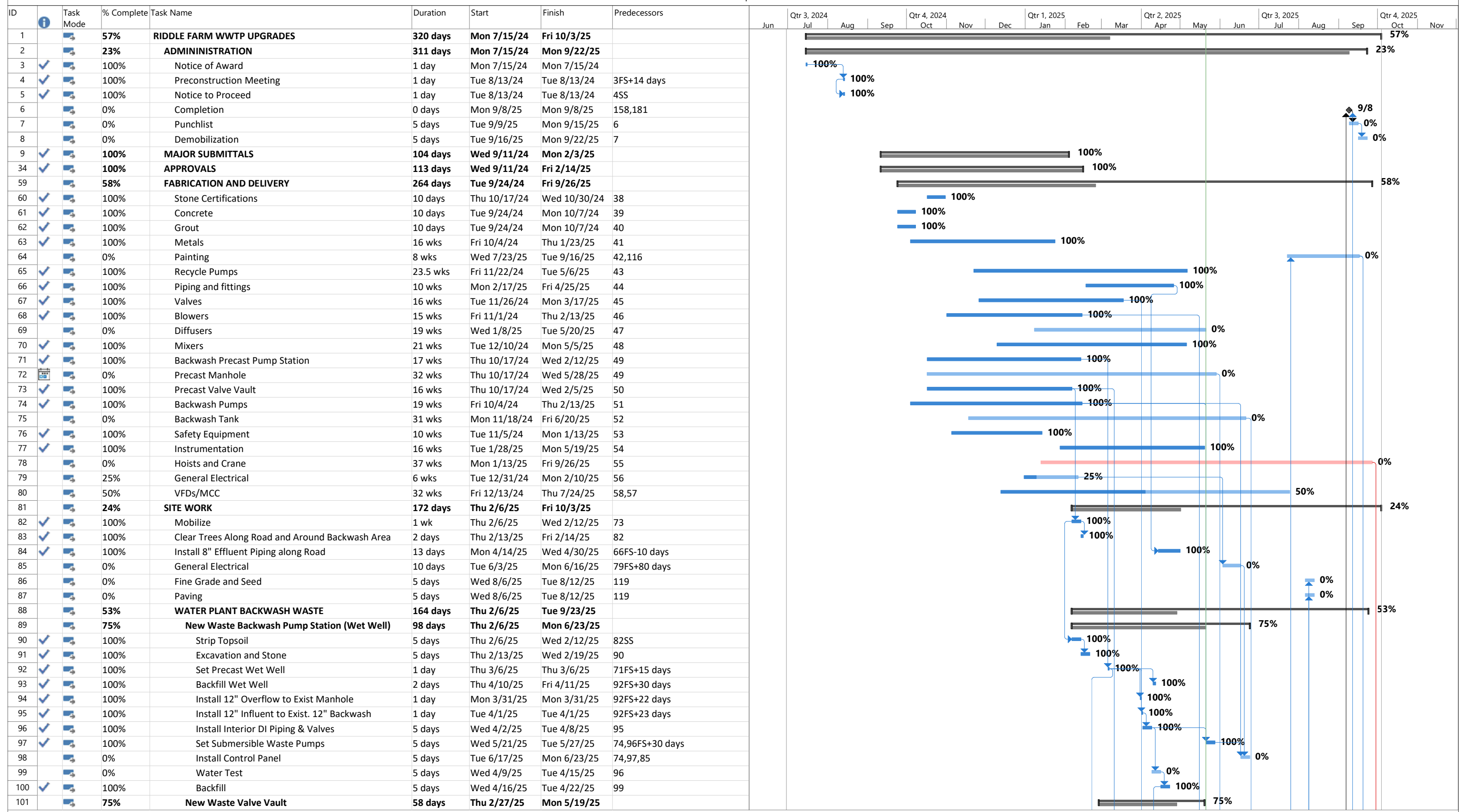








Riddle Farm Schedule Update 05-20-2025









Worcester County Administration  
One West Market St. Room 1103 | Snow Hill MD 21863 | (410) 632-1194 | [www.co.worcester.md.us](http://www.co.worcester.md.us)

To: Commissioners

From: Roscoe R. Leslie

Date: June 3, 2025

RE: Simple Fiber Usage Agreement

Simple Fiber is requesting use of the County's old communications shelter for installation of broadband-related equipment.

We've attached an agreement for Commissioner approval which is based upon a similar agreement that the County has used in the past.

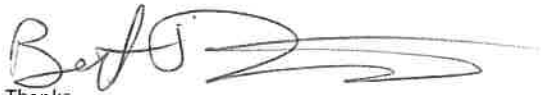
IT, Emergency Services, and Snow Hill's attorney have also reviewed and commented.

After Commissioner review, it will be forwarded to Snow Hill for signature.

May 22, 2025

Dear Worcester County Council,

Simple Fiber is looking to place our equipment inside of the existing telecommunications shelter located next to the Snowhill water tower. This site will allow Simple Fiber to house equipment intended to provide fiber internet service to the residents and businesses of Snowhill. This project is partially funded through county grants and will allow Simple Fiber to provide these services at a cheaper price than current providers in town, as well as providing a significant upgrade in speeds. We are currently providing service to the residents of Pocomoke through this same project and are working to bring service to Snow Hill as soon as possible. We appreciate your consideration and will ensure this telecom shelter is maintained and upgraded to the highest standards.



Thanks,

Bret Davis  
Simple Fiber

**Agreement**

Communications Shelter Shared Usage Agreement

This Communications Shelter Shared Usage Agreement (“Agreement”) is dated \_\_\_\_\_ (“Commencement Date”), and is between Simple Fiber LLC (“Simple Fiber”), the County Commissioners of Worcester County, Maryland (“County”) and the Mayor and Council of Snow Hill, Maryland (“Town”).

Recitals

This Agreement is made to specify the location and terms under which the Town and County will provide tower and shelter space for Simple Fiber’s equipment in the County’s shelter.

Terms

The Parties agree as follows:

**1. Agreed Space.**

The Town owns property known as the Snow Hill Water Tower, Tax Map 200, Parcel 850 (“Property”). With Town permission, the County owns a telecommunications shelter (“Shelter”) located on the Property. The County agree to provide Simple Fiber with space in the Shelter (“Premises”) as needed and agreed upon to be used for the purpose of the transmission and receiving of Broadband Services as licensed by the Federal Communications Commission (“FCC “), and the Town consents to Simple Fiber using the premises in the Shelter. The Premises is identified in the attached Exhibit A incorporated herein. The Agreement granted herein is a non-exclusive agreement and nothing contained in this Agreement prohibits or restricts the County from entering into agreements with other entities for the use of this Shelter.

**2. Use of Agreed Space.**

(a) Simple Fiber shall use the Premises and the equipment that is placed on the Premises only for the purpose of the Broadband Services as related for operations licensed by the Federal Communications Commission (“FCC”). Simple Fiber shall conduct such operations and installations in accordance with the standards from time to time imposed by the FCC, the U.S. Government, the State of Maryland and any of its appropriate subdivisions, applicable industry standards, and any other authority over such operations.

(b) The Town and County makes no guarantee or warranty as to the performance or coverage of any equipment operating from the Property and Premises. Simple Fiber shall assume all risk of loss or damage to the equipment and in no event shall Town or County be liable for the maintenance or protection of Simple Fiber’s Equipment.

**3. Termination.**

(a) Upon 12 months written notice to the other party, either Simple Fiber or County may terminate this Agreement whenever it determines that such termination is in its best interest.

(b) If the Premises or equipment are destroyed or damaged and rendered unsuitable for normal use, either Simple Fiber or County may terminate this Agreement upon thirty (30) days written notice to the other party.

#### **4. Rights and Duties upon Termination.**

At termination or expiration of this Agreement, Simple Fiber shall coordinate with the Town and County to plan for the safe removal of Simple Fiber's equipment. Removal of equipment shall be in a manner that will not damage or interfere with the uses of the Premises and Property at that time and in a manner which complies with any and all applicable regulations of the FCC and all other applicable governmental regulations, if any. Simple Fiber shall return the space to its preconstruction condition as determined by the County. Simple Fiber shall leave the Premises in good order and repair, ordinary wear and tear excepted. If the equipment has not been removed within one hundred and fifty days (150) of such termination or expiration of this Agreement, County shall have the right at its option to keep, remove, and or dispose of any or all of the equipment as it deems fit. In the event that County incurs costs or charges associated with the removal or disposition of the equipment, the amount of such costs and charges shall be due by Simple Fiber to the County. Any proceeds from the disposition of the equipment shall be retained by County as additional compensation.

#### **5. Installation.**

(a) Any hardware used by Simple Fiber shall be mounted in a professional manner and in accordance with local code and regulations prescribed by the Town and County. The County shall have the right to select the company to perform a building analysis if needed. Any reinforcements to the Shelter shall become the property of County.

(b) Simple Fiber shall not commence installation of its equipment until County has approved the plans and specifications, and issued any necessary permits, and or contractor if needed. County approval of the plans and specifications is exclusively for the benefit of County and shall impose no liability upon the County.

(c) At the completion of any installation of equipment at any time during this Agreement, County shall have an inspection of all site equipment and hardware to verify that the final installation meets all specifications as per the approved plans. This inspection shall be performed by a County Employee at no cost to either party.

#### **6. Access.**

Town and County grants to Simple Fiber the right of ingress and egress on a 24-hour basis for the purpose of installation, maintenance, optimizing, and troubleshooting of its equipment. Access to the shelter by Simple Fiber shall always require coordination with the Town and County. All ingress and egress needed for assembly or removal of equipment must be coordinated with the County IT Director. All maintenance and repair activity must be coordinated with the County IT Department.

#### **7. Modifications and Utilities.**

Simple Fiber accepts the present condition of the Premises and Property; neither the County nor the Town shall not be required to modify the Premises or Property for the

requirements of Simple Fiber. However, Simple Fiber may request, in writing, permission from the County to modify certain conditions to fulfil certain needs but only as agreed upon and approved by the County in writing. Simple Fiber shall be solely responsible for all costs of the modifications.

As of the termination of this Agreement, County shall have the option of requiring Simple Fiber at Simple Fiber's sole expense, to remove or replace any or all permitted modifications in order to restore the site building to its original condition as existed at the Commencement Date. If County does not so require the removal of the modifications, then the modifications shall become the property of the County without compensation to Simple Fiber. If the County permits Simple Fiber to leave the rack equipment at the site location, the equipment shall become the property of the County.

Simple Fiber will be responsible for and pay for separately metered electrical service.

## **8. Governmental Approvals.**

Simple Fiber's ability to use the property of the County is contingent upon Simple Fiber obtaining, at Simple Fiber's cost, all of the certificates, permits, agreements, and other approvals required by County and Town.

## **9. Interference.**

If, at any time, it is determined by the Town or County that Simple Fiber's operations interfere with Town or County operations or the operations of any other users of the Property whose use predates the execution date of this Agreement, Simple Fiber shall promptly correct such interference after receipt of notice from the Town or County. In emergency situations, as determined by Town or County, Town or County may require that Simple Fiber immediately discontinue all operations. If any interference is not so corrected and is incapable of being corrected within ten (10) days of written notice from the Town or County to Simple Fiber, the Town or County shall have the option of terminating this Agreement without further obligation by either party.

For the purpose of this Agreement, interference shall mean:

- (i) a condition existing which constitutes interference within the meaning of the provisions of the recommended practices of the Electronics Industries Association and the rules and regulations of the FCC then in effect;
- (ii) a material impairment of the quality of either sound or picture signals or other electronic equipment belonging to the community surrounding the County tower at that location, **as** compared to that which would be obtained if County's communications equipment was not in operation; or
- (iii) disruption of Town or County operations related to the Property.

County agrees to include a similar provision in any subsequent agreement or Agreement for Shelter space on the Property in order to protect County's operations.

## **10. Indemnification.**

In addition to the insurance required, Simple Fiber, to the extent permitted by law of the State of Maryland, shall exonerate, hold harmless, indemnify and defend the Town, County, their employees, officials, agents, and commissioners from any and all claims, obligations, liabilities, costs and attorney’s fees, which may arise out of any injury, death or damage arising out of or resulting from the acts or omissions of Simple Fiber or Simple Fiber’s officers, principals, employees or agents directly relating to Simple Fiber’s use and operation of the Premises or Property.

**11. Assignment.**

This Agreement may not be assigned, nor the Premises subleased without the Town and County’s prior written consent and approval.

**12. Notices.**

Any notices in connection with this Agreement shall be deemed given upon the date such writing is deposited with the U.S. Postal Service, via certified mail return receipt requested or with a commercial courier service providing proof of service, except for the notice required in Paragraph 3, which shall be deemed given only upon receipt by County. Such notices shall be addressed as follows:

Worcester County Government Center  
Director of Information Technology  
1 W Market Street, Room 1003  
Snow Hill, MD 21863

Mayor and Council of Snow Hill

\_\_\_\_\_  
\_\_\_\_\_

Simple Fiber, LLC.

\_\_\_\_\_  
\_\_\_\_\_

**13. Event of Default.**

(a) It shall be an event of default (“Event of Default”) if Simple Fiber fails to perform any of its other obligations under the provisions of this Agreement, which failure has continued for a period of thirty (30) days after written notice thereof from the County to Simple Fiber.

(b) In addition to (and not in limitation of) the County’s right to exercise any and all applicable rights and remedies set forth above, on the occurrence of an Event of Default, County may:

- (i) terminate this Agreement by giving written notice of such termination to Simple Fiber (which termination shall be effective as of the date of such notice or any later date specified by the County therein) and
- (ii) exercise any or all of its rights under Paragraph 4 above.

**14. Waiver.**

The waiver at any time by the County or the Town of any particular provision or right under this Agreement shall extend to the particular case only, for the particular time and in the particular manner specified, and such waiver shall not be construed or understood as waiving any further or other rights of any character whatever.

**15. Insurance**

Simple Fiber must obtain and maintain the following types of insurance in at least the amounts described below for the duration of the Agreement.

<u>Coverage</u>	<u>Limits of Liability</u>
Worker's Compensation Maryland	In accordance with the laws of the State of Maryland
Comprehensive General Liability	\$1,000,000 per occurrence/\$2,000,000 aggregate
Comprehensive Automobile Liability	\$1,000,000 each occurrence
Property	\$500,000 per occurrence

The County and the Town shall be named as additional insureds on a primary and noncontributory basis. Such commercial general liability insurance policy shall be issued by an insurance company authorized to do business in Maryland. Simple Fiber agrees, to provide a certificate of insurance evidencing such insurance to the County.

**16. Entire Agreement.**

This Agreement constitutes the entire agreement between the parties and supersedes all prior written and verbal Agreements, representations, promises or understandings between the parties with respect to this Agreement.

**17. Severability.**

In the event that any one or more provisions of this Agreement are determined to be invalid or unenforceable, the balance of this Agreement shall remain valid and in full force and effect.

**18. Survival.**

The termination or expiration of this Agreement shall not impair any rights of the County or obligations of Simple Fiber hereunder, with the exception of those rights and obligations that clearly must terminate by implication.

**19. Counterparts.**

This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

**20. Applicable Law and Jurisdiction.**

This Agreement shall be governed by and construed in accordance with the laws of the State of Maryland. All legal proceedings related to this Agreement must be exclusively

filed, tried, and maintained in either the District Court of Maryland for Worcester County, Maryland or the Circuit Court of Worcester County, Maryland. The parties expressly waive any right to remove the matter to any other state or federal venue and waive any right to a jury trial.

## **21. Headings.**

The headings contained in this Agreement are for purposes of convenience and reference only, and shall not affect in any way the meaning or interpretation of this Agreement.

## **22. Hazardous Substances.**

Simple Fiber agrees that it will not use, generate, store or dispose of any Hazardous Material on, under, about or within the Property or Premises in violation of any law or regulation. Simple Fiber shall defend, indemnify and hold harmless, the County and the Town, to the extent permitted by law of the State of Maryland, and their , officials, agents and employees against any and all losses, liabilities, claims and/or costs (including reasonable attorneys' fees and costs) arising from (i) any breach of any representation, warranty or agreement contained in this paragraph and (ii) any breach of any law or regulation pertaining to Hazardous Materials by, or resulting from the action of, any agent, employee or contractor of Simple Fiber.

As used in this paragraph, "Hazardous Material" shall mean hazardous or radioactive material, polychlorinated biphenyls, friable asbestos or other hazardous or medical waste substances as defined by the Comprehensive Environmental Response, Compensation and Liability Act, as amended, or by any other federal, state or local law, statute, rule, regulation or order (including any Governmental Requirements, as hereafter defined) concerning environmental matters, or any matter which would trigger any employee or community "right-to-know" requirements adopted by any such body, or for which any such body has adopted any requirements for the preparation or distribution of a material safety data sheet. "Governmental Requirements" shall mean all requirements under any federal, state or local statutes, rules, regulations, ordinances, or other requirements of any duly constituted public authority having jurisdiction over the Property or Premises

This numbered paragraph 22 shall survive the termination of this Agreement.

The Parties agree to this Agreement on the date written above.

Attest:

County Commissioners of  
Worcester County, Maryland

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

\_\_\_\_\_  
Theodore J. Elder.  
President  
Date:

Attest:

Mayor and Council of  
Snow Hill, Maryland

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

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

Witness

Simple Fiber, LLC





By: Bret Davis

Date: 5/22/25

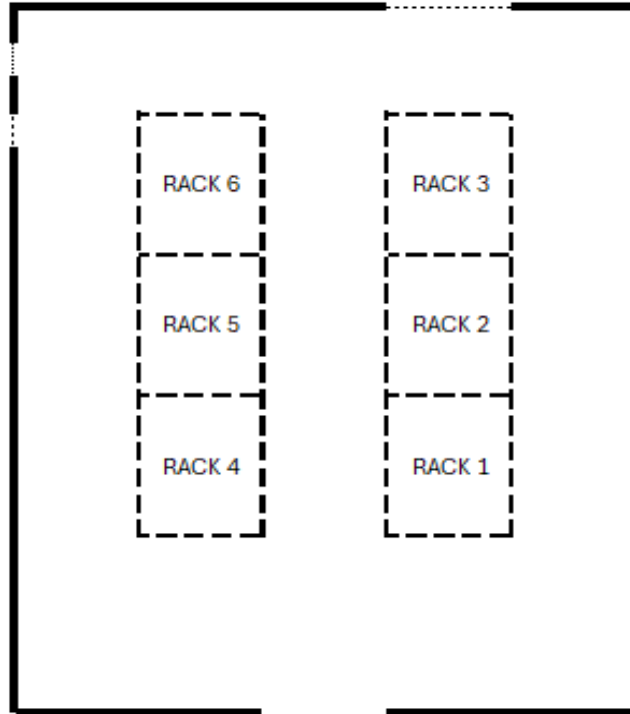
SNOW HILL WATER TANK SHELTER  
RESOURCE SHARING ASSIGNMENT  
Simple Fiber

RACK 1	NOT ASSIGNED
RACK 2	NOT ASSIGNED
RACK 3	ASSIGNED
RACK 4	ASSIGNED
RACK 5	ASSIGNED
RACK 6	ASSIGNED

Fiber Conduit North	
Innerduct Green	ASSIGNED
Innerduct Black	ASSIGNED
Innerduct Orange	NOT ASSIGNED

Fiber Conduit South	
Innerduct Green	ASSIGNED
Innerduct Black	ASSIGNED
Innerduct Orange	NOT ASSIGNED

ENTRY PORT 1	NOT ASSIGNED
ENTRY PORT 2	NOT ASSIGNED
ENTRY PORT 3	NOT ASSIGNED
ENTRY PORT 4	NOT ASSIGNED
ENTRY PORT 5	NOT ASSIGNED
ENTRY PORT 6	NOT ASSIGNED



NOT TO SCALE



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

**MEMORANDUM**

TO: Worcester County Commissioners  
FROM: Weston Young, Chief Administrative Officer  
DATE: June 11, 2025  
RE: Reinvestment and Repair Grant Program

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In 2023, the state legislature passed the Cannabis Reform Act, legalizing marijuana for adult use and establishing the Community Reinvestment and Repair Fund (CRRF). The CRRF is funded by a percentage of adult-use cannabis tax revenue and is used to provide funding to local jurisdictions to support community-based initiatives.

To receive those funds from the state, the Worcester County Commissioners in July 2024 approved Bill 24-06 establishing the Worcester County Reinvestment and Repair Special Revenue Fund. As of June 1, there is \$1,084,316.44 in this fund.

To put this funding to good use in the community, staff put together the Worcester County Reinvestment and Repair Grant Program. If approved by the commissioners, the program would provide grants of varying amounts to projects that that benefit low-income communities or serve disproportionately impacted areas.

## Worcester County Reinvestment and Repair Grant Program

### Purpose

The Worcester County Reinvestment and Repair Grant Program aims to distribute funds from the Worcester County Reinvestment and Repair Special Revenue Fund to support initiatives that benefit low-income communities or serve disproportionately impacted areas. The program will fund community-based projects in economic development, public health, and community improvement.

### Funding Source

The program will utilize Worcester County's allocated share of the state's Community Reinvestment and Repair Fund (CRRF), which receives 35% of the state's 9% adult-use cannabis sales tax revenue and license conversion fees. Worcester County's specific allocation will depend on the Office of Social Equity's distribution formula, based on historical enforcement data.

### Eligibility

- **Applicants:** Nonprofit organizations, community groups, small businesses, and local government entities operating in Worcester County, Maryland.
- **Restrictions:** Funds cannot be used for law enforcement activities, per state guidelines.

### Application Process

- Require a concise proposal outlining project goals, target community, budget, and measurable outcomes.
- Include a section for applicants to demonstrate alignment with CRRF goals (e.g., serving historically impacted areas). Project must benefit a low-income community or a disproportionally impacted area.
- Include letters of support from community organizations located within Worcester County.

## Funding Allocation

- **Total Budget:** Based on Worcester County’s CRRF allocation, there is \$1,084,316 available.
- **Maximum Award:** There is no maximum award. Scalable or smaller grants are encouraged to maximize reach. All awards are at the sole discretion of the County Commissioners of Worcester County and are subject to all applicable law and funding being available.
- **Disbursement:** Funds will be reimbursed with proper documentation.

## Estimated Timeline

- **Application Period:** July – August 2025
- **Review and Award Decisions:** September 2025
- **Grant Award Announcements:** October 2025

## Evaluation and Reporting

- An annual report will be submitted to the Office of Social Equity and published on the county website, detailing funds allocated, projects funded, and community outcomes.



Worcester County
Office of the County Commissioners
Government Center
1 West Market Street, Room 1103
Snow Hill, Maryland 21863-1195

WORCESTER COUNTY REINVESTMENT AND REPAIR GRANT APPLICATION
FISCAL YEAR 2026

Section I. Applicant Information

Name of Applicant Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Project/Service Contact Person: \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address: \_\_\_\_\_

Applicant's Federal Identification Number: \_\_\_\_\_

Please check one: [ ] Profit [ ] Non-profit

Non-profit status: [ ] 501c3 [ ] Other

FY2026 Grant Amount Requested from Worcester County Government: \$\_\_\_\_\_

This grant request covers July 1, 2025 – June 30, 2026.

Are you seeking funding from sources other than Worcester County Government? [ ] Yes [ ] No

If yes, approximately what percentage of the project's funding does the County grant represent? \_\_\_\_\_%

Please check your type of Grant Funding Request (choose all that apply)

- [ ] Project Funding [ ] Operational/Service Funding
[ ] Purchase of property
[ ] Matching grant \* (grantee's required cash or in-kind contribution to a project)
[ ] Other \_\_\_\_\_

No. of volunteers: \_\_\_\_\_ No. of paid employees: \_\_\_\_\_

Please indicate your organization type:

- [ ] Health [ ] Human Services
[ ] Culture and the Arts [ ] Community Affairs
[ ] Education [ ] Historic Preservation
[ ] Municipality [ ] Other: \_\_\_\_\_

Primary age group to be served by this grant:

- [ ] Up to 5 years of age [ ] 65+
[ ] 5-18-year-old [ ] All ages
[ ] Adults
[ ] Other (please describe): \_\_\_\_\_

The number of people who this grant will serve:

- |                                       |                                 |
|---------------------------------------|---------------------------------|
| <input type="checkbox"/> Less than 10 | <input type="checkbox"/> 50-100 |
| <input type="checkbox"/> 11-25        | <input type="checkbox"/> 100+   |
| <input type="checkbox"/> 26-50        |                                 |

**Section II. Grant Request Budget Form (must use this form)**

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**A. Program Funding Sources:** (Identify ALL sources of funding applied to this program, not entire organization revenue if not applicable to request). Attach additional pages, if needed:

<u>FY2026 Estimate</u>	<u>Cash (A)</u>	<u>In Kind (B)</u>
1. Worcester County Request	\$ _____	\$ _____
2. _____	\$ _____	\$ _____
3. _____	\$ _____	\$ _____
4. _____	\$ _____	\$ _____
5. _____	\$ _____	\$ _____
6. _____	\$ _____	\$ _____

**Total Cash (A) = \$ \_\_\_\_\_ Total in Kind (B) = \$ \_\_\_\_\_**

**B. Project / Program Expenses:** (Please enter the total projected budget for the program—not entire organization expense if not applicable to request).

<u>Program Expense Estimate</u>	<u>Total Amount</u>	<u>Source of Estimate</u>
1. Salary/Wages/Benefits	\$ _____	_____
2. Professional Fees	\$ _____	_____
4. Operations	\$ _____	_____
5. Supplies	\$ _____	_____
6. Equipment	\$ _____	_____
7. Other _____	\$ _____	_____
8. Other _____	\$ _____	_____
9. Other _____	\$ _____	_____
10. _____	\$ _____	_____

**Total project expenses: (C) = \$ \_\_\_\_\_**

**The Total Revenue (A+B) \$ \_\_\_\_\_ must equal the Total Project Expense (C) \$ \_\_\_\_\_**

**Section III. Program / Project Goals Form (must use this form)**

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**PROGRAM GOAL(S) & STRATEGIES TO ACHIEVE STATED PROGRAM GOALS-** Please identify the specific goals and strategies that will enable your organization to achieve the goals. Please list activities, start and end dates and frequency of activities (ex. One-time event, weekly activity, etc.) Please limit to 3 goals.

