



WORCESTER COUNTY COMMISSIONERS

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

Agenda for September 15, 2026

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

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

Closed Session

10:00 AM – Regular Session

Call to Order, Prayer, and Pledge

Report on Closed Session

The meeting was closed to discuss a personnel summary, requests to hire Emergency Communications Specialist Trainees, Landfill Operator, and Plant Operator Trainee, to receive legal advice, and to perform administrative functions.

Approval of Minutes

- a. Draft Closed Session Minutes September 1, 2026
- b. Draft Open Session Minutes September 1, 2026

Proclamations and Commendations

1. Proclamation

Public Comments

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

Consent Agenda

2. Request to Accept FY27 Courthouse Security Grant
3. Hazardous Waste Day Agreement
4. Request to Declare Surplus and Advertise Public Hearing

5. Public Works Office Revisions and Over Expenditure
6. Request to Purchase Solid Waste Vehicle Lifts
7. Request to Award Ocean Pines Pump Replacement
8. Request to Award WWW Rate Study
9. Request to Contract HVAC Improvements and BAS Upgrades

Administrative/Legislative Matters

10. MDOT Consolidated Transportation Plan Presentation
11. Request to Advertise Budget Amendment – WWW Advanced Metering Infrastructure (AMI)
12. Bay Restoration Fee Update
13. Request to Award JWS Park Parking Project
14. Updated Worcester County Recreation & Parks – Park Regulations
15. Request to Increase Reserves
16. Board Appointments
17. OPEB Trust Investment Committee Appointment

Public Hearings

18. 10:30am Public Hearing FY27 Riddle Farm Budget Amendment
19. 10:35am Public Hearing Berlin Enterprise Zone
20. 10:40am Public Hearing MALPF

Press Questions and Commissioner Remarks

Adjournment

AGENDAS ARE SUBJECT TO CHANGE UNTIL THE TIME OF CONVENING

Hearing Assistance Units Available

Minutes of the County Commissioners of Worcester County, Maryland

September 1, 2026

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

Following a motion by Commissioner Fiori, seconded by Commissioner Bunting, the commissioners unanimously voted to meet in closed session at 9:00 a.m. in the Commissioners' Conference Room to discuss legal and personnel matters permitted under the provisions of Section 3-305(b)(1) and (7) of the General Provisions (GP) Article of the Annotated Code of Maryland and to perform administrative functions permitted under the provisions of Section GP 3-104. Also present at the closed session were Chief Administrative Officer Weston Young, Deputy Chief Administrative Officer Candace Savage, County Attorney Roscoe Leslie, Public Information Officer Kim Moses, Human Resources Director Stacey Norton, Human Resources Deputy Director Pat Walls, and Assistant Warden Shytina Drummond. Topics discussed and actions taken included the following: hiring Andrew Gabriel as a communications specialist trainee within Emergency Services, Brinell Tingle as a roads worker III within the Roads Division, and James "Carson" Gernert as a building housing and zoning plan reviewer II within Development Review and Permitting; receiving legal advice from counsel; and performing administrative functions, including discussing potential board appointments.

Following a motion by Commissioner Mitrecic, seconded by Commissioner Fiori, the commissioners unanimously voted to adjourn their closed session at 9:59 a.m.

After the closed session, the commissioners reconvened in open session. Commissioner Elder called the meeting to order, and following a morning prayer by Pastor Daryl McCready of Sonrise Church in Berlin and pledge of allegiance, announced the topics discussed during the morning closed session.

The commissioners reviewed and approved the open and closed session minutes of their regularly scheduled meeting on August 18, 2025.

The commissioners presented a years-of-service commendation to Plant Operator III Michael Bradford who is retiring after 36 years of service to the Water and Wastewater Division.

The commissioners presented a proclamation recognizing September as Suicide Prevention Month to representatives from the Jesse Klump Memorial Fund, Worcester County Health Department, and Life Crisis.

Commissioner Elder opened the floor to receive public comments.

Ocean Pines Association (OPA) President Jeff Heavner advised that the OPA supports a moratorium on zoning changes on MD Rt. 589.

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

Upon a motion by Commissioner Bunting, the commissioners unanimously approved by consent agenda item numbers 2-3 and 6-13 as follows: out-of-state travel for one staff member within Emergency Services to attend training in New Jersey; out-of-state travel for four personnel within the Sheriff's Office to attend a tactical expo in North Carolina; purchasing mobile and portable radios from L3Harris Technologies, Inc. for \$30,000; awarding the contract for an architectural feasibility study of a new public safety facility to Manns Woodward Studio for \$90,500; awarding the lowest responsive bid for the dugout replacement project at John Walter Smith Park to Whayland Company for \$173,900; utilizing the State procurement contract to purchase a Chevy Equinox for \$28,444 for use within the Health Department; authorizing a 100% tax credit totaling \$13,269.28 for three Ocean City Chamber of Commerce properties; adopting Resolution No. 26-19 naming private lanes off of Langmaid Road in Newark as Brian Keith Lane and Slavin Lane; renewing the memorandum of understanding (MOU) between the County and the Board of Education for the school resource deputy program; and awarding the FY27 PFAS (per-and polyfluoroalkyl substances, aka forever chemicals) sampling and testing for the Assateague Point Water and Wastewater Treatment Plant to EA Engineering, Science, and Technology for \$31,500.

Upon a motion by Commissioner Bunting, the commissioners voted 6-1, with Commissioner Fiori voting in opposition, to deny a request from Sheriff Matthew Crisafulli to purchase a side-by-side utility vehicle for \$35,283.

A motion by Commissioner Bunting to deny a request from Fire Marshal Matt Owens to purchase a Polaris Ranger XP-1000 Utility Terrain Vehicle from Delmarva Power Sports for \$27,335 failed for lack of a second. A subsequent motion by Commissioner Fiori to approve the purchase also died for lack of a second.

Pursuant to the request of Superintendent of Schools Annette Wallace and upon a motion by Commissioner Mitrecic, the commissioners unanimously approved categorical budget transfers and budget amendment for FY27 for Worcester County Public Schools.

Pursuant to the request of Procurement Officer Ed Welch and upon a motion by Commissioner Mitrecic, the commissioners unanimously approved a not-to-exceed award to Eastern Communications for \$110,000 for the purchase, installation, and commissioning of a Nokia 9500 MPR Microwave Radio link between the County's Mystic Harbour radio tower and the Town of Ocean City's 65th Street radio tower.

Pursuant to the request of Mr. Welch and upon a motion by Commissioner Mitrecic, with Commissioner Bertino temporarily out of the room, the commissioners voted 6-0 to award contracts for architectural services to expand courtroom #4 and the Washington Street entrance of the Courthouse to Davis, Bowen, & Friedel for \$160,850 and \$126,800 respectively.

Pursuant to the request of Environmental Programs Director Bob Mitchell and upon a motion by Commissioner Mitrecic, the commissioners unanimously approved a flow agreement for the Ocean City Outlets.

The commissioners conducted a public hearing to receive comments on the proposed adoption of updated Worcester County Critical Area maps submitted by the Maryland Critical Area Commission. The updates would result in a net reduction of approximately 550 acres within the County's Critical Area, reflecting a 691-acre reduction in the Chesapeake Bay Critical Area and a 141-acre increase in the Atlantic Coastal Bays Critical Area. Environmental Programs Director Bob Mitchell and Natural Resources Administrator Brian Soper reviewed the changes.

Commissioner Elder opened the floor to receive public comments.

Attorney Hugh Cropper objected to the proposed relocation of the Critical Area boundary across five Assateague Road parcels owned by him and totaling approximately 120 acres. He asserted that the revised boundary would place roughly 50 additional acres within the Critical Area despite inconclusive field observations regarding the extent of tidal influence. Mr. Cropper requested that the existing boundary remain at the Assateague Road bridge or be placed near an upstream pond until further investigation could be completed.

Mr. Mitchell and Mr. Soper explained the mapping and site-review process, including observations of water movement upstream and downstream, while Commissioner Fiori disputed the assertion that the area north of the bridge is not tidal. Other commissioners expressed concerns about the extent of the boundary change and its potential impact on affected property owners.

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

Following extensive discussion and upon a motion by Commissioner Mitrecic, the commissioners unanimously tabled consideration of the updated maps to allow additional time to study the matter.

The commissioners recessed for 15 minutes.

The commissioners conducted a public hearing on Bill 26-03 (Zoning – Accessory Structure Size), which was introduced by Commissioner Fiori on July 21, 2026. Development Review and Permitting Director Jennifer Keener reviewed the draft legislation, which would allow by special exception an accessory structure of up to 1,600 square feet on a vacant lot or parcel located within 100 feet of the property owner's primary residence, subject to a recorded deed restriction. The bill received a favorable recommendation from the Planning Commission.

Attorney Mark Cropper spoke in support of the bill on behalf of property owner Thomas Johnson, explaining that the circumstances were unusual and noting that Mr. Johnson's well is located across the street. Commissioner Fiori characterized the situation as a clear hardship and a situation that the commissioners are unlikely to see often.

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

A motion by Commissioner Mitrecic failed 3-4, with Commissioners Fiori, Mitrecic, and Purnell voting in favor and Commissioners Abbott, Bertino, Bunting, and Elder voting in opposition.

In follow up to a directive from the commissioners on August 18, 2026, Enterprise Fund Controller Quinn Dittrich advised that staff had reviewed the accounts of customers who appealed unexplained high water usage charges to the Grievance Committee. The review identified one customer who did not receive an adjustment and who would qualify under the new policy for a credit of \$51.19. If granted, the adjustment would make the customer ineligible for another unexplained high water usage adjustment for 60 months.

Following some discussion and upon a motion by Commissioner Bertino, the Commissioners voted 6-1, with Commissioner Mitrecic opposed, to approve the \$51.19 adjustment and directed staff to inform the customer of the 60-month restriction.

Pursuant to the request of Tourism and Economic Development Director Melanie Pursel and upon a motion by Commissioner Bertino, the commissioners unanimously authorized Commissioner President Elder to sign a letter to the State Highway Administration expressing the County's interest in acquiring the state-owned Pocomoke Welcome Center property and assuming responsibility for its operation, maintenance, and future improvements. The County currently operates the Welcome Center and SHA maintains the remainder of the property, including the public restrooms, building exterior, grounds, parking areas, pavilions, and other exterior facilities.

Following up on a request from the commissioners at their August 4, 2026 meeting, Ms. Keener presented two draft resolutions for establishing a one-year moratorium on map amendment applications, also known as rezonings, for properties on or near the MD Rt. 589 transportation corridor.

Upon a motion by Commissioner Bertino, the commissioners unanimously adopted Resolution No. 26-20, selecting option #2, which allows the continuance of the two active rezoning applications, but temporarily halting the acceptance and processing of any new applications while the moratorium is in effect. The moratorium does not affect site plan reviews, Board of Zoning Appeals cases, building permits, or similar development applications that comply with existing zoning classifications.

The commissioners considered the 2027 renewal of the CareFirst Medicare Advantage medical and pharmacy plan for retirees age 65 and older.

Upon a motion by Commissioner Bertino, the commissioners unanimously approved Option No. 1, maintaining current plan benefits while increasing the monthly premium per member from \$375 to \$517.50 effective January 1, 2027.

The commissioners reviewed and discussed various board appointments.

Upon a nomination by Commissioner Mitrecic, the commissioners unanimously approved the recommended appointments of Geordon Taylor, Jasmine Dashiell, and Bryce Pendleton and reappointments of Macie Groves, Kellen Lloyd, and Danielle Shirk to the Youth Council.

Pursuant to the request of Tourism and Economic Development Director Melanie Pursel and upon a motion by Commissioner Bertino, the commissioners unanimously accepted a \$75,000 grant from the U.S. Economic Development Administration and a \$75,000 match from

the Tri-County Council for the Lower Eastern Shore. Funds will be used for a comprehensive economic development study to identify opportunities for industry growth, private investment, and job creation in southern Worcester County.

Commissioner Fiori expressed concern about ensuring that adequate funding would be available to decommission solar energy facilities at the end of their useful lives. Upon a motion by Commissioner Fiori, the commissioners unanimously directed staff to evaluate the requirements for accepting forms of financial assurance on solar panels under §ZS 1-344 Alternative energy facilities and develop provisions for requiring a cash bond to secure decommissioning obligations.

To provide residents with greater access to information about County business, upon a motion by Commissioner Fiori, the commissioners unanimously agreed to continue to post press releases and to add the posting of meeting agendas for the County Commissioners, Board of License Commissioners, Board of Zoning Appeals, Planning Commission, and Technical Review Committee on the County's social media pages.

The commissioners answered questions from the press. Upon a motion by Commissioner Mitrecic, seconded by Commissioner Abbott, the commissioners unanimously adjourned their open session at 12:12 p.m. They will meet again on September 15, 2026.



OFFICE OF THE
 COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
 ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

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

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

PROCLAMATION

WHEREAS, Constitution Week, observed annually September 17–23, was initiated by the Daughters of the American Revolution and established by Congress in 1956 to increase understanding of the Constitution's importance to our national heritage and to protect and defend it; and

WHEREAS, the Constitution of the United States, signed on September 17, 1787, established the foundation of our government and endures as a testament to the determination of the American people to preserve their liberties, freedoms, and inalienable rights.

NOW, THEREFORE, we, the County Commissioners of Worcester County, Maryland, hereby proclaim September 17–23, 2026, as **Constitution Week** in Worcester County and encourage all citizens to participate in commemorative activities honoring this enduring foundation of American democracy.

Executed under the Seal of the County of Worcester, State of Maryland, this 15th day of September, in the Year of Our Lord Two Thousand and Twenty-Six.

 Theodore J. Elder, President

 Madison J. Bunting, Jr., Vice President

 Caryn G. Abbott

 Anthony W. Bertino, Jr.

 Eric J. Fiori

 Joseph M. Mitrecic

 Diana Purnell





The Circuit Court for Worcester County
First Judicial Circuit of Maryland

ILENE D. MUHLBERG
COURT ADMINISTRATOR
COURT HOUSE - ROOM 208
ONE W. MARKET STREET
SNOW HILL, MD 21863
(410) 632-2342

Date: September 2, 2026

To: Weston Young, Chief Administrative Officer
Worcester County Commissioners

From: Ilene Muhlberg, Circuit Court Administrator

Re: FY 27 Courthouse Security Grant

We respectfully request your approval of the attached Memorandum of Understanding for security goods and services by and between the Maryland Judiciary Administrative Office of the Courts and the Worcester County Commissioners for the Courthouse Security Grant in the amount of \$7,550.50. As in previous years, the security grant has been awarded for the full amount requested by the Circuit Court, working cooperatively with the Worcester County Sheriff's Department.

If approved, the grant will fund the purchase and installation of improved security measures in the Courthouse, specifically increased access controls for high-risk areas.

Thank you for your consideration.

c: Administrative Judge Brian D. Shockley
Sheriff Matthew Crisafulli

**MEMORANDUM OF UNDERSTANDING
FOR SECURITY GOODS AND SERVICES UP TO \$100,000
BY AND BETWEEN THE
ADMINISTRATIVE OFFICE OF THE COURTS
ON BEHALF OF THE CIRCUIT COURT FOR WORCESTER COUNTY, AND
WORCESTER COUNTY, MD**

E27-0039-25K

This Memorandum of Understanding (MOU) is entered into this _____ day of _____, 20____, by and between the Administrative Office of the Courts (AOC) on behalf of the Circuit Court for Worcester County, and Worcester County, MD, hereby known as the "Parties."

WHEREAS, the AOC recognizes Worcester County, MD possesses the capability to acquire goods and/or services as specified below; and,

WHEREAS, the AOC desires to obtain said goods and/or services as specified herein; and,

WHEREAS, Worcester County, MD has agreed to perform for the AOC in accordance with this MOU.

NOW, THEREFORE, in consideration of the above premises and of the mutual promises and other good and valuable considerations set forth below, the AOC and Worcester County, MD enter into this MOU and agree as follows:

ARTICLE I – SCOPE OF WORK

Worcester County, MD shall acquire through the county/city procurement process, security-related goods and/or services, as described in and in strict accordance with Exhibit A, incorporated as part of this document.

ARTICLE II – COMPENSATION AND METHOD OF PAYMENT

In consideration of the satisfactory performance and acceptance by the AOC, the AOC shall pay Worcester County, MD in accordance with the terms of this MOU and at the rate specified in the Exhibit A. Except by MOU modification, total payments may not exceed \$7,550.50 (the "NTE Amount").

All invoices shall be submitted within thirty (30) calendar days after the completion and acceptance of each deliverable by the AOC, and shall include the following information:

- a. name and address of AOC contact: Sean Wolcott, Office of Security Administration, 187 Harry S. Truman Parkway, Annapolis, MD 21401,
- b. name, remittance address, and federal taxpayer identification number of Worcester County, MD,
- c. invoice period,
- d. invoice date,
- e. invoice number,
- f. amount due,
- g. deliverable ID number for the deliverable being invoiced, if applicable, and
- h. Purchase Order number.

Hardware, software, and products purchased as a result of the agreement will become the property of the jurisdiction performing the purchase. All maintenance will become the responsibility of the jurisdiction. All hardware manufacturers make, model, and serial, numbers should be included on invoices related to those goods. Additional information may be required in the future. Invoices submitted without the required information will not be processed for payment.

Payments to Worcester County, MD shall be made as soon as possible after inspection and acceptance by the AOC and after receipt of a proper invoice. Charges for late payment of invoices are prohibited.

ARTICLE III – TERM

The term of this MOU shall begin upon award and terminate on June 30, 2028 with up to two (2) extension option(s) of one (1) year at the sole discretion of the AOC. No work may begin under this MOU until all parties have signed it and the AOC has instructed Worcester County, MD by Purchase Order to proceed. If there are any inconsistencies between the terms of the Purchase Order and the terms of this MOU, the terms of this MOU shall prevail.

ARTICLE IV – MODIFICATIONS

Any modifications to this MOU must be in writing and signed by authorized representatives of both parties.

ARTICLE V – GENERAL CONDITIONS

Security Funding Acknowledgement Form is attached for signature as Exhibit B.

Relationship between Parties. Nothing in this MOU shall be construed to create an employment relationship between the AOC and any employee or contractor of Worcester County, MD, including any staff or contractor that is assigned to perform any work in the Circuit Court for Worcester County. Worcester County, MD will have sole responsibility for all its staffing determinations, including, but not limited to, hiring, training, termination, and scheduling.

Liability. The AOC assumes no liability or responsibility with respect to the conduct and operation of Worcester County, MD related to business being conducted, nor for any loss or damage, caused by any employee, officer, contractor, or third party associated with Worcester County, MD. The AOC shall not be responsible for any damage(s) caused by Worcester County, MD employees, agents, or officials to personal property, documents, records, monies, or goods of Worcester County, MD or to anyone in or about Worcester County, MD's premises for the duration of the period of the MOU between Worcester County, MD and the AOC.

Non-Disclosure. Worcester County, MD shall not without the AOC's prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any information which may be held or maintained by the Judicial Branch as Confidential Information except for the sole and exclusive purpose of performing under this MOU, and except for disclosures to such Judiciary employees whose knowledge of the information is necessary to the performance of the MOU. Worcester County, MD may also be required to complete and submit a Non-Disclosure Agreement. Failure to comply with these conditions may result in the termination of this agreement.

ARTICLE VI – REPRESENTATIVES

The following individuals are designated as representatives for their respective Parties:

For the AOC: Department of Procurement, Contract & Grant Administration

Name and Title: Whitney S. Williams, Director

Phone: 410-260-1581 Email: whitney.williams@mdcourts.gov

For Worcester County, MD:

Name and Title: Theodore J. Elder, President, Worcester County Commissioners

Phone: 410-632-1194 Email: commissioners@co.worcester.md.us:

ARTICLE VII – KEY PERSONNEL, if applicable

Worcester County, MD agrees that the following named individual(s) is considered to be essential to the work being performed hereunder, and is designated as Key Personnel who shall be made available to the full extent required to carry out the work under this MOU:

Name/Title: Ilene Muhlberg, Court Administrator

Personnel of at least equivalent capability shall be assigned to the project if this individual becomes unavailable during the term of this MOU. Any such substitutions shall require prior written approval by the AOC, which approval may be denied at its sole discretion. The AOC may terminate this MOU; or, at its option, negotiate with Worcester County, MD for an equitable adjustment under the MOU relative to the loss of such Key Personnel if Worcester County, MD is unable to provide substitutes acceptable to the AOC.

ARTICLE VIII – ENTIRE AGREEMENT

This MOU embodies the whole agreement of the Parties. There are no promises, terms, conditions, or obligations regarding the Parties' agreement, other than those contained herein, or incorporated herein by reference.

THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK

ARTICLE IX – SIGNATURES

In acknowledgement of the foregoing description of the terms and requirements of this MOU, these authorized signatories of the Parties do hereby attest to their acceptance of these terms and conditions.

For Worcester County, MD:

Date

Theodore J. Elder
President, Worcester County Commissioners
1 West Market St.
Snow Hill, MD 21863

For the Circuit Court for Worcester County:

Date

Hon. Brian D. Shockley
Administrative Judge

9/2/26

Date

Ilene Muhlberg
Court Administrator

For the Administrative Office of the Courts:

Date

Whitney S. Williams
Director, Department of Procurement, Contract & Grant
Administration

Approved as to form and legal sufficiency this _____ day of _____, 20____.

Stephane J. Latour
Managing Legal Counsel

Exhibit A

FY2027 Courthouse Security Funding Request

Court Name: Circuit Court for Worcester County

MOU Partner: Worcester County Maryland

Remittance Address: 1 West Market Street

Snow Hill, Maryland 21863

Federal Tax ID #: 52-6001064

(The MOU Partner agrees to fund the initial cost of the projects requested below and will be reimbursed according to the terms of a forthcoming MOU Agreement.)

Please complete the following:

X Select tier item(s) below

X Provide a **description, location, and justification** on page 2 for each item requestedX Compile **Exhibit A** = Itemized quotes and supporting documentation for each item, such as pamphlets, photos, drawings, etc.

		Subtotal*	Approved (AOC only)
TIER I			
☐	X-Ray Machine	\$ -	\$ -
☐	Magnetometer	\$ -	\$ -
☒	Access Control System	\$ 5,185.93	\$ 5,185.93
☐	Duress Alarms	\$ -	\$ -
☐	Camera System	\$ -	\$ -
☐	Audio Visual Intercom	\$ 2,364.57	\$ 2,364.57
TIER II			
☐	Building Alarms	\$ -	\$ -
☐	Bullet Resistant Barriers	\$ -	\$ -
☐	Fenced/Restricted Judges Parking	\$ -	\$ -
☐	Security Blast Film	\$ -	\$ -
TIER III			
☐	Emergency Intercom	\$ -	\$ -
Total:		\$ 7,550.50	\$ 7,550.50

*Amounts provided are estimates based on market research at the time of this request. Actual expenditures may differ. Reimbursement payments to the MOU partner shall not exceed the final scope and amounts approved by the State Court Administrator

Please provide a **description**, **proposed location**, and **justification** for each item request

TIER I		Justification
X-Ray Machine		
Magnetometer		
Access Control System		Purchase and install badge reader access controls on both interior and exterior sides of the sallyport, through which prisoners are transported from the jail and detention centers for court appearances, exterior of door leading to the holding cells in Courthouse basement, and exterior of door leading to prisoner hallway containing the prisoner elevator with access to Courtrooms 1, 2 and 3. Badge reader access control is necessary to restrict civilian access. (\$5,185.93)
Duress Alarms		
Camera System		
Audio Visual Intercom		Purchase and install four (4) telephone integrated audio visual intercoms on both interior and exterior sides of the sallyport, through which prisoners are transported from the jail and detention centers for court appearances, exterior of door leading to the holding cells in Courthouse basement, and exterior of door leading to prisoner hallway containing the prisoner elevator with access to Courtrooms 1, 2 and 3. Audio and visual intercom access control is necessary to restrict civilian access. Intercom access into these areas will be controlled by Sheriff's Deputies in the Monitor Room. (\$2,364.57)
TIER II		Justification
Building Alarms		
Bullet Resistant Barriers		
Fenced/Restricted Judges Parking		

Security Blast Film	
TIER III	Justification
Emergency Intercom	

MOU Partner

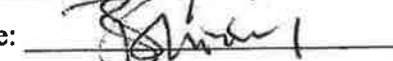
Representative Name: Theodore J. Elder

Title: President, Worcester County Commissioners

Address: 1 West Market Street, Snow Hill, Maryland 21863

Number: (410) 632-1194

Email: commissioners@co.worcester.md.us

Required Signatures:Court Administrator: Date: 6/24/26Clerk of Court: Date: 6/24/26Administrative Judge: Date: 6/24/26

The following individual is considered to be essential to the work proposed above and is designated as **Key Personnel** who shall be made available to the full extent required to carry out the work under the forthcoming MOU agreement.

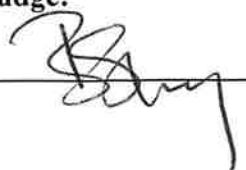
Key Personnel Name: Ilene MuhlbergTitle: Court Administrator

Exhibit B

Security Funding Acknowledgement Form

By my signature below, I accept, understand, and acknowledge that I was consulted in the preparation of this Memorandum of Understanding (MOU), have reviewed the MOU, and agree to my role in the request. I further acknowledge, on behalf of my office, that Worcester County, MD has the ability and desire to accommodate the security enhancements requested within the MOU, including, but not limited to, appropriate staffing and/ or space.

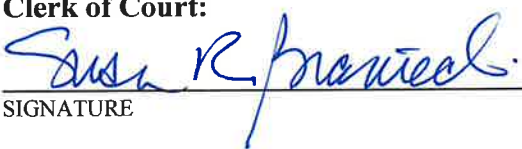
Administrative Judge:



SIGNATURE _____ DATE 9-2-26

LAST NAME _____ FIRST NAME _____ M.I. _____

Clerk of Court:



SIGNATURE _____ DATE 9/2/2026

BRANIECKI SUSAN R

LAST NAME FIRST NAME M.I.

Court Administrator:



SIGNATURE _____ DATE 9/2/26

MUHLBERG ILENE D.

LAST NAME FIRST NAME M.I.

If the MOU includes building modifications or personnel changes and/or modifications, the county is required to acknowledge the following:

The authorized party has reviewed the MOU and authorizes the associated modifications and/or resource requirements.

County Authorized Official:

SIGNATURE _____ TITLE _____

LAST NAME _____ FIRST NAME _____ M.I. _____ 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

JANA POTVIN
 DEPUTY DIRECTOR

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: September 7, 2026
SUBJECT: Household Hazardous Waste Day

Public Works is requesting Commissioner approval of the attached agreement with Maryland Environmental Service (MES) to support the annual Household Hazardous Waste Day scheduled for Saturday, October 31, 2026, from 10 am to 2 pm, at the Worcester County Central Landfill. The Commissioners previously approved the event at the August 4, 2026 meeting. At the time, Public Works was unaware that MES required an updated signature on the agreement because the 2025 agreement included language for a one-year extension. Since the event approval, MES has indicated a new agreement signature is required. This latest agreement matches the 2025 version, which the Commissioner President signed, in all aspects with the exception of updated dates, names of signatories, and the MES ID number.

Please let me know if there are any questions.

Attachment

CC: Roscoe Leslie
 Jana Potvin
 David Candy

**HOUSEHOLD HAZARDOUS WASTE
COLLECTION AND DISPOSAL**

INTERGOVERNMENTAL AGREEMENT

MES ID No. 2-27-4-10

Worcester County Government Internal Number: _____

THIS INTERGOVERNMENTAL AGREEMENT, made this _____ day of _____ 2026, by and between the Maryland Environmental Service (hereinafter “MES”), and Worcester County, Maryland (hereinafter “County”);

W I T N E S S E T H:

WHEREAS, MES has entered into a contract with MXI Environmental Services LLC for the collection and disposal of Household Hazardous Waste (HHW); and,

WHEREAS, MES and County have agreed to enter into this Agreement for pickups and events to collect and properly dispose of Household Hazardous Waste at sites and times designated by County; and,

WHEREAS, MES and COUNTY have agreed to provide certain services as set forth in the attached Scope of Work entitled Appendix A, and;

NOW, THEREFORE, for and in consideration of the mutual covenants herein contained be it agreed by and between the parties as follows:

1. PURPOSE OF AGREEMENT

The purpose of this Agreement is the implementation of a Household Hazardous Waste Collection pickup or event intended to provide a responsible disposal alternative for homeowners who have accumulated a quantity of hazardous waste in their homes.

2. COUNTY RESPONSIBILITIES

The County shall furnish all supervision, labor, materials, and equipment necessary to perform the responsibilities set forth in the Scope of Work and Estimated Cost Proposal, attached hereto as Appendix A, and expressly incorporated into and made a part of this Agreement. The County’s responsibilities include, without limitation, providing the site(s) for the pickup or collection, advertising the event in the service area, and providing support services at its own cost. By execution of this Agreement,

County expressly authorizes and approves MES to advertise County's participation in this event.

3. MES RESPONSIBILITIES

MES shall provide contracted services for the collection and proper disposal of household hazardous waste and additional labor necessary to perform the responsibilities set forth in the Scope of Work referenced herein.

4. TERM OF AGREEMENT

The term of the Agreement shall be until June 30, 2027 (the "Initial Term"). The County, with MES's approval, shall have the option to renew this Agreement for one additional one (1) year period (a "Renewal Term") at the expiration of the Initial Term, provided that County shall give written notice of its intention to exercise each such option at least sixty (60) days before the end of the Initial Term and MES consents to the extension/Renewal Term. This Agreement, and the terms and conditions thereof shall remain in effect during any such additional term.

5. PRINCIPAL CONTACTS

The principal administrative contacts for this Agreement are:

MES - Angie Webb

COUNTY - Bob Keenan

Unless otherwise specified in an addendum to this Agreement, the County Principal Contact, as identified above, is the person to be contacted by MES's Principal Contact for the purposes of communicating routine information, requesting assistance, or making routine inquiries with respect to this Agreement. MES's Principal Contact, as identified above, is the person to be contacted by the County for the purposes of communicating routine information, requesting assistance, or making routine inquiries with respect to the Agreement. Unless otherwise specified by law or regulation or in an addendum to the Agreement, MES's Executive Director or designee is the only official authorized to enter into or administer the Agreement, to make determinations and findings with respect to the Agreement, authorize changes to the Scope of Work, or issue Stop Work Orders.

Service of any notice required by the Agreement shall be complete upon mailing of such notice, postage prepaid, to the appropriate Principal Contact at the address indicated in the Agreement. If no Principal Contact is named, then the person executing the Agreement for a party shall be the Principal Contact for purposes of notice.

6. MODIFICATIONS

Any modifications to this Agreement must be in writing and agreed to by both parties.

7. SUBCONTRACTING

No portion of this Agreement, with the exception of work performed by MES's subcontractor MXI Environmental Services LLC, shall be subcontracted, assigned or otherwise disposed of except with the written consent of MES and the County. Consent to subcontract, assign, or otherwise dispose of any portion of the Agreement shall not be construed to relieve the County of any responsibility for fulfilling all the requirements of this Agreement.

Any and all subcontractors retained by MES in the course of performance of this Agreement, except for subcontractors which are agencies of the State of Maryland, shall indemnify and save harmless and defend MES and the State of Maryland, and all of their respective representatives from all suits, actions, or claims of any character brought on account of any injuries or damage sustained by any person or property in consequence of any work performed under this Agreement by such subcontractor or any of its subcontractors, or their respective employees, agents, or representatives. This responsibility is not to be deemed as a waiver of any immunity which may exist in any action against MES or the State.

8. LAW APPLICABLE

This Agreement shall be governed by the laws of the State of Maryland, and the parties expressly agree that the courts of the State of Maryland shall have exclusive jurisdiction to decide any question arising hereunder.

The County will observe and comply with the Federal, State and local laws and ordinances that affect, in connection with the Agreement, the work to be performed, those employed or engaged in connection therewith, any material or equipment used, or the conduct of the work itself.

The County, to the extent permitted by law, existing appropriations and available insurance coverage, shall protect, indemnify, and hold MES and its officers, employees and agents harmless from and against all liabilities, actions, damages, claims, demands, judgments, losses, costs, expenses, suits, or actions and attorneys' fees, for personal injury to, or death of, any person, or loss or damage to property, or contamination of or adverse affect to the environment, or any violation of governmental laws, regulations, caused solely by the acts, errors, or omissions of the County, its agents, contractors or employees, in connection with or as a result of this Agreement or the performance of its obligations hereunder, except to the extent that the injury, death, loss, or damage was the result of the willful misconduct or negligent acts, errors, or omissions of MES or other persons (as the case may be) asserting indemnification hereunder. This indemnification

provision is for the protection only of MES and the persons expressly designated herein and shall not establish, of itself, any liability to third parties.

By entering into this Agreement, the County, MES and their “employees”, as defined in the Maryland Tort Claims Act, §§ 12-101 et seq. of the State Government Article, do not waive sovereign immunity, do not waive any defenses, and do not waive any limitations of liability as may be provided for by law. No provision of this contract modifies and/or waives any provision of the Maryland Tort Claims Act.

No elected official, appointed official, employee, servant, agent, or law enforcement officer shall be held personally liable under this Agreement and any extension or renewals thereof because of its enforcement or attempted enforcement provided they are acting within the course and scope of their employment or governmental duties and responsibilities.

As a unit of the State of Maryland, MES is subject to the Maryland Annotated Code, State Finance and Procurement Article, Section 2-901, *et seq.*, which prohibits certain provisions from being included in State contracts. Accordingly, MES does not agree to or accept certain provisions in any contracts to which it is a party, including, but not limited to provisions which are prohibited in Maryland Annotated Code, State Finance and Procurement Article, Section 2-901.

9. TERMINATION FOR CONVENIENCE

The performance of work under this Agreement may be terminated by MES in accordance with this clause in whole, or from time to time in part at any time after thirty (30) calendar days’ notice to County.