**GOAL 1:**

**GOAL 2:**

**GOAL 3:**





**Section VI. Supplemental Attachments – attach copies of the following documents**

1. Letters of support from community organizations within the county.
2. 501c (3) IRS determination letter, if applicable.
3. Listing of current board of directors (or governing body).
4. Copy of most recent available board (or governing body) meeting minutes or meeting minutes at which the project or operational funding request was discussed.
5. Copy of most recent audit or financial statement.

**Applicant must:**

- Complete all sections (pages 1-5) of the requested attachment for projects and operating request.
- Provide supplemental attachment documents per Section VI.

I certify that, to the best of my knowledge, information and belief, the information reported is correct and accurate.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Distribution of Funds:**

**The County Commissioners of Worcester County, Maryland reserves the right to award grants in their sole discretion. Grantees should not assume that approval of a grant implies commitment of ongoing future support. If grant funding is awarded, reporting on use of grant funds will be required.**

Completed application can be submitted by mail or delivered on or before August 31, 2025.

Worcester County  
Office of the County Commissioners  
Government Center  
Attention: Dhara Patel  
1 West Market Street, Room 1103  
Snow Hill, MD 21863-1195

**COUNTY COMMISSIONERS OF WORCESTER COUNTY, MARYLAND**  
**BILL 24-06**

BY: Commissioners Abbott, Bertino, Bunting, Elder, Fiori, Mitrecic, and Purnell

INTRODUCED: May 21, 2024

A legislative bill to implement Md. Code, Alcoholic Beverages and Cannabis § 1-322 to establish the purpose for which money received from the State of Maryland's Community Reinvestment and Repair Fund may be used.

- I. **Be It Enacted by the County Commissioners of Worcester County, Maryland**, that Taxation and Revenue Article of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland is amended to add the following provisions:

Title TR3, Reinvestment and Repair Special Revenue Fund

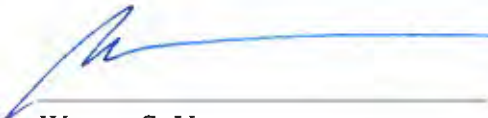
**§ TR 3-101 Worcester County Reinvestment and Repair Special Revenue Fund.**

- (a) **Fund established.** There is a Worcester County Reinvestment and Repair Special Revenue Fund, into which all funds received from the State under § 1-322 of the Alcoholic Beverages and Cannabis Article of the Maryland Code must be paid.
- (b) **Special fund.** The Worcester County Reinvestment and Repair Special Revenue Fund is a special, non-lapsing fund.
- (c) **Purposes.** Revenue paid into the Fund must be used for:
- (1) funding community-based initiatives intended to benefit low-income communities,
  - (2) community-based initiatives that serve disproportionately impacted areas, as defined in § 36-101 of the Alcoholic Beverages and Cannabis Article of the Maryland Code, or
  - (3) any related administrative expenses.
- (d) **Prohibited uses.** Revenue paid into the Fund must not be used:
- (1) for law enforcement agencies or activities; or
  - (2) to supplant funding that otherwise would be appropriated for County programs that existed before July 1, 2023.

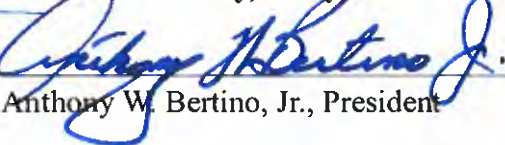
II. **Be It Further Enacted by the County Commissioners of Worcester County, Maryland** that this Bill will take effect 45 days from the date of its passage.


PASSED this 16th day of July, 2024.

Attest:

  
Weston S. Young  
Chief Administrative Officer

**County Commissioners of  
Worcester County, Maryland**

  
Anthony W. Bertino, Jr., President

  
Madison J. Bunting, Jr., Vice-President

  
Caryn G. Abbott, Commissioner

  
Theodore J. Elder, Commissioner

  
Eric J. Fiori, Commissioner

  
Joseph M. Mitrecic, Commissioner

  
Diana Purnell, Commissioner



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

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

WESTON S. YOUNG, P.E.  
 CHIEF ADMINISTRATIVE OFFICER  
 ROSCOE R. LESLIE  
 COUNTY ATTORNEY

June 4, 2025

To: Worcester County Commissioners  
 From: Karen Hammer, Administrative Assistant V  
 SUBJECT: Upcoming Board Appointments -Terms Beginning January 1, 2025

**Commissioner Bertino – You have Two (2) positions open:**

- George Solyak – Term Ending – Agricultural Reconciliation Bd.
- Maria C- Lawrence – Term Ending Dec. 2023 – Housing Review Board
- 

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

- Gregory Tate – **Resigned** - PAB/ACC -

**Commissioner Bunting - You have One (1) position open:**

- Harry Hammond – Term Ending – Social Services Advisory Bd.

**Commissioner Abbott – You have Two (2) positions open:**

- Kevin Holland – Term Ending – Building Code Appeals Bd.
- Keri-Ann Byrd – **Resigned** – Housing Review Board

**Commissioner Mitrecic – You have Two (2) positions open:**

- Bill Paul – **Resigned** – Building Code Appeals Board
- Kimbrelly List – Termed Out – Commission for Women

**Commissioner Elder – All of your positions have been assigned, Thank you!**

**Commissioner Fiori - You have Four (4) positions open:**

- Joe Schanno – Term Ending – Economic Development
- Keith Swanton -Term Ended Dec. 2021- Water & Sewer Advisory Council, West Ocean City
- Blake Haley – Term Ended Dec. 2024 - Water & Sewer Advisory Council, West Ocean City
- Elizabeth Rodier -Term Ending-Dec. 21- Commission for Women- Not a Reappointment

**All Commissioners:**

**(5)-Adult Public Guardianship Board -**

4- Terms Expiring Dec. 2023-attached summary in open session

1 - Term Expired - Ms. Wessels, (Roberta Baldwin will potentially help search for a viable replacement, if necessary).

**(1) -Drug and Alcohol Abuse Council –1- Term Ending – Kim Moses**

**(2) -Local Development Council for the Ocean Downs Casino-**

2- Previously Expired Terms - **Mark Wittmyer At-Large -Suggested Replacement. Expired Term** David Massey (At-Large-Business O.P.),

**(2) – Property Tax Assessment Appeal Board – 1 regular member vacancy available and an alternate member**

**(1) – Solid Waste Advisory Board – Town of Snow Hill (Pruitt)**

**(2)- Water and Sewer Advisory Council- West Ocean City- 1 Term Ended-Dec. 2021 – Keith Swanton and Blake Haley**

**(2- Total): Commission for Women:**

**(2) Resigned** -Elizabeth Rodier - (Fiori), Kathleen Palmer (Abbott)

**ADULT PUBLIC GUARDIANSHIP BOARD**

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

Appointed by: County Commissioners

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

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

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

Meetings: Semi-annually

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

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

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Connie Wessels	Lay Person	*15-16-19, 19-22 (Term Expired)
Brandy Trader	Non-profit Soc. Service Rep.	*15-17, 17-20, 20-23
LuAnn Siler	Commission on Aging Rep.	17-20, 20-23
Jack Ferry	Professional in field of disabilities	*14-14-17-20, 20-23
Thomas Donoway	Person with physical disability	17-20, 20-23
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24
Dr. Ovais Khalid	Psychiatrist	23-26
Dr. William Greer	Physician	07-10-13-16-19-22-25
Richard Collins	Lawyer	95-16-19-22-25
Nancy Howard	Lay Person	*17-19, 19-22-25

\* = Appointed to fill an unexpired term

Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory  
 Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: 5 Members/4-Year Terms - Terms expire December 31st

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions: - All members must be County residents  
 - Two Members chosen from nominees of Worcester County Farm Bureau  
 - One Member chosen from nominees of Worcester County Forestry Board  
 - Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries (**At-Large members - non-ag/forestry**)

Staff Contact: Dept. of Development Review & Permitting  
 - Jennifer Keener (410-632-1200)  
 County Agricultural Extension Agent - As Consultant to the Board  
 - Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Ag/Forest Industry</u>	<u>Resides</u>	<u>Years of Term(s)</u>
George Solyak	At-Large	No	Ocean Pines	18-22
Dean Ennis	Farm Bureau	Yes	Pocomoke	06-10-14-18-22-26
Tom Babcock	At-Large	No	Whaleyville	14-18-22-26
Stacey Esham	Forestry Bd.	Yes	Berlin	12-16-20-24-28
Brooks Clayville	Farm Bureau	Yes	Snow Hill	00-04-08-12-16-20-24-28

Prior Members: Since 2000

- Michael Beauchamp (00-06)
- Phyllis Davis (00-09)
- Richard G. Holland, Sr. (00-12)
- Rosalie Smith (00-14)
- Betty McDermott \*(09-17)

\* = Initial terms staggered

## BUILDING CODE APPEALS BOARD

Reference: PGL - Public Safety Article - Section 12-501 - 12-508 - Annotated Code of Maryland  
COMAR 05.02.07 (Maryland Building Performance Standards)  
- International Building Code, International Residential Code

Appointed by: County Commissioners

Function: Quasi-Judicial  
Hear and decide upon appeals of the provisions of the International Building Code (IBC) and International Residential Code for one- and two-family dwellings (IRC)

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

Compensation: \$100 per meeting (by policy)

Meetings: As Needed

Special Provisions: Members shall be qualified by reason of experience, training or formal education in building construction or the construction trades.

Staff Contact: Jennifer Keener, Director  
Development Review & Permitting (410-632-1200, ext. 1123)

### Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bill Paul	D-7 - Mitrecic	Ocean Pines	15-19-23 <b>Resigned</b>
Kevin Holland	D-1 - Abbott	Pocomoke	96-04-08-12-16-20, 20-24
Mike Poole	D-6 - Bunting	Bishopville	17-21, 21-25
Mark Bargar	D-4 - Elder	Berlin	14-18-22-26
Jim Wilson	D-3 - Fiori	Berlin	02-06-10-14-18-22-26
Elbert Davis	D-2 - Purnell	Snow Hill	*03-07-11-15-19-23-27
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16-20-24-28

### Prior Members:

Robert L. Cowger, Jr. (92-95)  
Charlotte Henry (92-97)  
Robert Purcell (92-98)  
Edward DeShields (92-03)  
Sumei Prete (97-04)  
Shane C. Spain (03-14)  
Dominic Brunori (92-15)  
Richard P. Mueller (98-17)

\* = Appointed to fill an unexpired term

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: As Necessary

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

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

**Current Members:**

<u>Name</u>	<u>Representing At-Large Members</u>	<u>Years of Term(s)</u>
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25
Alyce Marzola	Knowledge of Substance Abuse Treatment	*24-25
Eric Gray (Designee)	Substance Abuse Treatment Provider	*15-18-22-26
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18-22-26
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22-26
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19-23-27
Mimi Dean	Substance Abuse Prevention Provider	*18-19-23-27
Michael Trader	Knowledgeable on Substance Abuse Issues	23-27
Matthew Giardina	Knowledgeable on Substance Abuse Issues	24-28

**Ex-Officio Members**

Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Crystal Duffy	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Travis Knapp	Field Supervisor	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Chasity Simpson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
Todd Ferrante	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Hon. Melvin Jews	District Court Administrative Judge	Ex-Officio, Indefinite
Timothy Mulligan	Warden, Worcester County Jail	Ex-Officio, Indefinite

**Advisory Members**

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

Reference: County Commissioners’ Resolutions of March 1976, 4/16/85, 9/16/97, 5/4/99 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Provide the County with advice and suggestions concerning the economic development needs of the County; review applications for financing; review Comprehensive Development Plan and Zoning Maps to recommend to Planning Commission appropriate areas for industrial development; review/comment on major economic development projects.

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

Compensation: \$100 per meeting as expense allowance

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner  
Members may be reappointed

Staff Contact: Economic Development Department - Melanie Pursel (410-632-3110)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Term(s)</u>
Joe Schanno	D-3, Fiori	West Ocean City	*19-20, 20-24
Ashley Harrison	D-7, Mitreciv	Ocean City	19-21, 21-25
Harry Wimbrow	D-4, Elder	Snow Hill	*22-25
Steven Habeger	D-5, Bertino	Ocean Pines	19-23-27
Natoshia Collick Owens	D-2, Purnell	Ocean Pines	*15-19-23-27
Stephen Kolarik, Jr.	D-6, Bunting	Bishopville	23-27
C.D. Hall	D-1, Abbott	Pocomoke	*22-24-28

Prior Members: Since 1972

George Gering	Shirley Pilchard	Thomas W. Davis, Sr. (99-09)
Margaret Quillin	W. Leonard Brown	Mickey Ashby (00-12)
Robert W. Todd	Charles Nichols (92-97)	Priscilla Pennington-Zytowicz (09-14)
Charles Fulton	Jeff Robbins (97-98)	Barbara Purnell (08-15)
E. Thomas Northam	Colleen Smith (94-98)	Timothy Collins (03-15)
Charles Bailey	Tommy Fitzpatrick (97-99)	Joshua Nordstrom (12-16)
Terry Blades	John Rogers (92-98)	William Sparrow (16-18)
Roy Davenport	Jennifer Lynch (98-99)	Greg Shockley (14-18)
M. Bruce Matthews	Don Hastings (92-99)	Tom Terry (15-19)
Barbara Tull	Jerry Redden (92-00)	John Glorioso (08-19)
Tawney Krauss	Keith Mason (98-00)	Ralph Shockley (*08-21)
Dr. Francis Ruffo	Bob Pusey (99-00)	Robert Clarke (*08-22)
William Smith	Harold Scrimgeour (00-02)	Marc Scher (*19-22)
Saunders Marshall	Scott Savage (98-03)	Robert Fisher (87-22)
Elsie Marshall	Gabriel Purnell (91-03)	
Halcolm Bailey	Michael Avara (99-03)	
Norman Cathell	Annette Cropper (00-04)	
Mary Humphreys	Billie Laws (91-08)	
Theodore Brueckman	Anne Taylor (95-08)	
	Mary Mackin (04-08)	

\* = Appointed to fill an unexpired term

**HOUSING REVIEW BOARD**

Reference: Public Local Law §BR 3-104

Appointed by: County Commissioners

Function: Regulatory/Advisory  
 To decide on appeals of code official's actions regarding the Rental Housing Code. Decide on variances to the Rental Housing Code. Review Housing Assistance Programs.

Number/Term 7/3-year terms  
 Terms expire December 31st

Compensation: \$100 per meeting (policy)

Meetings: As Needed

Special Provisions: Immediate removal by Commissioners for failure to attend meetings.

Staff Support: Development Review & Permitting Department  
 Davida Washington, Housing Program Administrator - 410-632-1200

Ext: 1171

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Terms(s)</u>
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23
Keri-Ann F. Byrd	D-1, Abbott	Pocomoke	22-25 Resigned
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25
Don Furbay	D-3, Fiori	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26
Carl Smith	D-4, Elder	Snow Hill	24-27
Felicia Green	D-2, Purnell	Ocean Pines	*21-24-27

Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)	Scot Tingle 14-24
William Lynch	Jamie Rice (03-07)	
Art Rutter	Howard Martin (08)	
William Buchanan	Marlene Ott (02-08)	
Christina Alphonsi	Mark Frostrom, Jr. (01-10)	
Elsie Purnell	Joseph McDonald (08-10)	
William Freeman	Sherwood Brooks (03-12)	
Jack Dill	Otho Mariner (95-13)	
Elbert Davis	Becky Flater (13-14)	
J. D. Quillin, III (90-96)	Ruth Waters (12-15)	
Ted Ward (94-00)	John Glorioso (*06-19)	
Larry Duffy (90-00)	Sharon Teagle (00- 20)	
Patricia McMullen (00-02)	Davida Washington (*21-21)	
William Merrill (90-01)	Donna Dillion (08-22)	
Debbie Rogers (92-02)	C.D. Hall 10-22	
Wardie Jarvis, Jr. (96-03)	Chase Church (*19-22)	
	Jake Mitrecic (15-21)	

\* = Appointed to fill an unexpired term

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

**ITEM 23**

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
David Massey <sup>c</sup>	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Jones	Ocean Downs Casino	Ocean Downs Casino	23-indefinite
Mary Beth Carozza	Indefinite	Maryland Senator	14-indefinite
Wayne A. Hartman	Indefinite	Maryland Delegate	18-indefinite
Charles Otto	Indefinite	Maryland Delegate	14-indefinite
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting <sup>c</sup>	At-Large	Business - Berlin	*09-10-14-18-22-26
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19-23-27
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19-23-27
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24-28
Mayor Rick Meehan <sup>c</sup>	At-Large	Business - Ocean City	*09-12-16-20-24-28
Tina Kolarik	Dist. 6 - Bunting	Resident -Bishopville	24-28

**Prior Members:**

J. Lowell Stoltzfus<sup>c</sup> (09-10)  
Mark Wittmyer<sup>c</sup> (09-11)  
John Salm<sup>c</sup> (09-12)  
Mike Pruitt<sup>c</sup> (09-12)  
Norman H. Conway<sup>c</sup> (09-14)  
Michael McDermott (10-14)  
Diana Purnell<sup>c</sup> (09-14)  
Linda Dearing (11-15)  
Todd Ferrante<sup>c</sup> (09-16)

**Since 2009**

Joe Cavilla (12-17)  
James N. Mathias, Jr.<sup>c</sup> (09-18)  
Ron Taylor<sup>c</sup> (09-14)  
James Rosenberg (09-19)  
Rod Murray<sup>c</sup> (\*09-19)  
Gary Weber (\*19-21)

Charlie Dorman (12-19)  
Gee Williams (09-21)  
Bobbi Sample (17-23)  
Steve Ashcraft (19-24)

\* = Appointed to fill an unexpired term/initial terms staggered  
<sup>c</sup> = Charter Member

**Police Accountability Board**

Reference: Worcester County, Resolution 22-14.

Appointed by: County Commissioners

Function: Meets with law enforcement agencies to improve policing, appoints civilians to the charging committee and trial boards.

Number/Term: 3/1-year terms  
4/2-year terms  
Terms expire July 31 st

Compensation: \$100 per meeting expense allowance  
67y78

Meetings: As Needed

Special Provisions: Members shall be qualified by reason of experience, training or formal education in building construction or the construction trades.

Staff Contact: Roscoe Leslie, Worcester County Attorney  
County Commissioners Office/Administration: Rm. 1103 – 410-632-1194

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Jerred Johnson	Nordstrom	Pocomoke	22-23
Mary Burgess	Bertino	Ocean Pines	22-23
Joseph Theobald	Mitrecic	Ocean City	22-23
Carol Frazier	Bunting	N. Ocean Pines	22-24
John Simms	Church	Berlin	22-24
Gregory Tate	Purnell	W. Ocean City	22-24
Quincy Shockley	Elder	Snow Hill	22-24

Resigned

Prior Members:

\* = Appointed to fill an unexpired term

## PROPERTY TAX ASSESSMENT APPEAL BOARD

Reference: Annotated Code of Maryland, Tax-Property Article, §TP 3-102

Appointed by: Governor (From list of 3 nominees submitted by County Commissioners)  
 - Nominees must each fill out a resume to be submitted to Governor  
 - Nominations to be submitted 3 months before expiration of term

Function: Regulatory  
 - Decides on appeals concerning: real property values and assessments, personal property valued by the supervisors, credits for various individuals and groups as established by State law, value of agricultural easements, rejection of applications for property tax exemptions.

Number/Term: 3 regular members, 1 alternate/5-year terms  
 Terms Expire June 1st

Compensation: \$15 per hour (maximum \$90 per day), plus travel expenses

Meetings: As Necessary

Special Provisions: Chairman to be designated by Governor

Staff Contact: Department of Assessments & Taxation- Janet Rogers (410-632-1365)

<u>Current Members:</u>	<u>Representing:</u>	<u>Term:</u>
Steven W. Rakow	Ocean Pines	*19-22 Resigned
Richard Ramsay	Snow Hill	*21-22 -27
Martha Bennett	Berlin	19-24

Prior Members: Since 1972

Wilford Showell	Joseph A. Calogero (04-09)
E. Carmel Wilson	Joan Vetare (04-12)
Daniel Trimper, III	Howard G. Jenkins (03-18)
William Smith	Robert D. Rose (*06-17)
William Marshall, Jr.	Larry Fry (*10-14 alt) (14-18)
Richard G. Stone	Richard Thompson (*18-21alt)
Milton Laws	Arlene Page 18-23
W. Earl Timmons	
Hugh Cropper	
Lloyd Lewis	
Ann Granados	
John Spurling	
Robert N. McIntyre	
William H. Mitchell (96-98)	
Delores W. Groves (96-99)	
Mary Yenny (98-03)	
Walter F. Powers (01-04)	
Grace C. Purnell (96-04)	
George H. Henderson, Jr. (97-06)	

\* = 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>
Harry Hammond	D-6, Bunting	Bishopville	15-21, 21- 24
Shelly Daniels	D-1, Abbott	Pocomoke City	22-25
Rebecca Colt-Ferguson	D-7, Mitrecic	Ocean City	22-25
Janice Chiampa	D-5, Bertino	Ocean Pines	22-25
Diana Purnell	ex officio - Commissioner		14-18-22-25
Voncelia Brown	D-3, Church	Berlin	16-19-22-25
Mary White	At-Large	Berlin	*17-19-22-25
Margaret Labesky	D-4, Elder	Snow Hill	23-26
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20-23-26

\* = Appointed to fill an unexpired term

Reference: County Commissioners' Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory  
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

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

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent – David Candy - (410-632-3177)  
Solid Waste - Recycling Coordinator – Bob Keenan - (410-632-3177)  
Department of Public Works - Dallas Baker- (410-632-5623)

**Current Members:**

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Michael Pruitt	Town of Snow Hill		*22-24
James Charles	Town of Berlin		21-25
Brain Scarborough	Town of Ocean City		21-25
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22, 22-26
George Linvill	D-1, Abbott	Pocomoke	14-18-22-26
George Dix	D-4, Elder	Snow Hill	*10-18-22-26
John O'Brien	D-6, Bunting	Bishopville	*22-23-27
Don Furbay	D-3, Fiori	Berlin	20-24-28
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20-24-28
Mike Wyatt	Town of Pocomoke City		24-28

**Prior Members: (Since 1994)**

Ron Cascio (94-96)  
 Roger Vacovsky, Jr. (94-96)  
 Lila Hackim (95-97)  
 Raymond Jackson (94-97)  
 William Turner (94-97)  
 Vernon "Corey" Davis, Jr. (96-98)  
 Robert Mangum (94-98)  
 Richard Rau (94-96)  
 Jim Doughty (96-99)  
 Jack Peacock (94-00)  
 Hale Harrison (94-00)  
 Richard Malone (94-01)  
 William McDermott (98-03)  
 Fred Joyner (99-03)  
 Hugh McFadden (98-05)  
 Dale Pruitt (97-05)

Frederick Stiehl (05-06)  
 Eric Mullins (03-07)  
 Mayor Tom Cardinale (05-08)  
 William Breedlove (02-09)  
 Lester D. Shockley (03-10)  
 Woody Shockley (01-10)  
 John C. Dorman (07-10)  
 Robert Hawkins (94-11)  
 Victor Beard (97-11)  
 Mike Gibbons (09-14)  
 Hank Westfall (00-14)  
 Marion Butler, Sr. (00-14)  
 Robert Clarke (11-15)  
 Bob Donnelly (11-15)  
 Howard Sribnick (10-16)  
 Dave Wheaton (14-16)  
 Wendell Purnell (97-18)  
 George Tasker (\*15-20)

Rodney Bailey \*19  
 Steve Brown \*10-19  
 Bob Augustine 16-19  
 Michael Pruitt \*15-19  
 James Rosenburg (\*06-19)  
 Jamey Latchum \*17-19  
 Hal Adkins (\*20-21)  
 Mike Poole (11-22)  
 Michelle B-El Soloh (\*19-24)

\* = Appointed to fill an unexpired term

**WATER AND SEWER ADVISORY COUNCIL  
WEST OCEAN CITY SERVICE AREA**

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: \$100.00/Meeting

Meetings: Monthly

Special Provisions: Must be residents/ratepayers of West Ocean City Service Area

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

Current Members:

<u>Member's Name</u>	<u>Resides/Ratepayer of</u>	<u>Terms (Years)</u>
Keith Swanton	West Ocean City	13-17, 17-21
Blake Haley	West Ocean City	*19-20, 20-24
Todd Ferrante	West Ocean City	13-17-21-25
Gail Fowler	West Ocean City	99-23-27
Deborah Stanley	West Ocean City	95-23-27

Prior Members: (Since 1993)

Eleanor Kelly<sup>c</sup> (93-96)                      Andrew Delcorro (\*14-19)

John Mick<sup>c</sup> (93-95)

Frank Gunion<sup>c</sup> (93-96)

Carolyn Cummins (95-99)

Roger Horth (96-04)

Whaley Brittingham<sup>c</sup> (93-13)

Ralph Giove<sup>c</sup> (93-14)

Chris Smack (04-14)

\* = Appointed to fill an unexpired term  
c = Charter member

COMMISSION FOR WOMEN

Reference: Public Local Law CG 6-101

Appointed by: County Commissioners

Function: Advisory

Number/Term: 11/3-year terms; Terms Expire December 31

Compensation: None

Meetings: At least monthly (3<sup>rd</sup> Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: **7 district members**, one from each Commissioner District  
 4 At-large members, nominations from women’s organizations & citizens  
 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety  
 No member shall serve more than six consecutive years

Contact: Coleen Colson, Chair and , Laura Morrison, Co-Chair  
 Worcester County Commission for Women - P.O. Box 211, Snow Hill, MD 21863

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Kimberly List	D-7, Mitrecic	Ocean City	18- 21-24
Elizabeth Rodier	D-3, Fiori	Bishopville	18-21 <b>Resigned</b>
Jocelyn Briddell	At-Large	Berlin	23-26
Coleen Colson	Dept of Social Services		19-22-25
Windy Phillips	Board of Education		19-22-25
Laura Morrison	At-Large	Pocomoke	*19-20-23-26
Crystal Bell, MPA	Health Department		*22-23-26
Jeannine Jerscheid	Public Safety – Sheriff’s Office		23-26
Sharnell Tull	At-Large	Pocomoke	23 -26
Joan Scott	D-4, Elder	Newark	23-26
Susan Ostrowski	D-6, Bunting	Berlin	24-27
Dorothy Shelton-Leslie	D-5, Bertino	Ocean Pines	24-27
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21-24-27
Dianna Harris	At-Large	West O. City	24-27
Michelle Goad	D-1, Abbott	Pocomoke City	25-28

Prior Members: Since 1995

Ellen Pilchard <sup>c</sup> (95-97)	Marie Velong <sup>c</sup> (95-99)	Christine Selzer (03)
Helen Henson <sup>c</sup> (95-97)	Carole P. Voss (98-00)	Linda C. Busick (00-03)
Barbara Beaubien <sup>c</sup> (95-97)	Martha Bennett (97-00)	Gloria Bassich (98-03)
Sandy Wilkinson <sup>c</sup> (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Carolyn Porter (01-04)
Helen Fisher <sup>c</sup> (95-98)	Lil Wilkinson (00-01)	Martha Pusey (97-03)
Bernard Bond <sup>c</sup> (95-98)	Diana Purnell <sup>c</sup> (95-01)	Teole Brittingham (97-04)
Jo Campbell <sup>c</sup> (95-98)	Colleen McGuire (99-01)	Catherine W. Stevens (02-04)
Karen Holck <sup>c</sup> (95-98)	Wendy Boggs McGill (00-02)	Hattie Beckwith (00-04)
Judy Boggs <sup>c</sup> (95-98)	Lynne Boyd (98-01)	Mary Ann Bennett (98-04)
Mary Elizabeth Fears <sup>c</sup> (95-98)	Barbara Trader <sup>c</sup> (95-02)	Rita Vaeth (03-04)
Pamela McCabe <sup>c</sup> (95-98)	Heather Cook (01-02)	
Teresa Hammerbacher <sup>c</sup> (95-98)	Vyoletus Ayres (98-03)	
Bonnie Platter (98-00)	Terri Taylor (01-03)	

\* = Appointed to fill an unexpired term  
 c = Charter member



OFFICE OF THE TREASURER

# Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1105  
P.O. Box 248  
SNOW HILL, MARYLAND  
21863

# ITEM 24

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

Phillip G. Thompson, CPA  
Finance Officer

Jessica R. Wilson, CPA  
Deputy Finance Officer

Quinn M. Dittrich, CPA  
Enterprise Fund Controller

## MEMORANDUM

TO: Worcester County Commissioners  
FROM: Quinn M. Dittrich, CPA, Enterprise Fund Controller  
DATE: June 9, 2025  
SUBJECT: Draft Enterprise Fund Budget Adoption Resolution  
Solid Waste Enterprise Fund – FY26

The adjustments at the May 20<sup>th</sup> Budget Work Session for FY2026 are summarized in the table below. All adjustments related to Personnel Services. Revenues and expenditures total \$5,476,000 with \$88,400 being transferred to the Solid Waste Reserves.

	2026 Proposed Budget	Adjustment	2026 Department Requested
Revenues	5,476,000	-	5,476,000
Expenditures	4,046,394	4,532	4,041,862
Expenditures - Capital	1,341,206	-	1,341,206
Transfer to Reserves	88,400	(4,532)	92,932

Also attached for your review and approval is a draft copy of the resolution adopting the Solid Waste Enterprise Fund Budget and Fees for July 1, 2025 through June 30, 2026.

Please let me know if you have any further questions.

**RESOLUTION NO.**  
**RESOLUTION ADOPTING SOLID WASTE ENTERPRISE FUND BUDGET**  
**AND FEES FOR JULY 1, 2025 THROUGH JUNE 30, 2026**

**ITEM 24**

WHEREAS, Worcester County owns and operates facilities for the disposal of solid waste generated in Worcester County, Maryland including the Central Landfill and several household solid waste transfer stations; and

WHEREAS, the Worcester County Commissioners established a Worcester County Landfill Enterprise Fund (which has become known as the “Solid Waste Enterprise Fund”) by resolution dated June 4, 1996 to account for the revenues and expenditures associated with the daily operation of the landfill and transfer stations as well as the opening and closure of landfill cells; and

WHEREAS, it is the desire of the County Commissioners that revenues generated by the use of the Central Landfill and the County’s household solid waste transfer stations be sufficient to cover all expenses related to the daily operation of the Central Landfill and transfer stations.

NOW, THEREFORE, BE IT RESOLVED that the County Commissioners of Worcester County, Maryland do hereby adopt the following Solid Waste budgets and fees for the year July 1, 2025 through June 30, 2026:

1. The Board of County Commissioners do hereby adopt a Solid Waste Enterprise Fund Expense Budget for Fiscal Year 2026 in the amount of \$5,476,000 pursuant to FY 2026 Solid Waste Enterprise Fund Budget stamped as approved the 17th day of June, 2025 and on file with the Worcester County Treasurer’s Office which is incorporated herein and made a part hereof.
2. The Board of County Commissioners do hereby adopt, levy, and impose the following landfill fees for Fiscal Year 2026:
  - a. The landfill tipping fee for Refuse shall be \$0.80 per 20 pounds as calculated by scales located at the Central Landfill, with a minimum charge of \$10.00, and shall be subject to all other provisions for said tipping fees established by Resolution of the County Commissioners dated February 11, 1992 and as amended by resolution dated June 16, 1992.
  - b. The landfill tipping fee for Dirt, Grit, Red Ash, Sludge, Stumps, and Yard Waste shall be \$0.80 per 20 pounds as calculated by scales located at the Central Landfill, with a minimum charge of \$10.00.
  - c. The landfill tipping fee for passenger cars and truck tires by weight shall be \$2.25 per 20 pounds, with a minimum charge of \$10.00.
  - d. The landfill tipping fee for industrial and tractor tires by weight shall be \$6.00 per 20 pounds, with a minimum charge of \$10.00.
  - e. The landfill tipping fee for metals shall be \$0.25 per 20 pounds, with a minimum charge of \$10.00.
  - f. The landfill tipping fee for Construction Materials, Demolition Materials, and Concrete, which may only be disposed of at the Central Landfill, shall be \$0.80 per 20 pounds, with a minimum charge of \$10.00.
  - g. The landfill tipping fee for Asbestos, which may only be disposed of at the Central Landfill, shall be \$1.50 per 20 pounds, with a minimum charge of \$10.00.
  - h. Mulch can be purchased at the Central Landfill for \$20.00 per 3 cubic yard bucket.
  - i. Passenger car tires may be disposed of at the Central Landfill for the fee of \$3.00 per tire and \$5.00 per tire on rim. Any tire disposed of on the landfill will be at a charge of \$20.00 per tire.
  - j. Truck tires may be disposed of at the Central Landfill for the fee of \$10.00 per tire. Any tire disposed of on the landfill will be at a charge of \$20.00 per tire.
  - k. House trailers may be disposed of at the Central Landfill for the fee of \$2,500.00 per trailer.

- l. Boats may be disposed of at the Central Landfill for the fee of \$0.80 per 20 pounds.
  - m. Propane tanks may be disposed of at the Central Landfill for the fee of \$10.00 per tank.
  - n. The annual license fee for any commercial hauler shall be \$25.00 for each vehicle used by said hauler to transport solid waste to the Central Landfill, and shall be subject to all other provisions for said licenses established by Resolution of the County Commissioners dated February 25, 1992.
  - o. The license fee for any Worcester County local government commercial hauler shall be \$15.00 for each vehicle used by said hauler to transport solid waste to the Central Landfill. The license will not expire until the vehicle is sold or disposed. The license fee shall be subject to all other provisions for said licenses established by Resolution of the County Commissioners dated February 25, 1992.
  - p. Fees for use of the County's homeowner convenience stations shall be either:
    - (1) An annual permit fee for unlimited use of the County's homeowner convenience stations by a single household shall be \$100.00 for the first two vehicles, and \$100.00 for the third and additional vehicles, and shall be subject to all other provisions for said permits established by Resolution of the County Commissioners dated June 16, 1992; or
    - (2) A Pay-As-You-Throw fee of \$1.00 for each 33-gallon bag disposed at any homeowner convenience station in Worcester County.
  - q. To encourage recycling within the incorporated municipalities of Worcester County, a rebate of 1% will be given for each 1% of recycled materials from the municipality, with a maximum rebate of 15%. Rebates will be refunded to the municipalities quarterly.
  - r. Credit Card fee charged at 3% per transaction to the user.
  - s. Paint Cans and Petroleum Cans with liquid are not accepted but if received will be charged a fee of \$20.00 per can.
3. The Board of County Commissioners do hereby establish late fees and interest rates for delinquent accounts as follows:
- Accounts that are delinquent over 30 days from the date of billing shall be assessed a 1% per month interest charge.
4. All other fees or charges not enumerated above shall be at such amounts and rates as are currently in force or as shall be amended by resolution of the County Commissioners at which time such amended amounts and rates shall be effective.

AND, BE IT FURTHER RESOLVED that this Resolution shall take effect on July 1, 2025.

PASSED AND ADOPTED this 17th day of June, 2025.

<b>Worcester County</b>				
<b>Annual Budget by Fund Category Report</b>				
<b>Solid Waste</b>				
	<b>2026 Requested Budget</b>	<b>2025 Adopted Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>SOLID WASTE - Solid Waste</b>				
<b>Revenue</b>				
LIC/PRMT - Licenses and Permits	\$ 4,500.00	\$ 4,500.00	\$ -	0%
CHG SVC - Charges for Services	\$ 4,820,000.00	\$ 4,569,500.00	\$ 250,500.00	5%
INT/PEN - Interest & Penalties	\$ 651,500.00	\$ 501,000.00	\$ 150,500.00	30%
TRNS IN - Transfers In	\$ (88,400.00)	\$ 302,109.00	\$ (390,509.00)	-129%
<b>Revenue Totals</b>	<b>\$ 5,387,600.00</b>	<b>\$ 5,377,109.00</b>	<b>\$ 10,491.00</b>	<b>0%</b>
<b>Expenditures</b>				
PERS SVCS - Personnel Services	\$ 1,790,950.00	\$ 1,561,414.38	\$ 229,535.62	15%
SUPP & MAT - Supplies & Materials	\$ 501,774.00	\$ 57,020.00	\$ 444,754.00	780%
MAINT & SVCS - Maintenance & Services	\$ 1,263,500.00	\$ 1,706,380.00	\$ (442,880.00)	-26%
OTHR CHGS - Other Charges	\$ 490,170.00	\$ 483,647.00	\$ 6,523.00	1%
INTFND CHGS - Interfund Charges	\$ -	\$ (224,991.00)	\$ 224,991.00	-100%
CAP EQ - Capital Equipment	\$ 1,341,206.00	\$ 1,793,638.00	\$ (452,432.00)	-25%
<b>Expenditure Totals</b>	<b>\$ 5,387,600.00</b>	<b>\$ 5,377,108.38</b>	<b>\$ 10,491.62</b>	<b>0%</b>
<b>Net Grand Totals:</b>	<b>\$ -</b>	<b>\$ 0.62</b>	<b>\$ (0.62)</b>	<b>-100%</b>

## Solid Waste FY2026 Requested Budget

	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
<b>Fund: 680 - Landfill</b>						
REVENUES						
<i>LIC/PRMT - Licenses and Permits</i>						
	4985	Landfill Permits-Commercial	4,500.00	4,500.00	0.00	0%
<i>Account Classification Total: LIC/PRMT - Licenses and Permits</i>			\$4,500.00	\$4,500.00	\$0.00	0%
<i>CHG SVC - Charges for Services</i>						
	4850	Credit Card Fees	10,000.00	9,500.00	500.00	5%
	4990	Tipping Fee Revenue	4,750,000.00	4,500,000.00	250,000.00	6%
	5190	Stump/Yard Waste/Mulch Revenue	60,000.00	60,000.00	0.00	0%
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$4,820,000.00	\$4,569,500.00	\$250,500.00	5%
<i>INT/PEN - Interest &amp; Penalties</i>						
	4700	Interest On Investments	650,000.00	500,000.00	150,000.00	30%
	4710	Penalty/Fees	1,500.00	1,000.00	500.00	50%
<i>Account Classification Total: INT/PEN - Interest &amp; Penalties</i>			\$651,500.00	\$501,000.00	\$150,500.00	30%
<i>TRNS IN - Transfers In</i>						
	5975.100	Transfers From (To) Reserve	(88,400.00)	302,109.00	(390,509.00)	-129%
<i>Account Classification Total: TRNS IN - Transfers In</i>			(\$88,400.00)	\$302,109.00	(\$390,509.00)	-129%
<b>REVENUES Total</b>			<b>\$5,387,600.00</b>	<b>\$5,377,109.00</b>	<b>\$10,491.00</b>	<b>0%</b>
EXPENSES						
<b>Department: 7001 - Admin</b>						
<i>PERS SVCS - Personnel Services</i>						
	6000.100	Personnel Services Salaries	340,824.00	271,121.00	69,703.00	26%
	6010.020	Benefits Contingency	137.00	121.00	16.00	13%
	6010.030	Benefits Hospitalization Insurance	42,405.00	39,279.00	3,126.00	8%
	6010.050	Benefits Retirement	45,261.00	33,250.00	12,011.00	36%
	6010.060	Benefits Social Security Taxes	25,589.00	20,224.00	5,365.00	27%
	6010.070	Benefits Unemployment Insurance	137.00	121.00	16.00	13%
	6010.090	Benefits Workmans Compensation Ins	7,224.00	4,216.00	3,008.00	71%
	6010.120	Benefits Long Term Disability	515.00	455.00	60.00	13%
	6010.130	Benefits Life Insurance	584.00	516.00	68.00	13%
	6010.140	Benefits FSA & PSA Admin and EAP Program	632.00	558.00	74.00	13%
	6010.150	Benefits Retirement Administration Fee	659.00	583.00	76.00	13%
	6010.900	Benefits OPEB contribution	10,184.00	9,528.00	656.00	7%
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$474,151.00	\$379,972.00	\$94,179.00	25%
<i>SUPP &amp; MAT - Supplies &amp; Materials</i>						
	6100.010	Administrative Expense Administrative Expenses	7,284.00	10,000.00	(2,716.00)	-27%
	6100.052	Administrative Expense Bank Fees	10,000.00	9,500.00	500.00	5%
	6110.090	Supplies & Equipment Computers & Printers	4,840.00	0.00	4,840.00	N/A
	6130.010	Equipment Maintenance Copier Lease	1,200.00	0.00	1,200.00	N/A
	6130.070	Equipment Maintenance Software Maintenance Agreements	1,600.00	0.00	1,600.00	N/A
	6150.050	Uniforms & Personal Equipment Uniforms	1,500.00	1,500.00	0.00	0%
<i>Account Classification Total: SUPP &amp; MAT - Supplies &amp; Materials</i>			\$26,424.00	\$21,000.00	\$5,424.00	26%
<i>MAINT &amp; SVCS - Maintenance &amp; Services</i>						
	6530.010	Consulting Services Annual Audit Fees	11,000.00	6,000.00	5,000.00	83%
	6530.100	Consulting Services Professional Fees	2,000.00	3,600.00	(1,600.00)	-44%
	6550.040	Building Site Expenses Cleaning Contract	3,500.00	0.00	3,500.00	N/A
	6550.050	Building Site Expenses Custodial Supplies	3,000.00	0.00	3,000.00	N/A
	6550.180	Building Site Expenses Pest Control/Termite Insp	1,500.00	0.00	1,500.00	N/A
	6550.220	Building Site Expenses Security Alarm Monitoring	2,000.00	1,500.00	500.00	33%
	6550.270	Building Site Expenses Telephone	2,000.00	0.00	2,000.00	N/A
<i>Account Classification Total: MAINT &amp; SVCS - Maintenance &amp; Services</i>			\$25,000.00	\$11,100.00	\$13,900.00	125%
<i>OTHR CHGS - Other Charges</i>						

## Solid Waste FY2026 Requested Budget

	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
	7000.020	Travel, Training & Expense Board Member Allowance	3,500.00	3,500.00	0.00	0%
	7170.100	Benefits & Insurance Property & Liability Insurance	20,000.00	16,000.00	4,000.00	25%
<i>Account Classification Total: OTHR CHGS - Other Charges</i>			\$23,500.00	\$19,500.00	\$4,000.00	21%
<i>INTFND CHGS - Interfund Charges</i>						
	8100.060	Transfers Out Recycling	0.00	(10,500.00)	10,500.00	-100%
	8100.070	Transfers Out Convenience Centers	0.00	(8,400.00)	8,400.00	-100%
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>			\$0.00	(\$18,900.00)	\$18,900.00	-100%
<b>Department Total: 7001 - Admin</b>			\$549,075.00	\$412,672.00	\$136,403.00	33%
<b>Department: 7002 - Solid Waste</b>						
<i>PERS SVCS - Personnel Services</i>						
	6000.100	Personnel Services Salaries	843,922.00	799,285.32	44,636.68	6%
	6000.400	Personnel Services Overtime Pay	25,000.00	25,000.00	0.00	0%
	6010.020	Benefits Contingency	340.00	349.00	(9.00)	-3%
	6010.025	Benefits Deferred Comp Match	1,000.00	1,000.00	0.00	0%
	6010.030	Benefits Hospitalization Insurance	182,740.00	126,483.00	56,257.00	44%
	6010.050	Benefits Retirement	112,073.00	95,674.00	16,399.00	17%
	6010.060	Benefits Social Security Taxes	66,475.00	57,923.06	8,551.94	15%
	6010.070	Benefits Unemployment Insurance	340.00	349.00	(9.00)	-3%
	6010.090	Benefits Workmans Compensation Ins	17,889.00	12,132.00	5,757.00	47%
	6010.120	Benefits Long Term Disability	1,275.00	1,310.00	(35.00)	-3%
	6010.130	Benefits Life Insurance	1,445.00	1,485.00	(40.00)	-3%
	6010.140	Benefits FSA & PSA Admin and EAP Program	1,564.00	1,607.00	(43.00)	-3%
	6010.150	Benefits Retirement Administration Fee	1,633.00	1,677.00	(44.00)	-3%
	6010.900	Benefits OPEB contribution	61,103.00	57,168.00	3,935.00	7%
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$1,316,799.00	\$1,181,442.38	\$135,356.62	11%
<i>SUPP &amp; MAT - Supplies &amp; Materials</i>						
	6100.010	Administrative Expense Administrative Expenses	1,000.00	0.00	1,000.00	N/A
	6100.075	Administrative Expense Compliance and Permitting	10,000.00	6,000.00	4,000.00	67%
	6100.100	Administrative Expense Dues, Licenses & Subscriptions	900.00	900.00	0.00	0%
	6100.190	Administrative Expense Office Supplies	2,500.00	0.00	2,500.00	N/A
	6110.090	Supplies & Equipment Computers & Printers	0.00	2,120.00	(2,120.00)	-100%
	6110.245	Supplies & Equipment Mobile Phones	3,450.00	0.00	3,450.00	N/A
	6110.340	Supplies & Equipment Safety Program Equipment	1,000.00	500.00	500.00	100%
	6110.420	Supplies & Equipment Tools & Supplies	15,000.00	15,000.00	0.00	0%
	6140.060	Road Maintenance Materials Other	130,000.00	0.00	130,000.00	N/A
	6150.050	Uniforms & Personal Equipment Uniforms	11,500.00	11,500.00	0.00	0%
	6200.020	Other Supplies & Materials Materials	300,000.00	0.00	300,000.00	N/A
<i>Account Classification Total: SUPP &amp; MAT - Supplies &amp; Materials</i>			\$475,350.00	\$36,020.00	\$439,330.00	1220%
<i>MAINT &amp; SVCS - Maintenance &amp; Services</i>						
	6530.040	Consulting Services Consulting Services	300,000.00	300,000.00	0.00	0%
	6540.010	Vehicle Operating Expenses Equipment/Vehicle Rental	10,000.00	0.00	10,000.00	N/A
	6540.020	Vehicle Operating Expenses Fuel - WC Fleet	60,000.00	60,000.00	0.00	0%
	6540.030	Vehicle Operating Expenses Vehicle Maintenance	5,000.00	5,000.00	0.00	0%
	6540.060	Vehicle Operating Expenses Vehicle Equipment	14,100.00	0.00	14,100.00	N/A
	6540.070	Vehicle Operating Expenses Off-road Fuel	150,000.00	150,000.00	0.00	0%
	6540.080	Vehicle Operating Expenses Heavy Equipment Maintenance	300,000.00	300,000.00	0.00	0%
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	200,000.00	630,000.00	(430,000.00)	-68%
	6550.060	Building Site Expenses Electricity	22,000.00	22,000.00	0.00	0%
	6550.120	Building Site Expenses Heating Propane	1,500.00	0.00	1,500.00	N/A

## Solid Waste FY2026 Requested Budget

	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
	6550.270	Building Site Expenses Telephone	900.00	3,280.00	(2,380.00)	-73%
	6700.610	Other Maint. & Svcs Leachate Treatment	175,000.00	225,000.00	(50,000.00)	-22%
<i>Account Classification Total: MAINT &amp; SVCS - Maintenance &amp; Services</i>			\$1,238,500.00	\$1,695,280.00	(\$456,780.00)	-27%
<i>OTHR CHGS - Other Charges</i>						
	7000.060	Travel, Training & Expense Educational Training	20,250.00	20,250.00	0.00	0%
	7200.020	Bond & Interest Expense Bond Interest Expense	121,839.00	136,856.00	(15,017.00)	-11%
	7200.025	Bond & Interest Expense Bond Principal Expense	324,581.00	307,041.00	17,540.00	6%
<i>Account Classification Total: OTHR CHGS - Other Charges</i>			\$466,670.00	\$464,147.00	\$2,523.00	1%
<i>INTFND CHGS - Interfund Charges</i>						
	8100.060	Transfers Out Recycling	0.00	(85,320.00)	85,320.00	-100%
	8100.070	Transfers Out Convenience Centers	0.00	(120,771.00)	120,771.00	-100%
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>			\$0.00	(\$206,091.00)	\$206,091.00	-100%
<i>CAP EQ - Capital Equipment</i>						
	9010.010	Capital Equipment New Vehicles	0.00	61,000.00	(61,000.00)	-100%
	9010.050	Capital Equipment Building Improvements	0.00	222,000.00	(222,000.00)	-100%
	9010.060	Capital Equipment Other	0.00	80,000.00	(80,000.00)	-100%
	9010.070	Capital Equipment Heavy Equipment	150,000.00	370,000.00	(220,000.00)	-59%
	9010.125	Capital Equipment Leases	1,191,206.00	1,060,638.00	130,568.00	12%
<i>Account Classification Total: CAP EQ - Capital Equipment</i>			\$1,341,206.00	\$1,793,638.00	(\$452,432.00)	-25%
<b>Department Total: 7002 - Solid Waste</b>			\$4,838,525.00	\$4,964,436.38	(\$125,911.38)	-3%
<b>EXPENSES Total</b>			<b>\$5,387,600.00</b>	<b>\$5,377,108.38</b>	<b>\$10,491.62</b>	<b>0%</b>
Fund REVENUE Total: 680 - Landfill			\$5,387,600.00	\$5,377,109.00	\$10,491.00	0%
Fund EXPENSE Total: 680 - Landfill			\$5,387,600.00	\$5,377,108.38	\$10,491.62	0%
<b>Fund Total: 680 - Landfill</b>			\$0.00	\$0.62	(\$0.62)	-100%

**Notice of Public Hearing  
Worcester County Water and Wastewater Enterprise Fund  
FY 2026 Requested Budgets and Assessments**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed operating budgets, assessments, user charges and other charges for each of the 11 sanitary service areas operated by the Worcester County Department of Public Works, Water & Wastewater Division. If you wish to speak or attend in person, we encourage you to pre-register by calling the County Administration office at 410-632-1194. Speakers will be allowed to address the County Commissioners for up to two (2) minutes. Public Comment may also be submitted in advance by email at [wchearing@co.worcester.md.us](mailto:wchearing@co.worcester.md.us) on or before 4:00 PM Eastern Standard Time on Monday, June 16, 2025. Anyone not planning to speak may view the public hearing live on the County website at <https://worcestercountymd.swagit.com/live>. The Public Hearing will be held at:

**Tuesday, June 17, 2025 at 10:30 A.M.**  
in the County Commissioners' Meeting Room  
Room 1101 Government Center, One West Market Street  
Snow Hill, Maryland 21863

Copies of the proposed operating budgets for the 11 sanitary service areas are available for public inspection in the County Commissioners' Office in Room 1103 of the County Government Center in Snow Hill and online at [www.co.worcester.md.us](http://www.co.worcester.md.us).