10. REIMBURSEMENT OF COSTS

The County shall reimburse MES for all costs incurred by MES in providing the services identified herein, including costs incurred by MES under the Contract between MES and MXI Environmental Services LLC, as detailed in the attached Scope of Work and Estimated Cost Proposal. The County acknowledges and agrees that the Estimated Cost Proposal is only an estimate, based upon MES’s reasonable estimation of the quantity of HHW based upon unit pricing that may be delivered by the County residents. The actual costs incurred by MES may be more or less than the Estimated Cost Proposal.

The full cost of a project, product, or service provided by MES to a Person, which includes business and governmental entities, is to be paid by the Person to MES, as required by §3-108(a)(1) of the Natural Resources Article of the Annotated Code of Maryland. MES shall be fully authorized to incur additional costs under this Contract, provided that it obtains prior written approval from the Customer Contract Representative.

MES shall be fully authorized to incur additional costs under this Contract without prior written approval from the Customer Contract Representative for emergency or other expenses which MES reasonably must incur in order to: (1) respond to an emergency endangering (a) the environment, and/or (b) the health, safety, or protection of persons, (c) Customer's facility, or (d) property; (2) change any condition or emergency arising in relation to the services or Customer's facility which, if unchanged or left unabated, would prevent or endanger the ability of MES to perform the services in compliance with any applicable law, regulation, or permit, or would prevent MES from providing uninterrupted service to the Customer.

MES reserves the right to charge an annual administration fee for program management.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their respective representatives hereunder duly authorized, all as of the day and year first above written.

MARYLAND ENVIRONMENTAL SERVICE



WITNESS

BY: 
Charles C. Glass (Aug 10, 2026 10:50:16 EDT)

CHARLES C. GLASS, PH.D., P.E.
EXECUTIVE DIRECTOR

Approved as to form and Legal

Sufficiency this 7th, day of

Augus, 2026



Priscilla Carroll (Aug 7, 2026 16:16:13 EDT)

MES Assistant Attorney General

WORCESTER COUNTY, MARYLAND

WITNESS

BY: _____

PRINT NAME: _____

TITLE: _____

Approved as to form and Legal

Sufficiency this _____, day of

_____, 2026

County Associate Attorney

Appendix A

Scope of Work
Household Hazardous Waste Collection
And Disposal

Introduction

Current Federal and State regulations dealing with management of hazardous waste exempt such wastes when they are generated by a household. Such wastes are referred to as Household Hazardous Waste, or HHW. However, to better protect public health and the environment, many jurisdictions elect to separately collect and manage HHW to prevent their introduction into the municipal solid waste management facility. To assist jurisdictions in the implementation of such separate HHW management programs, the Maryland Environmental Service (MES) has contracted for HHW management services through a fully qualified and experienced contractor, MXI Environmental Services LLC. Individual jurisdictions are able to secure the services of this HHW management company through MES.

Objective

MES has contracted for HHW collection and management services through MXI Environmental Services LLC, 26319 Old Trail Road, Abingdon, VA 24210. The company will provide statewide service by accepting, classifying, and properly packaging HHW. MXI Environmental Services LLC will also properly manifest, transport, and dispose of the collected HHW in accordance with all current federal and state requirements. The responsibilities of MXI Environmental Services LLC are as set forth in the MES Service Agreement with the Contractor. Under the provisions of that Agreement, MXI Environmental Services LLC shall:

1. Provide sufficiently trained and qualified personnel for conducting an HHW collection event on a specified date at a designated location within a participating jurisdiction;
2. Accept and properly classify HHW delivered to the collection site;
3. Properly package, weigh, manifest, transport, and dispose of the collected HHW at a fully permitted treatment, storage, or disposal facility in accordance with the provisions of federal and state laws and regulations dealing with hazardous waste;
4. Assess fees and unit costs for HHW collection services as stipulated in the Service Agreement;
5. Provide documentation and reports to MES regarding the quantities of HHW collected, transported, and disposed;
6. When requested, MXI Environmental Services LLC shall participate in meetings with representatives of the participating jurisdiction to organize and plan for the collection event.
7. MXI Environmental Services LLC shall familiarize the local jurisdiction with the mobile collection unit, layout, and site setup requirements and operating procedures.

MES Deliverables

- MES shall coordinate with the participating jurisdiction and provide notice to MXI Environmental Services LLC of the participating jurisdiction and the date of the planned HHW collection event.
- MES shall serve as liaison between the participating jurisdiction and MXI Environmental Services LLC.
- MES shall be available to offer support to the participating jurisdiction in the planning and coordination of the HHW collection event.
- MES shall supervise the HHW collection event and review all weigh records, manifest data, invoices, and other information developed as a result of the HHW collection event.
- MES shall pay MXI Environmental Services LLC for conducting the collection event in accordance with the fees and other unit costs as set forth in the Service Agreement.
- MES shall prepare and submit an invoice to the participating jurisdiction that shall include all costs associated with the HHW collection event.

MXI Environmental Services LLC Deliverables

MXI Environmental Services LLC shall provide the services as stipulated in the Service Agreement. In summary, these duties include but are not limited to the following:

- For each collection event, MXI Environmental Services LLC shall, within thirty (30) days of prior notice from MES, provide a mobile HHW collection unit for operation in a participating jurisdiction at a specified location within the State of Maryland. MXI Environmental Services LLC shall provide the basic material and personnel necessary to:
 1. Safely unload, sort, consolidate, and package HHW delivered to the site;
 2. Respond to fires, spills, and/or other releases of HHW;
 3. Provide effective safety barriers to protect its personnel and participants from exposure to hazardous materials. Such material components include, but are not limited to, trucks, tents, scales, tables, signs, traffic cones, barrier tape, drums, adsorbent material, labels, fire extinguishers, shovels, over-pack drums, plastic ground cloth, etc.; and
 4. Assist in traffic flow and safety.
- MXI Environmental Services LLC shall be responsible for professional quality, technical accuracy, timely completion, and coordination of all services.
- MXI Environmental Services LLC shall provide one point of contact to MES who will be familiar with the project and who will be on-site or available to be on-site during the collection event to provide on-site supervision during the event. This supervision shall include, but is not limited to, overseeing removal of HHW from vehicles, interviewing participants on the characteristics of the waste delivered and the exempt status of the waste, and determining the appropriate handling and storage of the waste.
- MXI Environmental Services LLC shall properly secure and render inaccessible to the public all collected HHW not intended for recycling or reuse, including trash containers.
- MXI Environmental Services LLC shall provide on-site identification of all wastes received, and properly consolidate wastes.
- MXI Environmental Services LLC shall determine and record the weight of the collected materials before the materials are transported from the site for proper disposal.
- MXI Environmental Services LLC shall not accept any hazardous waste that is not HHW.

- MXI Environmental Services LLC shall comply with all applicable state and federal regulations dealing with manifesting, transporting, and disposing of hazardous waste.
- MXI Environmental Services LLC shall leave the collection site clean and environmentally safe and shall assume full responsibility for any repair for damages caused by its activities or those of its subcontractors.
- MXI Environmental Services LLC shall provide MES with a copy of all hazardous waste manifests, weigh records, and other information developed during a collection event within fifteen (15) days of the completion of a collection event.

Participating Jurisdiction Deliverables

The participating jurisdiction shall:

- Designate the date, time, and location of the planned HHW collection event and provide this information to MES at least sixty (60) days prior to the planned event to allow sufficient time for notification to MXI Environmental Services LLC;
- Provide right of access to the site where the collection event will be held;
- Provide sufficient support services to the collection event to accommodate the expected event participants;
- Designate the types of materials that will or will not be accepted during the planned HHW collection event;
- Provide facilities such as a roll-off container, pallets, or other containers to accommodate non-hazardous waste, recyclable materials, or other acceptable waste materials delivered to the site during the collection event which are not to be disposed of by MXI Environmental Services LLC as HHW; and
- Reimburse MES for all legitimate costs incurred by MES in providing the services as identified herein, including those costs as identified in the attached estimated cost proposal.

ESTIMATED COSTS PER EVENT

Category	Price	Unit
Mobilization Per Event (all labor, equipment, supplies and materials) 14 staff	\$9,500.00	Event lump sum
Flammable liquid (alternative fuel)	\$1.25	lb
Flammable solid (road flares)	\$1.25	lb
Corrosive material acids/bases	\$2.50	lb
Oxidizing material	\$16.00	lb
Pesticide material	\$2.75	lb
Oil base paint	\$1.25	lb
Aerosols/compressed gas	\$2.50	lb
Non-flammable liquid (i.e. strong surfactant)	\$2.50	lb
Miscellaneous to be disposed of in a landfill	\$1.25	lb
Miscellaneous to be incinerated	\$2.75	lb
Paint and paint related material	\$0.75	lb
Reactive material (water reactive)	\$20.00	lb
Dioxins	\$20.00	lb
Small propane cylinders (each)	\$5.00	each
Medium or large propane cylinders (each)	\$10.00	each
Freon cylinders - any size (each)	\$150.00	each
Mercury and Mercury compounds	\$20.00	lb
Asbestos	\$1.50	lb
Household batteries	\$1.00	lb
Fire extinguishers	\$1.25	lb
Helium cylinders	\$5.00	each
Light bulbs	\$3.25	each
Waste oil	\$1.00	lb
Non Reg Pour Off	\$1.25	lb
Smoke detectors	\$25.00	5 gal pail
Antifreeze	\$1.00	lb
Electronics	\$0.53	lb
Lead acid batteries	\$9.00	lb
Labor Adjustment Crew Size	\$500.00	per person

Signature: 
 Angie Webb (Aug 3, 2026 13:51:05 EDT)

Email: awebb@menv.com

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

JANA POTVIN
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston S. Young, P.E., Chief Administrative Officer
 Candace Savage, CGFM., Deputy Chief Administrative Officer
FROM: Dallas Baker, Jr., P.E., Director *Dallas Baker Jr*
DATE: September 7, 2026
SUBJECT: Surplus Vehicles, Equipment and Miscellaneous Items

Public Works is requesting Commissioner approval of the attached list of County owned property proposed to be declared surplus in compliance with Worcester County's Code of Public Local Laws. The list must be advertised once a week for three consecutive weeks to notify the public, receive comment, schedule a required public hearing regarding list informing the public of the sale of the equipment on the Gov Deals auction site. Once the public hearing has been held and the Commissioners agree to declare the equipment as surplus, DPW Fleet Management will begin the process of arranging the on-line auction of the surplus property.

Please let me know if there are any questions.

Attachments

cc: Kim Reynolds, Budget Officer
 Jana Potvin, Deputy Director
 Derrick Babcock, Fleet Superintendent
 Dustin Walker, Risk Manager
 Fleet Management File: GovDeals.com

**WORCESTER COUNTY
SURPLUS VEHICLE & EQUIPMENT LIST - 2026**

VEHICLES

STOCK #	YEAR	MAKE	MODEL	VIN #	MILEAGE	DEPARTMENT	COMMENTS
1	2005	CHEVROLET	COLORADO	1GCCS146058230304	77,665	PARKS	OLD, ECU ISSUE, REPLACED WITH NEW
2	2009	FORD	F350 SRW	1FDSF345X9EA21108	234,750	RECYCLE	OLD, REPLACED WITH NEW. ENGINE NEEDS REPLACED
3	2005	CHEVROLET	SILVERADO 2500 4X4	1GCHK24U15E247074	132,854	SOLID WASTE	OLD, RUSTED OUT FRAME AND BODY
4	2002	INTERNATIONAL	7600 6X4 ROLL OFF TRUCK	1HTWYAXT43J071177	691,500	SOLID WASTE	OLD, ENGINE HEAD GASKET AND HEAD NEEDS REPLACED
5	2002	CHEVROLET	2500 UTILITY BODY 2WD	1GBHC24U82E305811	265,088	WWW	OLD, REPLACED WITH NEW. DOES NOT RUN, NEEDS ENGINE
6	2006	INTERNATIONAL	7400 SBA 6X4 VACTOR 2100	1HTWGAST66J372201	78,149	WWW	OLD, REPLACED WITH NEW. MULTIPLE OIL LEAKS
7	1991	INTERNATIONAL	2574 TANDEM DUMP TRUCK	1HTGGG3T6MH353006	164,913	ROADS	OLD, REPLACED WITH NEW
8	2013	CHEVROLET	TAHOE	1GNLC2E06DR313975	255,670	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
9	2015	CHEVROLET	TAHOE	1GNLC2EC8FR606421	233,810	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
10	2015	CHEVROLET	TAHOE	1GNLC2EC7FR604935	243,558	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW, NO BRAKES.
11	2017	CHEVROLET	TAHOE	1GNLC2E06DR313975	255,670	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
12	2017	FORD	EXPEDITION	1JU1GT7HEA49043	225,780	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
13	2014	CHEVROLET	TAHOE	1GNSK2E00ER189671	238,939	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
14	2012	CHEVROLET	TAHOE	1GN1G2E03CR169140	259,535	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
15	2013	CHEVROLET	TAHOE	1GNLC2E02DR217812	262,378	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
16	2013	CHEVROLET	TAHOE	1GNLC2E06DR218154	241,482	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
17	2012	CHEVROLET	TAHOE	1GNLC2E05CR169138	260,880	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
18	2013	CHEVROLET	TAHOE	1GNLC2E03DR217916	292,444	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
19	2018	CHEVROLET	IMPALA	2G11X5S39J9146949	144,400	SHERIFF	ACCIDENT DAMAGE, TRANSMISSION SLIPS
20	2011	CHEVROLET	TAHOE	1GNLC2E0XBR182692	262,263	SHERIFF	OLD, HIGH MILES, REPLACED WITH NEW
21	2000	FORD	E-450 AMBULANCE/TAC	1FDXE45F7YHA94505	89,000	SHERIFF	OLD, NO LONGER NEEDED
22	2013	CHEVROLET	TAHOE 4X4	AGNSK2E03DR200533	146,800	EMERGENCY SERVICE	OLD, HIGH MILES, RUSTED, REPLACED WITH NEW
23	2012	CHEVROLET	TAHOE	1GNLC2E02CR176449	201,480	EMERGENCY SERVICE	OLD, HIGH MILES, REPLACED WITH NEW

EQUIPMENT

STOCK #	YEAR	MAKE/ DESCRIPTION	MODEL	SERIAL/ VIN #	HOURS	DEPARTMENT	COMMENTS
24		SMITHCO	3 WHEEL BUNKER RAKE	G393		PARKS	OLD, REPLACED WITH NEW
25		JOHN DEERE	3 WHEEL BUNKER RAKE	TC1200A136051	4,346	PARKS	OLD, REPLACED WITH NEW
26		JOHN DEERE	3 WHEEL BUNKER RAKE	TC1200A135753	4,166	PARKS	OLD, REPLACED WITH NEW
27	1987	JOHN DEERE	2555 2WD TRACTOR	L0255A612055		PARKS	OLD, REPLACED WITH NEW
28	2006	JOHN DEERE	X340 54" LAWNMOWER	M0X340A011402	1,349	PARKS	OLD, REPLACED WITH NEW
29		SGI	3 POINT PLUG AERATOR	6050202		PARKS	NO LONGER NEEDED
30		FRONTIER	3PT 6FT SCRAPER BLADE	RB1184		PARKS	NO LONGER NEEDED
31		WOODS	BB72X BRUSH HOG 3 POINT	1137239		PARKS	NO LONGER NEEDED
32		DETAIL K2 INC.	AVAL8219 SNOW PLOW	AVAL8219		PARKS	NO LONGER NEEDED
33	2009	JCB	BACKHOE	SLP214TC9U0912524		WWW	OLD, ENGINE DAMAGED
34	2010	TEREX	POWERSCREEN	P1D00123EDGA30463		SOLID WASTE	WARRIOR 1800, NO LONGER USED, BROKEN HYD LINES
35		WOODS	BATWING BW12 BRUSH HOG	1319854		SOLID WASTE	OLD, REPLACED WITH NEW
36	2004	LEEBOY	TACK TRAILER	1B9DS15224D309129		ROADS	OLD, REPLACED WITH NEW
37	2005	NEW HOLLAND	TS100A	ACP249371	12,242	ROADS	OLD, REPLACED WITH NEW
38	2007	JOHN DEERE	6415	LO6415B518054	9,993	ROADS	OLD, REPLACED WITH NEW
39	2003	RHINO	DB150 ROTARY CUTTER	11970		ROADS	OLD, REPLACED WITH NEW
40	2008	RHINO	DB150 ROTARY CUTTER	12223		ROADS	OLD, REPLACED WITH NEW

MISCELLANEOUS

STOCK #	NO.	DESCRIPTION	DEPARTMENT	COMMENTS
41		AUTOMOTIVE TOOL BOX (CRAFTSMAN)	ROADS	OLD, REPLACED WITH NEW.
42		1 GYM FLOOR CLEANER	RECREATION	OLD, REPLACED WITH NEW.
43		SMALL PRACTICE SOCCER GOALS	RECREATION	OLD, NO LONGER IN USE
44		ELITE FITNESS SQUAT RACK	RECREATION	OLD, RUSTED, REPLACED WITH NEW.
45		PLASTIC/METAL CHAIRS	HEALTH	OLD, NO LONGER IN USE.
46		FILING CABINETS	STATES ATTORNEY	OLD, NO LONGER IN USE.
47		OFFICE SHELVES	STATES ATTORNEY	OLD, NO LONGER IN USE.
48		5 ECHO BACKPACK BLOWERS, 4 ECHO STRING TRIMMERS	MAINTENANCE	OLD, NO LONGER IN USE, REPLACED WITH NEW.
49		MISC. COMPUTERS	IT	OLD, NO LONGER IN USE, REPLACED WITH NEW.
50		IT NETWORK AND SERVER EQUIPMENT CABINET	IT	OLD, NO LONGER IN USE, REPLACED WITH NEW.
51		MISC. FULL SIZE STEEL SOCCER GOALS	PARKS	OLD, NO LONGER IN USE, REPLACED WITH NEW.
52		TWO UTILITY YARD CARTS	PARKS	OLD, NO LONGER IN USE, REPLACED WITH NEW.
53		DUTY WEAPON PISTOL HOLSTERS	SHERIFF	OLD, NO LONGER IN USE, REPLACED WITH NEW.

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



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

DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr.*
DATE: September 7, 2026
SUBJECT: Public Works Office Revisions

Public Works is requesting Commissioner approval to use \$15,000 from the Assigned Funds – County Building Repairs and Improvements account no. 240.1201.9010.050, project code GENIMP 000 2522. The funding will be used to construct a new office space in the Public Works Administration Building to support the recently approved Capital Project Manager position. The cost estimate breakdown is as follows:

- Fire rated door with window: \$3,000
- New flooring: \$4,000
- Ceiling installation: \$3,000
- Paint, electric, data, wall window, and miscellaneous work: \$1,500
- Contingency: \$3,500
- Total \$15,000

In addition, Public Works is requesting to overspend the following accounts for office furniture and computer equipment for the new position:

- 100.1203.200.6110.090 – Supplies & Equipment Computers & Printers, increase by \$3,000, raising approved budget to \$4,500
- 100.1203.200.6110.290 – Supplies & Equipment Other Office Equipment, increase by \$3,000, raising the approved budget to \$4,000

The Commissioners approved the new position this fiscal year after the FY 27 budget was approved. The position and funding to support it were not included in the proposed Public Works budget. If these proposed budget requests are not approved, the position will not be able to be filled this fiscal year as there is no available office space nor equipment available for a new hire to use.

Please let me know if there are any questions.

CC: Kim Reynolds, Jana Potvin, Mike Hutchinson

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



Worcester County
DEPARTMENT OF PUBLIC WORKS
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 SNOW HILL, MD 21863

DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: September 7, 2026
SUBJECT: Solid Waste Vehicle Lifts

Public Works is requesting Commissioner approval to purchase a set of six (6) - 111,000lbs capacity, vehicle lifts at the cost of \$88,977.96. Funding is available within the Capital Equipment, Heavy Equipment Account (680.7002.9010.070). This project was included in the approved FY27 Budget with an allocated amount of \$95,000. This equipment is available on the competitively bid Source Well Purchasing Program, contract #121223-SKI, allowing savings of \$36,016.35. The equipment will be sourced from Stertil-Koni USA, Inc., with an expected delivery in December 2026

Please let me know if there are any questions.

Attachments

CC: Jana Potvin
 David Candy
 Derrick Babcock



QUOTE

Stertil-Koni USA, Inc.
 200 Log Canoe Circle
 Stevensville, MD 21666
 (410) 643-9001

Quote #: SK-216
Date: 6 Aug 2026
Expires: 5 Sep 2026
RSM: Carl Boyer

Billing Address

Worcester County, MD
 David Candy
 7091 Central Site Lane, Newark, MD, USA
 dcandy@co.worcester.md.us
 14102518315

Shipping Address

Worcester County, MD
 David Candy
 7091 Central Site Lane, Newark, MD, USA
 dcandy@co.worcester.md.us
 14102518315

Contract: Sourcewell Contract #121223-SKI

Subcontract: Contract #

Part	Description	Qty	Price	Discount	Line Total
ST-1085-3FWA	ST1085 MODELS, WIRELESS EBRIGHT CONTROLS WITH SYNTHETIC FIXED FRONT WHEELS Set of 6 - 111,000lbs capacity, 24 volts DC, control box on every column. Adj forks	1	\$124,194.31	29%	\$88,177.96

Subtotal	\$88,177.96
Tax (0%)	\$0
Shipping	\$800
Grand Total	\$88,977.96

Comments

Sourcewell Member Account # 21046

Local Distributor

Distributor Account: Alan Tye & Associates, LC.
Distributor Contact: Lenny Nemec

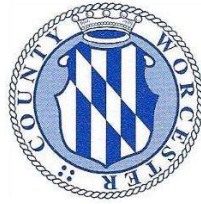
Email: lenny@alantylifts.com

Phone: 14103829749

Standard Terms and Conditions

1. Purchase Orders MUST be issued to Stertil- Koni USA, Inc., not the Local Distributor. Please submit Purchase Orders to orders@stertil-koni.com.
2. Purchase Orders must be issued on a company letterhead and must contain contact information, billing address, shipping address, phone number, and email.
3. Purchase Orders must reference the quote number, item numbers, pricing, quantities, and applicable contract information shown on this quote.
4. Product availability and proposed delivery date will be confirmed after receipt of order.
5. Stertil-Koni is responsible for collecting sales tax in the following states: CA, FL, HI, MD, NY, and WA. Customers outside of these states are responsible for any applicable sales or use tax.

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

JANA POTVIN, P.E.
 DEPUTY DIRECTOR

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: September 7, 2026
SUBJECT: Ocean Pines – Pump Station T 3rd Pump Replacement

Public Works is requesting Commissioner approval for awarding various replacement components to the Ocean Pines Pump Station T 3rd Pump Replacement. The components and pricing is as follows:

• Sherwood Logan	\$53,606.00
• Twisted Steel Metal Designs, Inc.	\$12,000.00
• Pro Coat	\$20,610.00
• <i>Contingency</i>	<i>\$10,000.00</i>
Total	\$96,216.00

Funding of \$100,000 was included in the approved FY 27 budget, account 555.8004.9010.090 – Capital Equipment Construction Projects. Water & Wastewater Division will be acting as the general contractor for this project to help reduce costs and complete the work within the budgeted amount, hence the request to approve multiple subcontractors. A contingency line item is also being requested for unforeseen conditions but will only be used if necessary.

The request to award the pumps to Sherwood Logan is because they are the local distributor of the Flygt pumps, which are the Commissioner approved standard pump manufacturer for Water and Wastewater Division.

Twisted Steel Metal Designs will fabricate new pipe stand and piping components needed to mount the new pumps to the existing piping system.

Pro Coat will prep and coat the interior of the drywell with a corrosion protection system.

The replacement of these components is important to ensure reliable sewer service. The existing facility had three obsolete pumps that have been replaced one per year over the last two fiscal years. The pumps were original to the pump station and are over 30 years old. Without upgrading these pumps, the station could have inoperable without the ability to replace a pump with one in inventory, potentially causing danger to the environment, and lack of service to the surrounding residents/customers.

Please let me know if there are any questions.

Attachments

CC: Quinn Dittrich
Jana Potvin
Lee Beauchamp



QUOTATION		
DATE	NUMBER	PAGE
8/5/2026	0003695	1 of 2

B WCD002
 I WORCESTER COUNTY DEPT OF
 L PUBLIC WORKS
 L 1000 SHORE LN
 T BERLIN, MD 218119422
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S WORCESTER COUNTY DEPT OF
 H PUBLIC WORKS
 I 1000 SHORE LN
 P BERLIN, MD 218119422
 T US
 O

PREPARED BY:HOLDEN HAYES

HHAYES@SHERWOODLOGAN.COM

ATTENTION:

METZLER@CO.WORCESTER.MD.US

PROJECT NO:

TERMS: NET 30 DAYS

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#		JOB TITLE	SLP	SHIPPING TYPE	
STATION T PUMP		WORCESTER COUNTY DEPT OF, OCEAN PINES, FLYGT PUMP	JAL/HBH	BEST WAY	
QTY	PART	DESCRIPTION	UNIT PRICE	EXTENDED	
1	31711855777	XYLEM FLYGT PUMP CUST PART: PS T NT277-4 35/208/3 65'(S35) FLS FV MAT30 SPL	\$48,704.00	\$48,704.00	
1	7858226	DRY PIT SUBMERSIBLE PUMP -277 HARD IRON IMPELLER -4" DISCHARGE -35HP / 208V / 3PH -65' SHIELDED POWER CABLE -FLS LEAKAGE SENSOR	\$3,154.00	\$3,154.00	
1	14-407129	FLYGT,ELBOW,INLET ASSY DN150 X 8"+ ANSI CI	\$877.00	\$877.00	
1	14-407097	XYLEM/FLYGT,MINI-CAS PUMP MONITORING RELAY, OVER TEMP, SEAL FAIL	\$92.00	\$92.00	
1	14-407130	SOCKET FOR MINICAS	\$154.00	\$154.00	
1	FREIGHT	DOOR MOUNTED SOCKET FREIGHT CHARGES	\$625.00	\$625.00	



QUOTATION		
DATE	NUMBER	PAGE
8/5/2026	0003695	2 of 2

QTY	PART	DESCRIPTION	UNIT PRICE	EXTENDED
-----	------	-------------	------------	----------

NOTE: THERE ARE 2 DIFFERENT STYLE SOCKETS FOR THE MINICAS. YOU DO NOT NEED BOTH

*EXCLUDES: ANY PART OR MATERIAL NOT EXPLICITLY STATED ABOVE, EXPLOSION PROOF MOTOR

LEAD TIME: 8 WEEKS PRODUCTION

6-8 WEEKS OCEAN FREIGHT

PLEASE NOTE THAT INSTALLATION, SALES TAX, AND START-UP ARE NOT INCLUDED IN THE ABOVE PRICING. PLEASE LET ME KNOW IF YOU NEED ANYTHING ELSE.

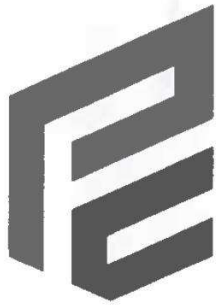
This quote is subject to and incorporates by reference Sherwood Logan Associates Standard Terms & Conditions and manufacturer's warranty, which will be provided upon request.

- Quote is valid for 30 days.
- Please include the quote number (listed at the top of this page) when placing your order.
- Credit card payments are subject to an additional 4% charge.
- No taxes of any kind are included in this proposal.

TOTAL: \$53,606.00

2140 Renard Court, Annapolis, MD 21401 * Phone: 410-841-6810 * www.sherwoodlogan.com **7-4**

With offices in Maryland, Virginia, Pennsylvania, New Jersey, and Connecticut



PRO COAT

INDUSTRIAL COATING SOLUTIONS

QUOTATION FOR:
WORCESTER COUNTY

DATE: JUNE 12, 2026
PREPARED BY: SEAN FISHER
QUOTE VALID: JULY 13, 2026

PROJECT ID: 1015 OCEAN PKWY / 12969 CENTER ST VAULT SURFACES

PRO COAT LLC WILL PROVIDE THE FOLLOWING:

- Install scaffolding to access vertical riser surfaces
- Power tool clean sample area
- Solvent wipe surfaces prior to coating
- Prime surfaces with Tnemec series 132
- Install 2 coats of Tnemec series 1095

TOTAL JOB PRICE:

1015 OCEAN PARKWAY \$20,610.00

STA 1

NOTES:

- Payment terms: Net 15days. 2% per month assessed on overdue payments.
- 30% Deposit required before start of project.
- Prevailing Wages do **NOT** apply to this project.
- This document shall form a material part of and shall be incorporated by reference into all contracts awarded to Pro Coat LLC, which are directly related to the aforementioned Project.
- All services provided for herein are subject to Pro Coat, LLC's Terms and Conditions attached hereto and incorporated herein by reference.

Bruce S. Ennis

Date

Customer Signature

Date

Pro Coat LLC – EIN / FED TAX ID # 26-0761578 - MD LICENSE 22483737 - DE LICENSE 2007605534

VA – CLASS B LICENSE – 2705 133350 –

Phone # 410-749-7491 Fax # 443-944-9924

PRO COAT, LLC

TERMS AND CONDITIONS

General – terms & conditions

1. Pro Coat will supply all labor, materials and equipment for the above project with the exception of water, electric, dumpster, and sanitary facilities.
2. All work to be performed during normal working hours 7:00 am until 4:00 pm Monday thru Friday.
3. Color texture mock ups must be signed off on by the owner prior to coatings application.
4. Pro Coat LLC takes no responsibility for contaminants including but not limited to dust, odors, fumes and / or overspray as might occur during either surface preparation and / or painting. If special ventilation and or protection is required, it will be at the owner's and or general contractors expense
5. The owner will provide adequate lighting throughout the building during installation.
6. Prior to Pro Coat commencing work, the owner or general contractor will have the work areas cleared of all debris, equipment and / or personal belongings such as furniture and moveable fixtures.
7. Substrate (surface to be coated) must be sound & ready to receive coatings. Generally, freshly coated plywood and lumber must have been cured for a minimum of six (6) months prior to coatings applications. Freshly poured concrete must have thirty (30) day cure time prior to coatings.
8. Unforeseen conditions may be revealed, especially after removal of existing coatings materials. Examples are – including but not limited to: rotting wood, spalling concrete, additional thickness of anticipated coating to be removed, undulation of surfaces. Such unforeseen conditions and potential change or work plans and associated costs must be addressed prior to coatings work begins.
9. Pro Coat will be provided by Owner or General Contractor a two week notice minimum prior to initial mobilization or subsequent re-mobilizations. Two-week notification will likewise be provided for changes to schedules.
10. No finishes will be installed prior to painting to begin by Pro Coat. Finishes include, but not limited to: floor finishes, wooden trim, interior doors, electric fixtures, outlets, & switches, wall paper, cabinets, vanities, shower / tub etc.
11. Any repair or rework due to damages by others to paint & finishes provided by Pro Coat are consider changes to scope of work and will require written change order authorization to be completed.

Painting jobs – terms & conditions:

1. Ambient (weather) conditions, including but not limited to: substrate temperature, dew point, humidity, have to fall within manufacturer specifications & parameters in order for work to be conducted. Work will be delayed if necessary until proper ambient conditions are met.
2. The owner or general contractor will insure that interior ambient / weather conditions including temperature, meet the minimum standards for ambient weather conditions as stated on material technical data sheets. Any devises and associated costs to condition the substrate, whether headers, dehumidifiers etc. are solely for the account, and the responsibility of the owner or general contractor.
3. All paint proposals are based on one color unless otherwise specified.
4. Drywall point ups will occur between the prime and first (top) coat unless agreed to otherwise. This proposal and price quote includes only one touch up resulting from one point up of drywall. Additional point ups and touch ups will be for the owners account and treated as a change order item.

Epoxy Floor Systems – terms and conditions:

1. Pro Coat will be provided exclusive access to floors for approximately _____ consecutive days during the installation.
2. Newly poured concrete must be cured a minimum of thirty (30) days prior to any epoxy coating being applied.
3. It is understood that an appropriate moisture barrier is in place to mitigate and control moisture vapor transmission through concrete which will possibly cause defects in the epoxy coatings.
4. Pro Coat LLC shall warrant workmanship to be defect free and not cause the floor to fail or suffer a loss of adhesion from the concrete substrate. Pro Coat LLC shall warrant our workmanship concurrent with the manufacturer for the term of one year from the date of completion. This warranty is based upon the intended floor use and regularly cleaned following manufacturer instructions and maintenance. Accidental damages will be excluded from the warranty and repaired "at cost" on an "as required" basis as will abuse or other forms of damage. This warranty does not cover lost adhesion due to osmotic, or hydro-static, vapor pressure or capillary moisture conditions.
5. Our price does not include a vapor barrier test on concrete, which we recommend.
6. No concrete sealers (such as cure-and-seal) shall have been applied onto new concrete surfaces. In the event that a sealer has been applied, the owner will be responsible for the cost of removal, prior to epoxy coatings to begin.
7. This epoxy system will follow the existing contour of the floor and will not change the substrate pitch or levelness. This system will not hide imperfections, cracks, voids or spalls in the concrete.
8. The owner or general contractor will insure that there is no possibility of moisture intrusion during installation including curing times. They will insure that all floor drains are operational and that there are no leaks from the roof or any other sources that will allow moisture to come in contact with the epoxy finish and that will diminish the appearance and functionality of the system.
9. The owner or general contractor will insure that the floors are dry and at a minimum temperature of 68 degrees f. prior to starting the epoxy floor installation.

PROPOSAL

**Twisting Steel Metal Designs, Inc.
29140 Waller Road
Delmar, MD 21875**

Worcester County
Wastewater

Attn: J Tingle
1000 Shore Lane
Berlin, MD 21811
jtingle@worcester.gov

Job Name & Location:

Pump Replacement
Station "T"

06/25/2026

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:
Pump Replacement

SCOPE OF WORK

- Remove center pump and reinstall new, along with piping and check valve
- Build new pump stand to accommodate bolt pattern and height
- Rework piping and fabricate as needed
- Install new check valve
- All new piping and stand to be painted with epoxy

Total \$12,000.00

- All above pricing is for budget reasons only and there will need to be an on site visit prior to any signed contract
- Pricing is NOT based on prevailing wages



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

MEMORANDUM

To: Worcester County Commissioners
 From: Ed Welch, Procurement Officer
 Date: August 31, 2026
 Re: **Request to Award – Rate Study for Water & Wastewater Service Areas**

Administration recommends awarding the **Rate Study for Water & Wastewater Service Areas** to **NewGen Strategies and Solutions, LLC (Annapolis, MD)** who was the lowest responsible and responsive vendor. The total funds requested are **\$52,500 total**, which includes \$49,950 base price and a 5% contingency fund.

New Gen Strategies recently merged with a company called MFSG, that is very highly regarded for rate studies. Further, they continue to do work for the Town of Ocean City plus many other Maryland cities and counties. Combined with their very affordable cost, New Gen is the best option.

Proposals were due and opened on June 30, 2026, at 2 p.m. Five (5) 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.

Funds were set aside from FY24 assigned funds in the amount of \$259,691 and labeled as WWW Service Area Consolidation. The Commissioner subsequently approved that the purpose be changed, and that funds be rolled forward and approved from the FY25 surplus.

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

Rate Study - Water & Wastewater Service Areas
Tuesday, June 30, 2026, at 2:00 pm
Request for Proposals Tabulation Sheet
<u>Respondent's Name(s):</u>
New Gen Strategies (Annapolis, MD)
Raftelis (Charlotte, NC)
FCS (Towson, MD)
Rauch (Easton, MD)
Black & Veatch (Gaithersburg, MD)

SECTION IV: PROPOSAL SPECIFICATIONS

A. SCOPE

The County is seeking proposals from qualified Vendors for a **Rate Study for Water & Wastewater Service Areas** in accordance with the terms and conditions and specifications set forth in this solicitation. This study should be structured based on the end user price per gallon and a “wholesale” price or a bulk rate that would be charged to send water between service areas.

Overview of Service Areas:

The Worcester County Department of Public Works (DPW) Water and Wastewater Division manages the infrastructure and delivery of potable water and sewer services throughout Worcester County, Maryland. The division operates as a self-sufficient entity, with funding derived directly from user bills to cover operations, maintenance, and facility planning. They have the responsibility of managing multiple service areas, providing water and wastewater services throughout the north end of the County.

Employees working in this department operate, maintain, repair and install public water and sewer lines, operate pump stations, and water sewage treatment plants. Plant operators operate water treatment plants to provide potable water to residents and oversee both water testing for compliance with the federal and state regulations and new construction for new subdivisions. This division works directly with four (4) Water Wastewater Advisory Boards (Ocean Pines, Newark, Mystic Harbour/Landings/Assateague Pointe, and West Ocean City), who aid in innovative ideas, budget reviews, facility planning, etc.

The quarterly billing schedule for all service areas is January, April, July and October.

	Customers	FY26 O&M Exp.	FY26 CapEx	Drinking Water GL Produced/Yr	Wastewater GL Treated/Yr	Treatment Process
Assateague Pointe	612	\$504,692	\$158,655	12,380,740	5,669,000	Lagoon/ Spray Field
Bridgetown	37	\$62,104	\$13,213	3,376,250	N/A	Septic Systems
Edgewater Acres	222	\$279,176	\$153,516	20,257,500	N/A - Sent to Sussex	N/A
Landings	315	\$884,596	\$73,710	25,889,587	N/A - Sent to Mystic	N/A
Lighthouse Sound	95	\$120,733	\$12,461	N/A - Sewer Only	6,679,633	Lagoon/ Spray Field
Mystic Harbour	2,028	\$2,717,453	\$560,937	140,166,750	74,013,290	Membrane Filtration
Newark	165	\$388,427	\$19,396	10,980,107	8,485,816	Lagoon/ Spray Field
Ocean Pines (OP)	8,904	\$9,110,603	\$1,187,190	483,390,000	301,375,000	Activated Sludge w/ENR
Riddle Farm	665	\$2,418,146	\$201,080	N/A - Purchased from OP	772,086	Membrane Filtration
River Run	215	\$382,588	\$42,471	N/A - Purchased from OP	9,600,000	Lagoon/ Spray Field
West Ocean City	1,876	\$1,299,022	\$1,140,555	N/A - Sewer Only	102,711,000	Sent to Ocean City
Total	15,134	\$18,167,540	\$3,563,184			

B. CONTRACT PRICING

1. Contract pricing will be valid for the term of one year (“Contract Period”).
2. Pricing must include all labor, materials, tools, and equipment to perform Work.
3. Pricing will not change during the Contract Period.

C. CONTRACT PERIOD RENEWAL OPTION

1. Intentionally omitted

D. SUMMARY - SCOPE OF SERVICES

The Consultant shall perform the following core tasks:

Task 1: Financial Plan Development (11) Sanitary Service Areas (SSAs)

- Develop 5-year revenue requirement forecasts for each of the 11 SSAs to achieve 100% self-sufficiency.
- Incorporate debt service, reserve policies, and the County's Capital Improvement Program (CIP).

Task 2: Cost of Service & EDU Analysis

- Analyze the current **Equivalent Dwelling Unit (EDU)** assignment methodology
- Evaluate and update **Accessibility Fees** for unimproved lots and future developments.

Task 3: Evaluate the allocation between the base fee and usage fees.

- Study to identify which associated revenues correspond to fixed expenses and which correspond to variable expenses.

Task 4: Evaluate the fee charged by service areas when providing service to another service area.

- An example of this would be when Riddle Farm purchases water from Ocean Pines.
- Inter-service area services may already be captured in the breakdown of revenue/expense by water vs. wastewater but seeking best practices on how to handle inter-fund services.

Task 5: Review the current split between water and sewer revenues. The existing allocation is 25% water and 75% sewer.

- The existing allocation is 25% water and 75% sewer.

Task 6: Rate Structure Design & Maryland Compliance

- Develop rate alternatives that comply with Maryland Public Utilities Article.
- Conduct regional benchmarking against neighboring Maryland jurisdictions.

Task 7: County-wide Service Alignment Assessment (Core Option)

- Evaluate pathways to greater alignment among the eleven (11) SSAs—policy harmonization, shared services, common rate frameworks, and governance options.
- Provide scenario analyses and customer impact protections (phased transitions, bill impact guardrails).

Task 8: Public Outreach & Stakeholder Engagement

- Facilitate up to three (3) public information sessions if requested.
- Produce SSA-specific "Fact Sheets" comparing current vs. proposed/consolidated rates.

E. GENERAL REQUIREMENTS

1. The Successful Vendor must be licensed to perform Work in the state of Maryland.

F. PRE-PROPOSAL CONFERENCE

A pre-proposal conference (virtual meeting) will be held on Tuesday, June 2, 2026 at 3 p.m.

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/263528866489920?p=W1xenDI6uUVjDNQSYH>

Meeting ID: 263 528 866 489 920

Passcode: EG9QH3yt

G. The last date/ PAYMENT

1. The County will make payment(s) to the Successful Vendor within thirty calendar days from the receipt of a proper invoice for approved and accepted work performed.
2. Unless otherwise noted, **all additional charges shall be included in the price quoted.**
 - a. This includes delivery, shipping, and any other materials (i.e., proofs, paper, etc.) needed to successfully complete the project according to the terms described.
 - b. The County will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal.
3. Successful Vendor agrees to complete any necessary vendor paperwork as required by the County.

H. QUESTIONS

1. The last day for questions is listed under Section I, Subsection C.2.

I. AWARD

1. The County intends to award the contract to the Vendor whose Completed Proposal represents the best value to the County. In awarding such contracts, the Commissioners may consider lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders, local presence of bidders and previous experience of bidders with County contracts. The Commissioners are not required to accept the lowest bid. The Commissioners may require security or bond from the successful bidder for the performance of their contract. The provisions of this section shall not be applicable to the engaging of an independent auditor or the awarding of contracts for professional services.

END OF SECTION



WORCESTER COUNTY, MARYLAND

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

Weston Young
Chief Administrative Officer

Edward Welch
Procurement Officer

CONTRACT

THIS CONTRACT, made on **September 15, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and **NewGen Strategies and Solutions, LLC** ("Successful Vendor").

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

1. Successful Vendor will commence and complete **Rate Study for Water & Wastewater Service Areas**.
2. Successful Vendor will furnish all materials, supplies, equipment, labor, and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all the Work described in the Contract Documents and comply with the terms therein for the sum of **\$49,950.⁰⁰ total (Forty-Nine Thousand Nine Hundred Fifty dollars and zero cents)** as shown in the Form of Bid.
5. The term 'Contract Documents' means and includes the following:
 - a. This Contract
 - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
 - c. Advertisement
 - d. Section I: Introduction
 - e. Section II: General Information
 - f. Section III: General Conditions
 - g. Section IV: Proposal Specifications
 - h. Form of Proposal
 - i. References
 - j. Exceptions
 - k. Individual Principal
 - l. Vendor's Affidavit of Qualification to Bid
 - m. Non-Collusive Affidavit
 - n. Addenda
 - o. Successful Vendor's Completed Bid Documents

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

IN WITNESS WHEREOF, the parties hereto have executed or caused them to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first written above.

**COUNTY COMMISSIONERS OF
WORCESTER COUNTY, MARYLAND**

Theodore J. Elder
President
Date:

CONTRACTOR:

By:
Title:
Date:

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



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

DALLAS BAKER JR., P.E.
 DIRECTOR

JANA POTVIN
 DEPUTY DIRECTOR

MEMORANDUM

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administrative Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr*
DATE: September 8, 2026
SUBJECT: HVAC Improvements and BAS Upgrades

Public Works is requesting Commissioner approval to utilize Modern Controls to perform building automation control upgrades and HVAC improvements at five County facilities for a total of \$146,772.00. The project would utilize Assigned Funds in the HVAC Automation Systems Controls (various buildings) account - 240.1201.9010.055, project code "GENEQP 000 2534". The proposed work consists of improvements to the County's building automation and HVAC systems, including new controls, heating plant improvements, boiler piping modifications, and control valve installation. It will improve system control, reliability, efficiency, and overall operation of the affected HVAC systems. The five locations and scope are as follows:

<u>Facility</u>	<u>Scope of Work</u>	<u>Cost</u>
Mosquito Control	Installation and implementation of new building automation controls	\$27,340.00
Snow Hill Health Department	Heating plant control upgrades	\$22,557.00
Public Works	Building automation/HVAC control improvements	\$51,275.00
Snow Hill Health Department	Boiler piping changes and control valve installation	\$23,750.00
Ocean City Health Department	Building automation/HVAC improvements	\$21,850.00

The Commissioners selected Modern Controls as the County's preferred vendor for building automation and controls work in 2018. The company has an established history of working within County facilities and has demonstrated a professional, meticulous, and dependable approach to its work. Modern Controls' familiarity with the County's existing building automation infrastructure, HVAC equipment, and control systems provides a significant advantage when completing these projects. Their previous work within County buildings has been performed professionally and with careful attention to detail, providing the Maintenance Division with confidence in their ability to successfully complete the proposed improvements.

Utilizing Modern Controls for these projects will also provide consistency in system programming, equipment integration, troubleshooting, and future service. Having a single controls provider familiar with the County's existing systems will help minimize compatibility issues and reduce the time and resources required to integrate the proposed improvements. Modern Controls has upgraded systems at the States Attorney, Recreation Center, Snow Hill, Ocean City, Ocean Pines and Berlin's Libraries, Snow Hill and Berlin Health Department and most areas of the Government Center, and Courthouse.

Please let me know if there are any questions.

Attachments

Cc: Kim Reynolds
Ed Welch
Jana Potvin
Michael Hutchinson

Worcester County Public Works Mosquito Control BAS Install



TO: Michael Hutchinson
Worcester County Public Works

RE: Jesse Hunter
Modern Controls Inc.

PROPOSAL # 25-1174

8.6.2026



PROPOSAL # 25-1174

8/6/2026

ModernControls™



To: **Michael Hutchinson, Maintenance Superintendent
Worcester County Department of Public Works
6113 Timmons Rd, Snow Hill, MD 21863**

Re: **Worcester County Public Works BAS Controls**

We are pleased to provide a proposal for the building automation system associated with the Mosquito Control Building. Our scope of work is as follows:

SCOPE OF WORK

Building Automation System

- Provide, install, and wire a JCI Supervisory Controller.
 - Provide all necessary software and licensing.
 - Provide seamless integration of all new controls to be programmed into JACE Controller, all graphics and alarm points to be included per the owner's specification.
 - Provide (8) hours of onsite owner training and (12) months' warranty on the system as specified. Additional offsite training will be provided at the request of the owner as specified.
 - Provide, install, and wire (1) 120V circuit to Supervisory Controller Panel.
-

Ductless Heat Pump Systems (Typical of 3)

- Provide, install, and wire (3) Daiken Procon Boards.
 - Wire to BACnet comm link.
 - Provide programming & configuration.
-

PRICING

Quoted Price.....\$27,340.00

CLARIFICATIONS

- ▶ Proposal does NOT include after hours or weekend labor.
- ▶ High Voltage wiring to the new BAS control panel is not included in this proposal.

Please feel free to call if you have any questions or concerns regarding this proposal.

Sincerely,

Jesse Hunter

Jesse Hunter
Regional Director
ModernControls, Inc.
Cell Phone: (443) 856-3331
Office Phone: (302) 325-6800
Email: jhunter@moderncontrols.com

I accept the above contract:

Authorized Signature Date

Ocean City Health Department Building Automation



TO: Michael Hutchinson
Worcester County Public Works

RE: Mike Vallandingham
Modern Controls Inc.

PROPOSAL # 25-2710

8.6.2026



PROPOSAL # 25-2710
August 6 2026

ModernControls™



To: **Michael Hutchinson, Maintenance Superintendent**
Worcester County Department of Public Works
6113 Timmons Rd, Snow Hill, MD 21863

Re: **Worcester County Public Works**

We are pleased to provide a proposal for the Building Automation System associated with the Ocean City Health Department Building. Our scope of work is as follows:

SCOPE OF WORK

Building Automation System

- Provide, install, and wire a Supervisory Controller.
 - Provide an operator's workstation with all necessary software and licensing.
 - Provide seamless integration of all new controls to be programmed into JACE Controller, all graphics and alarm points to be included per the owner's specification.
 - Provide (8) hours of onsite owner training and (12) months' warranty on the system as specified. Additional offsite training will be provided at the request of the owner as specified.
 - Provide, install, and wire (1) 120V circuit to Supervisory Controller Panel.
-

Gas Furnace Packaged Unit (Typical of 1)

- Provide, install, and wire Terminal Equipment Controllers for control of existing equipment.
 - Wire to BACnet comm link.
 - Provide programming & configuration.
-

PRICING

Quoted Price \$21,850.00

CLARIFICATIONS

- Proposal does NOT include after hours or weekend labor.

Please feel free to call if you have any questions or concerns regarding this proposal.

Sincerely,

Mike Vallandingham

Mike Vallandingham
 Account Manager
 ModernControls, Inc.
 Cell Phone: (720) 775-9086
 Office Phone: (302) 325-6800
 Email: mvallandingham@moderncontrols.com

I accept the above contract:

Authorized Signature

Date

Worcester County Public Works DPW Admin BAS Install



TO: Michael Hutchinson
Worcester County Public Works

RE: Jesse Hunter
Modern Controls Inc.

PROPOSAL # 25-1175

8.10.2026

PROPOSAL # 25-1175

August 10, 2026



To: **Michael Hutchinson, Maintenance Superintendent**
Worcester County Department of Public Works
6113 Timmons Rd, Snow Hill, MD 21863

Re: **Worcester County Public Works BAS**

We are pleased to provide a proposal for the building automation system associated with the DPW Administration Building. Our scope of work is as follows:

SCOPE OF WORK

Building Automation System

- Provide, install, and wire a JCI Supervisory Controller.
 - Provide all necessary software and licensing.
 - Provide seamless integration of all new controls to be programmed into JACE Controller, all graphics and alarm points to be included per the owner's specification.
 - Provide (8) hours of onsite owner training and (12) months' warranty on the system as specified. Additional offsite training will be provided at the request of the owner as specified.
 - Provide, install, and wire (1) 120V circuit to Supervisory Controller Panel.
-

Electric Duct Heaters (Typical of 4)

- Provide, install, and wire (4) Terminal Equipment Controllers for control of existing equipment.
 - Wire to BACnet comm link.
 - Provide programming & configuration.
-

Ductless Heat Pump Systems (Typical of 1)

- Provide, install, and wire (1) Daiken Procon Board.
 - Wire to BACnet comm link.
 - Provide programming & configuration.
-

Heat Pump Split System (Typical of 1)

- Provide, install, and wire (1) Terminal Equipment Controllers for control of existing equipment.
 - Wire to BACnet comm link.
 - Provide programming & configuration.
-

PRICING

Quoted Price \$51,275.00

CLARIFICATIONS

- ▶ Proposal does NOT include after hours or weekend labor.
- ▶ High Voltage wiring to the new BAS control panel is not included in this proposal.

Please feel free to call if you have any questions or concerns regarding this proposal.

Sincerely,

Jesse Hunter

Jesse Hunter
Regional Director
ModernControls, Inc.
Cell Phone: (443) 856-3331
Office Phone: (302) 325-6800
Email: jhunter@moderncontrols.com

I accept the above contract:

Authorized Signature

Date

Snow Hill Health Department Building Automation



TO: Michael Hutchinson
Worcester County Public Works

RE: Mike Vallandingham
Modern Controls Inc.

PROPOSAL # 25-2717

8.6.2026



PROPOSAL # 25-2717

8/6/2026

ModernControlsTM

To: Michael Hutchinson, Maintenance Superintendent
Worcester County Department of Public Works
6113 Timmons Rd, Snow Hill, MD 21863

Re: Worcester County Public Works

We are pleased to provide a proposal for the Building Automation System associated with the Snow Hill Health Department Building. Our scope of work is as follows:

SCOPE OF WORK

Building Automation Svstem

- Provide, install, and wire a Supervisory Controller.
 - Provide an operator's workstation with all necessary software and licensing.
 - Provide seamless integration of all new controls to be programmed into JACE Controller, all graphics and alarm points to be included per the owner's specification.
 - Provide (8) hours of onsite owner training and (12) months' warranty on the system as specified. Additional offsite training will be provided at the request of the owner as specified.
 - Use existing Supervisory Control Panel.
-

Domestic Water Preheat System, Gas-Fired Domestic Hot Water System, and Domestic Water Booster Pump System

- **Provide, mount and wire DOC controllers.**
 - **Provide, install, and wire control for (3) boiler pumps.**
 - **Provide, install, and wire control for (3) boilers.**
 - **Provide, install and wire supply and return temperature sensors.**
 - **Provide DOC system programming, configuration, and system commissioning.**
-

PRICING

Quoted Price \$22,557.00

CLARIFICATIONS

- Proposal does NOT include after hours or weekend labor.

Please feel free to call if you have any questions or concerns regarding this proposal.

Sincerely,

Mike Vallandingham

Mike Vallandingham
Account Manager
ModernControls, Inc.
Cell Phone: (720) 775-9086
Office Phone: (302) 325-6800
Email: mvallandingham@moderncontrols.com

I accept the above contract:

Authorized Signature

Date

mvallandingham@moderncontrols.com | www.moderncontrols.com
26 Bellecor Drive New Castle, DE 19720 | Phone: (302) 325 6800 | Fax: (302) 325 6808

Health Department piping upgrades



TO: Michael Hutchinson
Worcester County Public Works

RE: Mike Vallandingham
Modern Controls Inc.

PROPOSAL # 25-2715

8.7.2026

PROPOSAL # 25-2715

August 7, 2026



To: **Michael Hutchinson, Maintenance Superintendent**
Worcester County Department of Public Works
6113 Timmons Rd, Snow Hill, MD 21863

Re: **Worcester County Public Works**

We are pleased to provide a proposal for the hydronic piping upgrades located at the Health Department. Our scope of work is as follows:

SCOPE OF WORK

Piping upgrades

- Mobilize and prep for pipe freeze.
 - Freeze (1) location for water isolation.
 - Cut piping and install isolation valve upstream of 3 way valve..
 - Make modifications as needed to replace existing butterfly valves and 3 way valve.
 - Install new isolation valve downstream of 3-way valve.
 - Fill isolated area with water and leak check.
 - Install new 3 way valve actuator and program for proper operation.
-

PRICING

Quoted Price\$23,750.00

CLARIFICATIONS

- ▶ Proposal does NOT include after hours or weekend labor.
- ▶ This proposal excludes liability and reserves the right to adjust prices to reflect any increases due to changes in tariffs, taxes, or duties imposed by any government authority after the proposal date, as well as for delays or price adjustments resulting from the unavailability of materials. In the event of such circumstances, **ModernControls** will notify of any necessary adjustments to the proposal or contract
- ▶

Please feel free to call if you have any questions or concerns regarding this proposal.

Sincerely,

Mike Vallandingham

Mike Vallandingham
 Account Manager
 ModernControls, Inc.
 Cell Phone: (720) 775-9086
 Office Phone: (302) 325-6800
 Email: mvallandingham@moderncontrols.com

I accept the above contract:

Authorized Signature

Date



Worcester County Administration

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

MEMORANDUM

TO: Worcester County Commissioners
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: September 8, 2026
SUBJECT: MDOT's CTP Tour

The Maryland Department of Transportation has requested to present its annual Consolidated Transportation Plan (CTP) update to the County.

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

JANA POTVIN, P.E.
 DEPUTY DIRECTOR

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr.*
DATE: September 8, 2026
SUBJECT: Advanced Metering Infrastructure (AMI) Conversion Funding

Public Works is requesting Commissioner approval to advertise for a public hearing for a budget amendment of \$442,908.50 to establish funding for conversion of the County drinking water meter-reading system from Automated Meter Reading (AMR) to Advanced Metering Infrastructure (AMI). This project was not included in the adopted FY27 budget because the propagation study needed to confirm gateway coverage, locations, and the recommended system configuration was not complete when the budget was developed. With the propagation study and updated cost analysis now complete, the amendment would be allocated among the eight water service districts based on active meter counts, system configuration, and the equipment required for each district.

The County currently reads approximately 11,444 active water meters once each quarter. Under this process, a customer-side leak can continue for up to ninety days before it is identified. AMI will collect consumption data throughout the day, identify continuous or unusual usage, and allow County staff and customers to respond before excessive consumption and billing adjustments accumulate.

County records show approximately \$1.88 million in leak-adjustment credits from FY2021 through FY2026 year-to-date, averaging \$341,125 annually. Approximately 87 percent of these credits occurred in Ocean Pines. Using the moderate assumption that earlier detection and notification will reduce future leak-adjustment credits by 50 percent, the County could avoid approximately \$170,563 per year. Based only on that documented benefit, the revised first-year investment has an estimated simple payback of approximately 2.6 years if the full Ocean Pines contingency is used. Excluding the contingency, the estimated payback is approximately 2.2 years.

Requested budget amendment by service district:

Service District	Active Meters	Annual Recurring	First-Year Funding
Briddletown	5	\$56.25	\$1,629.99
Edgewater Acres	123	\$1,383.75	\$40,097.71
Mystic Harbour	1,700	\$4,250.00	\$42,948.05
Newark	134	\$1,507.50	\$43,683.68

Service District	Active Meters	Annual Recurring	First-Year Funding
Ocean Pines	8,234	\$20,585.00	\$283,020.15
Riddle Farm	639	\$1,597.50	\$16,143.41
River Run	263	\$657.50	\$6,644.32
The Landings	346	\$865.00	\$8,741.19
Total	11,444	\$30,902.50	\$442,908.50

The proposed increase would affect the following accounts, with funding coming from the respective Transfer From (To) Reserves budget line in each service area.

- 525.9010 (Briddletown) Capital Equipment \$ 1,629.99
- 530.9010 (Edgewater) Capital Equipment \$ 40,097.71
- 545.9010 (Mystic) Capital Equipment \$ 42,948.05
- 550.9010 (Newark) Capital Equipment \$ 43,683.68
- 555.8002.9010 (Ocean Pines) Capital Equipment \$ 283,020.15
- 570.9010 (Riddle) Capital Equipment \$ 16,143.41
- 575.9010 (River Run) Capital Equipment \$ 6,644.32
- 530.9010 (Landings) Capital Equipment \$ 8,741.19

The first-year amount includes cellular endpoints for Briddletown, Edgewater Acres, and Newark; five fixed-network gateways with outdoor backup power and installation; Neptune 360 software; the My360 customer portal; and implementation training. The gateway allocation has been distributed among Mystic Harbour, Ocean Pines, Riddle Farm, River Run, and The Landings in proportion to their active meter counts. Estimated system-wide recurring software and cellular service costs are \$30,902.50 annually and will be budgeted to the benefiting districts.

The Ocean Pines allocation includes a \$75,000 contingency for cellular registers in locations where extensive pine-tree coverage or other field conditions prevent reliable communication with the fixed-network gateways. This contingency will be used only where field testing demonstrates that a cellular endpoint is necessary. If fully used at the quoted unit cost, it would support approximately 239 additional cellular registers.

In addition to reducing leak adjustments, AMI will eliminate routine drive-by meter-reading routes, improve billing accuracy and customer service, reduce field investigations, support water-loss management, and provide better consumption data for operations and capital planning. The coverage analysis predicts more than 94 percent fixed-network coverage with the proposed gateway configuration; field validation will be completed during implementation.

Public Works recommends approval of a \$442,908.50 budget amendment, allocated by service district as shown above, to proceed with the Countywide AMI meter-reading conversion. Any equipment purchase or installation award will be presented or processed in accordance with County procurement requirements. Please let me know if there are any questions.

Attachments

CC: Quinn Dittrich
Jana Potvin
Lee Beauchamp

**Notice of Public Hearing
Worcester County
FY 2027 Requested Enterprise Funds Operating Budget Amendment**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2027 Enterprise Funds Operating Budget Amendment on:

Tuesday, October XX, 2026, at 10:30 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The proposed budget amendment is in response to a non-budgeted capital project requested for the below Service Areas.

For additional information please visit the County Treasurer's Office in Room 1105 of the County Government Center in Snow Hill or online at www.worcestermd.gov.

**WORCESTER COUNTY
2027 REQUESTED ENTERPRISE FUNDS OPERATING BUDGET AMENDMENT**

Increase in the following expense line item:

• 525.9010	Capital Equipment	\$ 1,629.99
• 530.9010	Capital Equipment	\$ 40,097.71
• 545.9010	Capital Equipment	\$ 42,948.05
• 550.9010	Capital Equipment	\$ 43,683.68
• 555.8002.9010	Capital Equipment	\$ 283,020.15
• 570.9010	Capital Equipment	\$ 16,143.41
• 575.9010	Capital Equipment	\$ 6,644.32
• 530.9010	Capital Equipment	\$ 8,741.19

Increase in the following revenue line item:

• 525.5975.100	Transfer From (To) Reserves	\$ 1,629.99
• 530.5975.100	Transfer From (To) Reserves	\$ 40,097.71
• 545.5975.100	Transfer From (To) Reserves	\$ 42,948.05
• 550.5975.100	Transfer From (To) Reserves	\$ 43,683.68
• 555.5975.100	Transfer From (To) Reserves	\$ 283,020.15
• 570.5975.100	Transfer From (To) Reserves	\$ 16,143.41
• 575.5975.100	Transfer From (To) Reserves	\$ 6,644.32
• 530.5975.100	Transfer From (To) Reserves	\$ 8,741.19

Service District	Active Meters	Existing R9001 Registers	Cellular Endpoints	Register Replacement Cost	Neptune360 Annual	Cellular Annual	Allocated MY360	Allocated Training	Allocated Gateway	Recurring Annual Cost	First Year Total
Bridletown (BRD)	5	5	5	\$1,565.00	\$12.50	\$43.75	\$5.46	\$3.28	\$0.00	\$56.25	\$1,629.99
Edgewater Acres (EDN)	123	108	123	\$38,499.00	\$307.50	\$1,076.25	\$134.35	\$80.61	\$0.00	\$1,383.75	\$40,097.71
Mystic Harbour (MYH)	1700	1656	0	\$0.00	\$4,250.00	\$0.00	\$1,856.87	\$1,114.12	\$35,711.09	\$4,250.00	\$42,932.08
Newark (NEW)	134	132	134	\$41,942.00	\$335.00	\$1,172.50	\$146.36	\$87.82	\$0.00	\$1,507.50	\$43,683.68
Ocean Pines (OCP)	8234	8031		\$0.00	\$20,585.00	\$0.00	\$8,993.80	\$5,396.28	\$172,967.73	\$20,585.00	\$207,942.80
Riddle Farms (RDF)	639	632	0	\$0.00	\$1,597.50	\$0.00	\$697.96	\$418.78	\$13,423.17	\$1,597.50	\$16,137.41
River Run (RVR)	263	237	0	\$0.00	\$657.50	\$0.00	\$287.27	\$172.36	\$5,524.72	\$657.50	\$6,641.85
The Landings (LND)	346	342	0	\$0.00	\$865.00	\$0.00	\$377.93	\$226.76	\$7,268.26	\$865.00	\$8,737.94

\$30,902.50 \$367,803.47 Total

Total Meter in the System	11444
Total - Cell Registers	11187
Gateway Total Cost	\$ 235,000.00
Gateway Cost Per Meter	\$ 21.01
My360 cost/meter/yr	\$ 1.09
My360 training and setup/meter	\$ 0.66
Neptune 360 AMI -meter/yr	\$ 2.50
Cell meter/year	\$ 8.75

Worcester County Water and Wastewater

Business Case for Advanced Metering Infrastructure (AMI)

Reducing Water Loss, Improving Customer Service, and Protecting Utility Revenue

Executive Summary

Worcester County Water and Wastewater currently utilizes an Automated Meter Reading (AMR) system that requires quarterly meter readings. While this system provides accurate billing information, it does not provide continuous monitoring of water consumption or the ability to identify customer-side leaks in a timely manner.

As a result, leaks occurring after the water meter can remain undetected for up to ninety days between billing cycles. Once discovered and repaired, customers may apply for leak adjustments and receive credits to offset excessive water bills.

An analysis of leak adjustment credits issued between Fiscal Year 2021 and Fiscal Year 2026 found that Worcester County refunded approximately **\$1.88 million** to customers due to undetected leaks.

Implementation of an Advanced Metering Infrastructure (AMI) system would provide continuous monitoring of customer consumption, automated leak detection, and proactive customer notification. Based on historical leak adjustment data, AMI is projected to reduce leak adjustment credits by approximately 50 percent, generating annual savings of approximately **\$170,563** and achieving a projected payback period of approximately **2.1 years**.

The Problem

Quarterly Meter Reading Creates a Detection Gap

Under the current AMR system, water consumption is collected once every quarter.

This creates a significant gap between when a leak begins and when it is identified.

A typical scenario may occur as follows:

- Water meter is read on July 1.
- A leak begins on July 2.

- The leak continues undetected for up to three months.
- Consumption is not identified until the next quarterly reading.
- Customer receives an unusually high bill.
- Leak is repaired.
- Customer applies for a leak adjustment.
- The County issues a billing credit.

While the leak may have occurred on private property, the utility still incurs operational costs associated with water production, treatment, pumping, distribution, customer service, and billing administration.

Historical Financial Impact

Leak Adjustment Credits Issued

A review of County financial records identified the following leak adjustment credits issued to customers.

Fiscal Year	Leak Adjustment Credits
FY2021	\$342,406
FY2022	\$681,203
FY2023	\$145,340
FY2024	\$152,107
FY2025	\$186,456
FY2026 (YTD)	\$368,674
Total	\$1,876,186

Average annual leak adjustment credits:

\$341,125 per year

These refunds represent a recurring financial exposure resulting from delayed leak detection.

Concentration of Risk

Analysis of leak-adjustment activity indicates that approximately 87 percent of all leak-adjustment credits have occurred within the Ocean Pines service district.

Service Area	Approximate Share of Credits
Ocean Pines	87%
All Other Districts Combined	13%

This concentration demonstrates that the largest opportunity for financial return exists within the County's largest service district.

AMI Solution

Continuous Consumption Monitoring

An Advanced Metering Infrastructure system automatically collects meter readings multiple times per day and transmits that information to a centralized software platform.

Unlike quarterly meter reading, AMI allows utility staff to identify abnormal consumption patterns shortly after they occur.

Key Capabilities

Leak Detection

AMI can identify:

- Continuous water flow
- Service line leaks
- Irrigation failures
- Toilet leaks
- Vacant property usage
- High consumption events

Customer Notifications

Customers can be notified when:

- Excessive usage occurs
- Continuous flow is detected
- Consumption exceeds established thresholds

Operational Improvements

Additional benefits include:

- Elimination of manual meter reading routes
- Improved billing accuracy
- Enhanced customer service

- Reduced field investigations
- Improved water accountability
- Better consumption analytics

Financial Analysis

AMI Investment

Based on the AMI Conversion Cost Analysis, the estimated first-year implementation cost is:

Total First-Year AMI Cost

\$351,701

This investment includes:

- Endpoint replacements
- Cellular endpoints
- Fixed-network gateways
- Neptune 360 software
- My360 customer portal
- Training and implementation support

Return on Investment

Moderate Savings Assumption

For planning purposes, Worcester County assumes AMI will reduce leak-adjustment credits by 50 percent through earlier leak detection and customer notification.

Annual Savings

Historical Average Leak Adjustments:

\$341,125 per year

Assumed Reduction:

50%

Projected Annual Savings:

\$170,563 per year

Payback Period

Total First-Year Investment:

\$351,701

Annual Savings:

\$170,563

Simple Payback

2.1 Years

This payback calculation includes only documented reductions in leak-adjustment credits and excludes all other operational benefits.