<u>Water and Wastewater Estimated Revenues</u>	
Charges for Services	\$18,752,099
Interest & Penalties	\$225,500
Operating Grant	\$631,500
Other Revenue	\$833,814
Transfers In	\$1,248,404
<b><u>Total Estimated Revenues</u></b>	<b><u>\$21,691,317</u></b>

<u>Water and Wastewater Requested Expenses</u>	
Personnel Services	\$7,378,490
Supplies & Materials	\$2,184,177
Maintenance & Services	\$8,241,816
Other Charges	\$323,650
Capital Equipment	\$3,563,184
<b><u>Total Requested Expenses</u></b>	<b><u>\$21,691,317</u></b>

# ITEM 25

The 11 sanitary service areas and proposed changes to the user charges are as follows:

<u>Assateague Pointe</u>		
Estimated Revenues and Requested Expenses		\$662,102
<u>Rates</u>		
	FY 26 Requested	FY 25 Adopted
Trailer Park Water & Sewer Flat Fee (110/gpd)	\$181.50	\$117.00
Domestic Sewer Flat Fee	\$309.38 per EDU	\$179.00
Commercial Sewer Only Flat Fee (110/gpd)	\$136.13	\$89.50
Grinder Pump Surcharge	\$0.00	\$50.00
Accessibility Fee	\$191.25 per EDU	\$0.00
Debt Service	\$0.00	\$162.50

<u>Bridgetown</u>		
Estimated Revenues and Requested Expenses		\$75,216
<u>Rates</u>		
	FY 26 Requested	FY 25 Adopted
Domestic Water Flat Fee	\$90 per EDU	\$73 per EDU
Commercial Water Base Fee	\$50 per EDU	Tiered
Water Usage Fee	\$11/1,000 gallons	Tiered
Irrigation Fee	\$100.00	\$69.00
Pool Fee	\$100.00	\$32.00
Accessibility Fee	\$42.50 per EDU	\$0.00

<u>Edgewater Acres</u>		
Estimated Revenues and Requested Expenses		\$432,254
<u>Rates</u>		
	FY 26 Requested	FY 25 Adopted
Domestic Water Base Fee	\$40 per EDU	\$31.20 per EDU
Water and Sewer Usage Fee	\$8-15/1,000 gallons	\$8-15/1,000 gallons
Domestic Water Flat Fee	\$220.00	\$121.00
Domestic Sewer Flat Fee	\$190.00	\$184.40
Front Foot Assessment	\$0.02 / linear foot	\$0.02 / linear foot
Accessibility Fee	\$119 per EDU	\$0.00

<u>Landings</u>		
Estimated Revenues and Requested Expenses		\$956,990
<u>Rates</u>		
	FY 26 Requested	FY 25 Adopted
Domestic Water & Sewer Base Fee	\$360 per EDU	\$318.50 per EDU
Commercial Water & Sewer Base Fee	\$360 per EDU	Tiered
Water and Sewer Usage Fee	\$5-15/1,000 gallons	Tiered
Lewis Road Water Base Fee	\$60 per EDU	\$50 per EDU
Accessibility Fee	\$306 per EDU	\$307 per EDU

<u>Lighthouse Sound</u>		
Estimated Revenues and Requested Expenses		\$132,805
<u>Rates</u>		
	FY 26 Requested	FY 25 Adopted
Domestic Sewer Flat Fee	\$276.38 per EDU	\$242 per EDU
Accessibility Fee	\$163.20 per EDU	\$114 per EDU

<u>Mystic Harbour</u>		
Estimated Revenues and Requested Expenses		\$3,272,833
<u>Rates</u>		
	FY 26 Requested	FY 25 Adopted
Domestic Water & Sewer Base Fee	\$300 per EDU	\$243 per EDU
Commercial Water & Sewer Base Fee	\$300 per EDU	Tiered
Water Flat Fee	\$75.00	\$60.75
Sewer Flat Fee	\$309.38	\$212.66
Water and Sewer Usage Fee	\$5-15/1,000 gallons	Tiered
Accessibility Fee	\$255 per EDU	\$0.00
Sewer EDU Debt Service	\$66 per EDU	\$66 per EDU

# ITEM 25

<u>Newark</u>		
Estimated Revenues and Requested Expenses		\$406,657
<u>Rates</u>		
	FY 26 Requested	FY 25 Adopted
Domestic Water & Sewer Base Fee	\$280 per EDU	\$240 per EDU
Water and Sewer Usage Fee	\$5-15/1,000 gallons	\$7-14/1,000 gallons >3,000 gallons
Domestic Sewer Flat Fee	\$294.38	\$0.00
Commercial Water & Sewer Base Fee	\$280 per EDU	\$301 per EDU
Accessibility Fee	\$238 per EDU	\$0.00
Water EDU Debt Service	\$27 per EDU	\$27 per EDU
Sewer EDU Debt Service	\$55 per EDU	\$55 per EDU

<u>Ocean Pines</u>		
Estimated Revenues and Requested Expenses		\$10,273,846
<u>Rates</u>		
	FY 26 Requested	FY 25 Adopted
Domestic Water & Sewer Base Fee	\$209 per EDU	\$207 per EDU
Water and Sewer Usage Fee	\$5-15/1,000 gallons	Tiered
White Horse Park Flat Fee	\$160 per lot	\$160 per lot
Sewer Flat Fee	\$241.13	\$186.75
Commercial Water & Sewer Fee	\$209 per EDU	Tiered
Accessibility Fee	\$177.65 per EDU	\$0.00
Sewer EDU Debt Service	\$36 per EDU	\$36 per EDU

<u>Riddle Farm</u>		
Estimated Revenues and Requested Expenses		\$2,616,132
<u>Rates</u>		
	FY 26 Requested	FY 25 Adopted
Domestic Water & Sewer Fee	\$350 per EDU	\$288 per EDU
Commercial Water & Sewer Fee	\$350 per EDU	Tiered
Water and Sewer Usage Fee	\$5-15/1,000 gallons	Tiered
Accessibility Fee	\$297.50 per EDU	\$150 per EDU
Sewer EDU Debt Service	\$9 per EDU	\$9 per EDU

<u>River Run</u>		
Estimated Revenues and Requested Expenses		\$424,381
<u>Rates</u>		
	FY 26 Requested	FY 25 Adopted
Domestic Water Base Fee	\$73.15 per EDU	\$71 per EDU
Sewer Flat Fee	\$254.38	\$192.00
Water Usage Fee	\$1.25-3.75/1,000 gallons	Tiered
Accessibility Fee	\$206.68 per EDU	\$0.00

<u>West Ocean City</u>		
Estimated Revenues and Requested Expenses		\$2,438,101
<u>Rates</u>		
	FY 26 Requested	FY 25 Adopted
Sewer Flat Fee	\$139.38 per EDU	\$0.00
Domestic Fixture Fee	\$0.00	\$10.50
Commercial Fixture Fee	\$0.00	\$14.25
Pool Flat Fee	\$0.00	\$25.00
Accessibility Fee	\$46.75 per EDU	\$0.00



OFFICE OF THE TREASURER

# Worcester County

GOVERNMENT CENTER  
ONE WEST MARKET STREET, ROOM 1105  
P.O. Box 248  
SNOW HILL, MARYLAND  
21863

## MEMORANDUM

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

# ITEM 25

Phillip G. Thompson, CPA  
Finance Officer

Jessica R. Wilson, CPA  
Deputy Finance Officer

Quinn M. Dittrich, CPA  
Enterprise Fund Controller

TO: Worcester County Commissioners  
FROM: Quinn M. Dittrich, CPA, Enterprise Fund Controller  
DATE: June 9, 2025  
SUBJECT: Draft Enterprise Fund Budget Adoption Resolution  
Water & Wastewater Enterprise Funds – FY26

The adjustments at the May 20<sup>th</sup> Budget Work Session for FY2026 are summarized in the table below. Revenues and expenditures total \$22,080,277 with a grant from the General Fund of \$1,770,552 to cover budgeted deficits as well as Operational Grants for Bridgetown and Riddle Farm, and a loan from the General Fund of \$140,000 for an Edgewater Acres Capital Expenditure.

	2026 Proposed Budget	Adjustment	2026 Department Requested
Revenues	22,080,277	176,604	21,903,673
Expenditures	18,167,540	70,581	18,096,959
Expenditures - Capital	3,563,184	8,884	3,554,300
Transfer to Reserves	349,553	97,139	252,414

Also attached for your review and approval is a draft copy of the resolution adopting the Water & Wastewater Enterprise Fund Budgets and Fees for July 1, 2025 through June 30, 2026, FY2026 Water & Wastewater Budget Summary, Service Area Budget Summary, Service Area Budget Detail.

Please let me know if you have any further questions or concerns.

Attachments:

- Draft FY 2026 Water & Wastewater Budget Resolution, page 2-5
- Miscellaneous Fees, pages 6-7
- FY 2026 Water & Wastewater Budget Summary, page 8
- FY 2026 Water & Wastewater Service Areas' Budget Summary, pages 9-19
- FY 2026 Water & Wastewater Service Areas' Budget Detail, pages 20-36

## RESOLUTION NO.

**RESOLUTION ADOPTING SANITARY SERVICE AREA  
BUDGETS, ASSESSMENTS AND CHARGES AND ESTABLISHING  
CLASSIFICATIONS FOR JULY 1, 2025 THROUGH JUNE 30, 2026**

WHEREAS, pursuant to Section 5-310 of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland, the County Commissioners of Worcester County do hereby adopt the following Sanitary Service Area budgets, assessments and charges and make the following classifications for the purpose of such budgets and assessments for the year July 1, 2025 through June 30, 2026.

I. IT IS HEREBY RESOLVED by the County Commissioners of Worcester County, Maryland that the following budgets, charges and assessments are adopted and the following classifications made:

**A. ASSATEAGUE POINTE**

1. The budget attached hereto and appropriately labeled is hereby adopted; and
2. Quarterly Flat user rates are established at \$181.50 per park trailer, which includes water and sewer service.
3. Quarterly Flat user rates are established at \$309.38 per equivalent dwelling unit (hereinafter referred to as EDU) for sewer service only.
4. Quarterly Commercial flat rate charge \$136.13 per EDU for sewer service only.
5. Unimproved Lots - Quarterly Accessibility charge \$191.25 per EDU (Not yet connected).

**B. BRIDDLTOWN**

1. The budget attached hereto and appropriately labeled is hereby adopted; and
2. Quarterly Flat Domestic user rates are hereby established at \$90.00 per EDU which includes water service only.
3. Quarterly Minimum Commercial user rates are hereby established at \$50.00 per EDU which includes water service only
  - a. Additional commercial water charges based on usage as follows:
    - (1) \$11.00 per 1,000 gallons
4. Flat Swimming pool charge - \$100.00 quarterly.
5. Flat Irrigation system charge - \$100.00 quarterly.
6. Unimproved Lots - Quarterly Accessibility charge \$42.50 per EDU (Not yet connected).

**C. EDGEWATER ACRES**

1. The budget attached hereto and appropriately labeled is hereby adopted; and
2. Quarterly user rates are hereby set as follows:
  - a. Domestic minimum water & sewer \$230.00
  - b. Additional water charges based on usage as follows:
    - (1) \$8.00 per 1,000 gallons up to 22,500 gallons, and
    - (2) \$15.00 per 1,000 gallons over 22,500
  - c. Flat Domestic water only (not metered) \$220.00
  - d. Flat Domestic sewer only (not metered) \$190.00
3. Unimproved Lots - Quarterly Accessibility charge \$119.00 per EDU (Not yet connected).
4. The standard quarterly assessment for Sussex County debt service is hereby established at \$0.02 per linear front foot per quarter as established in the Worcester County Sanitary District Assessment records.

## D. THE LANDINGS

1. The budget attached hereto and appropriately labeled is hereby adopted; and
2. Quarterly Domestic and Commercial user rates are hereby established as follows:
  - a. Minimum water & sewer \$360.00 per EDU
  - b. Additional water and sewer charges based on usage as follows:
    - (1) \$5.00 per 1,000 gallons up to 22,500 gallons, and
    - (2) \$15.00 per 1,000 gallons over 22,500 gallons
3. Unimproved Lots - Quarterly Accessibility charge \$306.00 per EDU (Not yet connected).
4. Lewis Road domestic water-only minimum set at \$60.00 per quarter.

## E. LIGHTHOUSE SOUND

1. The budget attached hereto and appropriately labeled is hereby adopted; and
2. Quarterly Flat Domestic and Commercial user rates are hereby established as follows:
  - a. Improved Lots - Quarterly sewer service only charge \$276.38 per EDU.
  - b. Unimproved Lots - Quarterly accessibility charge \$163.20 per EDU (Not yet connected).

## F. MYSTIC HARBOUR

1. The budget attached hereto and appropriately labeled is hereby adopted; and
2. Quarterly Domestic and Commercial user rates are hereby established as follows:
  - a. Minimum water & sewer \$300.00 per EDU
  - b. Additional water and sewer charges based on usage as follows:
    - (1) \$5.00 per 1,000 gallons up to 22,500 gallons, and
    - (2) \$15.00 per 1,000 gallons over 22,500 gallons
  - c. Flat rate domestic sewer only service \$309.38
3. Sunset Village – The Sunset Village Home Owner’s Association shall pay \$75 flat rate per EDU quarterly for water service.
4. Mystic Harbour sewer assessment for debt service is hereby established at \$66.00 per EDU quarterly.
5. Unimproved Lots - Quarterly accessibility charge \$255.00 per EDU (Not yet connected).

## G. NEWARK

1. The budget attached hereto and appropriately labeled is hereby adopted; and
2. Quarterly Domestic and Commercial user rates are hereby established as follows:
  - a. Minimum water & sewer \$280.00 per EDU
  - b. Additional water and sewer charges based on usage as follows:
    - (1) \$5.00 per 1,000 gallons up to 22,500 gallons, and
    - (2) \$15.00 per 1,000 gallons over 22,500 gallons
3. Quarterly Flat Domestic sewer only \$294.38 per EDU
4. Newark water assessments are hereby established at \$27.00 per water EDU quarterly.
5. Newark sewer assessments are hereby established at \$55.00 per sewer EDU quarterly.
6. Unimproved Lots - Quarterly accessibility charge \$238.00 per EDU (Not yet connected).

## H. OCEAN PINES

1. The budget attached hereto and appropriately labeled is hereby adopted; and
2. Quarterly Domestic and Commercial user rates are hereby set as follows:
  - a. Minimum water and sewer \$209.00 per EDU
  - b. Additional domestic water and sewer charge based on usage as follows:
    - (1) \$5.00 per 1,000 gallons up to 22,500 gallons, and
    - (2) \$15.00 per 1,000 gallons over 22,500 gallons
3. Quarterly Flat rate domestic sewer only service \$241.13 per EDU
4. Standard assessments for debt service are hereby established at \$36.00 per EDU quarterly.
5. White Horse Park lots shall pay a quarterly water and sewer flat rate of \$160.00 per lot.
6. Unimproved Lots - Quarterly accessibility charge \$177.65 per EDU (Not yet connected).

## I. RIDDLE FARM

1. The budget attached hereto and appropriately labeled is hereby adopted; and
2. Quarterly Domestic and Commercial user rates are hereby established as follows:
  - a. Minimum water & sewer \$350.00 per EDU
  - b. Additional domestic water and sewer charges based on usage as follows:
    - (1) \$5.00 per 1,000 gallons up to 22,500 gallons, and
    - (2) \$15 per 1,000 gallons over 22,500 gallons
4. Unimproved Lots - Quarterly Accessibility charge \$297.50 per EDU (Not yet connected).
5. Riddle Farm assessment for debt service is hereby established at \$9.00 per EDU quarterly.

## J. RIVER RUN

1. The budget attached hereto and appropriately labeled is hereby adopted; and
2. River Run shall pay to Ocean Pines Service Area for water as provided by contract at the following rates:
  - a. Minimum quarterly water \$73.15 per EDU
  - b. Additional water charges based on usage as follows:
    - (1) \$1.25 per 1,000 gallons up to 22,500 gallons, and
    - (2) \$3.75 per 1,000 gallons over 22,500 gallons
3. User rates are hereby set as follows:
  - a. Flat sewer at \$254.38 per quarter per EDU.
4. Unimproved Lots - Quarterly Accessibility charge \$206.68 per EDU (Not yet connected).

## K. WEST OCEAN CITY

1. The budget attached hereto and appropriately labeled is hereby adopted; and
2. Quarterly Domestic and Commercial user rates for sewer are hereby established as follows:
  - a. Flat sewer \$139.38 per EDU
3. Unimproved Lots - Quarterly Accessibility charge \$46.75 per EDU (Not yet connected).

## L. LEACHATE

1. Leachate will be charged at \$0.02 per gallon

## M. COST OF SERVICE ALLOCATION

1. The cost of services shall be allocated 25% water and 75% sewer

II. BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that special service fees based upon actual cost are hereby adopted for special services required on all properties in all service areas (see Attachment A).

III. BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that late fees and interest are hereby established as follows:

A. For those bills issued on a quarterly basis the following late fees and interest shall be levied:

1. Accounts that are delinquent over 30 days from the date of billing shall be assessed a \$5.00 penalty plus 3% interest per quarter.

IV. BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that the Water and Wastewater Services departmental budget stamped as approved the 17<sup>th</sup> day of June, 2025 and on file with the Worcester County Treasurers' Office are incorporated herein and made a part hereof.

V. BE IT FURTHER RESOLVED that classifications are adopted as follows:

A. Properties are classified as subdivisions and business or industrial based upon existing land use or committed zoning. Residential properties are classified as subdivisions and all others are classified as business or industrial. Determinations as to equivalent dwelling unit assignments are made in accordance with Section 5-310 of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland.

VI. BE IT FURTHER RESOLVED that this Resolution shall not prohibit the charging of contract charges as authorized by Section 5-310(g) of the Public Works Article of the Code of Public Local Laws of Worcester County, Maryland.

VII. BE IT FURTHER RESOLVED by the County Commissioners of Worcester County, Maryland that the Sanitary Service Area budgets, assessments and charges and the classifications established herein are adopted this 17th day of June, 2025.

**WATER & WASTEWATER  
HOOK UP AND RELATED FEES  
FY 2026**

**ITEM 25**

**WATER SERVICE INSTALLATION WITHOUT FIRE SERVICE**

1" - Existing Homes Only **3,500**

**WATER SERVICE INSTALLATION WITH FIRE SERVICE**

1.0" 4,500

1.5" **7,900**

2.0" **10,050**

**SEWER SERVICE INSTALLATION**

Sewer lateral **3,300**

Ocean Pines - Tank/Lateral Install and Tank Fee **6,500**

Sewer Service Connection (customer purchases grinder pump) **3,500**

Snug Harbor Sub-Area Section 1- (Local share) 3,355

Snug Harbor Sub-Area Section 2- (Construction Costs & Grinder Pump) **15,000**

Edgewater Acres Sewer- Sussex County Fee **7,700 A**

**FUTURE CAPITAL IMPROVEMENT CHARGE PER EDU**

Edgewater Water/Sewer **750**

Landings Water/Sewer **750**

Lighthouse Sound Sewer **750**

Mystic Harbour Water 500

Mystic Harbour Sewer 1,000

Newark Water/Sewer **750**

Ocean Pines Water/Sewer **750**

Riddle Farm Water/Sewer **750**

River Run Water 950

West Ocean City Sewer **750**

**EQUITY CONTRIBUTIONS & CONSTRUCTION COSTS PER EDU**

Landings Service Area

Water 4,666

Sewer 13,625

Lighthouse Sound Service Area

Sewer 6,100

Mystic Harbour Service Area

Water 3,000

Sewer **9,812**

Newark Service Area

Water/Sewer 8,156

Ocean Pines Service Area

Water 3,000

Sewer **12,317**

Pines Plaza Water & Sewer Construction 5,300

Gum Point Road Sewer Construction 2,763

Gum Point Road Sewer Connection (customer purchases grinder pump) 3,500

Riddle Farm Service Area

Water (Including Route 50 Corridor Water) 6,323

Route 50 Corridor Water Construction 2,853

Sewer **9,148**

Route 50 Corridor Sewer 4,926 B

Snug Harbour Sub-Area Section 3

Sewer (includes equity contrib, con costs, hookup & misc fees) 21,813

**A**- Fee set by Sussex County. Good through 6/30/24- subject to change after that date.

**B** - The additional money the County collects for the sewer is distributed per the Contract.

**WORCESTER COUNTY  
WATER & WASTEWATER ENTERPRISE FUND  
REQUESTED FEE SCHEDULE  
FISCAL YEAR 2026**

TERMINATION SERVICE FEE	\$ 50.00
REQUEST WATER SHUT-OFF	\$ 25.00
REQUEST WATER TURN-ON	\$ 25.00
CALL IN DURING NON-WORKING HOURS, IF HOMEOWNERS PROBLEM	\$ 100.00
TEST WATER METER (IF METER PROVES TO BE ACCURATE)	\$ 62.50
RETURNED CHECK	\$ 25.00
REQUEST SPECIAL METER READING (I.E. ATTORNEY, REALTOR ETC.)	\$ 25.00
BULK WATER SALE	
ANNUAL PERMIT CHARGE	\$ 50.00
Metered usage shall be billed at \$5.00 per thousand gallons with a \$5.00 connection charge	

<b>Worcester County</b>				
<b>Annual Budget by Fund Category Report</b>				
<b>Water &amp; Wastewater Service Areas</b>				
	<b>2026 Requested Budget</b>	<b>2025 Adopted Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>W&amp;WW - Water &amp; Wastewater</b>				
<b>Revenue</b>				
CHG SVC - Charges for Services	\$ 18,752,099.00	\$ 13,635,926.00	\$ 5,116,173.00	38%
INT/PEN - Interest & Penalties	225,500.00	222,700.00	2,800.00	1%
MISC - Miscellaneous	76,539.00	26,195.00	50,344.00	192%
OP GRT - Operating Grant	631,500.00	31,500.00	600,000.00	1,905%
OTH REV - Other Revenue	756,400.00	588,000.00	168,400.00	29%
TRNS IN - Transfers In	1,287,811.00	2,939,441.00	(1,651,630.00)	-56%
DEBT SRV REV - Debt Service Revenue	875.00	865.00	10.00	1%
<b>Revenue Totals</b>	<b>\$ 21,730,724.00</b>	<b>\$ 17,444,627.00</b>	<b>\$ 4,286,097.00</b>	<b>25%</b>
<b>Expenditures</b>				
PERS SVCS - Personnel Services	\$ 7,417,897.00	\$ 6,881,865.46	\$ 536,031.54	8%
SUPP & MAT - Supplies & Materials	2,184,177.00	1,290,614.00	893,563.00	69%
MAINT & SVCS - Maintenance & Services	8,241,816.00	6,914,933.00	1,326,883.00	19%
OTHR CHGS - Other Charges	323,650.00	204,800.00	118,850.00	58%
INTFND CHGS - Interfund Charges	-	67,572.00	(67,572.00)	-100%
CAP EQ - Capital Equipment	3,563,184.00	2,084,838.00	1,478,346.00	71%
<b>Expenditure Totals</b>	<b>\$ 21,730,724.00</b>	<b>\$ 17,444,622.46</b>	<b>\$ 4,286,101.54</b>	<b>25%</b>
<b>Water &amp; Wastewater Totals</b>	<b>\$ -</b>	<b>\$ 4.54</b>	<b>\$ (4.54)</b>	<b>-100%</b>

## Worcester County

### Annual Budget by Organization Report

	2026 Requested Budget	2025 Adopted Budget	\$ Variance	% Variance
<b>Fund: 520 Assateague Point</b>				
Revenue				
CHG SVC - Charges for Services	525,078.00	310,216.00	214,862.00	69%
INT/PEN - Interest & Penalties	4,600.00	4,600.00	-	0%
OTH REV - Other Revenue	2,500.00	-	2,500.00	
TRNS IN - Transfers In	131,169.00	101,809.00	29,360.00	29%
DEBT SRV REV - Debt Service Revenue	-	-	-	
Revenue Totals	663,347.00	416,625.00	246,722.00	59%
Expenditures				
PERS SVCS - Personnel Services	220,124.00	203,934.82	16,189.18	8%
SUPP & MAT - Supplies & Materials	104,070.00	51,767.00	52,303.00	101%
MAINT & SVCS - Maintenance & Services	169,569.00	151,605.00	17,964.00	12%
OTHR CHGS - Other Charges	10,929.00	6,763.00	4,166.00	62%
INTFND CHGS - Interfund Charges	-	2,555.00	(2,555.00)	-100%
CAP EQ - Capital Equipment	158,655.00	-	158,655.00	
Revenue Totals:	663,347.00	416,625.00	246,722.00	59%
Expenditure Totals	663,347.00	416,624.82	246,722.18	59%
<b>Fund Total: Assateague Point</b>	-	0.18	(0.18)	-100%

## Worcester County

### Annual Budget by Organization Report

	2026 Requested Budget	2025 Adopted Budget	\$ Variance	% Variance
<b>Fund: 525 Bridgetown</b>				
Revenue				
CHG SVC - Charges for Services	19,840.00	15,060.00	4,780.00	32%
INT/PEN - Interest & Penalties	500.00	400.00	100.00	25%
OP GRT - Operating Grant	31,500.00	31,500.00	-	0%
TRNS IN - Transfers In	23,477.00	(2,490.00)	25,967.00	-1,043%
Revenue Totals	75,317.00	44,470.00	30,847.00	69%
Expenditures				
PERS SVCS - Personnel Services	13,050.00	7,544.00	5,506.00	73%
SUPP & MAT - Supplies & Materials	1,712.00	1,199.00	513.00	43%
MAINT & SVCS - Maintenance & Services	47,263.00	35,275.00	11,988.00	34%
OTHR CHGS - Other Charges	79.00	326.00	(247.00)	-75%
INTFND CHGS - Interfund Charges	-	126.00	(126.00)	-98%
CAP EQ - Capital Equipment	13,213.00	-	13,213.00	
Revenue Totals:	75,317.00	44,470.00	30,847.00	69%
Expenditure Totals	75,317.00	44,470.00	30,847.00	69%
<b>Fund Total: Bridgetown</b>	-	-	-	-

## Worcester County

### Annual Budget by Organization Report

	2026 Requested Budget	2025 Adopted Budget	\$ Variance	% Variance
<b>Fund: 530 Edgewater Acres</b>				
Revenue				
CHG SVC - Charges for Services	339,360.00	265,000.00	74,360.00	28%
INT/PEN - Interest & Penalties	1,600.00	1,600.00	-	0%
TRNS IN - Transfers In	90,857.00	36,911.00	53,946.00	146%
DEBT SRV REV - Debt Service Revenue	875.00	865.00	10.00	1%
Revenue Totals	432,692.00	304,376.00	128,316.00	42%
Expenditures				
PERS SVCS - Personnel Services	78,541.00	110,252.98	(31,711.98)	-29%
SUPP & MAT - Supplies & Materials	8,193.00	3,514.00	4,679.00	133%
MAINT & SVCS - Maintenance & Services	190,466.00	186,935.00	3,531.00	2%
OTHR CHGS - Other Charges	1,976.00	2,672.00	(696.00)	-26%
INTFND CHGS - Interfund Charges	-	1,002.00	(1,002.00)	-100%
CAP EQ - Capital Equipment	153,516.00	-	153,516.00	
Revenue Totals:	432,692.00	304,376.00	128,316.00	42%
Expenditure Totals	432,692.00	304,375.98	128,316.02	42%
<b>Fund Total: Edgewater Acres</b>	-	0.02	(0.02)	-100%