Additional Benefits Not Included in ROI

The financial analysis intentionally excludes several significant benefits that are expected to occur following AMI implementation.

These benefits include:

Reduced Water Production Costs

Leaks identified sooner result in less water being produced, treated, and distributed unnecessarily.

Reduced Non-Revenue Water

Continuous monitoring improves accountability and helps identify system losses.

Reduced Administrative Costs

Staff spend less time researching customer complaints, processing adjustments, and investigating excessive consumption events.

Improved Customer Satisfaction

Customers receive notification before excessive bills accumulate, improving confidence in utility operations.

Improved Asset Management

AMI provides detailed consumption information that improves planning and operational decision-making.

Because these benefits are not included in the payback calculation, the actual return on investment is expected to exceed the values presented in this analysis.

Conclusion

Worcester County Water and Wastewater has refunded approximately **\$1.88 million** in leak-adjustment credits since FY2021 due to leaks that remained undetected between quarterly meter readings.

The implementation of an Advanced Metering Infrastructure system will transform the utility from a reactive billing model to a proactive monitoring model by providing continuous consumption data and automated leak detection.

Using a moderate planning assumption of a 50 percent reduction in leak-adjustment credits, the County can reasonably expect annual savings of approximately **\$170,563**, resulting in a projected payback period of approximately **2.1 years**.

When combined with additional benefits such as reduced water loss, improved customer service, enhanced operational efficiency, and improved asset management, AMI represents a strategic investment that supports the County's long-term goals of financial sustainability, customer service excellence, and responsible stewardship of public infrastructure.

From: [Latchum, Jay](#)
To: [Lee R. Beauchamp](#)
Subject: pricing
Date: Tuesday, May 12, 2026 9:39:30 AM
Attachments: [Outlook-cid_image0.png](#)

Good morning Mr. Lee,

Sorry I didn't get you this earlier, but I wanted to get better pricing from Neptune on the cellular meters. This pricing can be turned into a formal quote, so I will give you individual pricing for each component

Procoder R900i register- \$285ea (this is what you currently use) 5/8" & 1"
Procoder R900i CELLULAR register- \$305ea 5/8" & 1"

Neptune gateway components and installation 160' and below- \$50,000

Neptune 360 AMI- \$2.50 per meter annually
Cellular endpoint- \$8.75 per meter annually

My360- 10,000-20,000 endpoints- \$12,500 annually
My360 training & setup- \$7500

I think this is everything, please let me know if I forgot anything

Jay Latchum
Neptune Meter System Specialist
Martinsburg, WV



117 Industrial Circle
Martinsburg, WV 25403
Cell: 302-236-4987

Private

Service District	Active Meters	Existing R900i Registers	Registers Requiring Replacement	Cellular Endpoints	Register Replacement Cost	Neptune360 Annual	Cellular Annual	Allocated My360	Allocated Training	Allocated Gateway	Recurring Annual Cost	First Year Total
Briddletown (BRD)	5	5	0	5	\$0.00	\$12.50	\$43.75	\$5.46	\$3.28	\$0.00	\$61.71	\$64.99
Edgewater Acres (EDN)	123	108	15	123	\$4,575.00	\$307.50	\$1,076.25	\$134.35	\$80.61	\$0.00	\$1,518.10	\$6,173.71
Mystic Harbour (MYH)	1700	1656	44	255	\$12,540.00	\$4,250.00	\$2,231.25	\$1,856.87	\$1,114.12	\$30,406.01	\$8,338.12	\$52,398.25
Newark (NEW)	134	132	2	134	\$610.00	\$335.00	\$1,172.50	\$146.36	\$87.82	\$0.00	\$1,653.86	\$2,351.68
Ocean Pines (OCP)	8234	8031	203	1235	\$57,855.00	\$20,585.00	\$10,806.25	\$8,993.80	\$5,396.28	\$147,272.40	\$40,385.05	\$250,908.73
Riddle Farms (RDF)	639	632	7	96	\$1,995.00	\$1,597.50	\$840.00	\$697.96	\$418.78	\$11,429.08	\$3,135.46	\$16,978.32
River Run (RVR)	263	237	26	39	\$7,410.00	\$657.50	\$341.25	\$287.27	\$172.36	\$4,703.99	\$1,286.02	\$13,572.37
The Landings (LND)	346	342	4	52	\$1,140.00	\$865.00	\$455.00	\$377.93	\$226.76	\$6,188.52	\$1,697.93	\$9,253.20

Map 2: Best Provided Assets





Bid Proposal for Worcester Co gateways and installs

CUSTOMER	WORCESTER CO DEPT OF WATER 1000 SHORE LN BERLIN, MD 21811	Job Worcester Co gateways and installs Berlin, MD Worcester County Bid Date: 08/10/2026 Bid #: 5128271
	Sales Representative Joel Shank (T) 304-263-6986 (F) 304-263-7009 Joel.Shank@coreandmain.com	Core & Main 117 Industrial Circle Martinsburg, WV 25403 (T) 3042636986
CONTACT		
NOTES		



Bid Proposal for Worcester Co gateways and installs

WORCESTER CO DEPT OF WATER**Job Location:** Berlin, MD**Bid Date:** 08/10/2026**Core & Main Bid #:** 5128271**Core & Main**

117 Industrial Circle

Martinsburg, WV 25403

Phone: 3042636986**Fax:** 3042637009

Seq#	Qty	Part Number	Description	Units	Price	Ext Price
10	5	42NEP15155000	R900 GATEWAY V4E ASY CELLULAR MODEM VERSION 15155-000	EA	16,000.00	80,000.00
20	5	42NE13070100	13070-100 OUTDOOR UPS SYSTEM	EA	5,000.00	25,000.00
30	240	NS	CELL REG W/ ACTIVATION FEE	EA	313.00	75,120.00
			PT# RPN2G11SG118			
50			PLUSCOMM INSTALLATION			
60	1	NS	OCEAN PINES NORTH TOWER	EA	25,000.00	25,000.00
70	1	NS	OCEAN PINES SOUTH TOWER	EA	26,500.00	26,500.00
80	1	NS	RIDDLE FARM	EA	26,000.00	26,000.00
90	1	NS	MYSTIC HARBOR	EA	26,500.00	26,500.00
100	1	NS	THE LANDINGS	EA	26,000.00	26,000.00
Sub Total						310,120.00
Tax						0.00
Total						310,120.00

Branch Terms:

This quotation represents Core & Main's interpretation of the plans and specifications as of the date of this document and is provided solely as an aid to bidding. Customers are responsible for verifying all materials and quantities prior to bidding or ordering. Prices are based on purchase of the quoted materials in their entirety and assume full truckload freight-paid releases; lesser quantities may incur additional shipping and handling charges. All quoted prices exclude applicable sales taxes. Prices are subject to change if scope, specifications, or quantities are altered, or due to factors such as government regulations, tariffs, transportation, fuel, and raw material costs.

PVC pipe pricing is based on availability at the time of shipping unless otherwise noted. HDPE pricing is valid for 10 days from the quote date and may be revised if quantities change. Quoted prices are firm for shipment within 30 days of the quote date unless otherwise noted. Special-order or non-stock item

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/terms-of-sale/>

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.

R900 Coverage Analysis
Worcester County DPW Berlin MD
April 29, 2026

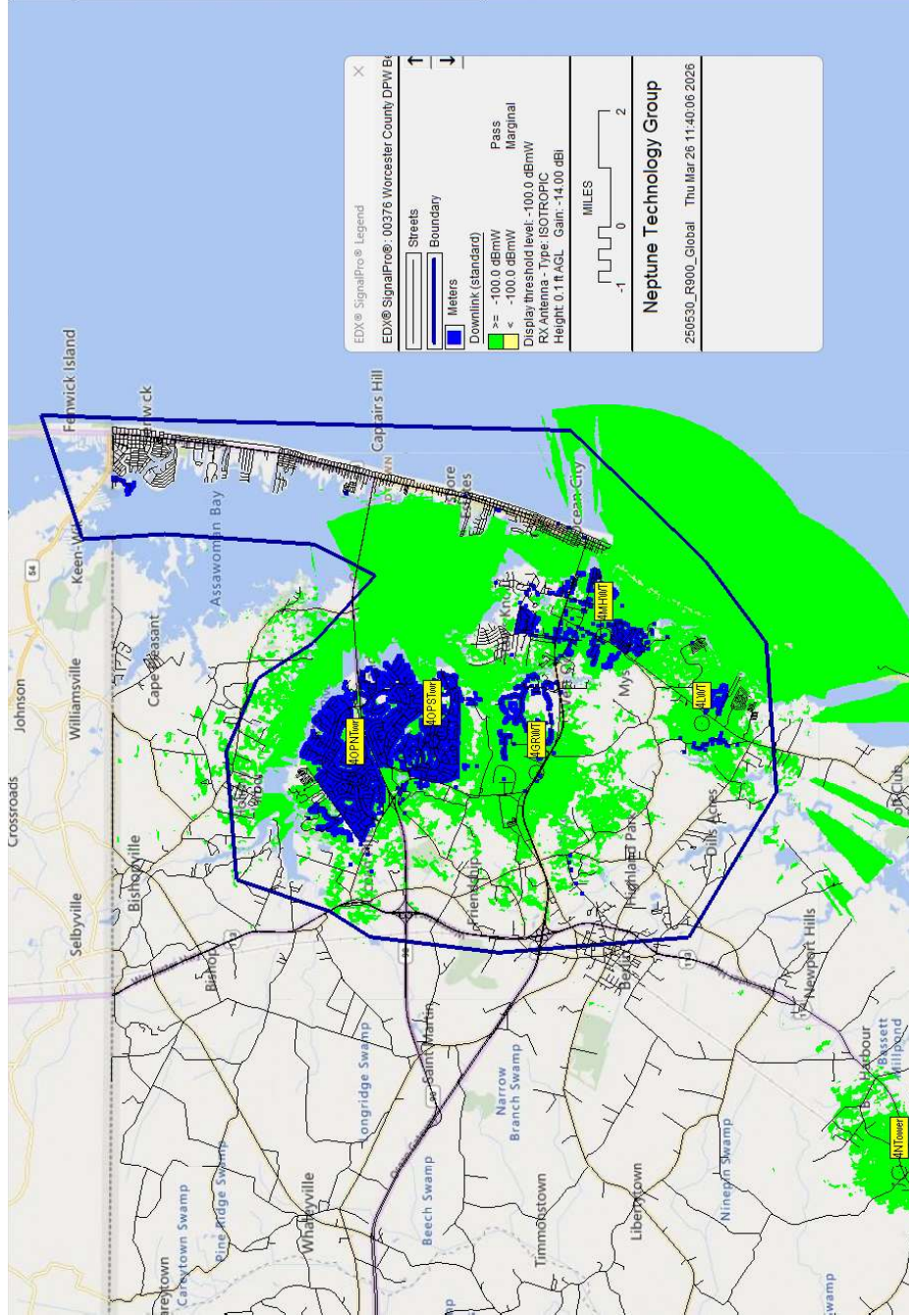


Predicted Coverage Results:

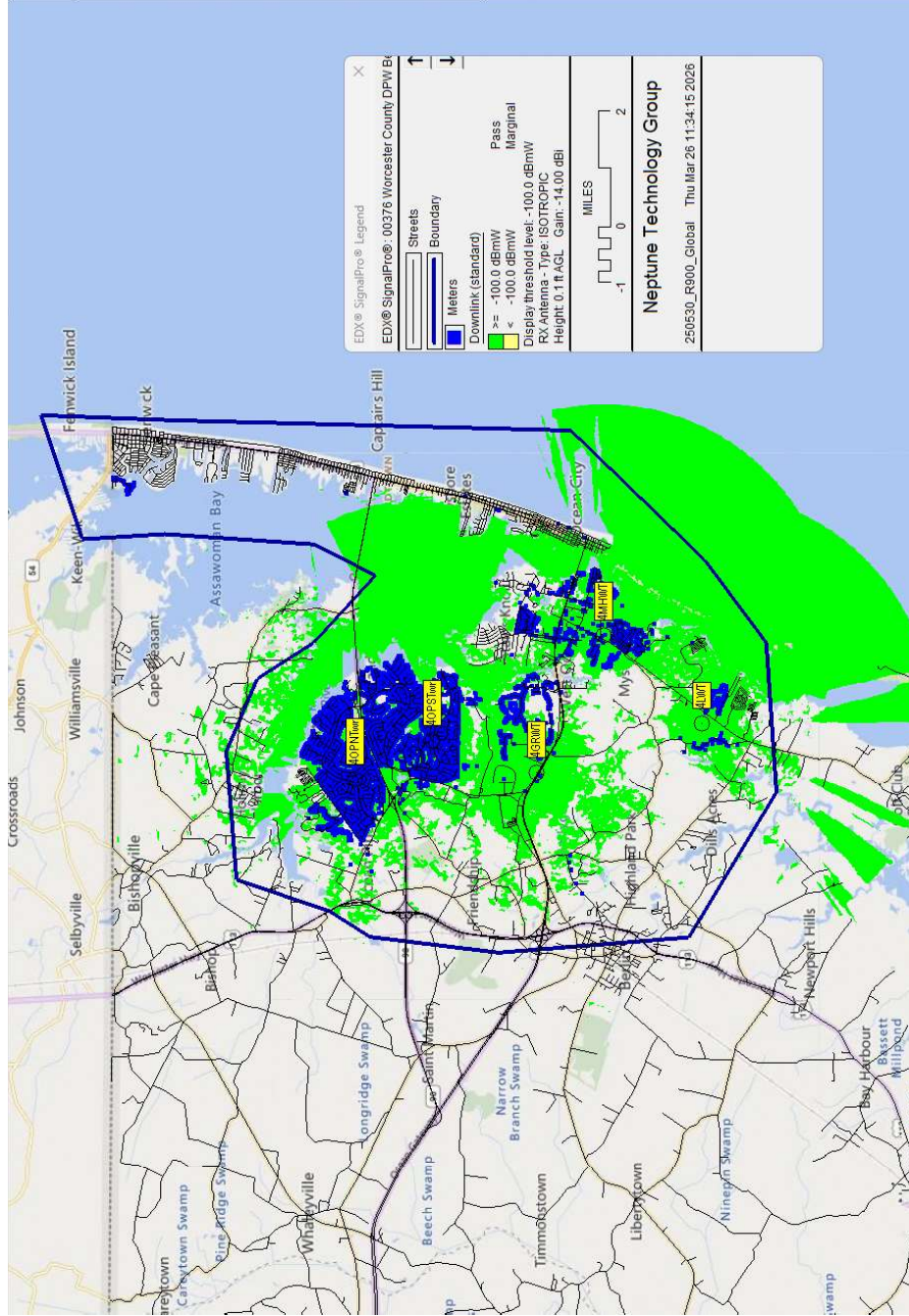


Map	Description	Provided Services		11,427		Geocoded Services		10,984		Area (sq Miles)		76.91	
		#Coll	MIU Type	Read Type		Pass		%Pass		Pass		%Pass	
1	Provided Assets	6	R900v4 Pit	Daily		8,148		74.18%		33.78		43.92%	
2	Best Provided Assets	4	R900v4 Pit	Daily		8,148		74.18%		33.78		43.92%	
3	>94% predicted	10	R900v4 Pit	Daily		10,362		94.33%		38.65		50.25%	

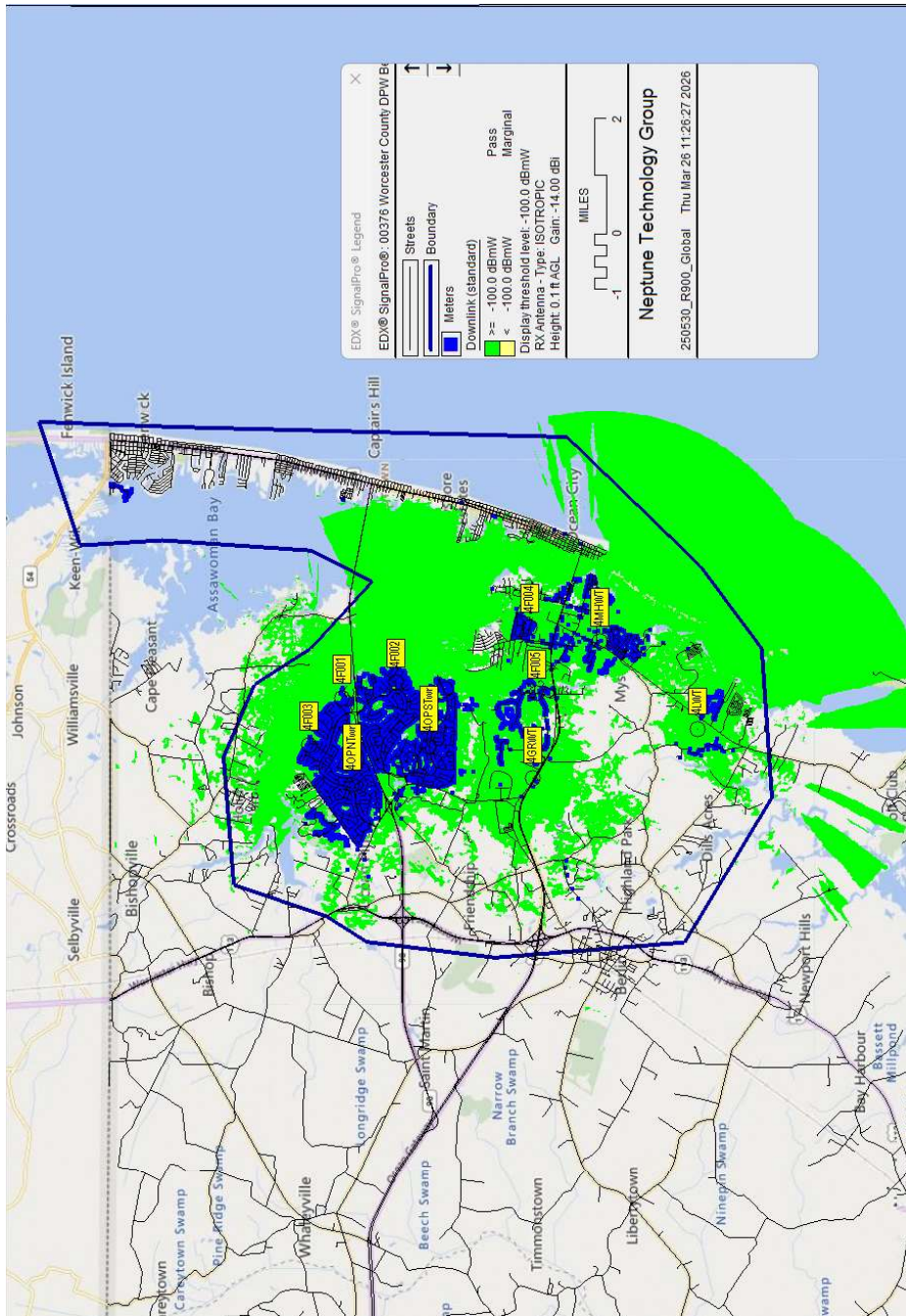
Map 1: Provided Assets



Map 2: Best Provided Assets

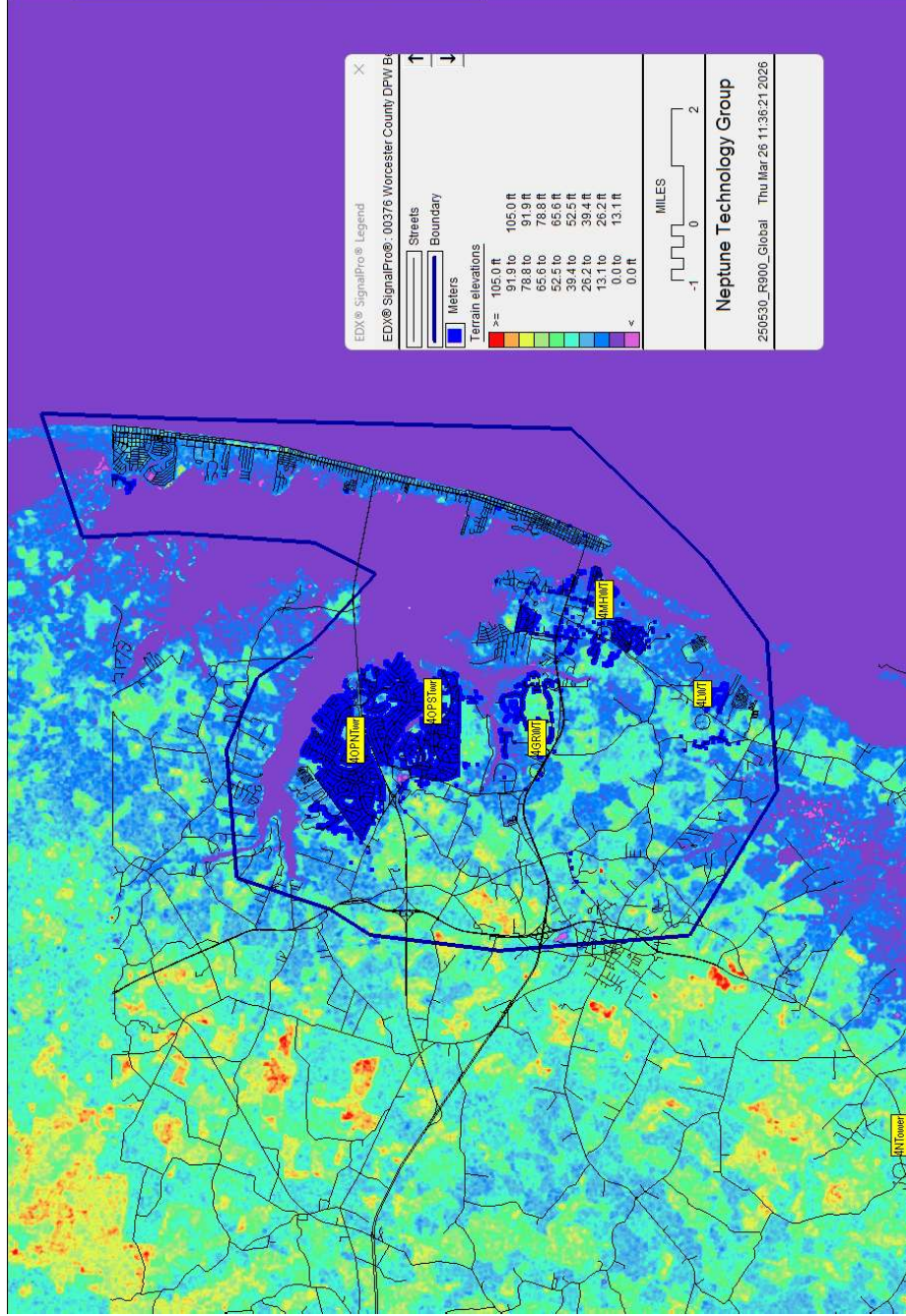


Map 3: >94% predicted



Elevation Map

(National Elevation Dataset available, courtesy of the U.S. Geological Survey)



Gateway Locations:

Map	Location	Latitude	Longitude	Collector	Elev(m)	AntHgt(m)	Elev(ft)	AntHgt(ft)	Coax Type	Coax(ft)	Antenna
1,2,3	4GRWT	38.344148	-75.161226	GPV4	15	53	50	175	AVA5	225	MFB9155
1,2,3	4LWT	38.302372	-75.145509	GPV4	5	45	17	149	AVA5	199	MFB9155
1,2,3	4MHWT	38.327044	-75.117288	GPV4	5	45	16	149	AVA5	199	MFB9155
1,2,3	4OPNTwr	38.389908	-75.163523	GPV4	13	41	44	133	AVA5	183	MFB9155
1,2,3	4OPSTwr	38.370473	-75.150833	GPV4	7	48	24	157	AVA5	207	MFB9155
1	4NTower	38.252271	-75.289788	GPV4	16	43	54	140	AVA5	190	MFB9155
3	4F001	38.392507	-75.135528	GPV4	2	23	8	75	LDF4	75	MFB9155
3	4F002	38.37883	-75.130374	GPV4	7	23	22	75	LDF4	75	MFB9155
3	4F003	38.400862	-75.150662	GPV4	5	23	16	75	LDF4	75	MFB9155
3	4F004	38.344888	-75.11267	GPV4	11	23	35	75	LDF4	75	MFB9155
3	4F005	38.343111	-75.133898	GPV4	13	23	42	75	LDF4	75	MFB9155

Assumptions:

- Spare gateway recommended for system maintenance.
- Revised propagation analysis required for Gateway location or height changes.
- FAA/ASR may be required for structures near airports or heights >200ft.
- AM Tower detuning evaluations for structures within 3km, check with LBA Group or Sitesafe.
- 10ft minimum vertical separation from other 900MHz system antennas on structure. Antenna requires 3ft-4ft standoff for side mounting on towers.
- Complies with FCC/IC Rules: May not cause harmful interference, and must accept any interference received, including interference that may cause undesired operation.
- MIUs mounted inside structures are not recommended for Fixed Network solutions. RF signal is affected differently by building materials used within structures and it is difficult to account for all types of construction. If the Scope states inside MIU used for study, an average loss value is applied to the model. In situations, where inside MIUs do not perform as necessary, an external wall MIU or additional Gateways may be required
- Propagation based on defined MIU (External Wall or Pit w/External Antenna) with specified gateway/collector. Older equipment should be replaced. Propagation is subject to change based on equipment specifications and performance. Performance cannot be confirmed until final system evaluation and analysis complete. Daily - 1 read in 24 hours (1 Day) expected; Billing - 1 read in 72 hours (3 Days) expected; Hourly - 1 read each hour expected. Propagation model is based on performance for >90% read success; backfill read redundancy included, and typical RF environment <-120dBm. Use of this propagation analysis done with this understanding and there is no guarantee of product or performance. Additional gateways could be required. Antenna heights are set to 75 feet as default unless heights provided. This affects Find (search ring) and asset locations.
- R900 IoT gateway (Tmega) with 2 antenna receiver diversity requires minimum of 6 feet horizontal and ideally 12-20 feet horizontal antenna separation.



OFFICE OF THE TREASURER

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET, ROOM 1105
P.O. Box 248
SNOW HILL, MARYLAND
21863

TEL: 410-632-0686
FAX: 410-632-3003

Ondrea Starzhevskiy
Finance Officer

Seth Place, CPA
Deputy Finance Officer

MEMORANDUM

TO: Worcester County Commissioners
FROM: Quinn M. Dittrich, CPA, Enterprise Fund Controller
DATE: September 9, 2026
SUBJECT: Bay Restoration Fee Update and Payment Consideration

Purpose

This informational memo is notifying the Commissioners that we are commencing collection and remittance of the State of Maryland Bay Restoration Fee ("BRF") related to the Ocean Pines wastewater treatment facility. The additional charge to customers will be \$15/quarter beginning in the next billing cycle in October 2026.

Background

The Ocean Pines facility has historically qualified for exemption from the Bay Restoration Fee because its effluent nitrogen and phosphorus levels have remained under the State's exemption threshold each year. A facility may apply for a current year exemption based off the previous calendar year effluent flow.

During calendar year 2025, weather conditions outside the County's control caused the facility to exceed the threshold, and the facility did not qualify for the exemption for calendar year 2026. The County has filed an appeal with the State requesting the weather-related circumstances be considered, but as of this writing the State has not responded.

Because the appeal outcome and timing are uncertain, the CY2026 fee should be treated as enforceable.

Information to Follow

As we approach the CY2026 Q3 utility billing cycle, we are two quarters behind in fee collections. The total amount of uncollected fees is \$275,940.

We are considering options for becoming current with CY2026 fees and will present options to the Commissioners at a future meeting to seek guidance on the preferred method for collecting the fees in arrears.



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

MEMORANDUM

TO: Worcester County Commissioners
 FROM: Ed Welch, Procurement Officer
 DATE: September 2, 2026
 RE: Request to Award – John Walter Smith (JWS) Park - Parking Project

Recreation & Parks is requesting that the Commissioners review and approve awarding the **John Walter Smith (JWS) Park - Parking Project** to the lowest responsive and responsible vendor, **Asphalt Services DE, LLC (Frankford, DE)**, in the amount of **\$394,368.⁸⁰**.

This site is located along both sides of JWS Park Road in Snow Hill, Maryland. The project includes saw-cutting and milling the existing pavement, removing bollards, grading area, and installing new pavement per specifications.

This project is funded by Program Open Space and is 90% reimbursable. Funds are available in G/L account # 100.1602.500.6160.241 (Grant Program-Project Open Space-New Park Development).

Bids were due and opened on August 26, 2026, at 2 p.m. Five (5) bids were received. (*bid tabulation below*)

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

Project Name: JWS Parking Project	
August 26, 2026 @ 2 p.m.	
Bid Tabulation	
<u>Vendor Name</u>	<u>Base Bid</u>
Chesapeake Turf LLC (Salisbury, MD)	\$485,248.00
DXI Construction Inc. (Churchville, MD)	\$643,800.00
Asphalt Services DE LLC (Frankford, DE)	\$394,368.80
David A Bramble Inc. (Chestertown, MD)	\$509,656.00
Kinsley Construction (Dagsboro, DE)	\$524,000.00

Ed Welch

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

GMB FILE NO. 250038

[illegible]

1. WORCESTER COUNTY ATLANTIC COASTAL BAYS CRITICAL AREA LAW: THIS PROPERTY DOES NOT LIE WITHIN THE CRITICAL AREA.
2. CONTRACTOR TO CONDUCT AND COORDINATE COUNTY INSPECTION OF THE FOLLOWING CONSTRUCTION: WETLAND EIC-PAWATER CONTROLS, TEMPORARY SEDIMENT BASINS, SW BMPs, FINAL STABILIZATION, LANDSCAPING, REMEDIATION OF CONTAMINANTS.
3. POST-CONSTRUCTION OPERATIONAL MAINTENANCE AND INSPECTION: THE OWNER WILL COORDINATE ROUTINE INSPECTION IN ACCORDANCE WITH THE APPROVED STABILIZATION POLLUTION PREVENTION PLAN (SWPPP).
4. A FOREST CONSERVATION PLAN WAS PREVIOUSLY COMPLETED FOR THE SITE IN 2008.



- 0.10 ENGINEERING PLAN COVER SHEET
- 0.11 SEDIMENT AND STORMWATER MANAGEMENT COVER SHEET
- 0.12 EXISTING CONDITIONS PLAN
- C.1 C-1-C108 EXISTING CONDITIONS PLAN
- C.1.1 OVERALL EROSION & SEDIMENT CONTROL PLAN
- C.1.1A-C1.118 EROSION & SEDIMENT CONTROL PLAN
- C.1.2 EROSION & SEDIMENT CONTROL NOTES
- C.1.3 EROSION & SEDIMENT CONTROL DETAILS
- C.1.4 SEDIMENT CONTROL DETAILS
- C.2.0 OVERALL STORMWATER MANAGEMENT CONSTRUCTION PLAN
- C.2.1 C-2.1-C2.2 STORMWATER MANAGEMENT CONSTRUCTION PLAN
- C.2.0 OVERALL SITE AND GRADING PLAN
- C.2.1 C-2.1-C2.2 SITE AND GRADING PLAN
- C.3 STORMING AND GRADING PLAN
- C.3.1 SITE DETAILS
- C.3.2 OVERALL STATE FIRE MARSHALL OFFICE SITE PLAN
- F.2 STATE FIRE MARSHALL OFFICE SITE PLAN
- F3-F4

SITE ADDRESS:
TAX MAP & PARCEL:
DEED REFERENCE:
PLAT BOOK:
LATITUDE:
LONGITUDE:
TOTAL SITE AREA:
TOTAL DISTURBED SITE AREA:
TOTAL CRITICAL AREA:
(INTENSELY DEVELOPED AREA)
TOTAL WETLANDS AREA:
ZONING CLASSIFICATION:
FLOOD PLAIN:
SOILS:
PROPOSED USE:
EXISTING IMPERVIOUS AREA:
PROPOSED IMPERVIOUS AREA:
REDUCTION OF IMPERVIOUS AREA:
ZONING CODE:
R-2 ZONING
FRONT SETBACK:
SIDE YARD SETBACK:
MAX BUILDING HEIGHT:

APPROXIMATE 1,000' WEST OF INTERSECTION AT PUBLIC LANDING ROAD AND
WYOMINGSTONE HIGHWAY 110. SHOW ROAD W/ 21' RIGS
MAP: 63 GRID: 0102 PARCEL: 140
MAP: 64 442/829
330004 0033/0000
36.173896
-75.736887
688.38 ACRES (346.713 SF)
3.54 ACRES (132,493 SF)
10.00 ACRES
10.00 ACRES
2 - (QUANTARY ROAD/STATION)
AREA OF MINIMAL FLOOD HAZARD ZONE X PER FEMA MAP 24047022434
REVISED 7/18/2015
CONSIDERABLE COMPLEX, BUTTICE PINE SHADY LOAN
SASSAPARILLA SHADY LOAN, WOODSTOCK SHADY LOAN
PROPOSED PAVING
62.85 ACRES (81648)
62.85 ACRES (71786)
60.35 ACRES (71786)

N/A
N/A
N/A

7. THE UNDERSIGNED, HEREBY CERTIFY THAT I AM CLEARING, GRADING, CONSTRUCTION, OR DEVELOPMENT WILL BE DONE PURSUANT TO THE APPROVED EROSION AND SEDIMENT CONTROL PLAN, INCLUDING INSPECTING AND MAINTAINING CONTROLS, AND THAT THE RESPONSIBLE PERSONNEL INVOLVED IN THE CONSTRUCTION PROJECT WILL HAVE A CERTIFICATE OF TRAINING AT A MARYLAND DEPARTMENT OF THE ENVIRONMENT (MDE) APPROVED TRAINING PROGRAM FOR THE CONTROL OF EROSION AND SEDIMENT PRIOR TO BEGINNING THE PROJECT. ADDITIONALLY, THE OWNER OR DEVELOPER SHALL CERTIFY RIGHT OF ENTRY FOR PERIODIC ON-SITE

1. CHRISTOPHER J. PFEFFER, P.E. HEREBY CERTIFY THAT I AM A REGISTERED ENGINEER IN THE STATE OF MARYLAND AND THAT THE INFORMATION SHOWN ON DRAWINGS HAS BEEN PREPARED UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE LATEST EDITION OF THE TOWN STANDARDS AND ALL APPLICABLE LAWS OF THE STATE OF MARYLAND.