**Worcester County**  
**Annual Budget by Organization Report**

	2026 Requested Budget	2025 Adopted Budget	\$ Variance	% Variance
<b>Fund: 535 Landings</b>				
Revenue				
CHG SVC - Charges for Services	613,784.00	474,100.00	139,684.00	29%
INT/PEN - Interest & Penalties	3,000.00	3,000.00	-	0%
TRNS IN - Transfers In	341,522.00	182,711.00	158,811.00	87%
DEBT SRV REV - Debt Service Revenue	-	-	-	
Revenue Totals	958,306.00	659,811.00	298,495.00	45%
Expenditures				
PERS SVCS - Personnel Services	197,442.00	152,502.08	44,939.92	29%
SUPP & MAT - Supplies & Materials	43,987.00	32,294.00	11,693.00	36%
MAINT & SVCS - Maintenance & Services	627,407.00	456,945.00	170,462.00	37%
OTHR CHGS - Other Charges	15,760.00	2,396.00	13,364.00	557%
INTFND CHGS - Interfund Charges	-	673.00	(673.00)	-100%
CAP EQ - Capital Equipment	73,710.00	15,000.00	58,710.00	391%
Revenue Totals:	958,306.00	659,811.00	298,495.00	45%
Expenditure Totals	958,306.00	659,810.08	298,495.92	45%
<b>Fund Total: Landings</b>	-	0.92	(0.92)	-100%

## Worcester County

### Annual Budget by Organization Report

	2026 Requested Budget	2025 Adopted Budget	\$ Variance	% Variance
<b>Fund: 540 Lighthouse Sound</b>				
Revenue				
CHG SVC - Charges for Services	134,211.00	115,620.00	18,591.00	16%
INT/PEN - Interest & Penalties	800.00	800.00	-	0%
TRNS IN - Transfers In	(1,817.00)	7,750.00	(9,567.00)	-123%
Revenue Totals	133,194.00	124,170.00	9,024.00	7%
Expenditures				
PERS SVCS - Personnel Services	64,516.00	72,472.66	(7,956.66)	-11%
SUPP & MAT - Supplies & Materials	17,464.00	11,504.00	5,960.00	52%
MAINT & SVCS - Maintenance & Services	34,386.00	38,700.00	(4,314.00)	-11%
OTHR CHGS - Other Charges	4,367.00	1,178.00	3,189.00	270%
INTFND CHGS - Interfund Charges	-	315.00	(315.00)	-99%
CAP EQ - Capital Equipment	12,461.00	-	12,461.00	
Revenue Totals:	133,194.00	124,170.00	9,024.00	7%
Expenditure Totals	133,194.00	124,169.66	9,024.34	7%
<b>Fund Total: Lighthouse Sound</b>	-	0.34	(0.34)	-100%

## Worcester County

### Annual Budget by Organization Report

	2026 Requested Budget	2025 Adopted Budget	\$ Variance	% Variance
<b>Fund: 545 Mystic Harbour</b>				
Revenue				
CHG SVC - Charges for Services	2,880,774.00	1,448,000.00	1,432,774.00	99%
INT/PEN - Interest & Penalties	18,000.00	18,000.00	-	0%
TRNS IN - Transfers In	379,616.00	1,356,569.00	(976,953.00)	-72%
Revenue Totals	3,278,390.00	2,822,569.00	455,821.00	16%
Expenditures				
PERS SVCS - Personnel Services	929,348.00	719,947.51	209,400.49	29%
SUPP & MAT - Supplies & Materials	544,092.00	247,556.00	296,536.00	120%
MAINT & SVCS - Maintenance & Services	1,185,054.00	1,020,854.00	164,200.00	16%
OTHR CHGS - Other Charges	58,959.00	20,112.00	38,847.00	193%
INTFND CHGS - Interfund Charges	-	9,099.00	(9,099.00)	-100%
CAP EQ - Capital Equipment	560,937.00	805,000.00	(244,063.00)	-30%
Revenue Totals:	3,278,390.00	2,822,569.00	455,821.00	16%
Expenditure Totals	3,278,390.00	2,822,568.51	455,821.49	16%
<b>Fund Total: Mystic Harbour</b>	-	0.49	(0.49)	-100%

## Worcester County

### Annual Budget by Organization Report

	2026 Requested Budget	2025 Adopted Budget	\$ Variance	% Variance
<b>Fund: 550 Newark</b>				
Revenue				
CHG SVC - Charges for Services	232,960.00	167,040.00	65,920.00	39%
INT/PEN - Interest & Penalties	3,000.00	2,500.00	500.00	20%
MISC - Miscellaneous	76,539.00	26,195.00	50,344.00	192%
OTH REV - Other Revenue	400.00	3,000.00	(2,600.00)	-87%
TRNS IN - Transfers In	94,924.00	26,015.00	68,909.00	265%
Revenue Totals	407,823.00	224,750.00	183,073.00	81%
Expenditures				
PERS SVCS - Personnel Services	189,440.00	151,633.04	37,806.96	25%
SUPP & MAT - Supplies & Materials	56,036.00	14,258.00	41,778.00	293%
MAINT & SVCS - Maintenance & Services	135,173.00	56,360.00	78,813.00	140%
OTHR CHGS - Other Charges	7,778.00	1,797.00	5,981.00	332%
INTFND CHGS - Interfund Charges	-	701.00	(701.00)	-100%
CAP EQ - Capital Equipment	19,396.00	-	19,396.00	
Revenue Totals:	407,823.00	224,750.00	183,073.00	81%
Expenditure Totals	407,823.00	224,749.04	183,073.96	81%
<b>Fund Total: Newark</b>	-	0.96	(0.96)	-100%

<b>Worcester County</b>				
<b>Annual Budget by Organization Report</b>				
	<b>2026 Requested Budget</b>	<b>2025 Adopted Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>Fund: 555 Ocean Pines</b>				
Revenue				
CHG SVC - Charges for Services	9,797,029.00	8,203,440.00	1,593,589.00	19%
INT/PEN - Interest & Penalties	95,000.00	95,000.00	-	0%
OTH REV - Other Revenue	753,500.00	585,000.00	168,500.00	29%
TRNS IN - Transfers In	(347,736.00)	362,130.00	(709,866.00)	-196%
Revenue Totals	10,297,793.00	9,245,570.00	1,052,223.00	11%
Expenditures				
PERS SVCS - Personnel Services	4,785,224.00	4,620,709.06	164,514.94	4%
SUPP & MAT - Supplies & Materials	1,132,399.00	783,172.00	349,227.00	45%
MAINT & SVCS - Maintenance & Services	3,034,172.00	2,642,411.00	391,761.00	15%
OTHR CHGS - Other Charges	158,808.00	133,988.00	24,820.00	19%
INTFND CHGS - Interfund Charges	-	40,451.00	(40,451.00)	-100%
CAP EQ - Capital Equipment	1,187,190.00	1,024,838.00	162,352.00	16%
Revenue Totals:	10,297,793.00	9,245,570.00	1,052,223.00	11%
Expenditure Totals	10,297,793.00	9,245,569.06	1,052,223.94	11%
<b>Fund Total: Ocean Pines</b>	-	0.94	(0.94)	-100%

<b>Worcester County</b>				
<b>Annual Budget by Organization Report</b>				
	<b>2026 Requested Budget</b>	<b>2025 Adopted Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>Fund: 570 Riddle Farm</b>				
Revenue				
CHG SVC - Charges for Services	1,609,875.00	892,850.00	717,025.00	80%
INT/PEN - Interest & Penalties	7,000.00	6,000.00	1,000.00	17%
OP GRT - Operating Grant	600,000.00	-	600,000.00	
TRNS IN - Transfers In	402,351.00	1,128,200.00	(725,849.00)	-64%
Revenue Totals	2,619,226.00	2,027,050.00	592,176.00	29%
Expenditures				
PERS SVCS - Personnel Services	507,161.00	471,532.53	35,628.47	8%
SUPP & MAT - Supplies & Materials	193,725.00	98,620.00	95,105.00	96%
MAINT & SVCS - Maintenance & Services	1,674,096.00	1,273,625.00	400,471.00	31%
OTHR CHGS - Other Charges	43,164.00	6,296.00	36,868.00	585%
INTFND CHGS - Interfund Charges	-	1,976.00	(1,976.00)	-100%
CAP EQ - Capital Equipment	201,080.00	175,000.00	26,080.00	15%
Revenue Totals:	2,619,226.00	2,027,050.00	592,176.00	29%
Expenditure Totals	2,619,226.00	2,027,049.53	592,176.47	29%
<b>Fund Total: Riddle Farm</b>	-	0.47	(0.47)	-100%

**Worcester County**  
**Annual Budget by Organization Report**

	2026 Requested Budget	2025 Adopted Budget	\$ Variance	% Variance
<b>Fund: 575 River Run</b>				
Revenue				
CHG SVC - Charges for Services	398,066.00	213,000.00	185,066.00	87%
INT/PEN - Interest & Penalties	1,000.00	800.00	200.00	25%
TRNS IN - Transfers In	25,993.00	78,989.00	(52,996.00)	-67%
Revenue Totals	425,059.00	292,789.00	132,270.00	45%
Expenditures				
PERS SVCS - Personnel Services	123,329.00	92,807.92	30,521.08	33%
SUPP & MAT - Supplies & Materials	45,574.00	17,466.00	28,108.00	161%
MAINT & SVCS - Maintenance & Services	203,665.00	134,141.00	69,524.00	52%
OTHR CHGS - Other Charges	10,020.00	2,546.00	7,474.00	293%
INTFND CHGS - Interfund Charges	-	828.00	(828.00)	-100%
CAP EQ - Capital Equipment	42,471.00	45,000.00	(2,529.00)	-6%
Revenue Totals:	425,059.00	292,789.00	132,270.00	45%
Expenditure Totals	425,059.00	292,788.92	132,270.08	45%
<b>Fund Total: River Run</b>	-	0.08	(0.08)	-100%

<b>Worcester County</b>				
<b>Annual Budget by Organization Report</b>				
	<b>2026 Requested Budget</b>	<b>2025 Adopted Budget</b>	<b>\$ Variance</b>	<b>% Variance</b>
<b>Fund: 580 West Ocean City</b>				
Revenue				
CHG SVC - Charges for Services	2,201,122.00	1,531,600.00	669,522.00	44%
INT/PEN - Interest & Penalties	91,000.00	90,000.00	1,000.00	1%
TRNS IN - Transfers In	147,455.00	(339,153.00)	486,608.00	-143%
Revenue Totals	2,439,577.00	1,282,447.00	1,157,130.00	90%
Expenditures				
PERS SVCS - Personnel Services	309,722.00	278,528.86	31,193.14	11%
SUPP & MAT - Supplies & Materials	36,925.00	29,264.00	7,661.00	26%
MAINT & SVCS - Maintenance & Services	940,565.00	918,082.00	22,483.00	2%
OTHR CHGS - Other Charges	11,810.00	26,726.00	(14,916.00)	-56%
INTFND CHGS - Interfund Charges	-	9,846.00	(9,846.00)	-100%
CAP EQ - Capital Equipment	1,140,555.00	20,000.00	1,120,555.00	5,602%
Revenue Totals:	2,439,577.00	1,282,447.00	1,157,130.00	90%
Expenditure Totals	2,439,577.00	1,282,446.86	1,157,130.14	90%
<b>Fund Total: West Ocean City</b>	-	0.14	(0.14)	-100%

# ITEM 25

<b>Water &amp; Wastewater Service Areas FY2026 Requested Budgets</b>						
	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
<b>Fund: 520 - Assateague Point</b>						
<b>REVENUES</b>						
<i>CHG SVC - Charges for Services</i>						
	5000.100	Domestic Water Service	95,288.00	55,650.00	39,638.00	71%
	5005.100	Commercial Water Service	4,125.00	1,060.00	3,065.00	289%
	5010.100	Domestic Sewer Service	407,138.00	224,652.00	182,486.00	81%
	5015.100	Commercial Sewer Service	14,702.00	20,034.00	(5,332.00)	-27%
	5020.200	Additional Assessments - Accessibility Sewer Accessibility	3,825.00	0.00	3,825.00	N/A
	5856	Grinder Pump Surcharge	0.00	8,820.00	(8,820.00)	-100%
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$525,078.00	\$310,216.00	\$214,862.00	69%
<i>INT/PEN - Interest &amp; Penalties</i>						
	4710	Penalty/Fees	4,600.00	4,600.00	0.00	0%
<i>Account Classification Total: INT/PEN - Interest &amp; Penalties</i>			\$4,600.00	\$4,600.00	\$0.00	0%
<i>OTH REV - Other Revenue</i>						
	5850	Other Revenue	2,500.00	0.00	2,500.00	N/A
<i>Account Classification Total: OTH REV - Other Revenue</i>			\$2,500.00	\$0.00	\$2,500.00	
<i>TRNS IN - Transfers In</i>						
	5975.100	Transfers From (To) Reserve	0.00	101,809.00	(101,809.00)	-100%
	5975.200	Transfers From Other Funds	131,169.00	0.00	131,169.00	N/A
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$131,169.00	\$101,809.00	\$29,360.00	29%
<b>REVENUES Total</b>			<b>\$663,347.00</b>	<b>\$416,625.00</b>	<b>\$246,722.00</b>	<b>59%</b>
<b>EXPENSES</b>						
<i>PERS SVCS - Personnel Services</i>						
	6000.100	Personnel Services Salaries	69,494.00	60,803.10	8,690.90	14%
	6000.200	Personnel Services Salaries-Support Group	64,055.00	66,862.00	(2,807.00)	-4%
	6000.300	Personnel Services Salaries-Construction	3,031.00	2,160.00	871.00	40%
	6000.400	Personnel Services Overtime Pay	6,030.00	3,900.00	2,130.00	55%
	6010.020	Benefits Contingency	55.00	54.00	1.00	2%
	6010.025	Benefits Deferred Comp Match	1,270.00	1,270.00	0.00	0%
	6010.030	Benefits Hospitalization Insurance	37,507.00	36,414.00	1,093.00	3%
	6010.050	Benefits Retirement	18,137.00	14,856.00	3,281.00	22%
	6010.060	Benefits Social Security Taxes	10,453.00	9,808.72	644.28	7%
	6010.070	Benefits Unemployment Insurance	55.00	54.00	1.00	2%
	6010.090	Benefits Workmans Compensation Ins	2,895.00	1,884.00	1,011.00	54%
	6010.120	Benefits Long Term Disability	206.00	203.00	3.00	1%
	6010.130	Benefits Life Insurance	234.00	231.00	3.00	1%
	6010.140	Benefits FSA & PSA Admin and EAP Program	253.00	250.00	3.00	1%
	6010.150	Benefits Retirement Administration Fee	264.00	260.00	4.00	2%
	6010.900	Benefits OPEB contribution	6,185.00	4,925.00	1,260.00	26%
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$220,124.00	\$203,934.82	\$16,189.18	8%
<i>SUPP &amp; MAT - Supplies &amp; Materials</i>						
	6100.010	Administrative Expense Administrative Expenses	5,701.00	4,200.00	1,501.00	36%
	6110.060	Supplies & Equipment Chemicals	55,000.00	40,000.00	15,000.00	38%
	6110.090	Supplies & Equipment Computers & Printers	0.00	22.00	(22.00)	-100%
	6110.340	Supplies & Equipment Safety Program Equipment	4,395.00	660.00	3,735.00	566%
	6110.390	Supplies & Equipment Small Equipment	133.00	0.00	133.00	N/A
	6110.420	Supplies & Equipment Tools & Supplies	1,188.00	1,000.00	188.00	19%
	6130.045	Equipment Maintenance Other Equipment Maint/Repair	651.00	0.00	651.00	N/A
	6130.055	Equipment Maintenance Roads Management System	995.00	0.00	995.00	N/A
	6130.060	Equipment Maintenance Software Licensing	700.00	0.00	700.00	N/A
	6150.050	Uniforms & Personal Equipment Uniforms	467.00	385.00	82.00	21%
	6200.010	Other Supplies & Materials Lab Testing	31,200.00	5,000.00	26,200.00	524%
	6200.020	Other Supplies & Materials Materials	3,140.00	0.00	3,140.00	N/A
	6200.030	Other Supplies & Materials Testing Supplies	500.00	500.00	0.00	0%
<i>Account Classification Total: SUPP &amp; MAT - Supplies &amp; Materials</i>			\$104,070.00	\$51,767.00	\$52,303.00	101%
<i>MAINT &amp; SVCS - Maintenance &amp; Services</i>						
	6500.010	Systems Maintenance Collection System Maintenance	10,000.00	10,000.00	0.00	0%
	6500.012	Systems Maintenance Grinder Pump	50,000.00	40,000.00	10,000.00	25%

# ITEM 25

## Water & Wastewater Service Areas FY2026 Requested Budgets

	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
	6500.020	Systems Maintenance Water Plant/System Maint	15,000.00	20,000.00	(5,000.00)	-25%
	6500.030	Systems Maintenance Wastewater Treatment Plant Maint	15,000.00	20,000.00	(5,000.00)	-25%
	6500.040	Systems Maintenance WWW Paving	2,000.00	0.00	2,000.00	N/A
	6500.070	Systems Maintenance Contractor Water Install/Repair	8,000.00	8,000.00	0.00	0%
	6500.075	Systems Maintenance Contractor Sewer Install/Repair	5,000.00	5,000.00	0.00	0%
	6530.100	Consulting Services Professional Fees	12,492.00	3,200.00	9,292.00	290%
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	8,802.00	12,733.00	(3,931.00)	-31%
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,977.00	8,000.00	(6,023.00)	-75%
	6550.060	Building Site Expenses Electricity	40,000.00	20,000.00	20,000.00	100%
	6550.180	Building Site Expenses Pest Control/Termite Insp	1,023.00	0.00	1,023.00	N/A
	6550.270	Building Site Expenses Telephone	219.00	240.00	(21.00)	-9%
	6550.280	Building Site Expenses Tipping Fees	56.00	0.00	56.00	N/A
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	0.00	4,432.00	(4,432.00)	-100%
<i>Account Classification Total: MAINT &amp; SVCS - Maintenance &amp; Services</i>			\$169,569.00	\$151,605.00	\$17,964.00	12%
<i>OTHR CHGS - Other Charges</i>						
	7000.060	Travel, Training & Expense Educational Training	409.00	363.00	46.00	13%
	7170.100	Benefits & Insurance Property & Liability Insurance	10,520.00	6,400.00	4,120.00	64%
<i>Account Classification Total: OTHR CHGS - Other Charges</i>			\$10,929.00	\$6,763.00	\$4,166.00	62%
<i>INTFND CHGS - Interfund Charges</i>						
	8010.050	Interfund Public Works & Admin - Benefits	0.00	2,555.00	(2,555.00)	-100%
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>			\$0.00	\$2,555.00	(\$2,555.00)	-100%
<i>CAP EQ - Capital Equipment</i>						
	9010	Capital Equipment	158,655.00	0.00	158,655.00	N/A
<i>Account Classification Total: CAP EQ - Capital Equipment</i>			\$158,655.00	\$0.00	\$158,655.00	N/A
<b>EXPENSES Total</b>			<b>\$663,347.00</b>	<b>\$416,624.82</b>	<b>\$246,722.18</b>	<b>59%</b>
Fund REVENUE Total: 520 - Assateague Point			\$663,347.00	\$416,625.00	\$246,722.00	59%
Fund EXPENSE Total: 520 - Assateague Point			\$663,347.00	\$416,624.82	\$246,722.18	59%
<b>Fund Total: 520 - Assateague Point</b>			<b>\$0.00</b>	<b>\$0.18</b>	<b>(\$0.18)</b>	<b>-100%</b>
<b>Fund: 525 - Bridgetown</b>						
REVENUES						
<i>CHG SVC - Charges for Services</i>						
	5000.100	Domestic Water Service	16,640.00	12,960.00	3,680.00	28%
	5005.100	Commercial Water Service	1,000.00	700.00	300.00	43%
	5005.200	Commercial Water Usage	2,200.00	1,400.00	800.00	57%
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$19,840.00	\$15,060.00	\$4,780.00	32%
<i>INT/PEN - Interest &amp; Penalties</i>						
	4710	Penalty/Fees	500.00	400.00	100.00	25%
<i>Account Classification Total: INT/PEN - Interest &amp; Penalties</i>			\$500.00	\$400.00	\$100.00	25%
<i>OP GRT - Operating Grant</i>						
	5815	Operating Grant	31,500.00	31,500.00	0.00	0%
<i>Account Classification Total: OP GRT - Operating Grant</i>			\$31,500.00	\$31,500.00	\$0.00	0%
<i>TRNS IN - Transfers In</i>						
	5975.100	Transfers From (To) Reserve	0.00	(2,490.00)	2,490.00	-100%
	5975.200	Transfers From Other Funds	23,477.00	0.00	23,477.00	N/A
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$23,477.00	(\$2,490.00)	\$25,967.00	-1043%
REVENUES Total			\$75,317.00	\$44,470.00	\$30,847.00	69%
EXPENSES						
<i>PERS SVCS - Personnel Services</i>						
	6000.100	Personnel Services Salaries	3,384.00	1,971.00	1,413.00	72%
	6000.200	Personnel Services Salaries-Support Group	3,374.00	156.00	3,218.00	2063%
	6000.300	Personnel Services Salaries-Construction	1,599.00	2,846.00	(1,247.00)	-44%
	6000.400	Personnel Services Overtime Pay	107.00	601.00	(494.00)	-82%
	6010.020	Benefits Contingency	3.00	2.00	1.00	50%
	6010.025	Benefits Deferred Comp Match	36.00	36.00	0.00	0%
	6010.030	Benefits Hospitalization Insurance	2,288.00	942.00	1,346.00	143%
	6010.050	Benefits Retirement	1,110.00	535.00	575.00	107%

# ITEM 25

## Water & Wastewater Service Areas FY2026 Requested Budgets

	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
	6010.060	Benefits Social Security Taxes	639.00	352.00	287.00	82%
	6010.070	Benefits Unemployment Insurance	3.00	2.00	1.00	50%
	6010.090	Benefits Workmans Compensation Ins	177.00	68.00	109.00	160%
	6010.120	Benefits Long Term Disability	13.00	7.00	6.00	86%
	6010.130	Benefits Life Insurance	14.00	8.00	6.00	75%
	6010.140	Benefits FSA & PSA Admin and EAP Program	15.00	9.00	6.00	67%
	6010.150	Benefits Retirement Administration Fee	16.00	9.00	7.00	78%
	6010.900	Benefits OPEB contribution	272.00	0.00	272.00	N/A
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$13,050.00	\$7,544.00	\$5,506.00	73%
<i>SUPP &amp; MAT - Supplies &amp; Materials</i>						
	6100.010	Administrative Expense Administrative Expenses	757.00	623.00	134.00	22%
	6110.340	Supplies & Equipment Safety Program Equipment	35.00	48.00	(13.00)	-27%
	6110.390	Supplies & Equipment Small Equipment	12.00	0.00	12.00	N/A
	6110.420	Supplies & Equipment Tools & Supplies	1.00	0.00	1.00	N/A
	6130.045	Equipment Maintenance Other Equipment Maint/Repair	62.00	0.00	62.00	N/A
	6130.055	Equipment Maintenance Roads Management System	83.00	0.00	83.00	N/A
	6130.060	Equipment Maintenance Software Licensing	4.00	0.00	4.00	N/A
	6150.050	Uniforms & Personal Equipment Uniforms	41.00	28.00	13.00	46%
	6200.010	Other Supplies & Materials Lab Testing	600.00	500.00	100.00	20%
	6200.020	Other Supplies & Materials Materials	117.00	0.00	117.00	N/A
<i>Account Classification Total: SUPP &amp; MAT - Supplies &amp; Materials</i>			\$1,712.00	\$1,199.00	\$513.00	43%
<i>MAINT &amp; SVCS - Maintenance &amp; Services</i>						
	6500.040	Systems Maintenance WWW Paving	1,000.00	0.00	1,000.00	N/A
	6500.070	Systems Maintenance Contractor Water Install/Repair	3,500.00	3,500.00	0.00	0%
	6530.100	Consulting Services Professional Fees	41.00	240.00	(199.00)	-83%
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	712.00	926.00	(214.00)	-23%
	6550.270	Building Site Expenses Telephone	10.00	18.00	(8.00)	-44%
	6700.200	Other Maint. & Svcs Payment to Water Utility	42,000.00	30,000.00	12,000.00	40%
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	0.00	591.00	(591.00)	-100%
<i>Account Classification Total: MAINT &amp; SVCS - Maintenance &amp; Services</i>			\$47,263.00	\$35,275.00	\$11,988.00	34%
<i>OTHR CHGS - Other Charges</i>						
	7000.060	Travel, Training & Expense Educational Training	39.00	26.00	13.00	50%
	7170.100	Benefits & Insurance Property & Liability Insurance	40.00	300.00	(260.00)	-87%
<i>Account Classification Total: OTHR CHGS - Other Charges</i>			\$79.00	\$326.00	(\$247.00)	-76%
<i>INTFND CHGS - Interfund Charges</i>						
	8010.050	Interfund Public Works & Admin - Benefits	0.00	126.00	(126.00)	-100%
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>			\$0.00	\$126.00	(\$126.00)	-100%
<i>CAP EQ - Capital Equipment</i>						
	9010	Capital Equipment	213.00	0.00	213.00	N/A
	9010.090	Capital Equipment Other WWW Equipment	13,000.00	0.00	13,000.00	N/A
<i>Account Classification Total: CAP EQ - Capital Equipment</i>			\$13,213.00	\$0.00	\$13,213.00	N/A
<b>EXPENSES Total</b>			<b>\$75,317.00</b>	<b>\$44,470.00</b>	<b>\$30,847.00</b>	<b>69%</b>
Fund REVENUE Total: 525 - Bridletown			\$75,317.00	\$44,470.00	\$30,847.00	69%
Fund EXPENSE Total: 525 - Bridletown			\$75,317.00	\$44,470.00	\$30,847.00	69%
<b>Fund Total: 525 - Bridletown</b>			<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
<b>Fund: 530 - Edgewater Acres</b>						
REVENUES						
<i>CHG SVC - Charges for Services</i>						
	5000.100	Domestic Water Service	113,920.00	61,000.00	52,920.00	87%
	5000.200	Domestic Water Usage	40,000.00	40,000.00	0.00	0%
	5010.100	Domestic Sewer Service	185,440.00	164,000.00	21,440.00	13%
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$339,360.00	\$265,000.00	\$74,360.00	28%
<i>INT/PEN - Interest &amp; Penalties</i>						
	4710	Penalty/Fees	1,600.00	1,600.00	0.00	0%
<i>Account Classification Total: INT/PEN - Interest &amp; Penalties</i>			\$1,600.00	\$1,600.00	\$0.00	0%
<i>TRNS IN - Transfers In</i>						