Christopher J. Pfeffer 2/13/2026

CHRISTOPHER J. PFEFFER P.E. DATE

LICENSE #56492 EXP. SEPTEMBER 29, 2026

7. THE UNDERSIGNED, CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE PLANS HAVE BEEN DEVELOPED IN GENERAL CONFORMANCE WITH ALL APPLICABLE AGREEMENTS, LAWS AND REGULATIONS OF THE AGENCIES HAVING JURISDICTION OVER THE WORK AND SPECIFICALLY WITH THE TOWN STANDARDS, TOWN CODE AND THE EXECUTED PUBLIC WORKS AGREEMENT."

OWNER/DEVELOPER: OFFICE OF THE COUNTY COMMISSIONERS
WORCESTER COUNTY, MARYLAND
1 WEST MARKET STREET
SUITE H-11, MARYLAND 21863
PHONE: 410-632-3131
CONTACT: THEODORE J. ELDER

CIVIL ENGINEER: GEORGE, MILES & BLAIR, LLC
206 WEST MAIN STREET
SALISBURY, MARYLAND 21801
PHONE: 410-742-3115
CONTACT: CHRISTOPHER J. PYFLO, P.E.

SURVEYOR: WILSON+NOBLE, LLC
11729 CHURCH STREET
PRINCE ANNE, MARYLAND 21863
PHONE: 410-621-0321
CONTACT: ANDY BLAINE

GMB
GEORGE, MILES & BUHR, LLC
ARCHITECTS & ENGINEERS
SALISBURY • BALTIMORE • SEAFORD
206 WEST MAIN STREET
SALISBURY, MARYLAND 2180
410-742-3115, FAX 410-548-5700
www.gmbnet.com

OCTOBER 2025

EXISTING

- PROPERTY LINE/RIGHT OF WAY CONTOUR
- EXISTING METRELANDS
- WOODS LINE
- CLEARING & EDGE OF FRAGMENT
- 20' METELAND BUFFER
- EX. STORMWATER UTILITY EASEMENT
- OVERHEAD UTILITY EASEMENT

PROPOSED

- CONTOUR
- LOD - LINE OF DISTURBANCE
- SALT FENCE
- SURVEYED SALT FENCE
- SOIL BOUNDARY
- STORM DRAIN RIGHT-OF-WAY, VADO DRAIN
- SAWTOOTH SERIES, VADO AND CLEARCUT
- WATER
- RAMP-OUTLET PROTECTION
- SALT PROTECTION
- CONCRETE WALKOUT
- MAINTENANCE SET-BACK AREA
- TEMPORARY SEGMENT BASIS
- STABILIZATION WATER - SLOPE (10M-1)
- NORTH AMERICAN GREAT PLAINS REGION (10M-1)
- STABILIZED CONSTRUCTION EASEMENT

[illegible]

GMB
GEORGE, MILES & BUHR, LLC
ARCHITECTS & ENGINEERS
SALISBURY • BALDOWE • BETHFORD
206 WEST MAIN STREET
SALISBURY, MARYLAND 21801
410-742-3115, fax 410-648-9790
www.gmbnet.com

JOHN WALTER SMITH PARK
SNOW HILL, MARYLAND



SCALE : AS NOTED	SHEET NO. G1.0
DESIGN BY : JRS	
DRAWN BY : RPT	
CHECKED BY : CJP	
QMS FILE : 250038	
DATE : OCT 2025	

GMB FILE NO. 250038

[illegible]

3. THE UNDERSIGNED, HEREBY CERTIFY THAT ANY CLEARING, GRADING, CONSTRUCTION, OR DEVELOPMENT WILL BE DONE PURSUANT TO THE APPROVED EROSION AND SEDIMENT CONTROL PLAN, INCLUDING INSPECTING AND MAINTAINING CONTROLS, AND THAT THE RESPONSIBLE PERSONNEL INVOLVED IN THE CONSTRUCTION PROJECT WILL HAVE A CERTIFICATE OF TRAINING AT A MARYLAND DEPARTMENT OF THE ENVIRONMENT (MDE) APPROVED TRAINING PROGRAM FOR THE CONTROL OF EROSION AND SEDIMENT PRIOR TO BEGINNING THE PROJECT. ADDITIONALLY, THE OWNER OR DEVELOPER SHALL CERTIFY RIGHT OF ENTRY FOR PERIODIC ON-SITE EVALUATION BY THE APPROPRIATE ENFORCEMENT AUTHORITY AND/OR MDE.

1. CHRISTOPHER J. PEEFER, P.E. HEREBY CERTIFY THAT I AM A REGISTERED ENGINEER IN THE STATE OF MARYLAND AND THAT THE INFORMATION SHOWN ON DRAWINGS HAS BEEN PREPARED UNDER MY SUPERVISION AND TO THE BEST OF MY KNOWLEDGE AND BELIEF REPRESENTS GOOD ENGINEERING PRACTICES AS REQUIRED BY THE LATEST EDITION OF THE TOWN STANDARDS AND ALL APPLICABLE LAWS OF THE STATE OF MARYLAND.

Chris Peefer 2/13/2026

7. THE UNDERSIGNED, CERTIFY THAT TO THE BEST OF MY KNOWLEDGE THE PLANS HAVE BEEN DEVELOPED IN GENERAL CONFORMANCE WITH ALL APPLICABLE AGREEMENTS, LAWS AND REGULATIONS OF THE AGENCIES HAVING JURISDICTION OVER THE WORK AND SPECIFICALLY WITH THE TOWN STANDARDS, TOWN CODE AND THE EXECUTED PUBLIC WORKS AGREEMENT."

JACOB STEPHENS
DEPUTY DIRECTOR OF RECREATION AND PARKS
DEPARTMENT OF RECREATION AND PARKS
WORCESTER COUNTY GOVERNMENT



SITE ADDRESS:
TAX MAP & PARCEL:
DEED REFERENCE:
PLAT BOOK:
LATITUDE:
LONGITUDE:
TOTAL SITE AREA:
DISTURBED SITE AREA:
INTENSELY DEVELOPED AREA:
EXISTING WATERS OF THE US:
ZONING CLASSIFICATION:
FLOOD PLAIN:
SOILS:
PROPOSED USE:
EXISTING IMPERVIOUS AREA:
PROPOSED IMPERVIOUS AREA:
REDUCTION OF IMPERVIOUS ARE:
ZONING CODE:
R-2 ZONING
FRONT SETBACK:
SIDE YARD SETBACK:
REAR YARD SETBACK:

- G1.1 SEDIMENT AND STORMWATER MANAGEMENT COVER SHEET
- C1.0 OVERALL EXISTING CONDITIONS PLAN
- C1.0A EXISTING CONDITIONS PLAN
- C1.0B EXISTING CONDITIONS PLAN
- C1.1 OVERALL EROSION & SEDIMENT CONTROL PLAN
- C1.1A EROSION & SEDIMENT CONTROL PLAN
- C1.1B EROSION & SEDIMENT CONTROL PLAN
- C1.2 EROSION & SEDIMENT CONTROL NOTES
- C1.3 EROSION & SEDIMENT CONTROL DETAILS
- C1.4 EROSION & SEDIMENT CONTROL DETAILS
- C2.0 OVERALL STORMWATER MANAGEMENT CONSTRUCTION PLAN
- C2.1 STORMWATER MANAGEMENT CONSTRUCTION PLAN
- C2.2 STORMWATER MANAGEMENT CONSTRUCTION PLAN

APPROXIMATELY 1,500' WEST OF INTERSECTION OF PUBLIC LANDING ROAD
AND STATE HIGHWAY 113, SHOW HILL, MO 63053

ALL 63 GREY, OILS, METALS, PAINTS

DWH 442,629

230006 0223,0050

38.172896

-75.378087

88.26 ACRES (349,773 SF)

83.04 ACRES (312,490 SF)

83.04 ACRES (312,490 SF)

0.000000

R-2 (SUBURBAN RESIDENTIAL)

AREA OF MANUAL FLOOD HAZARD ZONE X PER FEMA MAP 24047C02ADEN
REVISED 7/14/05

GEORGETOWN-HOUSEDALE COMPLEX, MITAUXEP FINE SANDY LOAM;
SANDSANDY SANDY LOAM, WOODSTOCK, SANDY LOAM

POSSIBLE FLOODING

82.40 ACRES (354,645)

82.20 ACRES (373,698)

80.30 ACRES (311,708)

N/A

N/A

N/A

DRAINAGE

PROPERTY LINE/EDGE OF WAY
CONTOUR
EXISTING RETAINERS
WOODS LINE
CURBING & EDGE OF PAVEMENT
2% NETWAD REPAIR
EL. DRAINAGE UTILITY EXISTENT
EL. OVERHEAD UTILITY LINE

PROPOSED

CONTOUR
LIMITS OF DISTURBANCE
SLOPE FIELD
SUPER SLAB
SOIL BOUNDARY
STORM DRAIN INLET, MANHOLE, AND CULVERT
SWAMPY STREAM, MANHOLE AND DRAINAGE
STRUCTURE

REPAIR / OUTLET PROTECTION
INLET PROTECTION
CONCRETE MANHOLE
MAINTENANCE BOX
CUTTING THROUGH BRUSH
STABILIZATION MATTING - SLOPE (DSM-6)
NORTH REDUCING DRILL RELEASE GROUND
STANDARDIZATION CONSTRUCTION ENTRANCE

[illegible]

GMB
GEORGE, MILES & BUHR, LLC
ARCHITECTS & ENGINEERS
BALTIMORE • WASHINGTON
206 WEST MAIN STREET
SALISBURY, MARYLAND 21801
410-742-3115, FAX 410-648-3790
www.gmbnet.com

JOHN WALTER SMITH PARK
SNOW HILL, MARYLAND



SEDIMENT AND
STORMWATER
MANAGEMENT
COVER SHEET

SCALE : AS NOTED	SHEET NO. G1.1
DESIGN BY : JRS	
DRAWN BY : RPT	
CHECKED BY : CJP	
OWN FILE : 2450038	
DATE : OCT 2025	



- (A) SAW CUT EXISTING PAVEMENT.
- (B) MILL EXISTING PAVEMENT AND REMOVE BASE AND SUBGRADE AS NECESSARY TO ACHIEVE FINAL GRADES WITHIN ADA PARKING AREAS.
- (C) REMOVE EXISTING BOLLARD (TYPICAL).
- (D) REMOVE COMPACT AREA (FUNCTIONALLY IMPERVIOUS).
- (E) MILL EDGE OF EXISTING ROAD 2" BELOW FINISH GRADE A WIDTH OF 1' FOR PROPOSED PARKING TE-IN. SEE PAVEMENT TE-IN DETAIL ON SHEET C&L.

- 10 EXISTING CONCRETE BOLLARD TO REMAIN, TYPICAL.
- 11 EXISTING TREE TO REMAIN.
- 12 EXISTING HUNGARION PARKING SPACE TO BE REINFORCED, TYPICAL.
- 13 EXISTING BOLLARD TO REMAIN.
- 14 EXISTING BOLLARD, COUNTEILS QUARTERS TO REMAIN, TYPICAL.
- 15 EXISTING OFFICIAL/GENERAL OFFICE, FILED TO REMAIN, TYPICAL.
- 16 EXISTING VOLEYBALL COURT TO REMAIN.
- 17 EXISTING ASPHALT SIDEWALK TO REMAIN.
- 18 EXISTING PARKING APRON/ENTRANCE TO REMAIN.
- 19 EXISTING CONCRETE FND TO REMAIN.
- 20 EXISTING CONCRETE SIDEWALK TO REMAIN.
- 21 EXISTING IRIGATION VALE TO REMAIN.
- 22 EXISTING WELL WALK TO REMAIN.
- 23 EXISTING 12-INCH RCP CULVERT TO REMAIN.
- 24 EXISTING 12-INCH CMP PIPE TO REMAIN.
- 25 EXISTING PORTABLE BATHROOM TO REMAIN.
- 26 EXISTING BLEACHERS TO REMAIN, TYPICAL.
- 27 EXISTING BENCH TO REMAIN, TYPICAL.

EXISTING

PROPERTY LINE/RIGHT OF WAY

EXISTING BUILDING

MILL PAVEMENT AND BASE

DEMOLITION

COMPACTED AREA (FUNCTIONALLY IMPERVIOUS)

CURB & EDGE OF PAVEMENT

8" SS SEWER MAIN

6" WATER MAIN

12" FORCE MAIN

CHW OVERHEAD WIRE (ELECTRIC)

0" ELECTRIC LINE

0" GAS LINE



PRINTS ISSUED FOR REVIEW		DATE
NO.	REVISIONS	

 GEORGE MILES & BURNS ARCHITECTS & ENGINEERS 204 WEST NANN STREET SALISBURY, MARYLAND 21801 www.gmbmd.com	JOHN WALTER SMITH PARK SNOW HILL, MARYLAND
--	---



OVERALL EXISTING
CONDITIONS PLAN

SCALE: 1" = 100' DESIGN BY: JMB CHECKED BY: CCB DATE: 2/20/08 JOB FILE: 2500108	SHEET NO. C1.0 TOTAL SHEETS
---	--



DEMOLITION NOTES

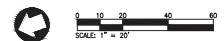
- CONSTRUCTION NOTES

- GMB**
GEORGE, MILES & BUHR, LLC
ARCHITECTS & ENGINEERS
SUSTAINABLE • INCLUSIVE • INNOVATIVE
206 WEST MAIN STREET
SALISBURY, CT 06488
410-762-3115, FAX 410-762-3180
www.gmbnet.com

JOHN WALTER SMITH PARK
SNOW HILL, MARYLAND



SCALE : 1"=30' XREF	SHEET NO. C1.0A
DESIGN BY : JRS	
DRAWN BY : RPT	
CHECKED BY : CJP	
DATE : OCT 2025	





CONSTRUCTION NOTES

- | | | | |
|---|--|----|---|
| 1 | EXISTING CONCRETE BOLLARD TO REMAIN, TYPICAL. | 10 | EXISTING CONCRETE PAD TO REMAIN. |
| 2 | EXISTING TREE TO REMAIN. | 11 | EXISTING CONCRETE SIDEWALK TO REMAIN. |
| 3 | EXISTING UNIMPAVED PARKING SPACE TO BE RECONSTRUCTED, TYPICAL. | 12 | EXISTING IRRIGATION VALVE TO REMAIN. |
| 4 | EXISTING BOLLARD TO REMAIN. | 13 | EXISTING WELL VALVE TO REMAIN. |
| 5 | EXISTING BIGHORN/COURTESY TO REMAIN. | 14 | EXISTING 18-INCH CMP CULVERT TO REMAIN. |
| 6 | EXISTING SOFTBALL/BASEBALL FIELD TO REMAIN, TYPICAL. | 15 | EXISTING 12-INCH CMP PIPE TO REMAIN. |
| 7 | EXISTING VOLLEYBALL COURT TO REMAIN. | 16 | EXISTING PORCELAIN BATHROOM TO REMAIN. |
| 8 | EXISTING ASPHALT SIDEWALK TO REMAIN. | 17 | EXISTING BLEACHERS TO REMAIN, TYPICAL. |
| 9 | EXISTING PARKING ARCH/ENTRANCE TO REMAIN. | 18 | EXISTING BENCH TO REMAIN, TYPICAL. |

GMB
GEORGE, MILES & BUHR, LLC
ARCHITECTS & ENGINEERS
BALTIMORE • WASHINGTON
206 WEST MAIN STREET
SALISBURY, MARYLAND 21801
410-742-3115, FAX 410-648-3790
www.gmbnet.com

JOHN WALTER SMITH PARK
SNOW HILL, MARYLAND



EXISTING
CONDITIONS PLAN

SCALE : 1" = 20'	SHEET NO. C1.0B
DESIGN BY : JRS	
DRAWN BY : RPT	
CHECKED BY : CJP	
DATE : OCT 2025	



- ① LIMITS OF PROPOSED 30" FENCE. SEE DETAIL ON SHEET C1.3.
- ② INITIAL SOIL SLOPES. SEE STANDARDS AND SPECIFICATIONS ON SHEET C1.4.
- ③ CONSTRUCTION STAGING AREA.
- ④ STABILIZED WINDING CHANNEL. SEE DETAIL ON SHEET C1.3.
- ⑤ INITIAL STABILIZED CONSTRUCTION ENTRANCE. SEE DETAIL ON SHEET C1.3.
- ⑥ INITIAL 6" DIA. FILL LOG. LINE SMALLE BOTTOM AND EMBANKMENTS. SEE DETAIL ON SHEET C1.3.
- ⑦ GRADE AND STABILIZE SLOPE. SEE SHEETS C1.1 AND C1.2 FOR SLOPE PROFILES. SEE SHEET C1.1 FOR CROSS-SECTION DETAIL.
- ⑧ INITIAL CULVERT PROTECTIONS TO CONNECT SLOPE SECTIONS. SEE SHEETS C1.1 AND C1.2 FOR PIPE DETAILS ON SLOPE PROFILES.
- ⑨ INITIAL ROCK OUTLET PROTECTION 8' ON DOWNSTREAM END OF CULVERT CROSSINGS.

	EXISTING
	PROPERTY LINE/RIGHT OF WAY
	EXISTING BUILDING
	MILL PAVEMENT AND BRIDGE
	CURBING & EDGE OF PAVEMENT
	SEWER MAIN
	WATER MAIN
	FORCE MAIN
	OVERHEAD WIRE (ELECTRIC)
	ELECTRIC LINE
	GAS LINE
	PROPOSED
	FULL DEPTH PAVEMENT
	SIDWALK
	FORWARDING SERVICES
	LAKE OF ST. JEROME
	FILTER LOG
	STOCKPILE
	CONSTRUCTION STAGE AREA
	STANDARDIZED CONSTRUCTION ENTRANCE





 MARYLAND STATE PLANE NAD 83/2011
 VERTICAL DATUM NAD 86

[illegible]

JOHN WALTER SMITH PARK
SNOW HILL, MARYLAND



OVERALL EROSION
& SEDIMENT
CONTROL PLAN

SCALE : 1" = 150'	SHEET NO. C1.1
DESIGN BY : JRS	
DRAWN BY : RPT	
CHECKED BY : CJP	
DATE : OCT 2025	



- 1 LIMITS OF PROPOSED SAF FENCE. SEE DETAIL ON SHEET C1.3.
- 2 INSTALL SOIL STOCKPILE. SEE STANDARDS AND SPECIFICATIONS ON SHEET C1.4.
- 3 CONSTRUCTION STAGING AREA.
- 4 STABILIZED WAITING CHANNEL. SEE DETAIL ON SHEET C1.3.
- 5 INSTALL STABILIZED CONSTRUCTION ENTRANCE. SEE DETAIL ON SHEET C1.3.
- 6 GRADE AND STABILIZE SNAKE. SEE SHEETS C2.1 AND C2.2 FOR SNAKE PROFILES. SEE SHEET C0.1 FOR CROSS-SECTION DETAIL.
- 7 INSTALL CULVERT CROSSINGS TO CONNECT SNAKE SECTIONS. SEE SHEETS C2.1 AND C2.2 FOR PIPE DETAILS ON SNAKE PROFILES.
- 8 INSTALL ROCK OUTLET PROTECTION II ON DOWNSTREAM END OF CULVERT CROSSINGS.



GMB
GEORGE, MILES & BUHR, LLC
ARCHITECTS & ENGINEERS
 BALTIMORE • BALTIMORE • BETHESDA
 206 WEST MAIN STREET
 SALISBURY, MARYLAND 21801
 410-742-3115, FAX 410-948-8790
www.gmbuel.com

JOHN WALTER SMITH PARK
SNOW HILL, MARYLAND



EROSION &
SEDIMENT
CONTROL PLAN

SCALE : 1" = 20'	SHEET NO. C1.1A
DESIGN BY : JRS	
DRAWN BY : RPT	
CHECKED BY : CJP	
GAB FILE : 250038	
DATE : OCT 2025	



CONSTRUCTION NOTES

- 1 LIMITS OF PROPOSED SILT FENCE. SEE DETAIL ON SHEET C1.3.
- 4 STABILIZED MATTING CHANNEL. SEE DETAIL ON SHEET C1.3.
- 6 INSTALL 6" FILTER LOG LINE SWALE BOTTOM AND EMBANKMENTS. SEE DETAIL ON SHEET C1.3.
- 7 GRADE AND STABILIZE SWALE. SEE SHEETS C2.1 AND C2.2 FOR SWALE PROFILES. SEE SHEET C8.1 FOR CROSS-SECTION DETAIL.

[illegible]

JOHN WALTER SMITH PARK
SNOW HILL, MARYLAND



EROSION &
SEDIMENT
CONTROL PLAN

SCALE : 1" = 20'	SHEET NO. C1.1B
DESIGN BY : JRS	
DRAWN BY : RPT	
CHECKED BY : CJP	
GW FILE : 250038	
DATE : OCT 2025	



WORCESTER COUNTY, MARYLAND

OFFICE OF THE COUNTY COMMISSIONERS

1 WEST MARKET STREET, ROOM 1103

SNOW HILL, MARYLAND 21863

410-632-1194

Weston Young
Chief Administrative Officer

Edward Welch
Procurement Officer

CONTRACT

THIS CONTRACT, made on **September 15, 2026**, between the **County Commissioners of Worcester County, Maryland** ("County"); and insert **Asphalt Services DE, LLC** ("Successful Vendor").

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

1. Successful Vendor will commence and complete the:
John Walter Smith (JWS) Park – Parking Project.
2. Successful Vendor will furnish all the materials, supplies, tools, equipment, labor, and other services necessary for the Work described herein.
3. Successful Vendor will commence and complete the Work required by the Contract Documents within the timeframes listed in the Bid Documents unless the period for completion is extended otherwise.
4. Successful Vendor agrees to perform all of the Work described in the Contract Documents and comply with the terms therein for the sum of **\$394,368.⁸⁰**
(Three Hundred Ninety-Four Thousand Three Hundred Sixty-Eight Dollars and eighty cents) as shown on the Form of Bid.
5. The term 'Contract Documents' means and includes the following:
 - a. This Contract
 - b. Exhibit A - Worcester County Maryland Standard Terms and Conditions
 - c. Advertisement
 - d. Section I: Introduction
 - e. Section II: General Information
 - f. Section III: General Conditions
 - g. Section IV: Bid Specifications
 - h. Form of Bid
 - i. References
 - j. Exceptions
 - k. Individual Principal
 - l. Vendor's Affidavit of Qualification to Bid
 - m. Non-Collusive Affidavit
 - n. Addenda
 - o. Successful Vendor's Completed Bid Documents

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

IN WITNESS WHEREOF, the parties hereto have executed or caused to be executed by their duly authorized officials, this Contract in duplicate each of which will be deemed an original on the date first above written.

**COUNTY COMMISSIONERS OF
WORCESTER COUNTY,
MARYLAND**

Theodore J. Elder
President
Date:

CONTRACTOR:

By:
Title:
Date:



Worcester County Recreation & Parks

6030 Public Landing Road | Snow Hill MD 21863 | (410) 632-2144 | www.PlayMarylandsCoast.org

MEMORANDUM

TO: Weston S. Young, Chief Administrative Officer
Candace Savage, Deputy Chief Administrative Officer
FROM: Kelly Rados, Director of Recreation & Parks
DATE: September 4, 2026
SUBJECT: Updated Worcester County Recreation & Parks – Park Regulations

As part of our process of reviewing Recreation & Parks Department internal policies and procedures, our Department recently updated the Worcester County Recreation & Parks Department Park Regulations. The updated and revised document is attached for your review and acceptance.

The revisions made include:

- Adding Public Landing and Warrior Courts within the list of Parks named.
- Regulation #1 adding the verbiage “tournament or field rental, or posted otherwise.” in addition to programs.
- Regulation #2 adding the verbiage “or park amenity” in addition to park and “for scheduled Recreation & Parks programs, events or tournaments” to list of reasons to close parks or portions of.
- Regulation #6 adding vapes to this list of tobacco uses.
- Regulation #7 adding the sentence “Use of County owned sporting equipment or property (such as goals, net, etc.) are limited to County programs, tournaments, or field rentals.
- Regulation #16 added drones as one of the aeronautical activities
- Regulation #27 added the verbiage “unless posted otherwise”

Upon your approval of the attached Park Regulations, our Department will include them within our Department Policy and Procedures and will follow and enforce these policies within Worcester County Parks.

cc: Jacob Stephens, Deputy Director
Darcy Billetdeaux, Parks Superintendent

RESOLUTION NO. 26 -

RESOLUTION AMENDING WORCESTER COUNTY PARKS REGULATIONS

WHEREAS, Subsection CG 4-404(c) of the County Government Article of the Code of Public Local Laws of Worcester County, Maryland authorizes the County Commissioners of Worcester County to adopt additional rules, regulations, hours of operation, limitations of uses or other standards with regard to the use of County-owned property, in addition to the requirements of said section; and

WHEREAS, the County Commissioners of Worcester County, Maryland adopted Park Regulations on May 17, 2005 by the passage of Resolution No. 05-16 which apply in all parks and facilities overseen by the Worcester County Recreation & Parks Department to ensure the continued use and enjoyment of County Parks by the residents and visitors of Worcester County; and

WHEREAS, at the recommendation of the staff of the Worcester County Department of Recreation & Parks, the County Commissioners have determined that it is in the best interests of the health and safety of the citizens who utilize Worcester County's Recreation and Park facilities to adopt a Tobacco-Free Policy for these facilities.

NOW, THEREFORE, BE IT RESOLVED by the County Commissioners of Worcester County, Maryland that the Park Regulations for all parks and facilities in Worcester County overseen by the Worcester County Recreation & Parks Department as referenced in Resolution No. 05-16 are hereby repealed and re-enacted to read as follows:

**Worcester County Recreation & Parks Department
Park Regulations**

Applicability

All parks and facilities overseen by the Worcester County Recreation & Parks Department ("Department") including, but not limited to: Greys Creek Nature Park, Bishopville Park, Whaleyville Park, Showell Park, Isle of Wight Nature Park, Herring Creek Nature Park, Homer Gudelsky Park, Northern Worcester Athletic Complex, Newark Park, John Walter Smith Park, Worcester County Recreation Center, Stockton Park, Girdletree Park, Newtown Park, Public Landing Beach and Warrior Courts.

Regulations

1. Hours of Operation – No unauthorized person or vehicle may enter or remain in a park or portion thereof from sunset to sunrise or at any time prohibited by posted hours of operation unless participating in a County approved program, tournament or field rental, or posted otherwise.
2. Closing of Parks – The Department may close or reserve any park, portion thereof, or park amenity when deemed necessary for public safety and health, for protection of the parks' grounds, for fire hazards, for

construction and maintenance, for park operations, for parks environment protection, or for scheduled Recreation & Parks programs, events or tournaments.

3. Closed Parks – It is prohibited to enter upon or into any county-owned land or facility at any time when the land or facility is closed to the general public unless specifically authorized by the County Commissioners.
4. Alcoholic Beverages – Possession of alcoholic beverages in parks is prohibited.
5. Under the Influence – No person under the influence of alcoholic beverages or drugs will be permitted in any County park.
6. Tobacco-Free Policy – A person may not use any form of tobacco, as hereinafter defined, in a restroom, at a spectator area, concession area, or playground in any Worcester County park or recreation facility. Furthermore, a person may not use any form of tobacco, as hereinafter defined, while on Worcester County Park property, within 100 yards of an organized activity at a Worcester County park. “Tobacco” includes but is not limited to: cigarettes, cigars, pipes, snuff, spit tobacco, vapes or any other form of tobacco usage.
7. Use – Park property and recreation and park programs are open to use for all members of the public, regardless of race, sex, national origin, color or creed. The Department reserves the right to designate spaces for specific uses and or intended purposes such as softball only, soccer only, etc. Use of County owned sporting equipment or property (such as sporting goals, nets, etc.) are limited to County programs, tournaments, or field rentals.
8. Interference with County Recreational Activities – It is prohibited for any person to interfere with, disrupt or disturb any recreational activity duly authorized by the Worcester County Recreation & Parks Department, whether such interference, disruption or disturbance is caused by the action of the individual, inaction of the individual or by words, gestures or other means.
9. Rules and Regulations Regarding – The County Commissioners may, by resolution, adopt additional rules, regulations, hours of operation, limitation of uses or other standards regarding the use of county-owned property. Such rules or regulations may not contravene the purposes of this section but shall be in addition to the requirements of this section.
10. Advertising – A person may not erect or post any sign, notice or literature in a park or facility nor use any loudspeaker or public address system without first obtaining permission from the Department.
11. Camping – It is prohibited to camp on, tent on, sleep on or inhabit any roadside of any county road or along any county roadside, within the right-of-way of the road or in any county recreational park or in, on or adjacent to any county landing or any other county-owned property unless specifically authorized by law or resolution of the County Commissioners.
12. Weapons & Firearms – No person, other than a law enforcement officer or otherwise authorized officer, shall carry, possess or discharge a firearm or weapon of any kind on park property.
13. Fires – No person shall build or cause to be built or set any fire except within established barbecue grills. No person shall leave any fire, and all such fires shall be thoroughly extinguished prior to leaving the site.

14. Disturbing the Peace – No one may disturb the peace at any of the County parks.
15. Commercial Activities – Peddling, soliciting or conducting of any service, business, trade or occupation, including the taking of photographs and motion pictures for commercial use is prohibited except by permission from the Department. A person may not utilize park property or any portion thereof for conducting private instruction or lessons unless otherwise approved by the Recreation & Parks Department.
16. Aeronautical Activities – Powered model airplanes, rockets, or drones may not be flown over or launched from any park. Airplanes, helium hot air balloons larger than 12” in diameter, hang gliders, parachutes, ultra-light planes, or any other person-operated aircraft shall not be flown or launched from park property.
17. Automobiles – A person may not wash, repair or perform other work on any personal automobile on park property except in the case of emergency. No overnight parking of automobiles, tractor trailers, mobile homes, etc. Violators will be towed at owners’ expense.
18. Animals – Dogs are required to be on a leash at all times on County Park property. In all leash areas, the person in control of the dog on a leash shall remove all excrement deposited by the dog on property other than property of the owner or property of the person in control of the dog and dispose of such excrement in a legal and proper way.
19. Fishing – Fishing is permitted only in compliance with State law and posted rules.
20. Flora and Fauna – Unless authorized by law, a person may not catch, molest or kill any wildlife or disturb any nest, burrow or den of any animal or fowl. A person may not injure, remove or destroy any flora. Planting of vegetation and/or digging into the surface or park property are prohibited except by permission of the Department.
21. Gambling – Gambling, gaming, wheels of fortune or other games of chance are prohibited except by permission of the Department.
22. Hunting – Hunting or trapping is prohibited on park property except for animal control purposes or except as permitted by the Department.
23. Golf – The hitting of golf balls is prohibited on County Park property.
24. Metal Detectors – The use of metal detectors is prohibited on County Park property.
25. Littering – No person shall discard, deposit, dump, or allow to blow away refuse of any kind in or upon park property, except by placing such refuse in a container provided for such purpose. No household trash is to be discarded in a County Park.
26. Trees – No person may cut, saw, or injure any live or dead trees or part thereof with any type of equipment, power or otherwise, on park property, or remove any live or dead trees from park property, except by permission of the Department.

27. Swimming – Swimming is prohibited at County Parks, unless posted otherwise.
28. Trespassing – It is prohibited to enter upon or into any county-owned land or facility at any time when the land or facility is closed to the general public unless specifically authorized by the County Commissioners.
29. Traffic and Parking – No person shall operate any motorized vehicle on park property other than on a road or street to which public access has not been prohibited. No off-road vehicles such as all terrain four-wheels, unlicensed motorcycle, snowmobile or golf cart, etc. will be allowed on County Property. Violators will be prosecuted. Buses, trucks and commercial vehicles with commercial marking or tools of trade, with the exception of taxi cabs and tool trucks on service calls to disabled vehicles, shall not be operated on park property unless permission has first been obtained from the Department. User is responsible for informing participants of parking regulations.
30. Paths and Trails – Only pedestrians and non-motorized vehicles may use those paths and trails designated by the Department as footpaths, nature trails, or bicycle trails. Horses, horse-drawn vehicles and motor vehicles shall be prohibited.
31. Violations – Any person who violates any rules or regulations adopted by the County Commissioners pursuant hereto shall be guilty of a civil infraction.

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

PASSED AND ADOPTED this ____ day of _____, 2026.

ATTEST:

WORCESTER COUNTY COMMISSIONERS:

Weston Young
Chief Administrative Officer

Thoedore J. Elder - President

Madison J. Bunting, Jr. - Vice President

Caryn Abbott

Diana Purnell

Eric Fiori

Anthony W. Bertino, Jr.

Joseph M. Mitrecic



Worcester County Administration

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

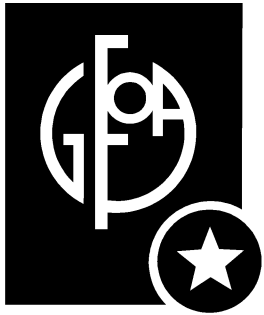
TO: Worcester County Commissioners
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: September 2, 2026
SUBJECT: Request to Amend Reserve Policy

On August 20th, County staff met with our bond consultants, Davenport, to review the status of upcoming bond projects and discuss steps the County can take to better position ourselves for the significant issuances ahead. The meeting agenda included a review of our financial policies, an overview of changes to General Fund and Capital Project Fund reserves, a discussion of draft financing schedules for upcoming debt, and planning bond training for new staff.