# ITEM 25

<b>Water &amp; Wastewater Service Areas FY2026 Requested Budgets</b>						
	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
	5975.100	Transfers From (To) Reserve	0.00	36,911.00	(36,911.00)	-100%
	5975.200	Transfers From Other Funds	90,857.00	0.00	90,857.00	N/A
	<i>Account Classification Total: TRNS IN - Transfers In</i>		\$90,857.00	\$36,911.00	\$53,946.00	146%
	<i>DEBT SRV REV - Debt Service Revenue</i>					
	5980	Front Foot/EDU Revenue	875.00	865.00	10.00	1%
	<i>Account Classification Total: DEBT SRV REV - Debt Service Revenue</i>		\$875.00	\$865.00	\$10.00	1%
	REVENUES Total		\$432,692.00	\$304,376.00	\$128,316.00	42%
	EXPENSES					
	<i>PERS SVCS - Personnel Services</i>					
	6000.100	Personnel Services Salaries	26,049.00	23,896.58	2,152.42	9%
	6000.200	Personnel Services Salaries-Support Group	24,182.00	50,818.00	(26,636.00)	-52%
	6000.300	Personnel Services Salaries-Construction	126.00	308.00	(182.00)	-59%
	6000.400	Personnel Services Overtime Pay	1,190.00	1,850.00	(660.00)	-36%
	6010.020	Benefits Contingency	20.00	31.00	(11.00)	-35%
	6010.025	Benefits Deferred Comp Match	211.00	211.00	0.00	0%
	6010.030	Benefits Hospitalization Insurance	12,759.00	15,477.22	(2,718.22)	-18%
	6010.050	Benefits Retirement	6,687.00	8,617.00	(1,930.00)	-22%
	6010.060	Benefits Social Security Taxes	3,857.00	5,619.18	(1,762.18)	-31%
	6010.070	Benefits Unemployment Insurance	20.00	31.00	(11.00)	-35%
	6010.090	Benefits Workmans Compensation Ins	1,067.00	1,093.00	(26.00)	-2%
	6010.120	Benefits Long Term Disability	76.00	118.00	(42.00)	-36%
	6010.130	Benefits Life Insurance	86.00	134.00	(48.00)	-36%
	6010.140	Benefits FSA & PSA Admin and EAP Program	93.00	145.00	(52.00)	-36%
	6010.150	Benefits Retirement Administration Fee	97.00	151.00	(54.00)	-36%
	6010.900	Benefits OPEB contribution	2,021.00	1,753.00	268.00	15%
	<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$78,541.00	\$110,252.98	(\$31,711.98)	-29%
	<i>SUPP &amp; MAT - Supplies &amp; Materials</i>					
	6100.010	Administrative Expense Administrative Expenses	3,158.00	1,010.00	2,148.00	213%
	6110.090	Supplies & Equipment Computers & Printers	0.00	10.00	(10.00)	-100%
	6110.340	Supplies & Equipment Safety Program Equipment	160.00	312.00	(152.00)	-49%
	6110.390	Supplies & Equipment Small Equipment	53.00	0.00	53.00	N/A
	6110.420	Supplies & Equipment Tools & Supplies	1.00	0.00	1.00	N/A
	6130.045	Equipment Maintenance Other Equipment Maint/Repair	280.00	0.00	280.00	N/A
	6130.055	Equipment Maintenance Roads Management System	824.00	0.00	824.00	N/A
	6130.060	Equipment Maintenance Software Licensing	497.00	0.00	497.00	N/A
	6150.050	Uniforms & Personal Equipment Uniforms	187.00	182.00	5.00	3%
	6200.010	Other Supplies & Materials Lab Testing	1,500.00	1,000.00	500.00	50%
	6200.020	Other Supplies & Materials Materials	533.00	0.00	533.00	N/A
	6200.030	Other Supplies & Materials Testing Supplies	1,000.00	1,000.00	0.00	0%
	<i>Account Classification Total: SUPP &amp; MAT - Supplies &amp; Materials</i>		\$8,193.00	\$3,514.00	\$4,679.00	133%
	<i>MAINT &amp; SVCS - Maintenance &amp; Services</i>					
	6500.010	Systems Maintenance Collection System Maintenance	5,000.00	5,000.00	0.00	0%
	6500.020	Systems Maintenance Water Plant/System Maint	5,000.00	5,000.00	0.00	0%
	6500.040	Systems Maintenance WWW Paving	1,500.00	500.00	1,000.00	200%
	6500.070	Systems Maintenance Contractor Water Install/Repair	5,500.00	4,000.00	1,500.00	38%
	6530.100	Consulting Services Professional Fees	408.00	1,200.00	(792.00)	-66%
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	3,210.00	6,019.00	(2,809.00)	-47%
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,000.00	2,000.00	(1,000.00)	-50%
	6550.060	Building Site Expenses Electricity	8,000.00	8,000.00	0.00	0%
	6550.270	Building Site Expenses Telephone	848.00	830.00	18.00	2%
	6700.100	Other Maint. & Svcs Payment to Sewer Utility	90,000.00	85,000.00	5,000.00	6%
	6700.200	Other Maint. & Svcs Payment to Water Utility	70,000.00	68,000.00	2,000.00	3%
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	0.00	1,386.00	(1,386.00)	-100%
	<i>Account Classification Total: MAINT &amp; SVCS - Maintenance &amp; Services</i>		\$190,466.00	\$186,935.00	\$3,531.00	2%
	<i>OTHR CHGS - Other Charges</i>					
	7000.060	Travel, Training & Expense Educational Training	176.00	172.00	4.00	2%

# ITEM 25

<b>Water &amp; Wastewater Service Areas FY2026 Requested Budgets</b>						
	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
	7170.100	Benefits & Insurance Property & Liability Insurance	1,800.00	2,500.00	(700.00)	-28%
	<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$1,976.00	\$2,672.00	(\$696.00)	-26%
	<i>INTFND CHGS - Interfund Charges</i>					
	8010.050	Interfund Public Works & Admin - Benefits	0.00	1,002.00	(1,002.00)	-100%
	<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$0.00	\$1,002.00	(\$1,002.00)	-100%
	<i>CAP EQ - Capital Equipment</i>					
	9010	Capital Equipment	153,516.00	0.00	153,516.00	N/A
	<i>Account Classification Total: CAP EQ - Capital Equipment</i>		\$153,516.00	\$0.00	\$153,516.00	
	<b>EXPENSES Total</b>		<b>\$432,692.00</b>	<b>\$304,375.98</b>	<b>\$128,316.02</b>	<b>42%</b>
	Fund REVENUE Total: 530 - Edgewater Acres		\$432,692.00	\$304,376.00	\$128,316.00	42%
	Fund EXPENSE Total: 530 - Edgewater Acres		\$432,692.00	\$304,375.98	\$128,316.02	42%
	<b>Fund Total: 530 - Edgewater Acres</b>		<b>\$0.00</b>	<b>\$0.02</b>	<b>(\$0.02)</b>	<b>-100%</b>
	<b>Fund: 535 - Landings</b>					
	REVENUES					
	<i>CHG SVC - Charges for Services</i>					
	5000.100	Domestic Water Service	103,080.00	52,000.00	51,080.00	98%
	5000.200	Domestic Water Usage	17,500.00	9,100.00	8,400.00	92%
	5010.100	Domestic Sewer Service	290,520.00	140,000.00	150,520.00	108%
	5010.200	Domestic Sewer Usage	52,500.00	24,000.00	28,500.00	119%
	5020	Additional Assessments - Accessibility	50,184.00	149,000.00	(98,816.00)	-66%
	5040	Hook-Ups	100,000.00	100,000.00	0.00	0%
	<i>Account Classification Total: CHG SVC - Charges for Services</i>		\$613,784.00	\$474,100.00	\$139,684.00	29%
	<i>INT/PEN - Interest &amp; Penalties</i>					
	4710	Penalty/Fees	3,000.00	3,000.00	0.00	0%
	<i>Account Classification Total: INT/PEN - Interest &amp; Penalties</i>		\$3,000.00	\$3,000.00	\$0.00	0%
	<i>TRNS IN - Transfers In</i>					
	5975.100	Transfers From (To) Reserve	0.00	182,711.00	(182,711.00)	-100%
	5975.200	Transfers From Other Funds	341,522.00	0.00	341,522.00	N/A
	<i>Account Classification Total: TRNS IN - Transfers In</i>		\$341,522.00	\$182,711.00	\$158,811.00	87%
	<b>REVENUES Total</b>		<b>\$958,306.00</b>	<b>\$659,811.00</b>	<b>\$298,495.00</b>	<b>45%</b>
	EXPENSES					
	<i>PERS SVCS - Personnel Services</i>					
	6000.100	Personnel Services Salaries	89,895.00	26,066.98	63,828.02	245%
	6000.200	Personnel Services Salaries-Support Group	30,963.00	72,062.00	(41,099.00)	-57%
	6000.300	Personnel Services Salaries-Construction	5,083.00	4,343.00	740.00	17%
	6000.400	Personnel Services Overtime Pay	933.00	3,400.00	(2,467.00)	-73%
	6010.020	Benefits Contingency	51.00	42.00	9.00	21%
	6010.025	Benefits Deferred Comp Match	411.00	411.00	0.00	0%
	6010.030	Benefits Hospitalization Insurance	33,171.00	22,984.22	10,186.78	44%
	6010.050	Benefits Retirement	16,725.00	11,608.00	5,117.00	44%
	6010.060	Benefits Social Security Taxes	9,699.00	7,492.88	2,206.12	29%
	6010.070	Benefits Unemployment Insurance	51.00	42.00	9.00	21%
	6010.090	Benefits Workmans Compensation Ins	2,670.00	1,472.00	1,198.00	81%
	6010.120	Benefits Long Term Disability	190.00	159.00	31.00	19%
	6010.130	Benefits Life Insurance	216.00	180.00	36.00	20%
	6010.140	Benefits FSA & PSA Admin and EAP Program	233.00	195.00	38.00	19%
	6010.150	Benefits Retirement Administration Fee	244.00	203.00	41.00	20%
	6010.900	Benefits OPEB contribution	6,907.00	1,841.00	5,066.00	275%
	<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$197,442.00	\$152,502.08	\$44,939.92	29%
	<i>SUPP &amp; MAT - Supplies &amp; Materials</i>					
	6100.010	Administrative Expense Administrative Expenses	2,826.00	630.00	2,196.00	349%
	6110.060	Supplies & Equipment Chemicals	25,000.00	25,000.00	0.00	0%
	6110.090	Supplies & Equipment Computers & Printers	0.00	24.00	(24.00)	-100%
	6110.340	Supplies & Equipment Safety Program Equipment	247.00	720.00	(473.00)	-66%
	6110.390	Supplies & Equipment Small Equipment	85.00	0.00	85.00	N/A
	6110.420	Supplies & Equipment Tools & Supplies	806.00	500.00	306.00	61%
	6130.045	Equipment Maintenance Other Equipment Maint/Repair	367.00	0.00	367.00	N/A
	6130.055	Equipment Maintenance Roads Management System	792.00	0.00	792.00	N/A

# ITEM 25

<b>Water &amp; Wastewater Service Areas FY2026 Requested Budgets</b>						
	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
	6130.060	Equipment Maintenance Software Licensing	868.00	0.00	868.00	N/A
	6150.050	Uniforms & Personal Equipment Uniforms	298.00	420.00	(122.00)	-29%
	6200.010	Other Supplies & Materials Lab Testing	10,000.00	3,000.00	7,000.00	233%
	6200.020	Other Supplies & Materials Materials	698.00	0.00	698.00	N/A
	6200.030	Other Supplies & Materials Testing Supplies	2,000.00	2,000.00	0.00	0%
	<i>Account Classification Total: SUPP &amp; MAT - Supplies &amp; Materials</i>		\$43,987.00	\$32,294.00	\$11,693.00	36%
	<i>MAINT &amp; SVCS - Maintenance &amp; Services</i>					
	6500.010	Systems Maintenance Collection System Maintenance	22,500.00	7,500.00	15,000.00	200%
	6500.020	Systems Maintenance Water Plant/System Maint	170,000.00	110,000.00	60,000.00	55%
	6500.030	Systems Maintenance Wastewater Treatment Plant Maint	5,000.00	5,000.00	0.00	0%
	6500.040	Systems Maintenance WWW Paving	5,000.00	0.00	5,000.00	N/A
	6500.070	Systems Maintenance Contractor Water Install/Repair	90,000.00	60,000.00	30,000.00	50%
	6500.075	Systems Maintenance Contractor Sewer Install/Repair	5,000.00	5,000.00	0.00	0%
	6530.100	Consulting Services Professional Fees	12,392.00	880.00	11,512.00	1308%
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	6,410.00	13,890.00	(7,480.00)	-54%
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	2,018.00	2,700.00	(682.00)	-25%
	6550.060	Building Site Expenses Electricity	47,000.00	45,000.00	2,000.00	4%
	6550.180	Building Site Expenses Pest Control/Termite Insp	682.00	0.00	682.00	N/A
	6550.270	Building Site Expenses Telephone	1,313.00	1,066.00	247.00	23%
	6550.280	Building Site Expenses Tipping Fees	92.00	0.00	92.00	N/A
	6700.100	Other Maint. & Svcs Payment to Sewer Utility	260,000.00	200,000.00	60,000.00	30%
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	0.00	5,909.00	(5,909.00)	-100%
	<i>Account Classification Total: MAINT &amp; SVCS - Maintenance &amp; Services</i>		\$627,407.00	\$456,945.00	\$170,462.00	37%
	<i>OTHR CHGS - Other Charges</i>					
	7000.060	Travel, Training & Expense Educational Training	230.00	396.00	(166.00)	-42%
	7170.100	Benefits & Insurance Property & Liability Insurance	15,530.00	2,000.00	13,530.00	677%
	<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$15,760.00	\$2,396.00	\$13,364.00	558%
	<i>INTFND CHGS - Interfund Charges</i>					
	8010.050	Interfund Public Works & Admin - Benefits	0.00	673.00	(673.00)	-100%
	<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$0.00	\$673.00	(\$673.00)	-100%
	<i>CAP EQ - Capital Equipment</i>					
	9010	Capital Equipment	58,710.00	0.00	58,710.00	N/A
	9010.090	Capital Equipment Other WWW Equipment	15,000.00	15,000.00	0.00	0%
	<i>Account Classification Total: CAP EQ - Capital Equipment</i>		\$73,710.00	\$15,000.00	\$58,710.00	391%
	<b>EXPENSES Total</b>		<b>\$958,306.00</b>	<b>\$659,810.08</b>	<b>\$298,495.92</b>	<b>45%</b>
	Fund REVENUE Total: 535 - Landings		\$958,306.00	\$659,811.00	\$298,495.00	45%
	Fund EXPENSE Total: 535 - Landings		\$958,306.00	\$659,810.08	\$298,495.92	45%
	<b>Fund Total: 535 - Landings</b>		<b>\$0.00</b>	<b>\$0.92</b>	<b>(\$0.92)</b>	<b>-100%</b>
	<b>Fund: 540 - Lighthouse Sound</b>					
	REVENUES					
	<i>CHG SVC - Charges for Services</i>					
	5010.100	Domestic Sewer Service	120,502.00	106,500.00	14,002.00	13%
	5020	Additional Assessments - Accessibility	13,709.00	9,120.00	4,589.00	50%
	<i>Account Classification Total: CHG SVC - Charges for Services</i>		\$134,211.00	\$115,620.00	\$18,591.00	16%
	<i>INT/PEN - Interest &amp; Penalties</i>					
	4710	Penalty/Fees	800.00	800.00	0.00	0%
	<i>Account Classification Total: INT/PEN - Interest &amp; Penalties</i>		\$800.00	\$800.00	\$0.00	0%
	<i>TRNS IN - Transfers In</i>					
	5975.100	Transfers From (To) Reserve	(1,817.00)	7,750.00	(9,567.00)	-123%
	5975.200	Transfers From Other Funds	0.00	0.00	0.00	N/A
	<i>Account Classification Total: TRNS IN - Transfers In</i>		(\$1,817.00)	\$7,750.00	(\$9,567.00)	-123%
	REVENUES Total		\$133,194.00	\$124,170.00	\$9,024.00	7%
	EXPENSES					
	<i>PERS SVCS - Personnel Services</i>					
	6000.100	Personnel Services Salaries	18,160.00	13,979.20	4,180.80	30%

# ITEM 25

<b>Water &amp; Wastewater Service Areas FY2026 Requested Budgets</b>						
	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
	6000.200	Personnel Services Salaries-Support Group	22,310.00	35,449.06	(13,139.06)	-37%
	6000.300	Personnel Services Salaries-Construction	695.00	0.00	695.00	N/A
	6000.400	Personnel Services Overtime Pay	466.00	1,350.00	(884.00)	-65%
	6010.020	Benefits Contingency	17.00	22.00	(5.00)	-23%
	6010.025	Benefits Deferred Comp Match	123.00	123.00	0.00	0%
	6010.030	Benefits Hospitalization Insurance	10,986.00	9,212.44	1,773.56	19%
	6010.050	Benefits Retirement	5,466.00	5,975.00	(509.00)	-9%
	6010.060	Benefits Social Security Taxes	3,191.00	3,754.96	(563.96)	-15%
	6010.070	Benefits Unemployment Insurance	17.00	22.00	(5.00)	-23%
	6010.090	Benefits Workmans Compensation Ins	873.00	758.00	115.00	15%
	6010.120	Benefits Long Term Disability	62.00	82.00	(20.00)	-24%
	6010.130	Benefits Life Insurance	71.00	93.00	(22.00)	-24%
	6010.140	Benefits FSA & PSA Admin and EAP Program	76.00	100.00	(24.00)	-24%
	6010.150	Benefits Retirement Administration Fee	80.00	105.00	(25.00)	-24%
	6010.900	Benefits OPEB contribution	1,923.00	1,447.00	476.00	33%
	<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$64,516.00	\$72,472.66	(\$7,956.66)	-11%
	<i>SUPP &amp; MAT - Supplies &amp; Materials</i>					
	6100.010	Administrative Expense Administrative Expenses	909.00	980.00	(71.00)	-7%
	6110.060	Supplies & Equipment Chemicals	4,000.00	4,000.00	0.00	0%
	6110.090	Supplies & Equipment Computers & Printers	0.00	11.00	(11.00)	-100%
	6110.340	Supplies & Equipment Safety Program Equipment	3,232.00	324.00	2,908.00	898%
	6110.390	Supplies & Equipment Small Equipment	78.00	0.00	78.00	N/A
	6110.420	Supplies & Equipment Tools & Supplies	65.00	0.00	65.00	N/A
	6130.045	Equipment Maintenance Other Equipment Maint/Repair	393.00	0.00	393.00	N/A
	6130.055	Equipment Maintenance Roads Management System	187.00	0.00	187.00	N/A
	6130.060	Equipment Maintenance Software Licensing	379.00	0.00	379.00	N/A
	6150.050	Uniforms & Personal Equipment Uniforms	273.00	189.00	84.00	44%
	6200.010	Other Supplies & Materials Lab Testing	7,200.00	6,000.00	1,200.00	20%
	6200.020	Other Supplies & Materials Materials	748.00	0.00	748.00	N/A
	<i>Account Classification Total: SUPP &amp; MAT - Supplies &amp; Materials</i>		\$17,464.00	\$11,504.00	\$5,960.00	52%
	<i>MAINT &amp; SVCS - Maintenance &amp; Services</i>					
	6500.010	Systems Maintenance Collection System Maintenance	5,500.00	5,500.00	0.00	0%
	6500.030	Systems Maintenance Wastewater Treatment Plant Maint	7,000.00	12,000.00	(5,000.00)	-42%
	6530.100	Consulting Services Professional Fees	93.00	480.00	(387.00)	-81%
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	4,956.00	6,251.00	(1,295.00)	-21%
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	300.00	300.00	0.00	0%
	6550.060	Building Site Expenses Electricity	16,000.00	12,000.00	4,000.00	33%
	6550.270	Building Site Expenses Telephone	518.00	396.00	122.00	31%
	6550.280	Building Site Expenses Tipping Fees	19.00	0.00	19.00	N/A
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	0.00	1,773.00	(1,773.00)	-100%
	<i>Account Classification Total: MAINT &amp; SVCS - Maintenance &amp; Services</i>		\$34,386.00	\$38,700.00	(\$4,314.00)	-11%
	<i>OTHR CHGS - Other Charges</i>					
	7000.060	Travel, Training & Expense Educational Training	247.00	178.00	69.00	39%
	7170.100	Benefits & Insurance Property & Liability Insurance	4,120.00	1,000.00	3,120.00	312%
	<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$4,367.00	\$1,178.00	\$3,189.00	271%
	<i>INTFND CHGS - Interfund Charges</i>					
	8010.050	Interfund Public Works & Admin - Benefits	0.00	315.00	(315.00)	-100%
	<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$0.00	\$315.00	(\$315.00)	-100%
	<i>CAP EQ - Capital Equipment</i>					
	9010	Capital Equipment	12,461.00	0.00	12,461.00	N/A
	<i>Account Classification Total: CAP EQ - Capital Equipment</i>		\$12,461.00	\$0.00	\$12,461.00	N/A
	<b>EXPENSES Total</b>		<b>\$133,194.00</b>	<b>\$124,169.66</b>	<b>\$9,024.34</b>	<b>7%</b>
	<b>Fund REVENUE Total: 540 - Lighthouse Sound</b>		<b>\$133,194.00</b>	<b>\$124,170.00</b>	<b>\$9,024.00</b>	<b>7%</b>
	<b>Fund EXPENSE Total: 540 - Lighthouse Sound</b>		<b>\$133,194.00</b>	<b>\$124,169.66</b>	<b>\$9,024.34</b>	<b>7%</b>
	<b>Fund Total: 540 - Lighthouse Sound</b>		<b>\$0.00</b>	<b>\$0.34</b>	<b>(\$0.34)</b>	<b>-100%</b>

# ITEM 25

<b>Water &amp; Wastewater Service Areas FY2026 Requested Budgets</b>						
	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
<b>Fund: 545 - Mystic Harbour</b>						
<b>REVENUES</b>						
<i>CHG SVC - Charges for Services</i>						
	5000.100	Domestic Water Service	537,000.00	375,000.00	162,000.00	43%
	5000.200	Domestic Water Usage	157,000.00	80,000.00	77,000.00	96%
	5005.100	Commercial Water Service	196,200.00	78,000.00	118,200.00	152%
	5005.200	Commercial Water Usage	95,000.00	60,000.00	35,000.00	58%
	5010.100	Domestic Sewer Service	745,089.00	515,000.00	230,089.00	45%
	5010.200	Domestic Sewer Usage	223,000.00	81,000.00	142,000.00	175%
	5015.100	Commercial Sewer Service	500,400.00	71,000.00	429,400.00	605%
	5015.200	Commercial Sewer Usage	125,000.00	158,000.00	(33,000.00)	-21%
	5020.100	Additional Assessments - Accessibility Water Accessibility	85,425.00	0.00	85,425.00	N/A
	5020.200	Additional Assessments - Accessibility Sewer Accessibility	186,660.00	0.00	186,660.00	N/A
	5040	Hook-Ups	30,000.00	30,000.00	0.00	0%
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$2,880,774.00	\$1,448,000.00	\$1,432,774.00	99%
<i>INT/PEN - Interest &amp; Penalties</i>						
	4710	Penalty/Fees	18,000.00	18,000.00	0.00	0%
<i>Account Classification Total: INT/PEN - Interest &amp; Penalties</i>			\$18,000.00	\$18,000.00	\$0.00	0%
<i>TRNS IN - Transfers In</i>						
	5510	Transfers From Other Funds	260,000.00	200,000.00	60,000.00	30%
	5975.100	Transfers From (To) Reserve	0.00	1,156,569.00	(1,156,569.00)	-100%
	5975.200	Transfers From Other Funds	119,616.00	0.00	119,616.00	N/A
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$379,616.00	\$1,356,569.00	(\$976,953.00)	-72%
<b>REVENUES Total</b>			<b>\$3,278,390.00</b>	<b>\$2,822,569.00</b>	<b>\$455,821.00</b>	<b>16%</b>
<b>EXPENSES</b>						
<i>PERS SVCS - Personnel Services</i>						
	6000.100	Personnel Services Salaries	292,247.00	207,487.12	84,759.88	41%
	6000.200	Personnel Services Salaries-Support Group	282,950.00	258,777.98	24,172.02	9%
	6000.300	Personnel Services Salaries-Construction	9,339.00	4,506.00	4,833.00	107%
	6000.400	Personnel Services Overtime Pay	21,379.00	26,350.00	(4,971.00)	-19%
	6010.020	Benefits Contingency	236.00	196.00	40.00	20%
	6010.025	Benefits Deferred Comp Match	2,220.00	2,220.00	0.00	0%
	6010.030	Benefits Hospitalization Insurance	151,288.00	111,796.08	39,491.92	35%
	6010.050	Benefits Retirement	77,626.00	53,568.00	24,058.00	45%
	6010.060	Benefits Social Security Taxes	46,363.00	33,560.33	12,802.67	38%
	6010.070	Benefits Unemployment Insurance	235.00	196.00	39.00	20%
	6010.090	Benefits Workmans Compensation Ins	12,390.00	6,793.00	5,597.00	82%
	6010.120	Benefits Long Term Disability	883.00	733.00	150.00	20%
	6010.130	Benefits Life Insurance	1,001.00	831.00	170.00	20%
	6010.140	Benefits FSA & PSA Admin and EAP Program	1,084.00	900.00	184.00	20%
	6010.150	Benefits Retirement Administration Fee	1,131.00	939.00	192.00	20%
	6010.900	Benefits OPEB contribution	28,976.00	11,094.00	17,882.00	161%
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$929,348.00	\$719,947.51	\$209,400.49	29%
<i>SUPP &amp; MAT - Supplies &amp; Materials</i>						
	6100.010	Administrative Expense Administrative Expenses	23,637.00	3,150.00	20,487.00	650%
	6110.060	Supplies & Equipment Chemicals	450,000.00	200,000.00	250,000.00	125%
	6110.090	Supplies & Equipment Computers & Printers	0.00	128.00	(128.00)	-100%
	6110.340	Supplies & Equipment Safety Program Equipment	3,806.00	3,840.00	(34.00)	-1%
	6110.390	Supplies & Equipment Small Equipment	608.00	13,198.00	(12,590.00)	-95%
	6110.420	Supplies & Equipment Tools & Supplies	5,630.00	5,000.00	630.00	13%
	6130.045	Equipment Maintenance Other Equipment Maint/Repair	3,022.00	0.00	3,022.00	N/A
	6130.055	Equipment Maintenance Roads Management System	6,422.00	0.00	6,422.00	N/A
	6130.060	Equipment Maintenance Software Licensing	3,087.00	0.00	3,087.00	N/A
	6150.050	Uniforms & Personal Equipment Uniforms	2,124.00	2,240.00	(116.00)	-5%
	6200.010	Other Supplies & Materials Lab Testing	30,000.00	10,000.00	20,000.00	200%
	6200.020	Other Supplies & Materials Materials	5,756.00	0.00	5,756.00	N/A
	6200.030	Other Supplies & Materials Testing Supplies	10,000.00	10,000.00	0.00	0%
<i>Account Classification Total: SUPP &amp; MAT - Supplies &amp; Materials</i>			\$544,092.00	\$247,556.00	\$296,536.00	120%