During these discussions, Davenport reiterated that the County's reserve policy remains an important factor in our credit position. In 2023, Commissioners approved increasing the Reserve Fund from 12% to 15% after staff reported a strong surplus in the FY23 audit and identified the increase as a way to support long term financial stability. The policy was then amended through Resolution 23-19 to set a 15% minimum requirement.

With substantial borrowing planned in the coming years, it was recommended to increase the Reserve Fund to at least 17%. The Government Finance Officers Association (GFOA) advises maintaining reserves equal to two months of operating expenditures, or approximately 16.7%, and a 17% target aligns Worcester County with this best practice while strengthening our overall financial preparedness as we move toward future bond issuances. A 17% reserve level would also align Worcester County with Wicomico County, which maintains a 17% reserve, and it is consistent with the reserve levels maintained by other Eastern Shore counties including Cecil County at 16.7%, Talbot County at 30%, and Queen Anne's County at 13%.

If the Commissioners wish to implement this recommendation, funding would be transferred from Budget Stabilization. The current balance in Budget Stabilization is \$15,199,819. The recommended 2% increase would require a transfer of \$5,818,598, leaving a remaining balance of \$9,381,221 in Budget Stabilization.



ACCOUNTING AND FINANCIAL REPORTING, BUDGETING AND FORECASTING

Fund Balance Guidelines for the General Fund

Governments should establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for GAAP and budgetary purposes.

In the context of financial reporting, the term *fund balance* is used to describe the net position of governmental funds calculated in accordance with generally accepted accounting principles (GAAP). Budget professionals commonly use this same term to describe the net position of governmental funds calculated on a government's budgetary basis.[1] While in both cases *fund balance* is intended to serve as a measure of the financial resources available in a governmental fund; it is essential that differences between GAAP *fund balance* and budgetary *fund balance* be fully appreciated.

1. GAAP financial statements report up to five separate categories of fund balance based on the type and source of constraints placed on how resources can be spent (presented in descending order from most constraining to least constraining): *nonspendable fund balance*, *restricted fund balance*, *committed fund balance*, *assigned fund balance*, and *unassigned fund balance*. [2] The total of the amounts in these last three categories (where the only constraint on spending, if any, is imposed by the government itself) is termed *unrestricted fund balance*. In contrast, budgetary fund balance, while it is subject to the same constraints on spending as GAAP fund balance, typically represents simply the total amount accumulated from prior years at a point in time.
2. The calculation of GAAP fund balance and budgetary fund balance sometimes is complicated by the use of sub-funds within the general fund. In such cases, GAAP fund balance includes amounts from all of the subfunds, whereas budgetary fund balance typically does not.

Often the timing of the recognition of revenues and expenditures is different for purposes of GAAP financial reporting and budgeting. For example, encumbrances arising from purchase

orders often are recognized as expenditures for budgetary purposes, but never for the preparation of GAAP financial statements.

The effect of these and other differences on the amounts reported as *GAAP fund balance* and *budgetary fund balance* in the general fund should be clarified, understood, and documented.

It is essential that governments maintain adequate levels of fund balance to mitigate current and future risks (e.g., revenue shortfalls and unanticipated expenditures) and to ensure stable tax rates. In most cases, discussions of fund balance will properly focus on a government's general fund. Nonetheless, financial resources available in other funds should also be considered in assessing the adequacy of unrestricted fund balance in the general fund.

GFOA recommends that governments establish a formal policy on the level of unrestricted fund balance that should be maintained in the general fund for GAAP and budgetary purposes.[3] Such a guideline should be set by the appropriate policy body and articulate a framework and process for how the government would increase or decrease the level of unrestricted fund balance over a specific time period.[4] In particular, governments should provide broad guidance in the policy for how resources will be directed to replenish fund balance should the balance fall below the level prescribed.

Appropriate Level. The adequacy of unrestricted fund balance in the general fund should take into account each government's own unique circumstances. For example, governments that may be vulnerable to natural disasters, more dependent on a volatile revenue source, or potentially subject to cuts in state aid and/or federal grants may need to maintain a higher level in the unrestricted fund balance. Articulating these risks in a fund balance policy makes it easier to explain to stakeholders the rationale for a seemingly higher than normal level of fund balance that protects taxpayers and employees from unexpected changes in financial condition. Nevertheless, **GFOA recommends, at a minimum, that general-purpose governments, regardless of size, maintain unrestricted budgetary fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures.[5]** The choice of revenues or expenditures as a basis of comparison may be dictated by what is more predictable in a government's particular circumstances.[6] Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum. In any case, such measures should be applied within the context of long-term forecasting,

thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time. In establishing a policy governing the level of unrestricted fund balance in the general fund, a government should consider a variety of factors, including:

1. The predictability of its revenues and the volatility of its expenditures (i.e., higher levels of unrestricted fund balance may be needed if significant revenue sources are subject to unpredictable fluctuations or if operating expenditures are highly volatile);
2. Its perceived exposure to significant one-time outlays (e.g., disasters, immediate capital needs, state budget cuts);
3. The potential drain upon general fund resources from other funds, as well as, the availability of resources in other funds;
4. The potential impact on the entity's bond ratings and the corresponding increased cost of borrowed funds;
5. Commitments and assignments (i.e., governments may wish to maintain higher levels of unrestricted fund balance to compensate for any portion of unrestricted fund balance already committed or assigned by the government for a specific purpose). Governments may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purpose and focus on unassigned fund balance, rather than on unrestricted fund balance.

Use and Replenishment.

The fund balance policy should define conditions warranting its use, and if a fund balance falls below the government's policy level, a solid plan to replenish it. In that context, the fund balance policy should:

1. Define the time period within which and contingencies for which fund balances will be used;
2. Describe how the government's expenditure and/or revenue levels will be adjusted to match any new economic realities that are behind the use of fund balance as a financing bridge;
3. Describe the time period over which the components of fund balance will be replenished and the means by which they will be replenished.

ally, governments should seek to replenish their fund balances within one to three years of use. Specifically, factors influencing the replenishment time horizon include:

1. The budgetary reasons behind the fund balance targets;
2. Recovering from an extreme event;
3. Political continuity;
4. Financial planning time horizons;
5. Long-term forecasts and economic conditions;
6. External financing expectations.

Revenue sources that would typically be looked to for replenishment of a fund balance include nonrecurring revenues, budget surpluses, and excess resources in other funds (if legally permissible and there is a defensible rationale). Year-end surpluses are an appropriate source for replenishing fund balance.

Unrestricted Fund Balance Above Formal Policy Requirement. In some cases, governments can find themselves in a position with an amount of unrestricted fund balance in the general fund over their formal policy reserve requirement even after taking into account potential financial risks in the foreseeable future. Amounts over the formal policy may reflect a structural trend, in which case governments should consider a policy as to how this would be addressed. Additionally, an education or communication strategy, or at a minimum, explanation of large changes in fund balance is encouraged. In all cases, use of those funds should be prohibited as a funding source for ongoing recurring expenditures.

Notes:

1. For the sake of clarity, this recommended practice uses the terms GAAP fund balance and budgetary fund balance to distinguish these two different uses of the same term.
2. These categories are set forth in Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.
3. Sometimes restricted fund balance includes resources available to finance items that typically would require the use of unrestricted fund balance (e.g., a contingency reserve). In that case, such amounts should be included as part of unrestricted fund balance for purposes of analysis.

4. See Recommended Practice 4.1 of the National Advisory Council on State and Local Budgeting governments on the need to "maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls or unpredicted one-time expenditures" (Recommended Practice 4.1).
5. In practice, a level of unrestricted fund balance significantly lower than the recommended minimum may be appropriate for states and America's largest governments (e.g., cities, counties, and school districts) because they often are in a better position to predict contingencies (for the same reason that an insurance company can more readily predict the number of accidents for a pool of 500,000 drivers than for a pool of fifty), and because their revenues and expenditures often are more diversified and thus potentially less subject to volatility.
6. In either case, unusual items that would distort trends (e.g., one-time revenues and expenditures) should be excluded, whereas recurring transfers should be included. Once the decision has been made to compare unrestricted fund balance to either revenues and/or expenditures, that decision should be followed consistently from period to period.

This best practice was previously titled Appropriate Level of Unrestricted Fund Balance in the General Fund.

Board approval date: Wednesday, September 30, 2015

RESOLUTION NO. 26 -

Resolution Amending Policy on Reserve Fund

Recitals:

- A. The County Commissioners of Worcester County has established a Reserve Fund for contingency and emergency situations as determined by the County Commissioners;
- B. From time to time, the County Commissioners amend policies related to the Reserve Fund; and
- C. Based on recommendations from bond rating agencies and industry practices, the County Commissioners have decided to amend its policy to raise the Reserve Fund.

Now, Therefore, Be It Resolved by the County Commissioners of Worcester County, Maryland that the policies on the County's Reserve Fund are amended as follows:

- 1. The Reserve Fund Balance must be maintained at a minimum level equal to 17% of the budgeted General Fund expenditures.
- 2. If the Reserve Fund is drawn below 17% of the budgeted General Fund expenditures, the fund should be replenished from revenues in the General Fund within two years to a level of 17% of the budgeted General Fund expenditures.
- 3. The existence of emergency or contingency conditions for use of the funds is determined by the County Commissioners.

And Be It Further Resolved that this Resolution shall be effective immediately upon its passage.

Passed and Adopted this 15th day of September, 2026.

Attest:

Worcester County Commissioners

Weston S. Young
Chief Administrative Officer

Theodore J. Elder
President

Madison J. Bunting, Jr.
Vice President

Caryn G. Abbott
Commissioner

Anthony W. Bertino, Jr.
Commissioner

Eric J. Fiori
Commissioner

Joseph M. Mitrecic
Commissioner

Diana Purnell
Commissioner



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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

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

September 4, 2026

To: Worcester County Commissioners

From: Karen Hammer, Executive Administrative Assistant

Subject: Upcoming Board Appointments – Terms Beginning January 1, 2026

Commissioner Bertino – You have Three (3) positions open:

- George Solyak – **Term Ended** – Agricultural Reconciliation Bd.
- Missy Denault – **Moved Out of State** – Recreation Advisory Board
- John Collins – **Term Ending** – W & S Advisory Board – Ocean Pines

Commissioner Purnell – You have Two (2) positions open:

- Nancy Howard – **Termed Out** – Social Services Advisory Board
- Darlene Jackson Bowen – **Resigned** - Commission for Women

Commissioner Bunting - You have Two (2) positions open:

- Mike Poole – **Term Ending** – Building Code Appeals Board
- Harry Hammond – **Term Ended** – Social Services Advisory Bd.

Commissioner Abbott – You have Two (2) position open:

- Dr. Lynn Duffy – **Resigned** – Housing Review Board
- Michelle Goad – **Term Ended** – Commission for Women

Commissioner Mitrecic – You have Three (3) positions open:

- Bill Paul – **Resigned** – Building Code Appeals Board
- Kimberly List – **Termed Out** – Commission for Women
- Rebecca Ferguson – **Resigned** – Social Services Advisory Board

Commissioner Elder – All of your positions are fulfilled. Thank you!

Commissioner Fiori - You have Three (3) positions open:

- Bruce Spangler – **Term Ending** – Ethics Board
- Keith Swanton -**Term Ended** - Water & Sewer Advisory Council, West Ocean City
- Blake Haley – **Term Ended** - Water & Sewer Advisory Council, West Ocean City

All Commissioners

(4)-Adult Public Guardianship Board -

3– Terms Expiring – Dr. Greer, Richard Collins, and Nancy Howard

1– Vacancy – Psychiatrist

(2)-Drug and Alcohol Abuse Council –1- Term Ends – Kim Moses, **1 – Declined**

Reappointment – Alyce Marzola

(2)-Local Development Council for the Ocean Downs Casino - Previously Expired Terms –

Mark Wittmyer, At-Large, and David Massey (At-Large-Business)

(1) – Lower Shore Work Force Development Board – Alicia Warren - resigned

(1)– Property Tax Assessment Appeal Board - Alternate Seat Vacancy

(1) – Social Services Advisory Board – Commissioner Diana Purnell has served the maximum term. This Board requires one member to be a commissioner.

(1) – Solid Waste Advisory Board - Town of Berlin member – James Charles’s term is ending.

(2)- Water and Sewer Advisory Council- West Ocean City- 1 Term Ended Dec. 2021 – Keith Swanton and Blake Haley

(6- Total): Commission for Women:

(5)– Resigned - Laura Morrison – (At Large); **Resigned** - Darlene Jackson Bowen – (Purnell); **Resigned** – Michelle Goad (Abbott); **Resigned** – Cheryl Middleton (At Large); **Resigned** – Dorothy Shelton-Leslie (Bertino)

(1) - Termed Out - Kimberly List (Mitrecic)

ADULT PUBLIC GUARDIANSHIP BOARD

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

Appointed by: County Commissioners

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

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

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

Meetings: Semi-annually

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

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

Current Members:

<u>Member's Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
Roberta Baldwin	Local Dept. Rep. - Social Services	03-06-09-12-15-18-21-24-27
Melissa Banks	Public Health Nurse	*02-03-06-09-12-15-18-21-24-27
Dr. William Greer	Physician	07-10-13-16-19-22-25 Term Exp.
Richard Collins	Lawyer	95-16-19-22-25 Term Exp.
Nancy Howard	Lay Person	*17-19, 19-22-25 Term Exp.
Brandy Trader	Comm. On Aging	*15-17, 17-20, 20-23-26
Stephanie James	Wor. Co. Dev. Center	23-26
Vacancy	Psychiatrist	
Tina Dykes	Commission on Aging Rep.	25-28

* = Appointed to fill an unexpired term

AGRICULTURAL RECONCILIATION BOARD

Reference: Public Local Law § ZS 1-346 (Right to Farm Law)

Appointed by: County Commissioners

Function: Regulatory
Mediate and arbitrate disputes involving agricultural or forestry operations conducted on agricultural lands and issue opinions on whether such agricultural or forestry operations are conducted in a manner consistent with generally accepted agricultural or forestry practices and to issue orders and resolve disputes and complaints brought under the Worcester County Right to Farm Law.

Number/Term: 5 Members/4-Year Terms - Terms expire December 31st

Compensation: None - Expense Reimbursement as provided by County Commissioners

Meetings: At least one time per year, more frequently as necessary

Special Provisions: - All members must be County residents
- Two Members chosen from nominees of Worcester County Farm Bureau
- One Member chosen from nominees of Worcester County Forestry Board
- Not less than 2 but not more than 3 members shall be engaged in the agricultural or forestry industries (**At-Large members - non-ag/forestry**)

Staff Contact: Dept. of Development Review & Permitting
- Jennifer Keener (410-632-1200)
County Agricultural Extension Agent - As Consultant to the Board
- Doug Jones, District Manager, Resource Conservation District - (632-3109, x112)

Current Members:

<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)

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 Resigned
Mike Poole	D-6 - Bunting	Bishopville	17-21, 21-25
Mark Bargar	D-4 - Elder	Berlin	14-18-22-26
Jim Wilson	D-3 - Fiori	Berlin	02-06-10-14-18-22-26
Elbert Davis	D-2 - Purnell	Snow Hill	*03-07-11-15-19-23-27
James Spicknall	D-5 - Bertino	Ocean Pines	04-08-12-16-20-24-28
Mark Frostrom, Jr.	D-1 - Abbott	Pocomoke	26-30

Prior Members:

Robert L. Cowger, Jr. (92-95)
Charlotte Henry (92-97)
Robert Purcell (92-98)
Edward DeShields (92-03)
Sumei Prete (97-04)
Shane C. Spain (03-14)
Dominic Brunori (92-15)
Richard P. Mueller (98-17)
Kevin Holland (96-24)

DRUG AND ALCOHOL ABUSE COUNCIL

Reference: PGL Health-General, Section 8-1001

Appointed by: County Commissioners

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

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

Compensation: None

Meetings: As Necessary

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

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

Current Members:

<u>Name</u>	<u>Representing</u>	<u>Years of Term(s)</u>
<u>At-Large Members</u>		
Kim Moses	Knowledgeable on Substance Abuse Issues	08-12-16-20, 20-24
Sue Abell-Rodden	Recipient of Addictions Treatment Services	10-14-18-22-26
Colonel Doug Dods	Knowledgeable on Substance Abuse Issues	04-10 (adv)-14-18-22-26
Jim Freeman, Jr.	Knowledgeable on Substance Abuse Issues	04-11-15, 15-19-23-27
Mimi Dean	Substance Abuse Prevention Provider	*18-19-23-27
Michael Trader	Knowledgeable on Substance Abuse Issues	23-27
Matthew Giardina	Knowledgeable on Substance Abuse Issues	24-28
Julie Rayne	Substance Abuse Treatment Provider	26-30
Rev. James Jones	Knowledge of Substance Abuse Issues	*21-25-29
Alyce Marzola	Knowledge of Substance Abuse Treatment	*24-25 Declined Reappt. Vacant

<u>Ex-Officio Members</u>		
Rebecca Jones	Health Officer	Ex-Officio, Indefinite
Roberta Baldwin	Social Services Director	Ex-Officio, Indefinite
Crystal Duffy	Juvenile Services, Regional Director	Ex-Officio, Indefinite
Travis Knapp	Field Supervisor	Ex-Officio, Indefinite
Kris Heiser	State's Attorney	Ex-Officio, Indefinite
Chasity Simpson	District Public Defender	Ex-Officio, Indefinite
Sheriff Matt Crisafulli	County Sheriff	Ex-Officio, Indefinite
Todd Ferrante	Board of Education President	Ex-Officio, Indefinite
Diana Purnell	County Commissioners	Ex-Officio, Indefinite
Judge Brian Shockley (Jen Bauman)	Circuit Court Administrative Judge	Ex-Officio, Indefinite
Hon. Melvin Jews	District Court Administrative Judge	Ex-Officio, Indefinite
Timothy Mulligan	Warden, Worcester County Jail	Ex-Officio, Indefinite

Advisory Members

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

ETHICS BOARD

Reference: Public Local Law, Section CG 5-103

Appointed by: County Commissioners

Function: Advisory
Maintain all Ethics forms; develop procedures and policies for advisory opinions to persons subject to the Ethics Law and for processing complaints alleging violations of the Ethics Law; conduct a public information program regarding the purpose and application of the Ethics Law; annually certify compliance to the State; and recommend any changes to the Commissioners in order to comply with State Ethics Law.

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

Compensation: \$100 per meeting

Meetings: As Necessary

Special Provisions:

Staff Contact: Roscoe Leslie, County Attorney (410-632-1194)

Current Members:

<u>Member's Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Bruce Spangler	D-3, Fiori	Berlin	*02-05-09-13-17-21-25
Iola Tariq	D-2, Purnell	Berlin	*22-26
Mickey Ashby	D-1, Abbott	Pocomoke	14-18-22-26
David Deutsch	D-6, Bunting	Ocean Pines	17-21-23-27
Frank Knight	D-7, Mitrecic	Ocean City	*14-19-23-27
Judy Giffin	D-5, Bertino	Ocean Pines	*21-24-28
Joseph Stigler	D-4, Elder	Berlin	16-20-24-28

Prior Members: (Since 1972)

J.D. Quillin, III	Walter Kissel (05-09)
Charles Nelson	Marion Chambers (07-11)
Garbriel Purnell	Jay Knerr (11-14)
Barbara Derrickson	Robert I. Givens, Jr. (98-14)
Henry P. Walters	Diana Purnell (09-14)
William Long	Kevin Douglas (08-16)
L. Richard Phillips (93-98)	Lee W. Baker (08-16)
Marigold Henry (94-98)	Richard Passwater (09-17)
Louis Granados (94-99)	Jeff Knepper (16-21)
Kathy Philips (90-00)	Faith Mumford (14-22)
Mary Yenney (98-05)	
Bill Ochse (99-07)	
Randall Mariner (00-08)	
Wallace D. Stein (02-08)	
William Kuhn (90-09)	

* = 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>
Don Furbay	D-3, Fiori	W. Ocean City	23-26
Charlie Murphy	D-7, Mitrecic	Ocean City	*23-26
Carl Smith	D-4, Elder	Snow Hill	24-27
Felicia Green	D-2, Purnell	Ocean Pines	*21-24-27
Debbie Hileman	D-6, Bunting	Ocean Pines	10-13-16-19-22-25-28
Dr. Lynn Duffy	D-1, Abbott	Pocomoke	26-29 Resigned
Maria Campione-Lawrence	D-5, Bertino	Ocean Pines	*22-23-26

Prior Members:

Phyllis Mitchell	Albert Bogdon (02-06)	Scot Tingle 14-24
William Lynch	Jamie Rice (03-07)	Keri Byrd 22-25
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

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 ^c	At-Large	Business - Ocean Pines	09-13-17, 17-21
Bobbi Jones	Ocean Downs Casino	Ocean Downs Casino	23-indefinite
Mary Beth Carozza	Indefinite	Maryland Senator	14-indefinite
Wayne A. Hartman	Indefinite	Maryland Delegate	18-indefinite
Charles Otto	Indefinite	Maryland Delegate	14-indefinite
Matt Gordon	Dist. 1 – Abbott	Resident - Pocomoke	19-22, 22-26
Ivy Wells	Dist. 3 - Church	Resident - Berlin	22-26
Cam Bunting ^c	At-Large	Business - Berlin	*09-10-14-18-22-26
Roxane Rounds	Dist. 2 - Purnell	Resident - Berlin	*14-15-19-23-27
Michael Donnelly	Dist. 7 - Mitrecic	Resident - Ocean City	*16-19-23-27
Kerrie Bunting	Dist. 4 - Elder	Resident - Snow Hill	*22-24-28
Mayor Rick Meehan ^c	At-Large	Business - Ocean City	*09-12-16-20-24-28
Tina Kolarik	Dist. 6 - Bunting	Resident -Bishopville	24-28
Bob Gilmore	Dist. 5 - Bertino	Resident - Ocean Pines	*19-21, 21-25-29

Prior Members:

J. Lowell Stoltzfus ^c (09-10)
 Mark Wittmyer ^c (09-11)
 John Salm ^c (09-12)
 Mike Pruitt ^c (09-12)
 Norman H. Conway ^c (09-14)
 Michael McDermott (10-14)
 Diana Purnell ^c (09-14)
 Linda Dearing (11-15)
 Todd Ferrante ^c (09-16)

Since 2009

Joe Cavilla (12-17)
 James N. Mathias, Jr. ^c (09-18)
 Ron Taylor ^c (09-14)
 James Rosenberg (09-19)
 Rod Murray ^c (*09-19)
 Gary Weber (*19-21)

Charlie Dorman (12-19)
 Gee Williams (09-21)
 Bobbi Sample (17-23)
 Steve Ashcraft (19-24)

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

LOWER SHORE WORKFORCE DEVELOPMENT BOARD
(Previously Private Industry Council Board - PIC)

Reference: Workforce Innovation and Opportunity Act of 2014, Section 107

Appointed by: County Commissioners

Functions: Advisory/Regulatory
Provide education and job training opportunities to eligible adults, youth and dislocated workers who are residents of Somerset, Wicomico and Worcester counties.

Number/Term: 26 - 5 Worcester County, 11 At-Large (by Tri-County Council), 10 Other
2, 3 or 4-year terms; Terms expire September 30

Compensation: None

Meetings: Quarterly (March, June, September, December) on the 2nd Wednesday

Special Provisions: Board must be at least 51% business members.
The chair must be a businessperson

Staff Contact: Lower Shore Workforce Alliance
Leslie Porter-Cabell – LSWA Director (410-341-3835, ext. 2502)
American Job Center, 31901 Tri-County Way, Suite 215, Salisbury, MD 21804

Current Members (Worcester County - also members from Wicomico, Somerset and Tri-County Council):

<u>Name</u>	<u>Resides/Agency</u>	<u>Term</u>	<u>Representing</u>
Alicia Warren	Berlin	22-26	Healthcare Ind. Resigned
Sarah Chapman	Pocomoke	23- 27	Business Rep.
Matthew Culbertson	Snow Hill	24-28	Private Business Rep.
Lauren Martin	Berlin	24-28	Business Rep.
Robert Bo Duke	Ocean City	*17-21, 21-25-29	Business Rep.

Prior Members: Since

Baine Yates	Walter Kissel (03-07)	Whitney Palmer (*20-24)
Charles Nicholson (98-00)	Heidi Kelley (07-08)	Alicia Warren (22-26*June)
Gene Theroux (97-00)	Bruce Morrison (05-08)	
Jackie Gordon (98-00)	Margaret Dennis (08-12)	
Caren French (97-01)	Ted Doukas (03-13)	
Jack Smith (97-01)	Diana Nolte (06-14)	
Linda Busick (98-02)	John Ostrander (07-15)	
Edward Lee (97-03)	Craig Davis (13-17)	
Joe Mangini (97-03)	Donna Weaver (08-17)	
Linda Wright (99-04)	Geoffrey Failla (15-18)	
Kaye Holloway (95-04)	Melanie Pursel (18-*20)	
Joanne Lusby (00-05)	Ivy Wells (20-21)(21-public appt.)	
William Greenwood (97-06)	Jason Cunha (*16-23)	
Gabriel Purnell (04-07)	Walter Maizel(*12-24)	

RECREATION ADVISORY BOARD

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

Appointed by: County Commissioners

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

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

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

Meetings: At least quarterly, more frequently as necessary

Special Provisions: One member nominated by each County Commissioner

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

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
Alvin Handy	D-2, Purnell	Ocean City	06-10-14-18-22-26
John Gehrig	D-7, Mitrecic	Ocean City	14-18-22-26
Joseph Stigler	D-4, Elder	Snow Hill	*21-23-27
Missy Denault	D-5, Bertino	Berlin	*15-16-20-24-28 Moved OOS
Scott Holland	D-1, Abbott	Pocomoke	24-28
William Gabeler	D-6, Bunting	Ocean Pines	21-25-29
David Wells.	D-3, Fiori	Berlin	25-29

Prior Members: Since 1972

Howard Taylor	Warren Mitchell	Jr.(83-98)	William Regan (02-16)
Arthur Shockley	Edith Barnes	Richard Ramsay (93-98)	Shawn Johnson(15-19)
Rev. Ray Holsey	Glen Phillips	Mike Daisy (98-99)	Devin Bataille (19-20)
William Tingle	Gerald Long	Cam Bunting (95-00)	Chris Klebe (*11-21)
Mace Foxwell	Lou Ann Garton	Charlie Jones (98-03)	Mike Hooks (12-24)
Nelson Townsend	Milton Warren	Rick Morris (03-05)	Norman Bunting (*16-25)
J.D. Townsend	Ann Hale	Gregory Purnell (97-06)	
Robert Miller	Claude Hall, Jr.	George AEddie@ Young (99-08)	
Jon Stripling	Vernon Davis	Barbara Kissel (00-09)	
Hinson Finney	Rick Morris	Alfred Harrison (92-10)	
John D. Smack, Sr.	Joe Lieb	Janet Rosensteel (09-10)	
Richard Street	Donald Shockley	Tim Cadotte (02-12)	
Ben Nelson	Fulton Holland (93-95)	Craig Glovier (08-12)	
Shirley Truitt	Gregory Purnell (83-96)	Joe Mitrecic (10-14)	
Cyrus Teter	Vernon Redden,	Sonya Bounds (12-15)	
		Burton Anderson (05-15)	

* = 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 Term Expired
Shelly Daniels	D-1, Abbott	Pocomoke City	22-25
Rebecca Colt-Ferguson	D-7, Mitrecic	Ocean City	22-25 Resigned
Janice Chiampa	D-5, Bertino	Ocean Pines	22-25
Diana Purnell	ex officio - Commissioner		14-18-22-25 Term Expired
Margaret Labesky	D-4, Elder	Snow Hill	23-26
Nancy Howard	D-2, Purnell	Ocean City	09-16-17-20-23-26 Term Expired
Mary Beth Quillen	At-Large	Snow Hill	25-28
Aves Ruffin-Jutis	D-3, Fiori	Pocomoke	25-28

SOLID WASTE ADVISORY COMMITTEE

Reference: County Commissioners= Resolution 5/17/94 and 03-6 on 2/18/03

Appointed by: County Commissioners

Function: Advisory
Review and comment on Solid Waste Management Plan, Recycling Plan, plans for solid waste disposal sites/facilities, plans for closeout of landfills, and to make recommendations on tipping fees.

Number/Term: 11/4-year terms; Terms expire December 31st.

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

Meetings: At least quarterly

Special Provisions: One member nominated by each County Commissioner; and one member appointed by County Commissioners upon nomination from each of the four incorporated towns.

Staff Support: Solid Waste - Solid Waste Superintendent – David Candy - (410-632-3177)
Solid Waste - Recycling Coordinator – Bob Keenan - (410-632-3177)
Department of Public Works - Dallas Baker- (410-632-5623)

Current Members:

<u>Member=s Name</u>	<u>Nominated By</u>	<u>Resides</u>	<u>Years of Term(s)</u>
James Charles	Town of Berlin		21-25
Bob Gilmore	D-5, Bertino	Ocean Pines	*21-22, 22-26
George Linvill	D-1, Abbott	Pocomoke	14-18-22-26
George Dix	D-4, Elder	Snow Hill	*10-18-22-26
John O'Brien	D-6, Bunting	Bishopville	*22-23-27
Don Furbay	D-3, Fiori	Berlin	20-24-28
Granville Jones	D-7, Mitrecic	Berlin	*15-16-20-24-28
Mike Wyatt	Town of Pocomoke City		24-28
Aaron Lumpkins	Town of Snow Hill		25-29
Vaughn White	D-2, Purnell	Berlin	*19-21, 21-25-29
Brain Scarborough	Town of Ocean City		21-25-29

Prior Members: (Since 1994)

Ron Cascio (94-96)
 Roger Vacovsky, Jr. (94-96)
 Lila Hackim (95-97)
 Raymond Jackson (94-97)
 William Turner (94-97)
 Vernon ACorey@ Davis, Jr. (96-98)
 Robert Mangum (94-98)
 Richard Rau (94-96)
 Jim Doughty (96-99)
 Jack Peacock (94-00)
 Hale Harrison (94-00)
 Richard Malone (94-01)
 William McDermott (98-03)
 Fred Joyner (99-03)
 Hugh McFadden (98-05)
 Dale Pruitt (97-05)

Frederick Stiehl (05-06)
 Eric Mullins (03-07)
 Mayor Tom Cardinale (05-08)
 William Breedlove (02-09)
 Lester D. Shockley (03-10)
 Woody Shockley (01-10)
 John C. Dorman (07-10)
 Robert Hawkins (94-11)
 Victor Beard (97-11)
 Mike Gibbons (09-14)
 Hank Westfall (00-14)
 Marion Butler, Sr. (00-14)
 Robert Clarke (11-15)
 Bob Donnelly (11-15)
 Howard Sribnick (10-16)
 Dave Wheaton (14-16)
 Wendell Purnell (97-18)
 George Tasker (*15-20)

Rodney Bailey *19
 Steve Brown *10-19
 Bob Augustine 16-19
 Michael Pruitt *15-19
 James Rosenburg (*06-19)
 Jamey Latchum *17-19
 Hal Adkins (*20-21)
 Mike Poole (11-22)
 Michelle B-El Soloh (*19-24)
 Michael Pruitt (*22-24)

* = Appointed to fill an unexpired term

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

Reference: County Commissioners' Resolution of November 19, 1993

Appointed by: County Commissioners

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

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

Compensation: \$100.00/ Meeting

Meetings: Monthly

Special Provisions: Must be residents of Ocean Pines Service Area

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

Current Members:

<u>Name</u>	<u>Resides</u>	<u>Years of Term(s)</u>
John F. (Jack) Collins, Jr.	Ocean Pines	*18-21, 21-25
William Gabeler	Ocean Pines	22 - 26
Robert Kane	Ocean Pines	22-26
James Spicknall	Ocean Pines	07-10-14-18-22-26
Frederick Stiehl	Ocean Pines	*06-24, 24-28

Prior Members: (Since 1993)

Andrew Bosco (93-95)
 Richard Brady (96-96, 03-04)
 Michael Robbins (93-99)
 Alfred Lotz (93-03)
 Ernest Armstrong (93-04)
 Jack Reed (93-06)
 Fred Henderson (04-06)
 E. A. "Bud" Rogner (96-07)
 David Walter (06-07)
 Darwin "Dart" Way, Jr. (99-08)
 Aris Spengos (04-14)
 Gail Blazer (07-17)
 Mike Hegarty (08-17)
 Michael Reilly (14-18)
 Bob Poremski (17-20)
 Gregory Sauter (17-21)

* = Appointed to fill an unexpired term

**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
Gail Fowler	West Ocean City	99-23-27
Deborah Stanley	West Ocean City	95-23-27
Todd Ferrante	West Ocean City	13-17-21-25-29

Prior Members: (Since 1993)

Eleanor Kelly ^c (93-96)	Andrew Delcorro (*14-19)
John Mick ^c (93-95)	
Frank Gunion ^c (93-96)	
Carolyn Cummins (95-99)	
Roger Horth (96-04)	
Whaley Brittingham ^c (93-13)	
Ralph Giove ^c (93-14)	
Chris Smack (04-14)	

* = 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 (3rd Tuesday at 5:30 PM - alternating between Berlin and Snow Hill)

Special Provisions: **7 district members**, one from each Commissioner District
 4 At-large members, nominations from women=s organizations & citizens
 4 Ex-Officio members, one each from the following departments: Social Services, Health & Mental Hygiene, Board of Education, Public Safety
 No member shall serve more than six consecutive years

Contact: Susan Ostrowski, Chair, and Jocelyn Briddell, Secretary
 Worcester County Commission for Women - P.O. Box 211, Snow Hill, MD 21863

Current Members:

<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 Termed Out
Jocelyn Briddell	At-Large	Berlin	23-26
Laura Morrison	At-Large	Pocomoke	*19-20-23-26 Resigned
Crystal Bell, MPA	Health Department		*22-23-26
Jeannine Jerscheid	Public Safety – Sheriff’s Office		23-26
Sharnell Tull	At-Large	Pocomoke	23 -26
Susan Ostrowski	D-6, Bunting	Berlin	24-27
Dorothy Shelton-Leslie	D-5, Bertino	Ocean Pines	24-27 Resigned
Dr. Darlene Jackson- Bowen	D-2, Purnell	Pocomoke	*19-21-24-27 Resigned
Michelle Goad	D-1, Abbott	Pocomoke City	25-28 - Dismissal
Cheryl Middleton	At-Large	West O. City	25-28 - Resigned
Kelsey Moran	Dept of Social Services		25-28
Ann Fletcher	D-3, Fiori	Berlin	25-28
Dawn Gears	D-4, Elder	Berlin	25-28
Sarah Blackburn	Board of Education		26-29

Prior Members: Since 1995

Ellen Pilchard ^c (95-97)	Marie Velong ^c (95-99)	Christine Selzer (03)
Helen Henson ^c (95-97)	Carole P. Voss (98-00)	Linda C. Busick (00-03)
Barbara Beaubien ^c (95-97)	Martha Bennett (97-00)	Gloria Bassich (98-03)
Sandy Wilkinson ^c (95-97)	Patricia Ilczuk-Lavanceau (98-99)	Carolyn Porter (01-04)
Helen Fisher ^c (95-98)	Lil Wilkinson (00-01)	Martha Pusey (97-03)
Bernard Bond ^c (95-98)	Diana Purnell ^c (95-01)	Teole Brittingham (97-04)
Jo Campbell ^c (95-98)	Colleen McGuire (99-01)	Catherine W. Stevens (02-04)
Karen Holck ^c (95-98)	Wendy Boggs McGill (00-02)	Hattie Beckwith (00-04)
Judy Boggs ^c (95-98)	Lynne Boyd (98-01)	Mary Ann Bennett (98-04)
Mary Elizabeth Fears ^c (95-98)	Barbara Trader ^c (95-02)	Rita Vaeth (03-04)
Pamela McCabe ^c (95-98)	Heather Cook (01-02)	
Teresa Hammerbacher ^c (95-98)	Vyoletus Ayres (98-03)	
Bonnie Platter (98-00)	Terri Taylor (01-03)	

* = Appointed to fill an unexpired term

^c = Charter member



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

OFFICE OF THE
COUNTY COMMISSIONERS

Worcester County

GOVERNMENT CENTER
ONE WEST MARKET STREET • ROOM 1103

SNOW HILL, MARYLAND

21863-1195

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

September 4, 2026

To: Worcester County Commissioners
From: Karen Hammer, Administrative Supervisor
Date: Sept 4, 2026
Subject: OPEB Investment Committee

On July 31, 2026, a memo requesting interest in serving as the at-large County Employee representative on the OPEB Investment Committee was emailed to all County employees.

The Worcester County Master Retiree Benefit Trust was established to provide retiree health insurance and other post-employment benefits for eligible County employees, employees of the Worcester County Board of Education, and their beneficiaries. The Trust is maintained in accordance with the Trust Agreement and is administered under an Investment Policy Statement adopted by the County Commissioners, agreed upon on June 1, 2009.

To provide oversight of the Trust, a five-member Investment Committee should be established to advise the Trustee and make recommendations on the investment of Trust assets. The Committee consists of:

- The County Chief Administrative Officer;
- The Budget Officer;
- The Human Resources Director;
- One at-large County employee appointed by the County Commissioners; and
- One member nominated and appointed by the Worcester County Board of Education.

In summary, the Committee's responsibilities are limited to governance and oversight and do not include directing day-to-day investment decisions. Its duties include overseeing investment policies and asset allocation, monitoring investment performance and compliance, evaluating investment managers and consultants, reviewing the status of Trust assets, and recommending changes to protect the Trust's long-term interests.

The Commissioners are requested to review the attached interest submittal and nominate and appoint the at-large County employee to serve on the OPEB Investment Committee.

The Administration Office has also recently contacted the Worcester County Board of Education to request its nomination for the Board of Education representative.

**Notice of Public Hearing
Worcester County
FY 2027 Requested Enterprise Funds Operating Budget Amendment**

The Worcester County Commissioners will conduct a public hearing to receive comments on the proposed FY 2027 Enterprise Funds Operating Budget Amendment on:

Tuesday, September 15, 2026, at 10:30 a.m.
in the County Commissioners' Meeting Room
Room 1101 Government Center, One West Market Street
Snow Hill, Maryland 21863

The proposed budget amendment is in response to a non-budgeted capital project requested for the Riddle Farm Service Area.

For additional information please visit the County Treasurer's Office in Room 1105 of the County Government Center in Snow Hill or online at www.worcestermd.gov.

**WORCESTER COUNTY
2027 REQUESTED ENTERPRISE FUNDS OPERATING BUDGET AMENDMENT**

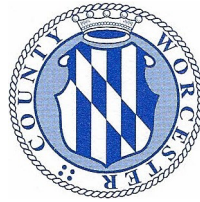
Increase in the following expense line item:

- | | | |
|----------------|---------------------------------------|------------|
| • 570.9010.030 | Capital Equipment Other WWW Equipment | \$ 331,300 |
|----------------|---------------------------------------|------------|

Increase in the following revenue line item:

- | | | |
|----------------|-----------------------------|------------|
| • 570.5975.100 | Transfer From (To) Reserves | \$ 331,300 |
|----------------|-----------------------------|------------|

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



APPROVED

WSY 08/18/26

DALLAS BAKER JR., P.E.
 DIRECTOR

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

JANA POTVIN, P.E.
 DEPUTY DIRECTOR

TO: Weston Young P.E., Chief Administrative Officer
 Candace Savage, CGFM, Deputy Chief Administration Officer
FROM: Dallas Baker Jr., P.E., Director *Dallas Baker Jr.*
DATE: August 12, 2026
SUBJECT: Riddle Farm – Water Booster Pump Station

Public Works is requesting Commissioner approval to advertise for a public hearing for a budget amendment to the Riddle Farm Water & Wastewater service area, Capital Equipment Other WWW Equipment account 570.9010.090 adding \$331,300.00 to the account and directly award the installation of a water booster pump station to local contractor Somerset Well Drilling Co. Inc. in the amount of \$316,300 with \$15,000 held back as a 5% contingency for unforeseen conditions. The lead time on the booster pump is 18-weeks and Public Works would like to get this equipment in place during the current “off tourist season”. Although this project was not included in the adopted FY 27 budget, staff recommends funding the project from the Riddle Farm's available resources.

Riddle Farm has received \$4.5 million in connection with the sale of Water and Sewer EDUs in the service area. \$2.7 million of these funds were repaid back to the General Fund in connection with the developer payoff that occurred in FY24. These one-time revenues and expenses, along with other EDU sales planned but not yet purchased, were budgeted for in FY27 which resulted in the service area being in a surplus position. This project was not budgeted for in FY27, therefore we are requesting a budget amendment to use a portion of these funds to cover this project without requesting additional funding. This will result in an increase in expense account 570.9010.090 - Capital Equipment Other WWW Equipment and in revenue account 570.5975.100 - Transfer From (To) Reserves both in the amount of \$331,300. This budget amendment will result in less money going to reserves.

The project will install an in-line booster pump station at the existing interconnection between the Ocean Pines and Riddle Farm water systems. The booster pump will allow the Ocean Pines system to reliably supply the Riddle Farm system and fill the Riddle water tower when additional support is needed.

The improvement is needed because the two systems currently operate at different hydraulic elevations. The Ocean Pines system is approximately 157 feet, while the elevation of the Riddle water tower is 175 feet. This difference prevents the Ocean Pines system from fully filling the Riddle tower through the existing interconnection. The proposed booster pump will overcome that difference and improve the County's ability to maintain storage and system pressure in Riddle Farm. The upgraded interconnection will enable the Riddle tower to be filled while the Riddle water plant is shut down during low flow, winter months allowing operators time to make upgrades

and repairs to the Riddle water plant, and optimize overall system efficiency. During those periods, Riddle's water usage will be tracked through the existing flow meter and the service area will reimburse the Ocean Pines service area for all water used.

Public Works is requesting a direct award to Somerset Well Drilling because the firm has worked directly with County staff on technical consulting for the water system and is already familiar with the operation of the Ocean Pines and Riddle Farm interconnection. Somerset has also completed similar municipal water projects in Maryland. As a local firm, Somerset can provide timely response for startup, troubleshooting, and future service needs. This combination of system familiarity, relevant municipal experience, and local response capability provides continuity and reduces implementation risk for this operationally important project. Public Works intended to include this project in the proposed FY 27 budget but it was eventually removed due to budgetary constraints. By directly awarding to Somerset Well Drilling, the project can be expedited with the goal of being complete by the time the Coastal Square project is ready for occupancy this Fall.

Please let me know if there are any questions.

Attachment

CC: Ondrea Starzhevskiy
Seth Place
Quinn Dittrich
Jana Potvin
Lee Beauchamp

SOMERSET WELL DRILLING CO., INC.

INDUSTRIAL - MUNICIPAL - DOMESTIC - IRRIGATION - GEOTHERMAL



30710 RITZEL ROAD - P.O. BOX 67
 WESTOVER, MARYLAND 21871
 (410) 651-3721 - FAX (410) 651-5255

July 22, 2026

Worcester County Public Works

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

Re: **Riddle Farm Booster Project**

Dear Mr. Beauchamp,

Somerset Well Drilling Co., Inc. is pleased to provide you with this proposal for the installation of an in-line booster pump for the interconnect in Worcester County's Ocean Pines, and Riddle Farm water systems. As discussed, this project is driven by the head differential between both systems, resulting in a pressure differential that does not allow operations to adequately fill the Riddle tower. As such, the system is unable to sustain fire flows and storage in periods of time where the Riddle WTP is out of service.

The system currently operates with a bi-directional flow control valve that allows for the Riddle system to back-feed Ocean Pines, but it is understood that the County does not intend to run the Riddle WTP in the winter. As such, the pressure concerns and inability to fill the tower will continue being a cyclic issue. The proposed project includes the installation of a booster pump that will, help sustain fire flows when the Riddle tower is out of service, and allow the Riddle tower to be filled completely when the plant is out of service.

For this effort, we propose the following scope of services:

- If deemed necessary, we will work with the County and provide a permit set of drawings for a submission to MDE's Water Construction Permitting group outlining the upgrades proposed herein. This set of drawings will outline piping modifications, design calculations, and provide detailed product specifications for review. The plans and submission set will be sealed by an MD licensed professional engineer. (it is assumed that any permitting fees will be paid directly by Worcester County)
- We will mobilize to the site with all equipment necessary to complete the installation work required for this effort. As of the current discussions regarding this project, the scope of installation work will be primarily limited to the installation of the proposed pump, and necessary, ancillary equipment to provide a complete, operational booster system. Currently, this includes the following scope of services:
 - Installation of a new PACO 80951 VL 40 HP in-line booster pump with a design capacity of 1500 GPM at 30 PSI. This pump will feature 8" flanged inlet and outlet connections and be installed in the existing bi-directional flow control valve vault. We will provide stainless steel stands to support the pump, and all fittings necessary to install the pump in the existing vault.

Note that based on the as-built conditions provided in the historical records for the vault construction, it appears that the pump and motor will fit in the vault, under the existing vault lid. If these conditions are inaccurate, a riser may have to be provided for the lid. Also, the perpendicular dimension to the flanges appears to be such that the pump casting will be very close to the wall of the vault <~2" away based

SOMERSET WELL DRILLING CO., INC.

INDUSTRIAL - MUNICIPAL - DOMESTIC - IRRIGATION - GEOTHERMAL



30710 RITZEL ROAD - P.O. BOX 67
 WESTOVER, MARYLAND 21871
 (410) 651-3721 - FAX (410) 651-5255

on the centerline of pipe shown in the drawings. We will thoroughly measure this and make sure we can make the pump fit before procuring the pump. If needed, we can provide a custom, fabricated offset flange or some other means to ensure the pump will fit in the vault.

- We will provide and install a Cla-Val 8" Globe check valve and new 8" magnetic flow meter in the existing flow meter vault.
- We will provide all the necessary fittings to install the materials outlined herein. The pump will be provided with a suction pressure transducer and a discharge pressure transducer as required.
- We will provide a custom outdoor rated NEMA 4 panel to house the electrical equipment required to operate the pump. This panel will include a breaker panel, a digital phase converter to convert the single-phase service to three phase to run the pump, a 40 HP VFD to operate the proposed pump, a PLC for operation of the pump and monitoring of all proposed sensors, a color touch-screen operator interface, and all setup and programming necessary to complete the system installation.

We propose two operation modes for the pump. 1) it will function locally, monitoring pressure and, in the event of a sharp drop in pressure (such as fire flows), the pump will energize and operate to maintain system pressure residual in the distribution system. 2) it will function remotely by monitoring the level in the Riddle tower. As the tower level drops, it will ramp up to fill the tower. In both scenarios, the controls system will monitor suction pressure to ensure the incoming pressure does not drop below a threshold.

The pump will be on the Riddle SCADA/control network for remote monitoring as available with the Riddle WTP. At this time, we are assuming the electrical service available is adequate to support the proposed 40 HP pump. All electrical work will be performed by Lywood Automation, who has a thorough understanding of the Riddle system.

- The proposed panel will be installed adjacent to the existing vaults as necessary on a concrete pad.
- Once complete, the system will be tested as required and placed into service

The total cost to perform the work noted above associated with the installation of the pump, necessary piping modifications, and electrical improvements is: **\$316,300.00 (Three Hundred Sixteen Thousand, Three Hundred Dollars)**

The following are considered assumptions for the scope of work noted above:

- Work will be conducted during normal business hours (Mon-Fri)
- It is assumed that the vaults can be completely isolated
- It is anticipated that performance testing will occur using this discharge piping and flow measurement device in the distribution piping.

Once you have a chance to review this proposal, feel free to reach out to me via email: matt@somersetwell.com, or via phone: 443-783-9950 with any questions. We greatly appreciate this opportunity to continue being of service to Worcester County Public Works.

SOMERSET WELL DRILLING CO., INC.

INDUSTRIAL - MUNICIPAL - DOMESTIC - IRRIGATION - GEOTHERMAL



30710 RITZEL ROAD - P.O. BOX 67
WESTOVER, MARYLAND 21871
(410) 651-3721 - FAX (410) 651-5255

Respectfully,

A handwritten signature in blue ink, appearing to read "M. Hall", is written over a light blue horizontal line.

Matthew M. Hall, P.E.
Project Manager

**RESOLUTION NO. 26 –
RESOLUTION BUDGET AMENDMENT
FOR FISCAL YEAR 2027**

Recitals

A. Worcester County Code PW Section 5-310, the County Commissioners adopted a Resolution on June 2, 2026, adopting the expense budget and establishing the tax rate for Fiscal Year 2027.

B. The County Commissioners have identified an additional expense to be included in Fiscal Year 2027 expense budget.

NOW, THEREFORE, BE RESOLVED by the County Commissioners of Worcester County, Maryland that:

1. The County Commissioners adopt a budget amendment for Fiscal Year 2027 that the Fiscal Year 2027 budget be modified as follows:

Increase in the following expense line items:

- 570.9010.030 Capital Equipment Other WWW Equipment \$ 331,300

Increase in the following revenue line items:

- 570.5975.100 Transfer From (To) Reserves \$ 331,300

AND BE RESOLVED that this Resolution will become effective September 15, 2026.

PASSED AND ADOPTED this 15th day of September 2026:

Attest:

Worcester County Commissioners

Weston S. Young
Chief Administrative Officer

Theodore J. Elder
President

Madison J. Bunting, Jr.
Vice President

Caryn G. Abbott
Commissioner

Anthony W. Bertino, Jr.
Commissioner

Eric J. Fiori
Commissioner

Joseph M. Mitrecic
Commissioner

Diana Purnell
Commissioner



Worcester County Administration

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

TO: *The Salisbury Daily Times and OC Today Dispatch Group*
FROM: Candace Savage, Deputy Chief Administrative Officer
DATE: September 14, 2026
SUBJECT: Worcester County Public Hearing Notice

.....

Please print the below Public Hearing Notice in *The Salisbury Daily Times* and *Ocean City Digest/OC Today Dispatch* on September 3, 2026 and September 10, 2026. Thank you.

NOTICE OF PUBLIC HEARING

PROPOSED RE-DESIGNATION OF BERLIN ENTERPRISE ZONE
WORCESTER COUNTY, MARYLAND

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

A Public Hearing will be held at the Commissioners' Meeting Room, Room 1101 – Government Center, One West Market Street, Snow Hill, Maryland on **Tuesday, September 15, 2026, at 10:35 AM.**

Copies of information regarding the proposed Enterprise Zone and Zone maps are available at the County Office of Economic Development, 107 West Green Street, Snow Hill, Maryland (Phone: 410-632-3112) during regular business hours.

THE WORCESTER COUNTY COMMISSIONERS



Worcester County Office of Tourism

104 West Market Street | Snow Hill MD 21863 | (410) 632-3110 | www.VisitMarylandsCoast.org

APPROVED

Memorandum

WSY 08/04/26

Date: July 27, 2026

To: Weston Young, Chief Administrative Officer
Worcester County Commissioners

Copy: Roscoe Leslie, County Attorney
Ondrea Starzhevskiy, Finance Officer

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

Re: Public Hearing Request regarding support of re-designation of Enterprise Zone- Town of Berlin

I am respectfully requesting that a public hearing be scheduled before the County Commissioners regarding Worcester County's proposed application to the Maryland Department of Commerce for the continued redesignation of the Berlin Enterprise Zone.

As part of the redesignation process, the Maryland Department of Commerce requires a public hearing to allow for community input prior to the submission of the application.

The Enterprise Zone Program is designed to focus local and State resources on encouraging economic growth in economically distressed areas while supporting job creation and investment. Businesses that locate or expand within a designated Enterprise Zone may be eligible for significant incentives, including:

- Real property tax credits for up to 10 years on eligible improvements.
- State income tax credits for up to three years on wages paid to qualified new employees.

Continuing the Enterprise Zone designation will help Worcester County remain competitive in attracting new investment, supporting business expansion, encouraging redevelopment, and creating employment opportunities within the Town of Berlin.

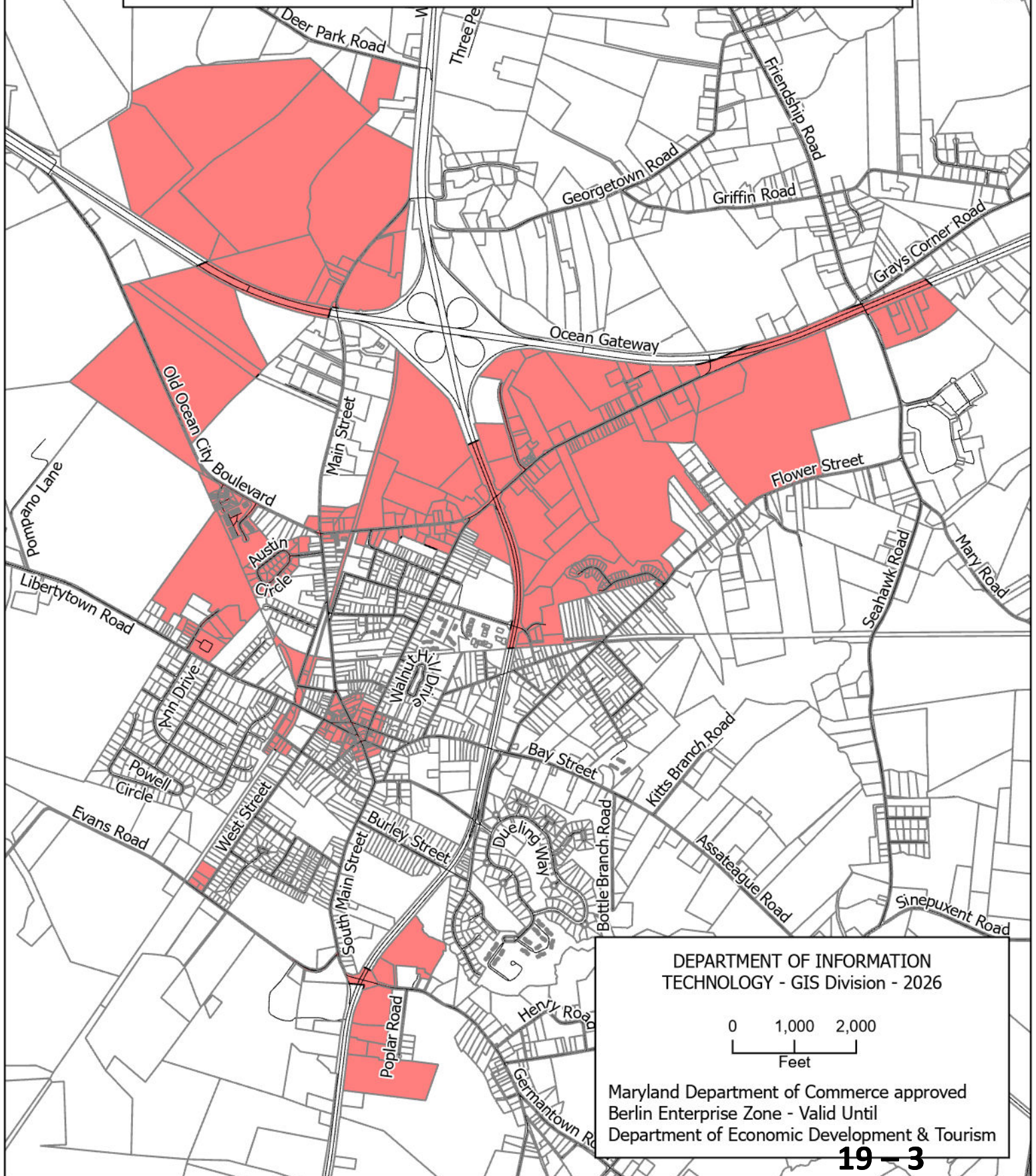
If possible, I would appreciate having this item placed on an upcoming Commissioners' agenda so we can meet the State's application timeline. Please let me know if you need any additional information or supporting documentation.

Thank you for your time and consideration.



ENTERPRISE ZONE

Berlin Area





Worcester County Administration

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

TO: *The Salisbury Daily Times and OC Today Dispatch Group*
 FROM: Candace Savage, Deputy Chief Administrative Officer
 DATE: September 14, 2026
 SUBJECT: Worcester County Public Hearing Notice

.....

Please print the below Public Hearing Notice in *The Salisbury Daily Times* and *Ocean City Digest/OC Today Dispatch* on September 3, 2026 and September 10, 2026. Thank you.

**NOTICE OF PUBLIC HEARING
 FOR AGRICULTURAL EASEMENT ACQUISITION
 WORCESTER COUNTY COMMISSIONERS**

The purpose of this public hearing is to hear comments on petitions to sell an agricultural easement to the Maryland Agricultural Land Preservation Foundation (MALPF) on the following properties in Worcester County:

1. Beauchamp, Map 99, Parcel 6, 2007 New Bridge Road, 55 acres
2. Beauchamp, Map 85, Parcel 99, Stockton Road, 75 acres
3. Carmean, TM 54, Parcel 18, 6083 Snow Hill Road, 144.5 acres
4. Deuberry, TM 48, Parcel 51, Porters Crossing Road, 82.42 acres
5. Glad Mar Farms, Inc., Map 69, Parcel 15 and Map 77, Parcel 6A (3 acres withheld), Whitesburg Road, 129.71 acres
6. Gravenor, Map 63, Parcel 84, 4915 Pennewell Road, 20.306 acres
7. Maddux, Map 91, Parcel 59, New Bridge Road, 144.92 acres (re-application)
8. Sterling, Map 100, Parcel 30, Payne/Johnson Roads; 73.52 acres
9. Wallace/Hargis, Map 72, Parcel 50, 4308 Paw Paw Creek Road, 205.8 acres
10. Watson Powell Land Holdings, Map 56, Parcel 18, Blake Road, 275.74 acres
11. Watson Powell Land Holdings, Map 56, Parcel 83, Blake Road, 163.02 acres

**PUBLIC HEARING
 TUESDAY, SEPTEMBER 15, 2026
 at 10:40 A.M.
 Commissioners' Meeting Room, Room 1101 Government Center
 One West Market Street, Snow Hill, Maryland 21863**

Additional information is available for review at the Department of Environmental Programs, Worcester County Government Center during regular business hours of 8:00 am to 4:30 pm. Questions may be directed to Katherine Munson, Planning Manager, by calling (410) 632-1220, extension 1302 or email at kmunson@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

LAND PRESERVATION PROGRAMS
STORMWATER MANAGEMENT
SEDIMENT AND EROSION CONTROL
SHORELINE CONSTRUCTION
AGRICULTURAL PRESERVATION
ADVISORY BOARD

WELL & SEPTIC
WATER & SEWER PLANNING
PLUMBING & GAS
CRITICAL AREAS
FOREST CONSERVATION
COMMUNITY HYGIENE

Memorandum

To: Candace Savage, Deputy Administrative Officer
From: Katherine Munson, Planning Manager *KW*
Subject: FY 27/28 MALPF Application Review
Date: August 26, 2026

The following eleven (11) applications to sell an easement to the Maryland Agricultural Land Preservation Foundation (MALPF) in Worcester County have been received by the county for the FY 27/28 funding cycle:

1. Beauchamp, Map 99, Parcel 6, 2007 New Bridge Road, 55 acres
2. Beauchamp, Map 85, Parcel 99, Stockton Road, 75 acres
3. Carmean, TM 54, Parcel 18, 6083 Snow Hill Road, 144.5 acres
4. Deuberry, TM 48, Parcel 51, Porters Crossing Road, 82.42 acres
5. Glad Mar Farms, Inc., Map 69, Parcel 15 and Map 77, Parcel 6A (3 acres withheld), Whitesburg Road, 129.71 acres
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10. Watson Powell Land Holdings, Map 56, Parcel 18, Blake Road, 275.74 acres
11. Watson Powell Land Holdings, Map 56, Parcel 83, Blake Road, 163.02 acres

Please note that FY27 and FY28 have been combined into one funding cycle by MALPF due to anticipated significant drop in available funding in both fiscal years.

For the applicants to be eligible to sell an easement to MALPF, their applications must be approved by the Worcester County Agricultural Land Preservation Advisory Board, recommended for approval by the Worcester County Planning Commission, and approved by the Worcester County Commissioners after a public hearing. The Public Hearing requirement is mandated by Maryland Annotated Code Title 2, Subtitle 5, Section 2-509(b)(3).

Enclosed please find eleven (11) aerial images, and three (3) maps showing the location of the applicant properties relative to protected lands, county zoning, and the 2025 proposed growth areas. Two versions

of a table summarizing information for each application is also included. **One table contains confidential bid and ranking information** and should not be shared with the public. A table with this information removed has been provided for public review.

All of the applications meet the minimum requirements of the MALPF Program.

Each county uses a ranking system for MALPF easement sale applications, approved by both the county commissioners and the MALPF board. The application ranking prioritizes offers to landowners made by MALPF. **Applicant ranking order is confidential, by state law, until after offers are made.** Specific applicant ranking, or applicant bids, can be discussed in closed session only.

The Worcester County Agricultural Land Preservation Advisory Board reviewed the applications June 23, 2026 and **unanimously recommended that only the eight (8) top-ranking applications be forwarded to MALPF for appraisal.** They are recommending this due to the limited funding anticipated, and the cost of appraisals. Appraisal costs and easement purchase costs are covered by each county's funding allocation; this will leave more funding available for easement purchase, while eliminating spending on appraisals of properties very unlikely to receive an offer.

The Planning Commission determined on August 6, 2026 that all applications are compatible with existing county plans and policy and recommended approval to the Worcester County Commissioners.

The commissioners may elect to limit the number of properties considered for easement purchase (cutting off lowest ranking applications), or may elect to send all FY27/28 applications to MALPF for appraisal. Staff supports the recommendation of the Advisory Board to limit the number forwarded to eight (8).

A drafted letter to MALPF is attached to be completed and signed following the public hearing.

Thank you for your attention to this matter.

cc: Robert Mitchell, Director

FY27/28 MALPF Applicants

Landowner name	TM	P	Acres	Address	Development Rights to be Extinguished	Lot option selected	% class I, II, III soils	Reapplication
Beauchamp, Jeannette	99	6	55	2007 New Bridge Road	3	unrestricted subdividable	100%	no
Beauchamp, Jeannette	85	99	75	Stockton Road	1	waive all rights	53%	no
Carnean, Kirk	54	18	144.5	6083 Snow Hill Road	3	unrestricted subdividable	88%	no
Deuberry, Joyce	48	51	82.42	N side Porters Crossing Road	3	unrestricted subdividable	80%	no
GladMar Land Company, Inc.	77, 69	6A, 15	129.71	S side of Whitesburg Road	4	unrestricted non subdividable	68%	no
Gravenor, Kelley and Tom	63	84	20.306	4915 Pennnewell Road	2	unrestricted subdividable	93%	no
Maddux, Percy, S	91	59	144.92	New Bridge Road	2	unrestricted subdividable	91%	yes
Sterling, Tonya, Larry, Brian	100	30	73.52	E side of Payne Road/N side of Johnson	4	waive all rights	72%	no
Wallace, Annette and Christine Hargis	72	50	205.8	4308 Paw Paw Road	9	family lots	73%	no
Watson Powell Land Holdings, LLC	56	83	163.02	Blake Road	5	waive all rights	85%	no
Watson Powell Land Holdings, LLC	56	18	275.74	Blake Road	5	waive all rights	78%	no

FY27 MALPF Applicant
Jeannette Beauchamp
New Bridge Road, Pocomoke
Tax Map 99 Parcel 6
55 Acres

ITEM: 20

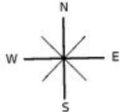
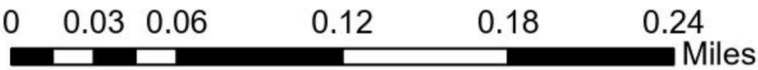
Soils Index: 52.83
100% Class I, II, and III Soils



FY27 MALPF Applicant
Jeannette Beauchamp
Stockton Road, Stockton
Tax Map 85 Parcel 99
75 Acres

ITEM: 20

Soils Index: 38.74
53% Class I, II, and III Soils



FY 27 MALPF Applicant
Kirk Carmean
6083 Snow Hill Road, Snow Hill
Tax Map 54, Parcel 18
144.5 acres

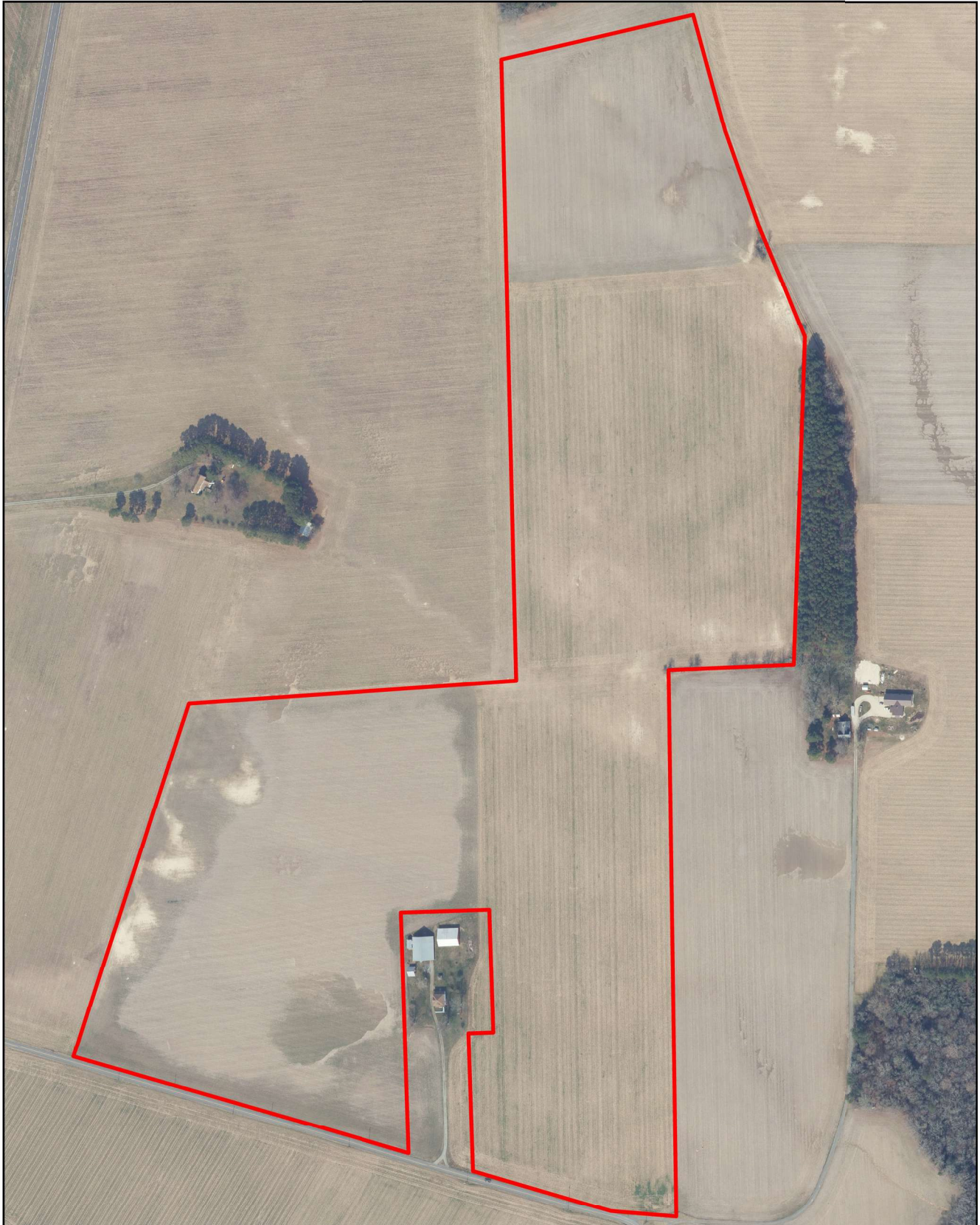
Soils index: 52.06
88% Class I, II, and III soils