# ITEM 25

<b>Water &amp; Wastewater Service Areas FY2026 Requested Budgets</b>						
	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
<i>MAINT &amp; SVCS - Maintenance &amp; Services</i>						
	6500.010	Systems Maintenance Collection System Maintenance	45,000.00	40,000.00	5,000.00	13%
	6500.020	Systems Maintenance Water Plant/System Maint	146,000.00	146,000.00	0.00	0%
	6500.030	Systems Maintenance Wastewater Treatment Plant Maint	200,000.00	140,000.00	60,000.00	43%
	6500.040	Systems Maintenance WWW Paving	5,000.00	4,000.00	1,000.00	25%
	6500.070	Systems Maintenance Contractor Water Install/Repair	20,000.00	20,000.00	0.00	0%
	6500.075	Systems Maintenance Contractor Sewer Install/Repair	20,000.00	20,000.00	0.00	0%
	6530.100	Consulting Services Professional Fees	15,179.00	8,400.00	6,779.00	81%
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	39,102.00	74,080.00	(34,978.00)	-47%
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	55,718.00	15,000.00	40,718.00	271%
	6550.060	Building Site Expenses Electricity	260,000.00	250,000.00	10,000.00	4%
	6550.120	Building Site Expenses Heating Propane	3,600.00	0.00	3,600.00	N/A
	6550.140	Building Site Expenses Internet Access	2,195.00	0.00	2,195.00	N/A
	6550.180	Building Site Expenses Pest Control/Termite Insp	682.00	0.00	682.00	N/A
	6550.270	Building Site Expenses Telephone	6,389.00	7,830.00	(1,441.00)	-18%
	6550.280	Building Site Expenses Tipping Fees	75,189.00	0.00	75,189.00	N/A
	6700.100	Other Maint. & Svcs Payment to Sewer Utility	250,000.00	200,000.00	50,000.00	25%
	6700.150	Other Maint. & Svcs Payment to Water Utility Effluen	40,000.00	40,000.00	0.00	0%
	6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	1,000.00	1,000.00	0.00	0%
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	0.00	29,544.00	(29,544.00)	-100%
	6700.650	Other Maint. & Svcs Tipping Fees	0.00	25,000.00	(25,000.00)	-100%
<i>Account Classification Total: MAINT &amp; SVCS - Maintenance &amp; Services</i>			\$1,185,054.00	\$1,020,854.00	\$164,200.00	16%
<i>OTHR CHGS - Other Charges</i>						
	7000.060	Travel, Training & Expense Educational Training	1,899.00	2,112.00	(213.00)	-10%
	7170.100	Benefits & Insurance Property & Liability Insurance	51,850.00	18,000.00	33,850.00	188%
	7200.010	Bond & Interest Expense Interest Expense	5,210.00	0.00	5,210.00	N/A
<i>Account Classification Total: OTHR CHGS - Other Charges</i>			\$58,959.00	\$20,112.00	\$38,847.00	193%
<i>INTFND CHGS - Interfund Charges</i>						
	8010.050	Interfund Public Works & Admin - Benefits	0.00	9,099.00	(9,099.00)	-100%
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>			\$0.00	\$9,099.00	(\$9,099.00)	-100%
<i>CAP EQ - Capital Equipment</i>						
	9010	Capital Equipment	330,937.00	675,000.00	(344,063.00)	-51%
	9010.080	Capital Equipment Construction Projects	230,000.00	130,000.00	100,000.00	77%
<i>Account Classification Total: CAP EQ - Capital Equipment</i>			\$560,937.00	\$805,000.00	(\$244,063.00)	-30%
<b>EXPENSES Total</b>			<b>\$3,278,390.00</b>	<b>\$2,822,568.51</b>	<b>\$455,821.49</b>	<b>16%</b>
Fund REVENUE Total: 545 - Mystic Harbour			\$3,278,390.00	\$2,822,569.00	\$455,821.00	16%
Fund EXPENSE Total: 545 - Mystic Harbour			\$3,278,390.00	\$2,822,568.51	\$455,821.49	16%
<b>Fund Total: 545 - Mystic Harbour</b>			<b>\$0.00</b>	<b>\$0.49</b>	<b>(\$0.49)</b>	<b>-100%</b>
<b>Fund: 550 - Newark</b>						
REVENUES						
<i>CHG SVC - Charges for Services</i>						
	5000.100	Domestic Water Service	42,560.00	55,848.00	(13,288.00)	-24%
	5000.200	Domestic Water Usage	4,000.00	11,000.00	(7,000.00)	-64%
	5005.100	Commercial Water Service	10,080.00	6,080.00	4,000.00	66%
	5005.200	Commercial Water Usage	800.00	4,000.00	(3,200.00)	-80%
	5010.100	Domestic Sewer Service	100,800.00	51,852.00	48,948.00	94%
	5010.200	Domestic Sewer Usage	10,000.00	10,000.00	0.00	0%
	5015.100	Commercial Sewer Service	57,960.00	25,260.00	32,700.00	129%
	5015.200	Commercial Sewer Usage	2,000.00	3,000.00	(1,000.00)	-33%
	5020.100	Additional Assessments - Accessibility Water Accessibility	476.00	0.00	476.00	N/A
	5020.200	Additional Assessments - Accessibility Sewer Accessibility	4,284.00	0.00	4,284.00	N/A
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$232,960.00	\$167,040.00	\$65,920.00	39%
<i>INT/PEN - Interest &amp; Penalties</i>						
	4710	Penalty/Fees	3,000.00	2,500.00	500.00	20%

# ITEM 25

<b>Water &amp; Wastewater Service Areas FY2026 Requested Budgets</b>						
	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
<i>Account Classification Total: INT/PEN - Interest &amp; Penalties</i>			\$3,000.00	\$2,500.00	\$500.00	20%
<i>MISC - Miscellaneous</i>						
	4270	Rents-Tower Site/Contrib & Donat	76,539.00	26,195.00	50,344.00	192%
<i>Account Classification Total: MISC - Miscellaneous</i>			\$76,539.00	\$26,195.00	\$50,344.00	192%
<i>OTH REV - Other Revenue</i>						
	5850	Other Revenue	400.00	3,000.00	(2,600.00)	-87%
<i>Account Classification Total: OTH REV - Other Revenue</i>			\$400.00	\$3,000.00	(\$2,600.00)	-87%
<i>TRNS IN - Transfers In</i>						
	5975.100	Transfers From (To) Reserve	0.00	26,015.00	(26,015.00)	-100%
	5975.200	Transfers From Other Funds	94,924.00	0.00	94,924.00	N/A
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$94,924.00	\$26,015.00	\$68,909.00	265%
<b>REVENUES Total</b>			<b>\$407,823.00</b>	<b>\$224,750.00</b>	<b>\$183,073.00</b>	<b>81%</b>
<b>EXPENSES</b>						
<i>PERS SVCS - Personnel Services</i>						
	6000.100	Personnel Services Salaries	49,249.00	23,886.94	25,362.06	106%
	6000.200	Personnel Services Salaries-Support Group	68,683.00	79,173.00	(10,490.00)	-13%
	6000.300	Personnel Services Salaries-Construction	1,610.00	119.00	1,491.00	1253%
	6000.400	Personnel Services Overtime Pay	6,102.00	2,650.00	3,452.00	130%
	6010.020	Benefits Contingency	48.00	45.00	3.00	7%
	6010.025	Benefits Deferred Comp Match	205.00	205.00	0.00	0%
	6010.030	Benefits Hospitalization Insurance	28,131.00	20,754.22	7,376.78	36%
	6010.050	Benefits Retirement	15,875.00	12,188.00	3,687.00	30%
	6010.060	Benefits Social Security Taxes	9,606.00	7,825.88	1,780.12	23%
	6010.070	Benefits Unemployment Insurance	48.00	45.00	3.00	7%
	6010.090	Benefits Workmans Compensation Ins	2,534.00	1,546.00	988.00	64%
	6010.120	Benefits Long Term Disability	181.00	167.00	14.00	8%
	6010.130	Benefits Life Insurance	205.00	189.00	16.00	8%
	6010.140	Benefits FSA & PSA Admin and EAP Program	222.00	205.00	17.00	8%
	6010.150	Benefits Retirement Administration Fee	231.00	214.00	17.00	8%
	6010.900	Benefits OPEB contribution	6,510.00	2,420.00	4,090.00	169%
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$189,440.00	\$151,633.04	\$37,806.96	25%
<i>SUPP &amp; MAT - Supplies &amp; Materials</i>						
	6100.010	Administrative Expense Administrative Expenses	2,329.00	240.00	2,089.00	870%
	6110.060	Supplies & Equipment Chemicals	8,000.00	5,000.00	3,000.00	60%
	6110.090	Supplies & Equipment Computers & Printers	0.00	18.00	(18.00)	-100%
	6110.340	Supplies & Equipment Safety Program Equipment	2,589.00	540.00	2,049.00	379%
	6110.390	Supplies & Equipment Small Equipment	197.00	2,145.00	(1,948.00)	-91%
	6110.420	Supplies & Equipment Tools & Supplies	145.00	0.00	145.00	N/A
	6130.045	Equipment Maintenance Other Equipment Maint/Repair	999.00	0.00	999.00	N/A
	6130.055	Equipment Maintenance Roads Management System	637.00	0.00	637.00	N/A
	6130.060	Equipment Maintenance Software Licensing	844.00	0.00	844.00	N/A
	6150.050	Uniforms & Personal Equipment Uniforms	692.00	315.00	377.00	120%
	6200.010	Other Supplies & Materials Lab Testing	36,700.00	5,300.00	31,400.00	592%
	6200.020	Other Supplies & Materials Materials	1,904.00	0.00	1,904.00	N/A
	6200.030	Other Supplies & Materials Testing Supplies	1,000.00	700.00	300.00	43%
<i>Account Classification Total: SUPP &amp; MAT - Supplies &amp; Materials</i>			\$56,036.00	\$14,258.00	\$41,778.00	293%
<i>MAINT &amp; SVCS - Maintenance &amp; Services</i>						
	6500.010	Systems Maintenance Collection System Maintenance	9,200.00	1,700.00	7,500.00	441%
	6500.020	Systems Maintenance Water Plant/System Maint	15,000.00	10,000.00	5,000.00	50%
	6500.030	Systems Maintenance Wastewater Treatment Plant Maint	12,000.00	9,500.00	2,500.00	26%
	6500.070	Systems Maintenance Contractor Water Install/Repair	4,500.00	3,000.00	1,500.00	50%
	6530.100	Consulting Services Professional Fees	60,315.00	640.00	59,675.00	9324%
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	12,474.00	11,018.00	1,456.00	13%
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	1,000.00	1,000.00	0.00	0%
	6550.060	Building Site Expenses Electricity	20,000.00	16,000.00	4,000.00	25%
	6550.270	Building Site Expenses Telephone	640.00	548.00	92.00	17%

# ITEM 25

<b>Water &amp; Wastewater Service Areas FY2026 Requested Budgets</b>						
	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
	6550.280	Building Site Expenses Tipping Fees	44.00	0.00	44.00	N/A
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	0.00	2,954.00	(2,954.00)	-100%
	<i>Account Classification Total: MAINT &amp; SVCS - Maintenance &amp; Services</i>		<b>\$135,173.00</b>	<b>\$56,360.00</b>	<b>\$78,813.00</b>	<b>140%</b>
	<i>OTHR CHGS - Other Charges</i>					
	7000.060	Travel, Training & Expense Educational Training	628.00	297.00	331.00	111%
	7170.100	Benefits & Insurance Property & Liability Insurance	6,300.00	1,500.00	4,800.00	320%
	7200.010	Bond & Interest Expense Interest Expense	850.00	0.00	850.00	N/A
	<i>Account Classification Total: OTHR CHGS - Other Charges</i>		<b>\$7,778.00</b>	<b>\$1,797.00</b>	<b>\$5,981.00</b>	<b>333%</b>
	<i>INTFND CHGS - Interfund Charges</i>					
	8010.050	Interfund Public Works & Admin - Benefits	0.00	701.00	(701.00)	-100%
	<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		<b>\$0.00</b>	<b>\$701.00</b>	<b>(\$701.00)</b>	<b>-100%</b>
	<i>CAP EQ - Capital Equipment</i>					
	9010	Capital Equipment	19,396.00	0.00	19,396.00	N/A
	<i>Account Classification Total: CAP EQ - Capital Equipment</i>		<b>\$19,396.00</b>	<b>\$0.00</b>	<b>\$19,396.00</b>	<b>N/A</b>
	<b>EXPENSES Total</b>		<b>\$407,823.00</b>	<b>\$224,749.04</b>	<b>\$183,073.96</b>	<b>81%</b>
	Fund REVENUE Total: 550 - Newark		<b>\$407,823.00</b>	<b>\$224,750.00</b>	<b>\$183,073.00</b>	<b>81%</b>
	Fund EXPENSE Total: 550 - Newark		<b>\$407,823.00</b>	<b>\$224,749.04</b>	<b>\$183,073.96</b>	<b>81%</b>
	<b>Fund Total: 550 - Newark</b>		<b>\$0.00</b>	<b>\$0.96</b>	<b>(\$0.96)</b>	<b>-100%</b>
<b>Fund:</b>	<b>555 - Ocean Pines</b>					
	<b>REVENUES</b>					
	<i>CHG SVC - Charges for Services</i>					
	5000.100	Domestic Water Service	1,770,230.00	1,650,000.00	120,230.00	7%
	5000.200	Domestic Water Usage	320,000.00	210,000.00	110,000.00	52%
	5005.100	Commercial Water Service	120,802.00	68,000.00	52,802.00	78%
	5005.200	Commercial Water Usage	30,000.00	35,000.00	(5,000.00)	-14%
	5010.100	Domestic Sewer Service	5,310,690.00	4,935,000.00	375,690.00	8%
	5010.200	Domestic Sewer Usage	865,000.00	550,000.00	315,000.00	57%
	5015.100	Commercial Sewer Service	474,639.00	199,000.00	275,639.00	139%
	5015.200	Commercial Sewer Usage	85,000.00	90,000.00	(5,000.00)	-6%
	5020.100	Additional Assessments - Accessibility Water Accessibility	84,517.00	0.00	84,517.00	N/A
	5020.200	Additional Assessments - Accessibility Sewer Accessibility	253,551.00	0.00	253,551.00	N/A
	5025	Transfer from River Run	65,000.00	60,000.00	5,000.00	8%
	5030	White Horse Park Revenue	297,600.00	286,440.00	11,160.00	4%
	5040	Hook-Ups	120,000.00	120,000.00	0.00	0%
	<i>Account Classification Total: CHG SVC - Charges for Services</i>		<b>\$9,797,029.00</b>	<b>\$8,203,440.00</b>	<b>\$1,593,589.00</b>	<b>19%</b>
	<i>INT/PEN - Interest &amp; Penalties</i>					
	4710	Penalty/Fees	95,000.00	95,000.00	0.00	0%
	<i>Account Classification Total: INT/PEN - Interest &amp; Penalties</i>		<b>\$95,000.00</b>	<b>\$95,000.00</b>	<b>\$0.00</b>	<b>0%</b>
	<i>OTH REV - Other Revenue</i>					
	5042	Equity Contribution	81,500.00	85,000.00	(3,500.00)	-4%
	5850	Other Revenue	642,000.00	470,000.00	172,000.00	37%
	5875	Rent/Overhead Reimbursement	30,000.00	30,000.00	0.00	0%
	<i>Account Classification Total: OTH REV - Other Revenue</i>		<b>\$753,500.00</b>	<b>\$585,000.00</b>	<b>\$168,500.00</b>	<b>29%</b>
	<i>TRNS IN - Transfers In</i>					
	5975.100	Transfers From (To) Reserve	(347,736.00)	362,130.00	(709,866.00)	-196%
	5975.200	Transfers From Other Funds	0.00	0.00	0.00	N/A
	<i>Account Classification Total: TRNS IN - Transfers In</i>		<b>(\$347,736.00)</b>	<b>\$362,130.00</b>	<b>(\$709,866.00)</b>	<b>-196%</b>
	<b>REVENUES Total</b>		<b>\$10,297,793.00</b>	<b>\$9,245,570.00</b>	<b>\$1,052,223.00</b>	<b>11%</b>
	<b>EXPENSES</b>					
	<i>PERS SVCS - Personnel Services</i>					
	6000.100	Personnel Services Salaries	2,558,811.00	2,198,463.20	360,347.80	16%
	6000.200	Personnel Services Salaries-Support Group	164,072.00	290,769.00	(126,697.00)	-44%
	6000.300	Personnel Services Salaries-Construction	338,198.00	327,216.00	10,982.00	3%
	6000.400	Personnel Services Overtime Pay	122,813.00	102,000.00	20,813.00	20%
	6010.020	Benefits Contingency	1,233.00	1,332.00	(99.00)	-7%
	6010.025	Benefits Deferred Comp Match	24,174.00	24,174.00	0.00	0%
	6010.030	Benefits Hospitalization Insurance	689,777.00	622,032.16	67,744.84	11%
	6010.050	Benefits Retirement	406,510.00	365,230.00	41,280.00	11%

# ITEM 25

<b>Water &amp; Wastewater Service Areas FY2026 Requested Budgets</b>						
	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
	6010.060	Benefits Social Security Taxes	243,192.00	238,240.70	4,951.30	2%
	6010.070	Benefits Unemployment Insurance	1,233.00	1,303.00	(70.00)	-5%
	6010.090	Benefits Workmans Compensation Ins	64,887.00	45,323.00	19,564.00	43%
	6010.100	Benefits Fica & Fringe Benefits	0.00	1,021.00	(1,021.00)	-100%
	6010.120	Benefits Long Term Disability	4,625.00	5,000.00	(375.00)	-8%
	6010.130	Benefits Life Insurance	5,244.00	5,668.00	(424.00)	-7%
	6010.140	Benefits FSA & PSA Admin and EAP Program	5,674.00	6,134.00	(460.00)	-7%
	6010.150	Benefits Retirement Administration Fee	5,921.00	6,400.00	(479.00)	-7%
	6010.900	Benefits OPEB contribution	148,860.00	380,403.00	(231,543.00)	-61%
	<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$4,785,224.00	\$4,620,709.06	\$164,514.94	4%
	<i>SUPP &amp; MAT - Supplies &amp; Materials</i>					
	6100.010	Administrative Expense Administrative Expenses	87,705.00	48,000.00	39,705.00	83%
	6100.190	Administrative Expense Office Supplies	3,600.00	0.00	3,600.00	N/A
	6110.060	Supplies & Equipment Chemicals	775,000.00	640,000.00	135,000.00	21%
	6110.090	Supplies & Equipment Computers & Printers	23,160.00	1,752.00	21,408.00	1222%
	6110.280	Supplies & Equipment Office Furniture	1,020.00	0.00	1,020.00	N/A
	6110.290	Supplies & Equipment Other Office Equipment	1,980.00	2,000.00	(20.00)	-1%
	6110.340	Supplies & Equipment Safety Program Equipment	17,317.00	11,660.00	5,657.00	49%
	6110.390	Supplies & Equipment Small Equipment	2,305.00	8,000.00	(5,695.00)	-71%
	6110.420	Supplies & Equipment Tools & Supplies	23,433.00	6,500.00	16,933.00	261%
	6130.045	Equipment Maintenance Other Equipment Maint/Repair	5,271.00	0.00	5,271.00	N/A
	6130.055	Equipment Maintenance Roads Management System	30,856.00	0.00	30,856.00	N/A
	6130.060	Equipment Maintenance Software Licensing	2,459.00	0.00	2,459.00	N/A
	6150.050	Uniforms & Personal Equipment Uniforms	22,566.00	18,260.00	4,306.00	24%
	6200.010	Other Supplies & Materials Lab Testing	110,400.00	31,000.00	79,400.00	256%
	6200.020	Other Supplies & Materials Materials	8,327.00	0.00	8,327.00	N/A
	6200.030	Other Supplies & Materials Testing Supplies	17,000.00	16,000.00	1,000.00	6%
	<i>Account Classification Total: SUPP &amp; MAT - Supplies &amp; Materials</i>		\$1,132,399.00	\$783,172.00	\$349,227.00	45%
	<i>MAINT &amp; SVCS - Maintenance &amp; Services</i>					
	6500.010	Systems Maintenance Collection System Maintenance	282,850.00	290,000.00	(7,150.00)	-2%
	6500.020	Systems Maintenance Water Plant/System Maint	440,000.00	405,000.00	35,000.00	9%
	6500.030	Systems Maintenance Wastewater Treatment Plant Maint	175,000.00	175,000.00	0.00	0%
	6500.040	Systems Maintenance WWW Paving	50,000.00	40,000.00	10,000.00	25%
	6500.070	Systems Maintenance Contractor Water Install/Repair	350,000.00	300,000.00	50,000.00	17%
	6500.075	Systems Maintenance Contractor Sewer Install/Repair	100,000.00	75,000.00	25,000.00	33%
	6530.100	Consulting Services Professional Fees	120,275.00	53,000.00	67,275.00	127%
	6540.020	Vehicle Operating Expenses Fuel - WC Fleet	84,000.00	77,000.00	7,000.00	9%
	6540.030	Vehicle Operating Expenses Vehicle Maintenance	82,000.00	52,000.00	30,000.00	58%
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	157,345.00	43,670.00	113,675.00	260%
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	41,948.00	61,000.00	(19,052.00)	-31%
	6550.040	Building Site Expenses Cleaning Contract	10,360.00	0.00	10,360.00	N/A
	6550.050	Building Site Expenses Custodial Supplies	688.00	0.00	688.00	N/A
	6550.060	Building Site Expenses Electricity	825,000.00	710,000.00	115,000.00	16%
	6550.120	Building Site Expenses Heating Propane	13,663.00	0.00	13,663.00	N/A
	6550.180	Building Site Expenses Pest Control/Termite Insp	341.00	0.00	341.00	N/A
	6550.270	Building Site Expenses Telephone	25,322.00	19,728.00	5,594.00	28%
	6550.280	Building Site Expenses Tipping Fees	272,380.00	0.00	272,380.00	N/A
	6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	3,000.00	4,000.00	(1,000.00)	-25%
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	0.00	187,013.00	(187,013.00)	-100%
	6700.650	Other Maint. & Svcs Tipping Fees	0.00	150,000.00	(150,000.00)	-100%
	<i>Account Classification Total: MAINT &amp; SVCS - Maintenance &amp; Services</i>		\$3,034,172.00	\$2,642,411.00	\$391,761.00	15%
	<i>OTHR CHGS - Other Charges</i>					
	7000.020	Travel, Training & Expense Board Member Allowance	3,500.00	3,500.00	0.00	0%
	7000.060	Travel, Training & Expense Educational Training	20,803.00	20,488.00	315.00	2%