2024 aerial image
Map prepared 6/2/2026

FY27 MALPF Applicant
Joyce D. Quillen Deuberry
Map 48, Parcel 51
82.42 acres

Soils Index: 54.96
80% Class I, II and III soils

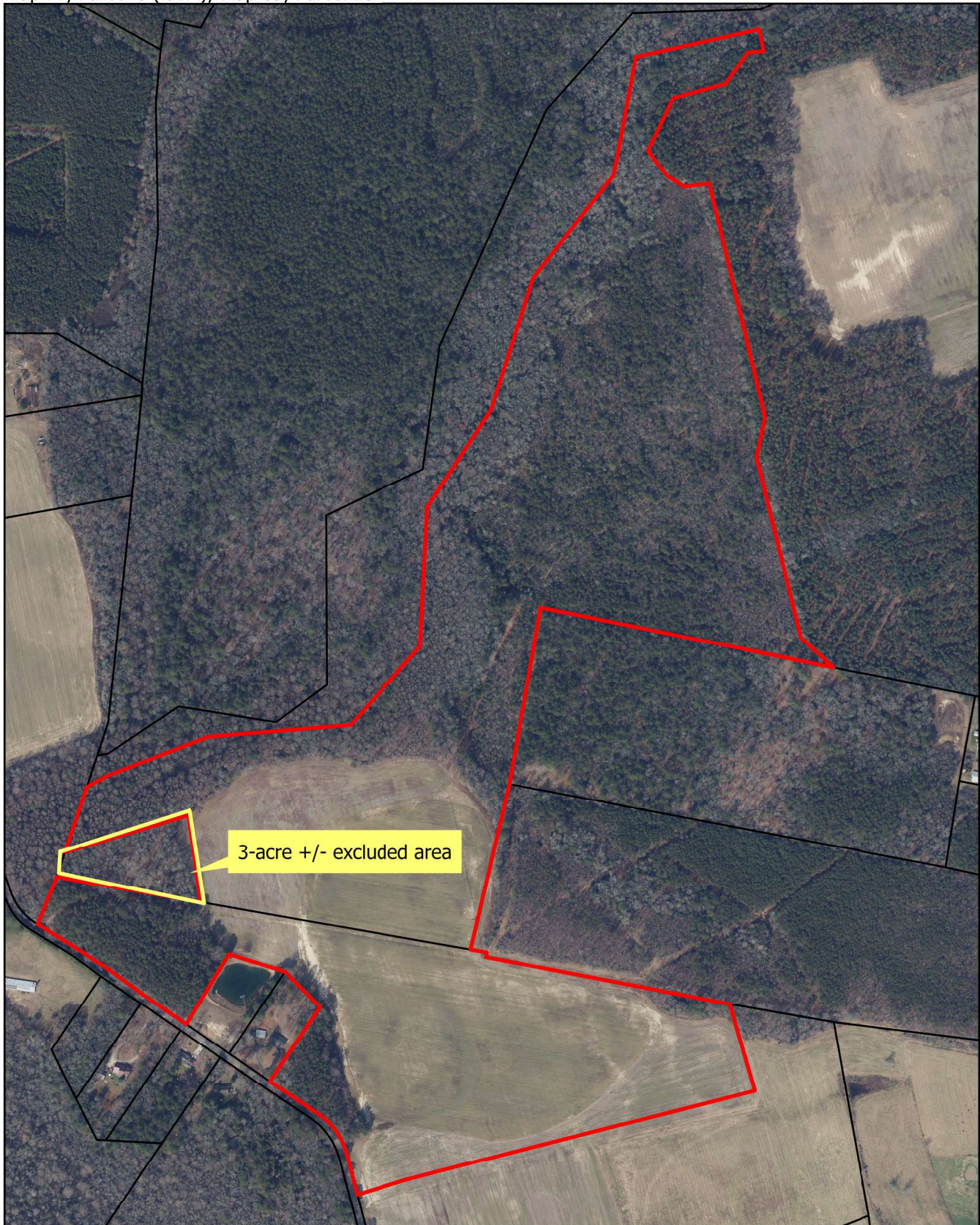


0 0.05 0.1 0.2 Miles

2024 Aerial Image
Map prepared 6/3/2026

FY27 MALPF Applicant
GladMar Land Company, Inc
Map 77, Parcel 6 (lot A); Map 69, Parcel 15

Soils Index: 42.18
68% Class I, II and III soils



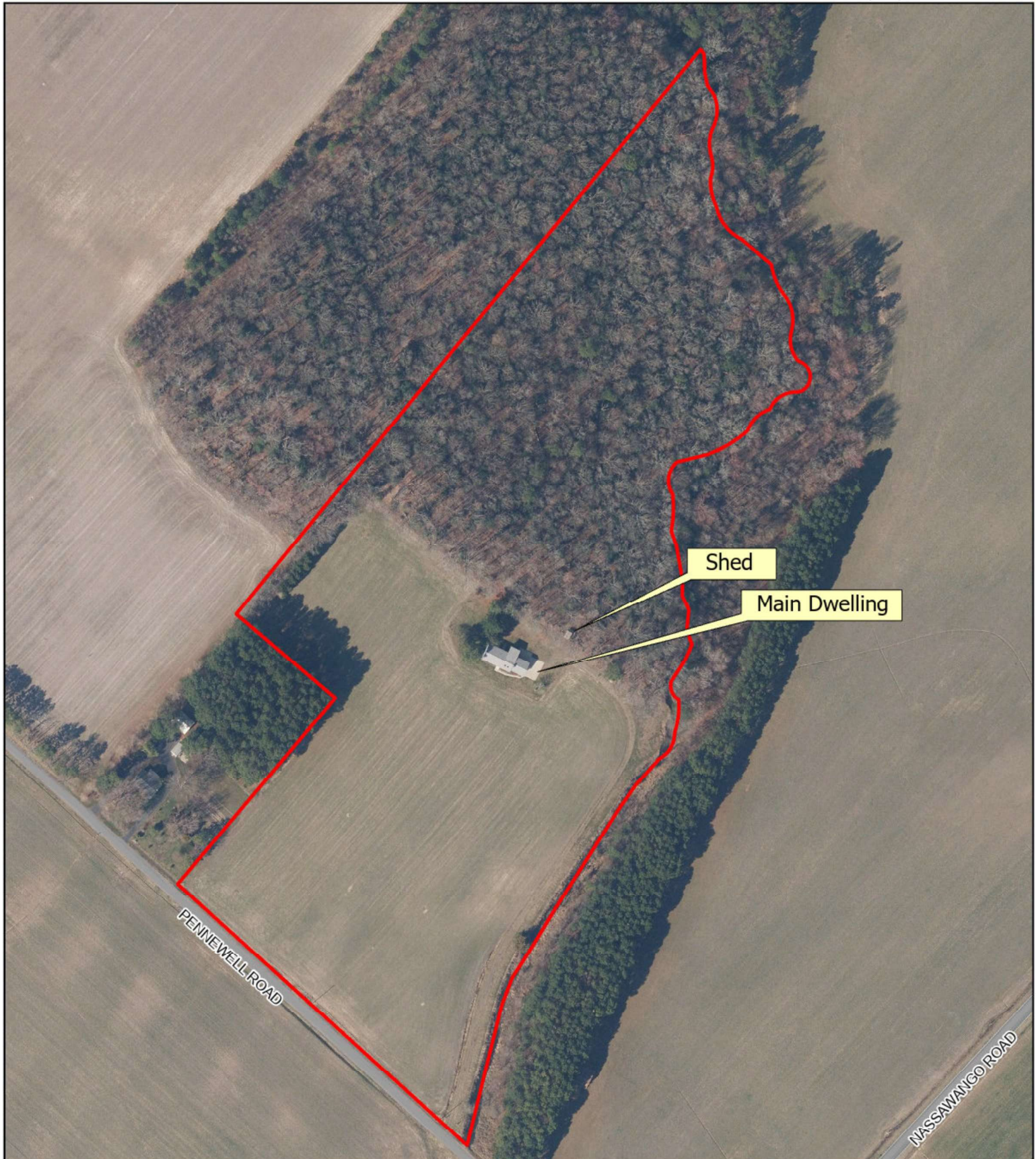
0 0.1 0.2 0.4 Miles

2024 Aerial Image
Map prepared 6/4/2026

FY27 MALPF Applicant
Kelley and Tom Gravenor
Pennewell Road, Snow Hill
Tax Map 63 Parcel 84
20.306 Acres

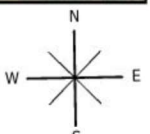
ITEM: 20

Soils Index: 50.16
93% Class I, II, and III Soils



0 0.010.03 0.05 0.08 0.1
Miles

20 - 10
2024 Aerial Image
Map created 6/8/26



FY27 MALPF Applicant
Percy S. Maddux
New Bridge Road, Pocomoke City
Tax Map 91, Parcel 59

Soil Index: 54.99
91% Class I, II III soils

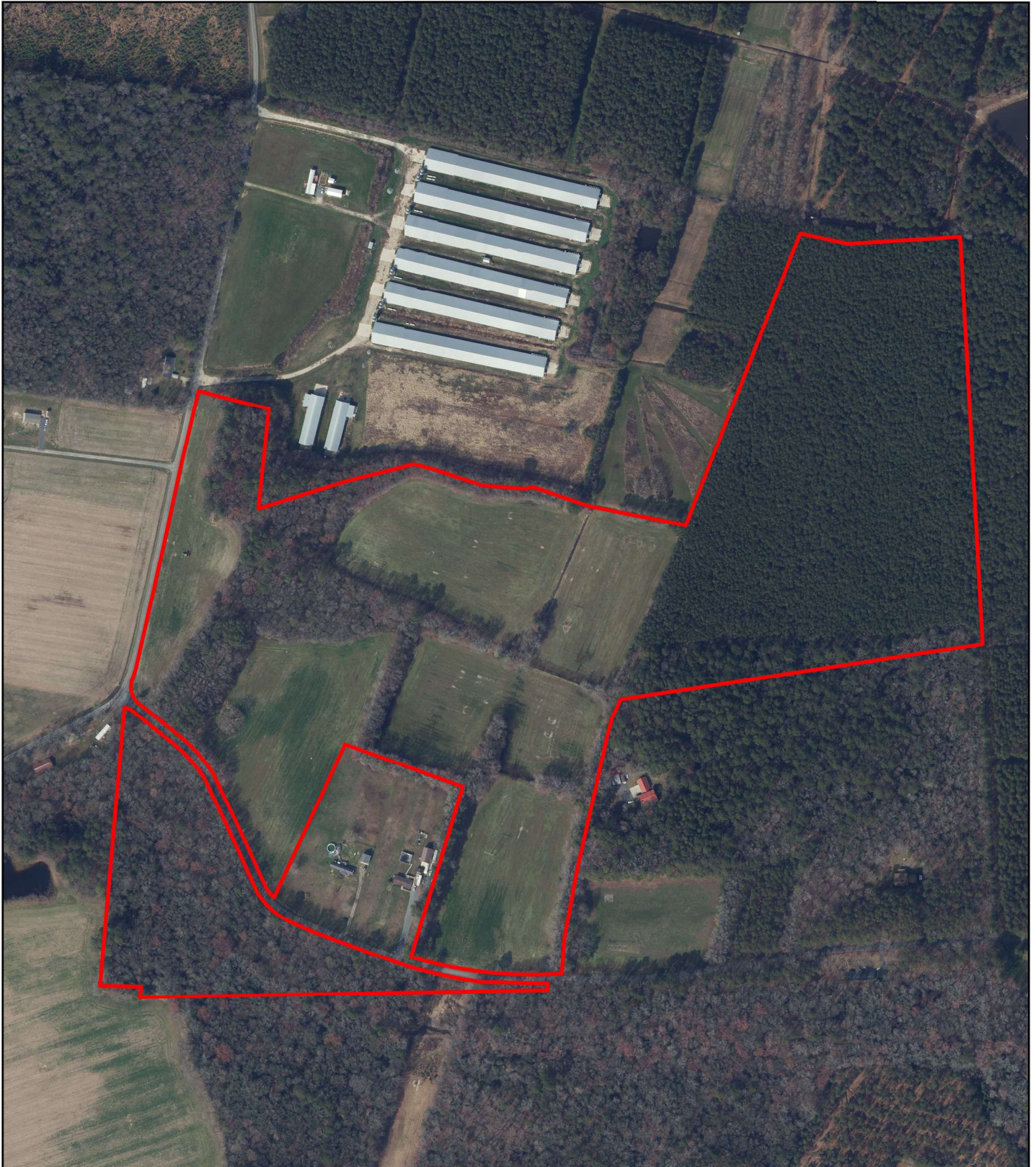


0 0.05 0.1 0.2 Miles

2024 Aerial Image
Map prepared 6/4/2026
20-11

FY27 MALPF Applicant
Tonya Sterling, Larry Sterling, Brian Sterling
Payne and Johnson Roads, Pocomoke City
Tax Map 100, Parcel 30
73.52 acres

Soils Index: 49.83
72% Class I, II and III soils

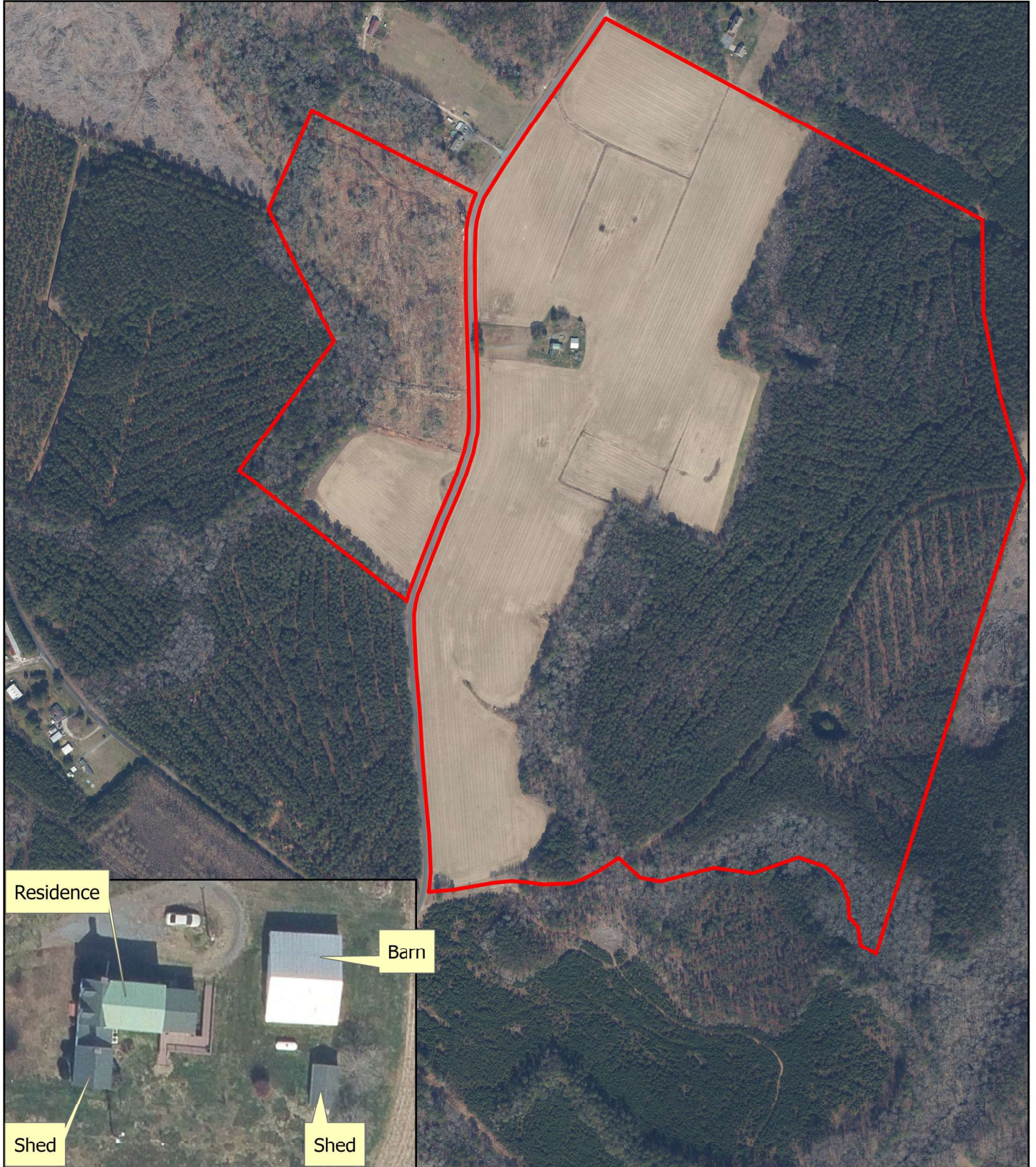


0 0.05 0.1 0.2 Miles

2024 Aerial Image
Map prepared 6/5/2026

FY27 MALPF Applicant
Annette Wallace and Christina Hargis
4308 Paw Paw Creek Road, Snow Hill
Tax Map 72, Parcel 50
205.8 acres

Soils index: 48.97
73% Class I, II and III soils



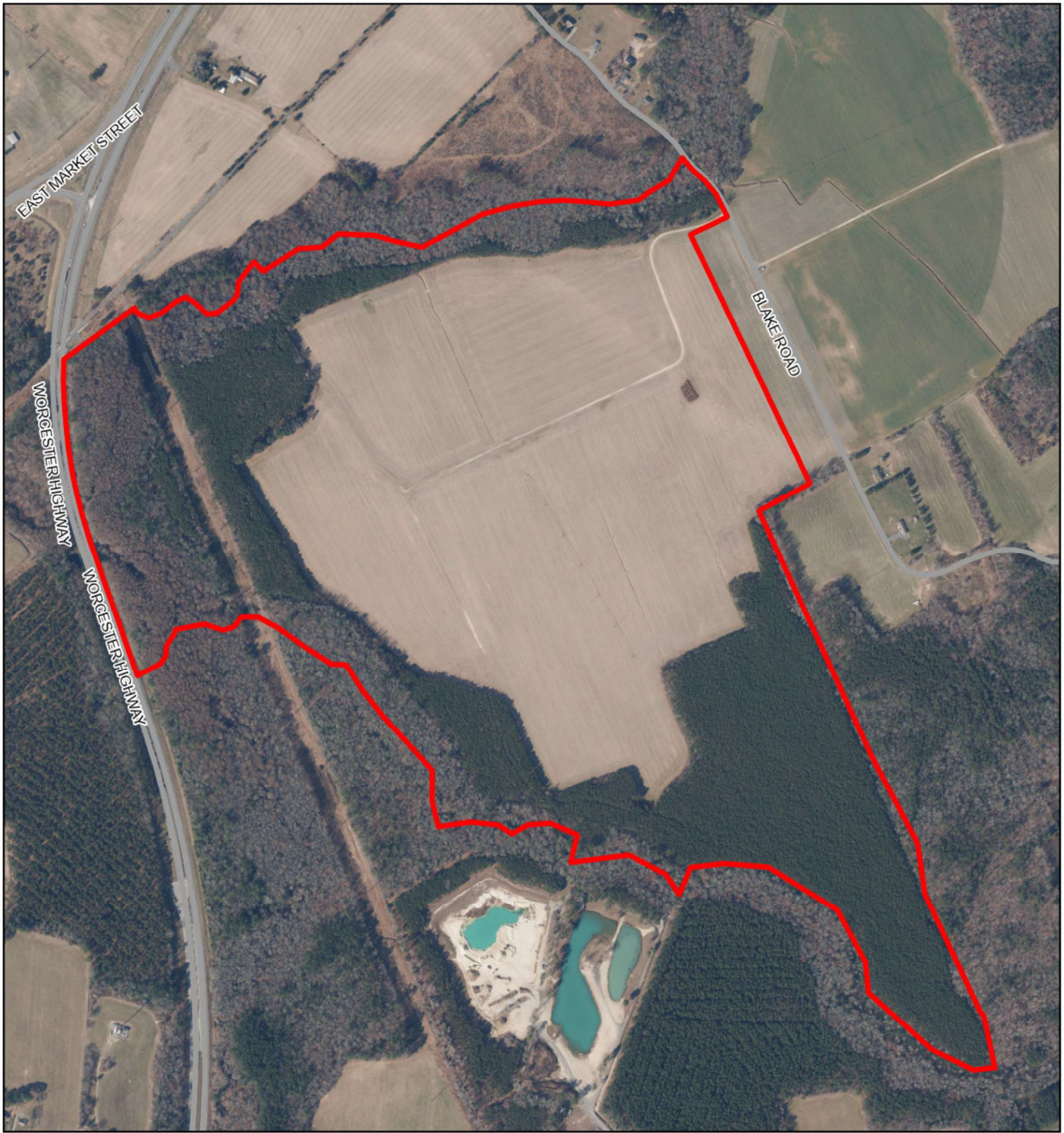
0 0.07 0.15 0.3 Miles

2024 Aerial Image
Map prepared June 5, 2026

FY27 MALPF Applicant
Watson Powell Land Holdings, LLC
Blake Road, Snow Hill
Tax Map 56 Parcel 18
275.74 Acres

ITEM: 20

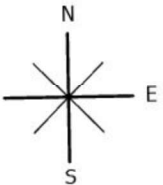
Soils Index: 53.62
78% Class I, II, and III Soils



0 0.05 0.1 0.2 0.3 0.4
Miles

2024 Aerial Image
Map created 6/2025

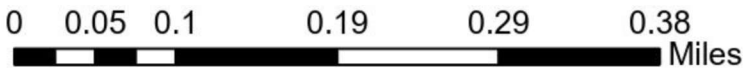
20-14^W



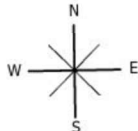
FY27 MALPF Applicant
Watson Powell Land Holdings, LLC
Blake Road, Snow Hill
Tax Map 56 Parcel 83
163.02 Acres

ITEM: 20

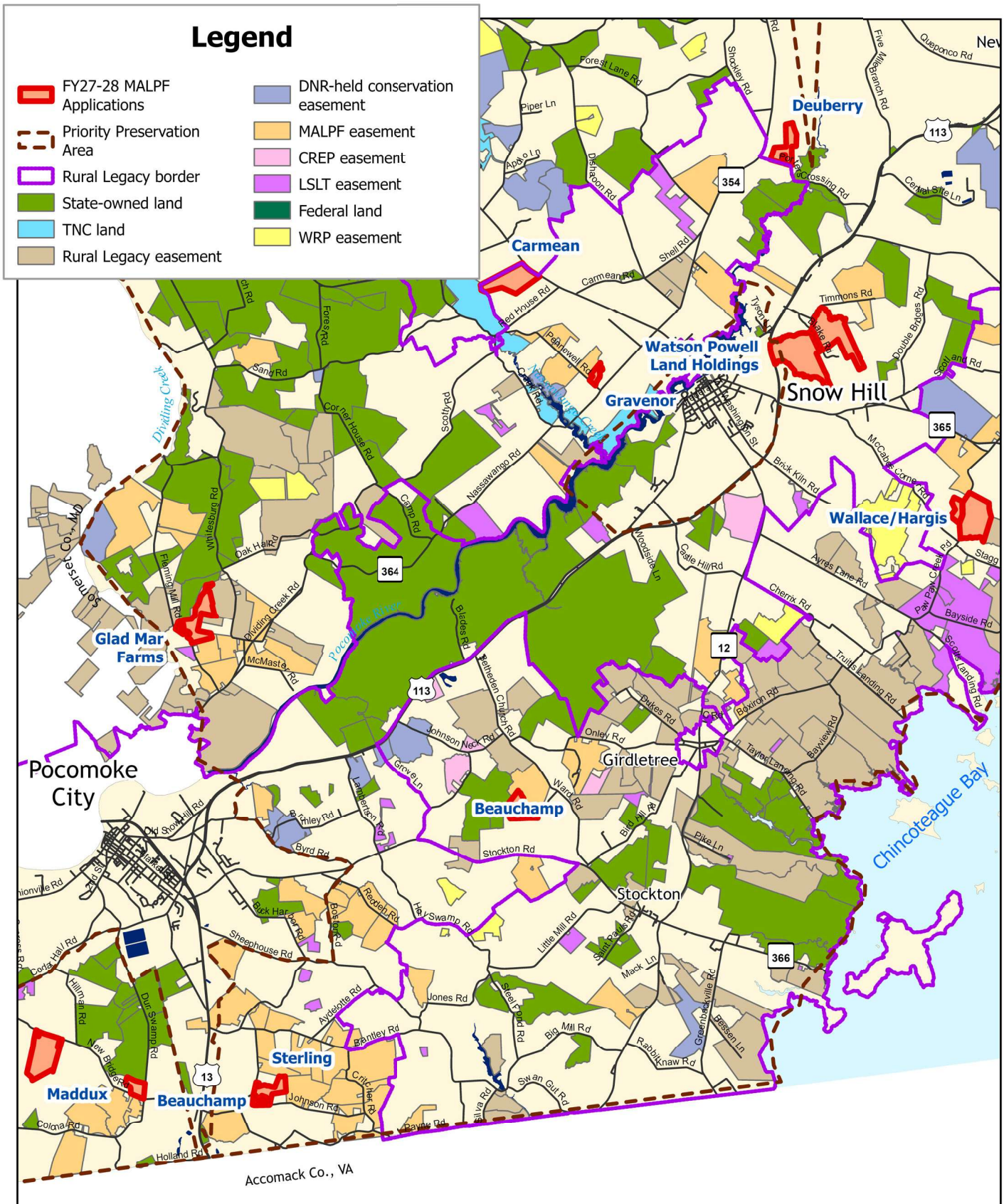
Soils Index: 59.11
85% Class I, II, and III Soils



2024 Aerial Imagery
Map created 6/8/26

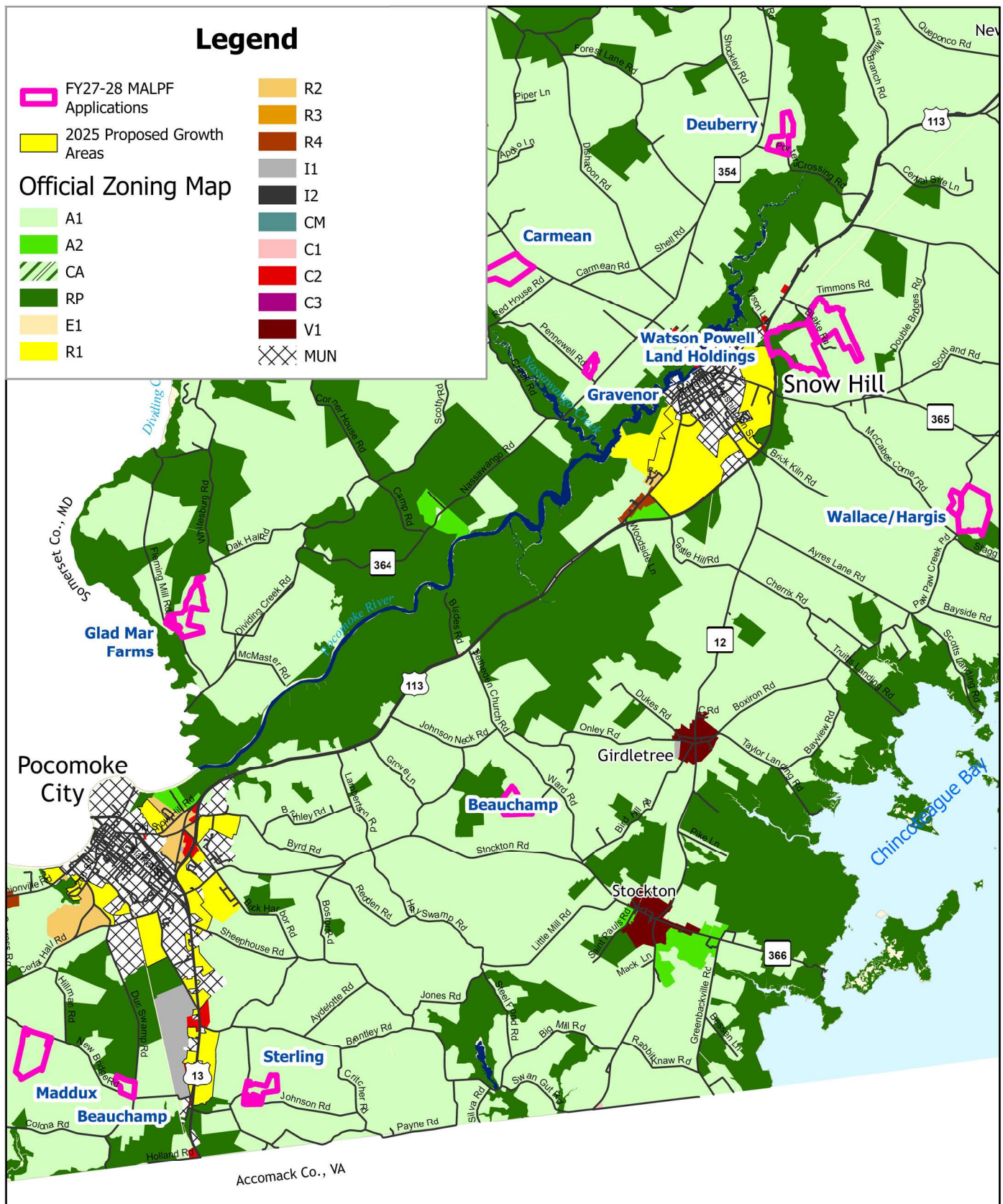


FY 27/28 MALPF Easement Applications and Protected Lands, Worcester County



0 1.75 3.5 7 Miles

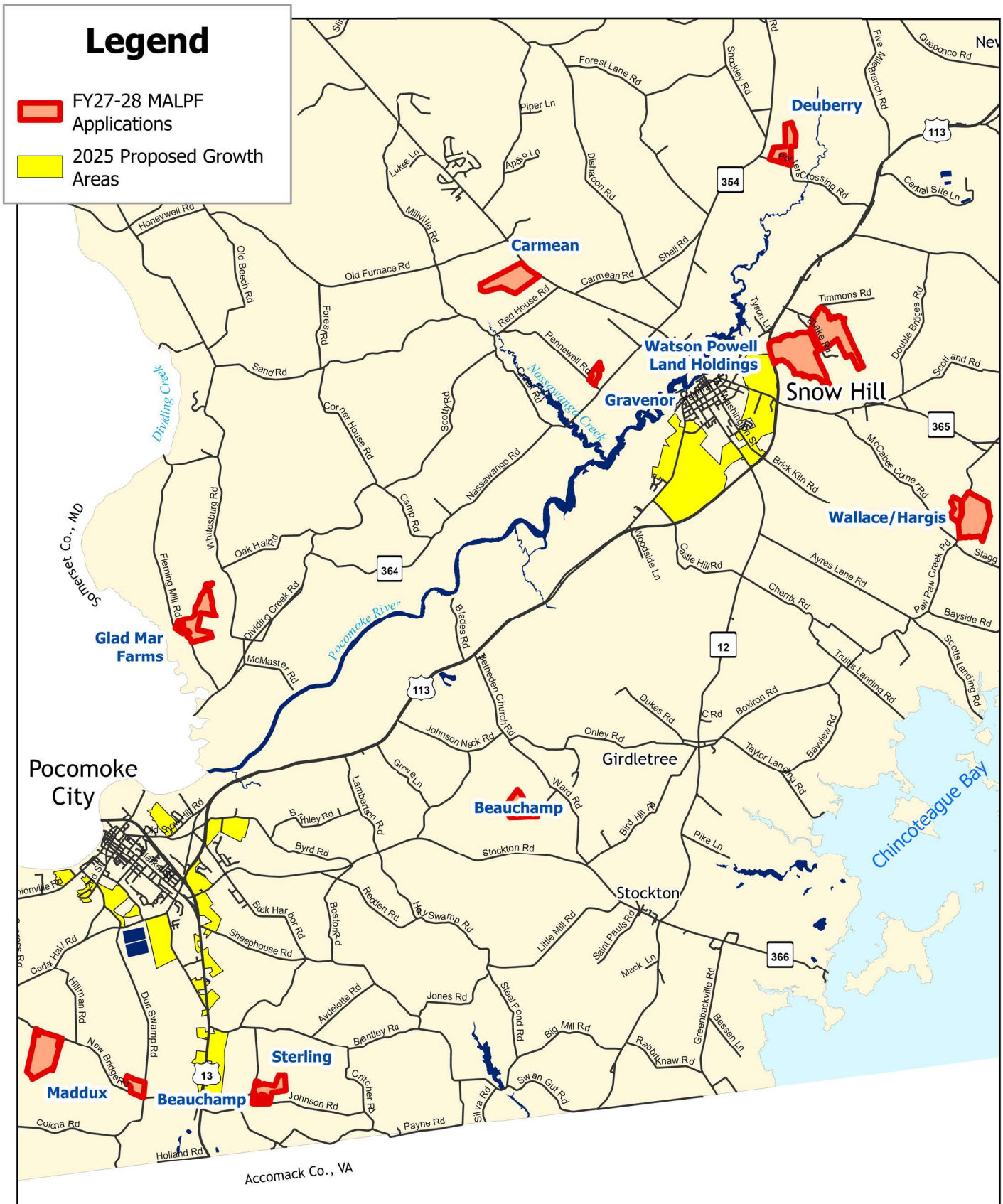
FY 27/28 MALPF Easement Applications and Zoning, Worcester County



Map prepared July 16, 2026

0 1.75 3.5 7 Miles

FY 27/28 MALPF Easement Applications and Growth Areas, Worcester County



Map prepared July 16, 2026

0 1.75 3.5 7 Miles