# ITEM 25

## Water & Wastewater Service Areas FY2026 Requested Budgets

	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
	7000.100	Travel, Training & Expense Meetings/Conferences/Shows	355.00	0.00	355.00	N/A
	7170.100	Benefits & Insurance Property & Liability Insurance	60,400.00	110,000.00	(49,600.00)	-45%
	7200.010	Bond & Interest Expense Interest Expense	73,750.00	0.00	73,750.00	N/A
<i>Account Classification Total: OTHR CHGS - Other Charges</i>			\$158,808.00	\$133,988.00	\$24,820.00	19%
<i>INTFND CHGS - Interfund Charges</i>						
	8010.050	Interfund Public Works & Admin - Benefits	0.00	40,451.00	(40,451.00)	-100%
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>			\$0.00	\$40,451.00	(\$40,451.00)	-100%
<i>CAP EQ - Capital Equipment</i>						
	9010	Capital Equipment	576,190.00	234,838.00	341,352.00	145%
	9010.090	Capital Equipment Other WWW Equipment	611,000.00	790,000.00	(179,000.00)	-23%
<i>Account Classification Total: CAP EQ - Capital Equipment</i>			\$1,187,190.00	\$1,024,838.00	\$162,352.00	16%
EXPENSES Total			\$10,297,793.00	\$9,245,569.06	\$1,052,223.94	11%
Fund REVENUE Total: 555 - Ocean Pines			\$10,297,793.00	\$9,245,570.00	\$1,052,223.00	11%
Fund EXPENSE Total: 555 - Ocean Pines			\$10,297,793.00	\$9,245,569.06	\$1,052,223.94	11%
<b>Fund Total: 555 - Ocean Pines</b>			<b>\$0.00</b>	<b>\$0.94</b>	<b>(\$0.94)</b>	<b>-100%</b>
<b>Fund: 570 - Riddle Farm</b>						
REVENUES						
<i>CHG SVC - Charges for Services</i>						
	5000.100	Domestic Water Service	218,050.00	147,800.00	70,250.00	48%
	5000.200	Domestic Water Usage	70,125.00	35,000.00	35,125.00	100%
	5005.100	Commercial Water Service	14,350.00	5,600.00	8,750.00	156%
	5005.200	Commercial Water Usage	17,375.00	9,000.00	8,375.00	93%
	5010.100	Domestic Sewer Service	653,100.00	442,800.00	210,300.00	47%
	5010.200	Domestic Sewer Usage	209,375.00	106,730.00	102,645.00	96%
	5015.100	Commercial Sewer Service	42,000.00	16,000.00	26,000.00	163%
	5015.200	Commercial Sewer Usage	53,125.00	27,900.00	25,225.00	90%
	5020	Additional Assessments - Accessibility	312,375.00	69,000.00	243,375.00	353%
	5040	Hook-Ups	20,000.00	20,000.00	0.00	0%
	5857	Effluent Disposal Surcharge	0.00	13,020.00	(13,020.00)	-100%
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$1,609,875.00	\$892,850.00	\$717,025.00	80%
<i>INT/PEN - Interest &amp; Penalties</i>						
	4710	Penalty/Fees	7,000.00	6,000.00	1,000.00	17%
<i>Account Classification Total: INT/PEN - Interest &amp; Penalties</i>			\$7,000.00	\$6,000.00	\$1,000.00	17%
<i>OP GRT - Operating Grant</i>						
	5815	Operating Grant	600,000.00	0.00	600,000.00	N/A
<i>Account Classification Total: OP GRT - Operating Grant</i>			\$600,000.00	\$0.00	\$600,000.00	
<i>TRNS IN - Transfers In</i>						
	5975.100	Transfers From (To) Reserve	0.00	1,128,200.00	(1,128,200.00)	-100%
	5975.200	Transfers From Other Funds	402,351.00	0.00	402,351.00	N/A
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$402,351.00	\$1,128,200.00	(\$725,849.00)	-64%
REVENUES Total			\$2,619,226.00	\$2,027,050.00	\$592,176.00	29%
EXPENSES						
<i>PERS SVCS - Personnel Services</i>						
	6000.100	Personnel Services Salaries	129,946.00	75,589.90	54,356.10	72%
	6000.200	Personnel Services Salaries-Support Group	172,411.00	226,779.76	(54,368.76)	-24%
	6000.300	Personnel Services Salaries-Construction	3,050.00	3,884.00	(834.00)	-21%
	6000.400	Personnel Services Overtime Pay	5,948.00	9,250.00	(3,302.00)	-36%
	6010.020	Benefits Contingency	123.00	127.00	(4.00)	-3%
	6010.025	Benefits Deferred Comp Match	3,016.00	3,016.00	0.00	0%
	6010.030	Benefits Hospitalization Insurance	102,828.00	83,001.44	19,826.56	24%
	6010.050	Benefits Retirement	40,558.00	34,683.00	5,875.00	17%
	6010.060	Benefits Social Security Taxes	23,825.00	22,649.43	1,175.57	5%
	6010.070	Benefits Unemployment Insurance	123.00	127.00	(4.00)	-3%
	6010.090	Benefits Workmans Compensation Ins	6,474.00	4,398.00	2,076.00	47%
	6010.120	Benefits Long Term Disability	462.00	475.00	(13.00)	-3%
	6010.130	Benefits Life Insurance	523.00	538.00	(15.00)	-3%
	6010.140	Benefits FSA & PSA Admin and EAP Program	566.00	583.00	(17.00)	-3%
	6010.150	Benefits Retirement Administration Fee	591.00	608.00	(17.00)	-3%
	6010.900	Benefits OPEB contribution	16,717.00	5,823.00	10,894.00	187%

# ITEM 25

<b>Water &amp; Wastewater Service Areas FY2026 Requested Budgets</b>						
	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$507,161.00	\$471,532.53	\$35,628.47	8%
<i>SUPP &amp; MAT - Supplies &amp; Materials</i>						
	6100.010	Administrative Expense Administrative Expenses	8,830.00	900.00	7,930.00	881%
	6110.060	Supplies & Equipment Chemicals	140,000.00	75,000.00	65,000.00	87%
	6110.090	Supplies & Equipment Computers & Printers	0.00	66.00	(66.00)	-100%
	6110.340	Supplies & Equipment Safety Program Equipment	4,446.00	1,992.00	2,454.00	123%
	6110.390	Supplies & Equipment Small Equipment	316.00	0.00	316.00	N/A
	6110.420	Supplies & Equipment Tools & Supplies	2,038.00	1,500.00	538.00	36%
	6130.045	Equipment Maintenance Other Equipment Maint/Repair	1,613.00	0.00	1,613.00	N/A
	6130.055	Equipment Maintenance Roads Management System	2,239.00	0.00	2,239.00	N/A
	6130.060	Equipment Maintenance Software Licensing	2,063.00	0.00	2,063.00	N/A
	6150.050	Uniforms & Personal Equipment Uniforms	1,108.00	1,162.00	(54.00)	-5%
	6200.010	Other Supplies & Materials Lab Testing	24,000.00	16,000.00	8,000.00	50%
	6200.020	Other Supplies & Materials Materials	3,072.00	0.00	3,072.00	N/A
	6200.030	Other Supplies & Materials Testing Supplies	4,000.00	2,000.00	2,000.00	100%
<i>Account Classification Total: SUPP &amp; MAT - Supplies &amp; Materials</i>			\$193,725.00	\$98,620.00	\$95,105.00	96%
<i>MAINT &amp; SVCS - Maintenance &amp; Services</i>						
	6500.010	Systems Maintenance Collection System Maintenance	30,000.00	30,000.00	0.00	0%
	6500.020	Systems Maintenance Water Plant/System Maint	98,000.00	98,000.00	0.00	0%
	6500.030	Systems Maintenance Wastewater Treatment Plant Maint	140,000.00	140,000.00	0.00	0%
	6500.040	Systems Maintenance WWW Paving	1,000.00	1,000.00	0.00	0%
	6500.070	Systems Maintenance Contractor Water Install/Repair	15,000.00	15,000.00	0.00	0%
	6500.075	Systems Maintenance Contractor Sewer Install/Repair	3,200.00	3,200.00	0.00	0%
	6530.100	Consulting Services Professional Fees	1,109.00	2,400.00	(1,291.00)	-54%
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	19,789.00	38,429.00	(18,640.00)	-49%
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	63,080.00	10,100.00	52,980.00	525%
	6550.060	Building Site Expenses Electricity	150,000.00	75,000.00	75,000.00	100%
	6550.110	Building Site Expenses Heating Fuel Oil	0.00	5,000.00	(5,000.00)	-100%
	6550.120	Building Site Expenses Heating Propane	8,000.00	0.00	8,000.00	N/A
	6550.180	Building Site Expenses Pest Control/Termite Insp	1,032.00	0.00	1,032.00	N/A
	6550.270	Building Site Expenses Telephone	1,329.00	680.00	649.00	95%
	6550.280	Building Site Expenses Tipping Fees	10,057.00	10,000.00	57.00	1%
	6700.100	Other Maint. & Svcs Payment to Sewer Utility	400,000.00	300,000.00	100,000.00	33%
	6700.200	Other Maint. & Svcs Payment to Water Utility	132,000.00	0.00	132,000.00	N/A
	6700.310	Other Maint. & Svcs Transport Raw Sewage	600,000.00	500,000.00	100,000.00	20%
	6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	500.00	500.00	0.00	0%
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	0.00	44,316.00	(44,316.00)	-100%
<i>Account Classification Total: MAINT &amp; SVCS - Maintenance &amp; Services</i>			\$1,674,096.00	\$1,273,625.00	\$400,471.00	31%
<i>OTHR CHGS - Other Charges</i>						
	7000.060	Travel, Training & Expense Educational Training	1,014.00	1,096.00	(82.00)	-7%
	7170.100	Benefits & Insurance Property & Liability Insurance	42,150.00	5,200.00	36,950.00	711%
<i>Account Classification Total: OTHR CHGS - Other Charges</i>			\$43,164.00	\$6,296.00	\$36,868.00	586%
<i>INTFND CHGS - Interfund Charges</i>						
	8010.050	Interfund Public Works & Admin - Benefits	0.00	1,976.00	(1,976.00)	-100%
<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>			\$0.00	\$1,976.00	(\$1,976.00)	-100%
<i>CAP EQ - Capital Equipment</i>						
	9010	Capital Equipment	201,080.00	175,000.00	26,080.00	15%
<i>Account Classification Total: CAP EQ - Capital Equipment</i>			\$201,080.00	\$175,000.00	\$26,080.00	15%
<b>EXPENSES Total</b>			<b>\$2,619,226.00</b>	<b>\$2,027,049.53</b>	<b>\$592,176.47</b>	<b>29%</b>
Fund REVENUE Total: 570 - Riddle Farm			\$2,619,226.00	\$2,027,050.00	\$592,176.00	29%
Fund EXPENSE Total: 570 - Riddle Farm			\$2,619,226.00	\$2,027,049.53	\$592,176.47	29%
<b>Fund Total: 570 - Riddle Farm</b>			<b>\$0.00</b>	<b>\$0.47</b>	<b>(\$0.47)</b>	<b>-100%</b>
<b>Fund: 575 - River Run</b>						

# ITEM 25

## Water & Wastewater Service Areas FY2026 Requested Budgets

	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
<b>REVENUES</b>						
<i>CHG SVC - Charges for Services</i>						
	5000.100	Domestic Water Service	65,000.00	57,000.00	8,000.00	14%
	5010.100	Domestic Sewer Service	292,028.00	156,000.00	136,028.00	87%
	5020.200	Additional Assessments - Accessibility Sewer Accessibility	41,038.00	0.00	41,038.00	N/A
<i>Account Classification Total: CHG SVC - Charges for Services</i>			\$398,066.00	\$213,000.00	\$185,066.00	87%
<i>INT/PEN - Interest &amp; Penalties</i>						
	4710	Penalty/Fees	1,000.00	800.00	200.00	25%
<i>Account Classification Total: INT/PEN - Interest &amp; Penalties</i>			\$1,000.00	\$800.00	\$200.00	25%
<i>TRNS IN - Transfers In</i>						
	5975.100	Transfers From (To) Reserve	0.00	78,989.00	(78,989.00)	-100%
	5975.200	Transfers From Other Funds	25,993.00	0.00	25,993.00	N/A
<i>Account Classification Total: TRNS IN - Transfers In</i>			\$25,993.00	\$78,989.00	(\$52,996.00)	-67%
<b>REVENUES Total</b>			<b>\$425,059.00</b>	<b>\$292,789.00</b>	<b>\$132,270.00</b>	<b>45%</b>
<b>EXPENSES</b>						
<i>PERS SVCS - Personnel Services</i>						
	6000.100	Personnel Services Salaries	57,869.00	38,011.00	19,858.00	52%
	6000.200	Personnel Services Salaries-Support Group	19,260.00	18,742.00	518.00	3%
	6000.300	Personnel Services Salaries-Construction	3,547.00	2,324.00	1,223.00	53%
	6000.400	Personnel Services Overtime Pay	3,220.00	2,400.00	820.00	34%
	6010.020	Benefits Contingency	33.00	27.00	6.00	22%
	6010.025	Benefits Deferred Comp Match	416.00	416.00	0.00	0%
	6010.030	Benefits Hospitalization Insurance	15,740.00	11,404.00	4,336.00	38%
	6010.050	Benefits Retirement	10,714.00	7,294.00	3,420.00	47%
	6010.060	Benefits Social Security Taxes	6,422.00	4,753.92	1,668.08	35%
	6010.070	Benefits Unemployment Insurance	32.00	27.00	5.00	19%
	6010.090	Benefits Workmans Compensation Ins	1,710.00	925.00	785.00	85%
	6010.120	Benefits Long Term Disability	122.00	100.00	22.00	22%
	6010.130	Benefits Life Insurance	138.00	113.00	25.00	22%
	6010.140	Benefits FSA & PSA Admin and EAP Program	150.00	122.00	28.00	23%
	6010.150	Benefits Retirement Administration Fee	156.00	128.00	28.00	22%
	6010.900	Benefits OPEB contribution	3,800.00	6,021.00	(2,221.00)	-37%
<i>Account Classification Total: PERS SVCS - Personnel Services</i>			\$123,329.00	\$92,807.92	\$30,521.08	33%
<i>SUPP &amp; MAT - Supplies &amp; Materials</i>						
	6100.010	Administrative Expense Administrative Expenses	3,407.00	330.00	3,077.00	932%
	6110.060	Supplies & Equipment Chemicals	30,000.00	10,000.00	20,000.00	200%
	6110.090	Supplies & Equipment Computers & Printers	0.00	3.00	(3.00)	-100%
	6110.340	Supplies & Equipment Safety Program Equipment	3,141.00	84.00	3,057.00	3639%
	6110.390	Supplies & Equipment Small Equipment	49.00	0.00	49.00	N/A
	6110.420	Supplies & Equipment Tools & Supplies	253.00	0.00	253.00	N/A
	6130.045	Equipment Maintenance Other Equipment Maint/Repair	190.00	0.00	190.00	N/A
	6130.055	Equipment Maintenance Roads Management System	886.00	0.00	886.00	N/A
	6130.060	Equipment Maintenance Software Licensing	114.00	0.00	114.00	N/A
	6150.050	Uniforms & Personal Equipment Uniforms	171.00	49.00	122.00	249%
	6200.010	Other Supplies & Materials Lab Testing	6,000.00	6,000.00	0.00	0%
	6200.020	Other Supplies & Materials Materials	363.00	0.00	363.00	N/A
	6200.030	Other Supplies & Materials Testing Supplies	1,000.00	1,000.00	0.00	0%
<i>Account Classification Total: SUPP &amp; MAT - Supplies &amp; Materials</i>			\$45,574.00	\$17,466.00	\$28,108.00	161%
<i>MAINT &amp; SVCS - Maintenance &amp; Services</i>						
	6500.010	Systems Maintenance Collection System Maintenance	20,000.00	15,000.00	5,000.00	33%
	6500.020	Systems Maintenance Water Plant/System Maint	8,000.00	5,700.00	2,300.00	40%
	6500.030	Systems Maintenance Wastewater Treatment Plant Maint	10,000.00	7,000.00	3,000.00	43%
	6500.040	Systems Maintenance WWW Paving	1,000.00	0.00	1,000.00	N/A
	6500.070	Systems Maintenance Contractor Water Install/Repair	6,000.00	5,000.00	1,000.00	20%
	6500.075	Systems Maintenance Contractor Sewer Install/Repair	6,000.00	0.00	6,000.00	N/A
	6530.100	Consulting Services Professional Fees	439.00	880.00	(441.00)	-50%

# ITEM 25

## Water & Wastewater Service Areas FY2026 Requested Budgets

	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	4,015.00	1,621.00	2,394.00	148%
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	2,000.00	500.00	1,500.00	300%
	6550.060	Building Site Expenses Electricity	35,000.00	35,000.00	0.00	0%
	6550.270	Building Site Expenses Telephone	635.00	486.00	149.00	31%
	6550.280	Building Site Expenses Tipping Fees	76.00	0.00	76.00	N/A
	6700.200	Other Maint. & Svcs Payment to Water Utility	110,000.00	60,000.00	50,000.00	83%
	6700.400	Other Maint. & Svcs State Waste Water Sludge Fees	500.00	0.00	500.00	N/A
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	0.00	2,954.00	(2,954.00)	-100%
	<i>Account Classification Total: MAINT &amp; SVCS - Maintenance &amp; Services</i>		\$203,665.00	\$134,141.00	\$69,524.00	52%
	<i>OTHR CHGS - Other Charges</i>					
	7000.060	Travel, Training & Expense Educational Training	120.00	46.00	74.00	161%
	7170.100	Benefits & Insurance Property & Liability Insurance	9,900.00	2,500.00	7,400.00	296%
	<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$10,020.00	\$2,546.00	\$7,474.00	294%
	<i>INTFND CHGS - Interfund Charges</i>					
	8010.050	Interfund Public Works & Admin - Benefits	0.00	828.00	(828.00)	-100%
	<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$0.00	\$828.00	(\$828.00)	-100%
	<i>CAP EQ - Capital Equipment</i>					
	9010	Capital Equipment	27,471.00	0.00	27,471.00	N/A
	9010.090	Capital Equipment Other WWW Equipment	15,000.00	45,000.00	(30,000.00)	-67%
	<i>Account Classification Total: CAP EQ - Capital Equipment</i>		\$42,471.00	\$45,000.00	(\$2,529.00)	-6%
	<b>EXPENSES Total</b>		<b>\$425,059.00</b>	<b>\$292,788.92</b>	<b>\$132,270.08</b>	<b>45%</b>
	Fund REVENUE Total: 575 - River Run		\$425,059.00	\$292,789.00	\$132,270.00	45%
	Fund EXPENSE Total: 575 - River Run		\$425,059.00	\$292,788.92	\$132,270.08	45%
	<b>Fund Total: 575 - River Run</b>		<b>\$0.00</b>	<b>\$0.08</b>	<b>(\$0.08)</b>	<b>-100%</b>
<b>Fund: 580 - West Ocean City</b>						
	<b>REVENUES</b>					
	<i>CHG SVC - Charges for Services</i>					
	5010.100	Domestic Sewer Service	1,406,065.00	1,225,000.00	181,065.00	15%
	5015.100	Commercial Sewer Service	766,032.00	286,800.00	479,232.00	167%
	5020.200	Additional Assessments - Accessibility Sewer Accessibility	14,025.00	0.00	14,025.00	N/A
	5040	Hook-Ups	15,000.00	19,800.00	(4,800.00)	-24%
	<i>Account Classification Total: CHG SVC - Charges for Services</i>		\$2,201,122.00	\$1,531,600.00	\$669,522.00	44%
	<i>INT/PEN - Interest &amp; Penalties</i>					
	4700	Interest On Investments	75,000.00	75,000.00	0.00	0%
	4710	Penalty/Fees	16,000.00	15,000.00	1,000.00	7%
	<i>Account Classification Total: INT/PEN - Interest &amp; Penalties</i>		\$91,000.00	\$90,000.00	\$1,000.00	1%
	<i>TRNS IN - Transfers In</i>					
	5975.100	Transfers From (To) Reserve	147,455.00	(339,153.00)	486,608.00	-143%
	5975.200	Transfers From Other Funds	0.00	0.00	0.00	N/A
	<i>Account Classification Total: TRNS IN - Transfers In</i>		\$147,455.00	(\$339,153.00)	\$486,608.00	-143%
	<b>REVENUES Total</b>		<b>\$2,439,577.00</b>	<b>\$1,282,447.00</b>	<b>\$1,157,130.00</b>	<b>90%</b>
	<b>EXPENSES</b>					
	<i>PERS SVCS - Personnel Services</i>					
	6000.100	Personnel Services Salaries	158,894.00	131,913.88	26,980.12	20%
	6000.200	Personnel Services Salaries-Support Group	31,983.00	37,221.00	(5,238.00)	-14%
	6000.300	Personnel Services Salaries-Construction	14,839.00	14,014.00	825.00	6%
	6000.400	Personnel Services Overtime Pay	5,063.00	11,850.00	(6,787.00)	-57%
	6010.020	Benefits Contingency	83.00	73.00	10.00	14%
	6010.025	Benefits Deferred Comp Match	918.00	918.00	0.00	0%
	6010.030	Benefits Hospitalization Insurance	43,309.00	36,679.22	6,629.78	18%
	6010.050	Benefits Retirement	27,319.00	19,993.00	7,326.00	37%
	6010.060	Benefits Social Security Taxes	16,134.00	14,114.76	2,019.24	14%
	6010.070	Benefits Unemployment Insurance	83.00	73.00	10.00	14%
	6010.090	Benefits Workmans Compensation Ins	4,361.00	2,535.00	1,826.00	72%
	6010.120	Benefits Long Term Disability	311.00	274.00	37.00	14%
	6010.130	Benefits Life Insurance	352.00	310.00	42.00	14%
	6010.140	Benefits FSA & PSA Admin and EAP Program	381.00	336.00	45.00	13%

# ITEM 25

<b>Water &amp; Wastewater Service Areas FY2026 Requested Budgets</b>						
	Account Number	Account Description	2026 Requested Budget	2025 Adopted Budget	\$ Variance FY26 Requested Budget vs FY25 Adopted Budget	% Variance FY26 Requested Budget vs FY25 Adopted Budget
	6010.150	Benefits Retirement Administration Fee	398.00	350.00	48.00	14%
	6010.900	Benefits OPEB contribution	5,294.00	7,874.00	(2,580.00)	-33%
	<i>Account Classification Total: PERS SVCS - Personnel Services</i>		\$309,722.00	\$278,528.86	\$31,193.14	11%
	<i>SUPP &amp; MAT - Supplies &amp; Materials</i>					
	6100.010	Administrative Expense Administrative Expenses	24,614.00	25,130.00	(516.00)	-2%
	6110.090	Supplies & Equipment Computers & Printers	0.00	44.00	(44.00)	-100%
	6110.340	Supplies & Equipment Safety Program Equipment	472.00	1,320.00	(848.00)	-64%
	6110.390	Supplies & Equipment Small Equipment	164.00	0.00	164.00	N/A
	6110.420	Supplies & Equipment Tools & Supplies	2,515.00	2,000.00	515.00	26%
	6130.045	Equipment Maintenance Other Equipment Maint/Repair	652.00	0.00	652.00	N/A
	6130.055	Equipment Maintenance Roads Management System	6,579.00	0.00	6,579.00	N/A
	6130.060	Equipment Maintenance Software Licensing	114.00	0.00	114.00	N/A
	6150.050	Uniforms & Personal Equipment Uniforms	573.00	770.00	(197.00)	-26%
	6200.020	Other Supplies & Materials Materials	1,242.00	0.00	1,242.00	N/A
	<i>Account Classification Total: SUPP &amp; MAT - Supplies &amp; Materials</i>		\$36,925.00	\$29,264.00	\$7,661.00	26%
	<i>MAINT &amp; SVCS - Maintenance &amp; Services</i>					
	6500.010	Systems Maintenance Collection System Maintenance	180,000.00	130,000.00	50,000.00	38%
	6500.040	Systems Maintenance WWW Paving	2,000.00	2,000.00	0.00	0%
	6500.075	Systems Maintenance Contractor Sewer Install/Repair	8,500.00	8,500.00	0.00	0%
	6530.100	Consulting Services Professional Fees	3,257.00	13,680.00	(10,423.00)	-76%
	6540.090	Vehicle Operating Expenses Vehicle/Equip - Support Group	13,185.00	25,465.00	(12,280.00)	-48%
	6550.020	Building Site Expenses Buildings & Grounds Maintenance	600.00	1,000.00	(400.00)	-40%
	6550.060	Building Site Expenses Electricity	30,000.00	20,000.00	10,000.00	50%
	6550.180	Building Site Expenses Pest Control/Termite Insp	400.00	0.00	400.00	N/A
	6550.270	Building Site Expenses Telephone	2,386.00	2,370.00	16.00	1%
	6550.280	Building Site Expenses Tipping Fees	237.00	0.00	237.00	N/A
	6700.100	Other Maint. & Svcs Payment to Sewer Utility	700,000.00	700,000.00	0.00	0%
	6700.500	Other Maint. & Svcs Water & Wastewater Construction	0.00	15,067.00	(15,067.00)	-100%
	<i>Account Classification Total: MAINT &amp; SVCS - Maintenance &amp; Services</i>		\$940,565.00	\$918,082.00	\$22,483.00	2%
	<i>OTHR CHGS - Other Charges</i>					
	7000.060	Travel, Training & Expense Educational Training	410.00	726.00	(316.00)	-44%
	7170.100	Benefits & Insurance Property & Liability Insurance	11,400.00	26,000.00	(14,600.00)	-56%
	<i>Account Classification Total: OTHR CHGS - Other Charges</i>		\$11,810.00	\$26,726.00	(\$14,916.00)	-56%
	<i>INTFND CHGS - Interfund Charges</i>					
	8010.050	Interfund Public Works & Admin - Benefits	0.00	9,846.00	(9,846.00)	-100%
	<i>Account Classification Total: INTFND CHGS - Interfund Charges</i>		\$0.00	\$9,846.00	(\$9,846.00)	-100%
	<i>CAP EQ - Capital Equipment</i>					
	9010	Capital Equipment	40,555.00	0.00	40,555.00	N/A
	9010.090	Capital Equipment Other WWW Equipment	1,100,000.00	20,000.00	1,080,000.00	5400%
	<i>Account Classification Total: CAP EQ - Capital Equipment</i>		\$1,140,555.00	\$20,000.00	\$1,120,555.00	5603%
	<b>EXPENSES Total</b>		<b>\$2,439,577.00</b>	<b>\$1,282,446.86</b>	<b>\$1,157,130.14</b>	<b>90%</b>
	<b>Fund REVENUE Total: 580 - West Ocean City</b>		<b>\$2,439,577.00</b>	<b>\$1,282,447.00</b>	<b>\$1,157,130.00</b>	<b>90%</b>
	<b>Fund EXPENSE Total: 580 - West Ocean City</b>		<b>\$2,439,577.00</b>	<b>\$1,282,446.86</b>	<b>\$1,157,130.14</b>	<b>90%</b>
	<b>Fund Total: 580 - West Ocean City</b>		<b>\$0.00</b>	<b>\$0.14</b>	<b>(\$0.14)</b>	<b>-100%</b>
	<b>REVENUE GRAND Totals:</b>		<b>\$21,730,724.00</b>	<b>\$17,444,627.00</b>	<b>\$4,286,097.00</b>	<b>25%</b>
	<b>EXPENSE GRAND Totals:</b>		<b>\$21,730,724.00</b>	<b>\$17,444,622.46</b>	<b>\$4,286,101.54</b>	<b>25%</b>
	<b>Grand Totals:</b>		<b>\$0.00</b>	<b>\$4.54</b>	<b>(\$4.54)</b>	<b>-100%</b>